



## BUILDING SECURITY ACCESS

1. Purpose: The Board recognizes the need to maintain security of school facilities for reason of safety, vandalism, and theft.

Delegation of Responsibility: Toward this end, a program of building security shall be administered by the Superintendent or designee, with the cooperation of building principals. The need for access shall be the underlying principle in determining who will have keys/security badges to access school properties.

Building principals, in conjunction with the Supervisor of Building and Grounds, shall be responsible for rules governing keys/security badges necessary to gain access to areas inside District buildings. Management of keys/security badges is the responsibility of the Supervisor of Buildings and Grounds, including issuance and replacement of keys/security badges. Management of security badges is the responsibility of the Business Office Secretary or designee, including issuance and replacement of security badges.

Employees in possession of an internal access keys/security badges shall be responsible of the usage, replacement, and return of such keys/security badges.

2. Guidelines: All District buildings maintain a security system to control entry to the building by visitors. Entrances are locked at all times.

### External Access:

Permanent staff; and designated temporary staff members, such as long-term substitute teachers, coaches, etc., shall be issued keys/security badges for personal access to school buildings to conduct or participate in legitimate school business.

External access in terms of buildings and usage hours will be approved by the Superintendent and managed by the building principal.

Key/Security badge holders shall be responsible for the use of their key/security badge. Replacement of lost keys/security badges shall be the responsibility of the employee, at a cost of \$10 per unit.

Keys/Security badges shall be surrendered to the building principal or designee upon termination of employment. Failure to do so is considered theft of school property.

Abuse of keys/security badges guidelines will result in the loss of keys/security badges privileges.

Keys/Security badges holders who gain access to buildings during non-working hours (e.g., custodian not on duty) for legitimate school business shall be trained in proper methods of arming and disarming building alarm system. Said card holders will be fined \$25.00 for each false alarm caused by improper access to a building.

Possession of keys/security badges by personnel shall be in accordance with the following guidelines:

- a. A log of keys/security badges shall be maintained in the Superintendent or designated office.
- b. Individuals assigned keys/security badges may not duplicate or lend them.
- c. All keys/security badges must be surrendered when no longer needed or upon request of the Superintendent or designee.
- d. Loss of or stolen keys/security badges must be reported immediately to the Building & Grounds Supervisor. Replacement of lost keys/security badges shall be the responsibility of the employee at a cost of \$10 per unit.
- e. Keys/security badges rendered useless though normal wear and tear will be replaced at no charge to the employee. Keys/Security badges damaged due to negligence will be replaced at a cost of \$10 per unit.
- f. A set of master and/or duplicate keys shall be kept in the custody of the Superintendent or designee.
- g. After hours entry to school buildings shall be controlled in accordance with these guidelines:
  - i. The building custodian on duty shall restrict entry to one controlled point. keys/security badges holders may enter the controlled points enabled by their key/keyless access cards.
  - ii. Entry to a school building shall be prohibited when a person authorized as representative of the building is not present.



**Employee Key/Security Badge Form**

Employee Name: \_\_\_\_\_ Card No: \_\_\_\_\_

Teaching Building Assignment: \_\_\_\_\_

Room # or Area: \_\_\_\_\_

Key(s) Issued: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date Returned: \_\_\_\_\_

Security Badge Issued: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date Returned: \_\_\_\_\_

Please note: The employee is responsible for all cost incurred if key or security badge is damaged or lost. Cost of replacement will be:

Key/Security Badge - \$10.00

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\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date