

Use of School Facilities: Employee Access

Principal shall oversee building security—

Principals shall have the responsibility for building security and for issuing keys or issuing or authorizing issuance of key cards.

Building access and security—

1. Keys or key cards will be issued as follows, based on areas that the individual is authorized to access:
 - a. High School and Middle School. Appropriate keys or key cards for each administrator, teacher and custodian.
 - b. Elementary School. Appropriate keys or key cards for each administrator, teacher, secretary and custodian.
2. To facilitate proper building security, a selected door in each school will be keyed for teachers and employees for after-hour use. This door will be one of the entry/exit doors on alarmed buildings.
3. All employees are to sign when checking a key in or out or receiving a key card and will be given an authorization slip properly signed by the Principal.
4. No master key or key card shall be issued to, or used by, anyone other than authorized District personnel.
5. All employees are to be out of the school by 8:00 p.m. and on weekends and holidays unless prior arrangements are made with the Principal and also the District Security Department. All employees are to contact the District Security Department when they remain in the building after normal closing hours or enter the building on weekends and holidays. The Principal will notify the District Security Department of persons authorized to be in the building during named hours and dates. Alarm codes are NOT to be given to unauthorized employees.
6. Employees who copy a key or give a key card to another person or disregard this policy, or who do not follow this policy will be subject to disciplinary action up to and including termination.
7. Students shall not be issued keys or be given key cards or allowed in a building without adult employee supervision.
8. No keys or key cards are to be issued to any member of the community, or club or organization.
9. The Security Department will be notified immediately whenever it is discovered that a school key or key card is lost or stolen.