



# Center Area School District

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: NOVEMBER 21, 1996

REVISED: FEBRUARY 15, 2001

709. BUILDING SECURITY	
1. Purpose	The Board recognizes the need to maintain security of school facilities for reasons of vandalism and theft. Toward this end, a program of building security shall be administered by the Superintendent with the cooperation of the individual building principals. The need for access shall be the underlying principle in determining who shall have keys for access to school properties.
2. Authority	The Superintendent shall determine, in accordance with these guidelines, who will be entitled to building(s) keys and who may have after hours access to the facilities of this district.
3. Delegation of Responsibility	<p>Access to school buildings and grounds may be established by the Superintendent in accordance with the following:</p> <p>Unlimited Access -</p> <ul style="list-style-type: none"> <li>the Superintendent</li> <li>the Superintendent of Buildings or the head custodian</li> </ul> <p>Limited Access -</p> <ul style="list-style-type: none"> <li>Building principals to their assigned building</li> <li>Head building custodians to their assigned building</li> <li>Extracurricular sponsors or supervisors for their area or activity.</li> </ul> <p>Possession of keys shall be in accordance with the following principles:</p> <ol style="list-style-type: none"> <li>1. A log of key assignments shall be maintained by the office of the Superintendent or other designated office.</li> <li>2. Duplicate keys unassigned shall be maintained in a safe or a secured box.</li> <li>3. Individuals assigned keys may not duplicate or loan them.</li> </ol>

4. All keys must be surrendered when there is no longer a need or upon request of the Superintendent.
5. The loss of a key must be reported to the Superintendent or his/her designee upon discovery.
6. Overnight key loans may be made by request to the Superintendent or his/her designee.
7. A set of master keys and/or duplicates of keys shall be kept in the custody of the Superintendent or his/her designee.

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

1. The building custodian on duty shall restrict entry to one controlled point.
2. Entry to a school building shall be prohibited when a person authorized as representative for the building is not present.
3. Students are not to loiter in the school buildings after dismissal. Only those students who are practicing for various activities and are properly supervised by their coaches, advisors, sponsors, or instructors will be permitted to remain after dismissal.
4. Certain areas and rooms in the school building are kept locked and are out of bounds to students.
5. Any secondary student found in any unauthorized area or room at any time without proper consent and supervision will be properly disciplined and suspended from school for a period of no less than three (3) days.