



REGULATIONS FOR BUILDINGS AND GROUNDS SECURITY

Regulations for building and grounds security.

1. Unlimited access is available to:

- the superintendent
- the building principal – in assigned building
- the head custodian
- the athletic director

2. Limited access is available to:

- building principal – in other than assigned building
- custodians – to their assigned building
- teachers and co-curricular sponsors or supervisors – for their area or activity

Possession of keys shall be in accordance with the following regulations:

- a. A log of key assignments shall be maintained by the building principal and/or head custodian.
- b. Duplicate keys unassigned shall be maintained in a safe or a secured box.
- c. Individuals to whom keys are assigned may not duplicate or loan them.
- d. All keys must be surrendered when there is no longer a need or upon request of the administration.
- e. The loss of a key must be reported to the building principal or superintendent.
- f. Use of keys for unauthorized purposes will be cause for surrender of keys and replacement of affected locks.
- g. A set of master keys and/or duplicates of keys shall be kept in the custody of the building principal and/or head custodian.

After hours or events, entry to school buildings shall be controlled in accordance with these rules:

- a. The building custodian on duty shall restrict entry to one controlled point.
- b. Entry to a school building shall be prohibited when a person authorized as representative for the building is not present.

[Amended: 12/12/11]