

**SERIES 700
SUPPORT SERVICES**

731.2

FACILITY ACCESS AND SECURITY

Under the general supervision of the district administrator or his/her designee, all keys for a given building shall be controlled by the building principal or his/her designee who shall keep on file, readily accessible, a key receipt agreement for every authorized user. These agreements must be made available for inspection by the district administrator or his/her designee when requested. Each principal shall deposit with the district office, one complete set of keys for every portion of his/her building.

For the purpose of this policy, electronic access cards are referred to as a key and should be considered the same. Each school office is responsible for key inventory of their respective building areas. Each office will also monitor the issuance of keys to all employees.

Employees shall be provided with such keys as are necessary for the fulfillment of their duties and responsibilities. Employees are responsible for the key(s) issued to them and sharing in maintaining the security of school buildings. Employees are responsible for the security of their room/work area at the end of each working day. This includes specific security measures such as making certain that doors and windows are locked and all valuables are properly secured. All office and/or classroom equipment is to be securely stored within each building.

Building principals shall see that signs are posted at outside school entrances requiring that all school visitors during the school day report to the building office to acknowledge their presence and purpose for visiting the school.

Employees who require temporary access to specific areas for which they have not been issued keys may secure such keys from the school office. Employees shall receive these additional keys at the discretion of the building principal and shall sign for any keys received. Keys that are checked out of the office must be returned to the office on the same day, if appropriate, or as agreed. Employees may not loan their keys to anyone for non-school day activities. Non-teaching coaches shall turn in their keys immediately following the completion of their paid service. Employees may never duplicate school keys or loan their keys to anyone. Employees must immediately report any lost or stolen keys to the building principal/business manager. Employees may be held responsible for costs incurred to replace keys or lock cores resulting from lost keys.

Facility Access

When school is in session and during school sponsored activities and events, facility access and security is the responsibility of the building administrator or designee. Temporary keys will be issued under the discretion of the building principal through each respective office. A Facilities Use Request Form must be approved by the building principal or his/her designee before keys

can be issued. Should a key and/or electronic key card be lost or is not returned, the key/keycard holder will be held responsible for the cost of replacement.

When school is not in session and there are no school-sponsored activities and events being conducted, facility access is limited to:

1. Non-employees who are renting school facilities consistent with Public Use of School Facilities Policy 830.
2. Non-employees who are key holders and using school facilities consistent with Public Use of School Facilities Policy 830.
3. Permanent employees who are key holders and using school facilities consistent with Public Use of School Facilities Policy 830.
4. Permanent employees who are using school facilities for work-related activities.

Facility Security

School custodians are responsible for facility security when they are assigned to accommodate renters or sanctioned users. Key holders assume responsibility for facility security when they use school facilities at times when the facility is not otherwise open. Key holder responsibility for facility security includes:

1. Monitoring the entrance door when it is open
2. Locking the entrance door when activities are concluded.
3. Inspecting all accessible portions of the building after the group's usage.
4. Reporting any damage to the building to the building administrator, district administrator or the police department.
5. Reporting the presence of any strangers or intruders in the building to the building administrator, district administrator or the police department.

Any exceptions to the above procedure must be approved by the district administrator or designee.

Legal References:

Cross references: 731 Buildings and Grounds Security
Board Rule 731.2 Key Control
Board Exhibit 731.2 Key Receipt Agreement

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