

Category: 5000 BUSINESS	Policy Number: 5220
Policy Title: Building Security and Access	Effective Date: November 20, 2013

Security

Security means not only safeguarding access to the buildings but also protecting them from fire hazards and faulty equipment by maintaining safe practices in the use of electrical, plumbing, and heating equipment. Locks and other protective devices designed to be used as safeguards against illegal entry, vandalism, or safety hazards shall be installed when appropriate to the individual situation. Safety and security concerns will be reported to the building administrator or designee immediately. All incidents of vandalism, trespass and burglary shall be reported to the Superintendent or designee immediately. There will be close cooperation with local police, fire, and sheriff's departments and with State and insurance company adjusters.

Access to Buildings

District personnel will be assigned keys for access to areas necessary to fulfill work assignments. Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it or for activities with proper supervision with prior permission by the superintendent or building administrator. In no instance will employees loan, duplicate, or re-assign their keys, or allow non-school personnel access to the building unless they are willing to open/close and remain to supervise while the area is in use, and then only with the permission of the building principal. Exceptions may be made at the discretion of the superintendent/designee. It shall be the responsibility of school personnel using school facilities to secure the facilities upon leaving and at no time shall students be allowed use of school facilities without school supervision. A Key Request Form must be filled out and signed by both the employee and an administrator. All keys will be returned to the building administrator or designee upon request.

Records and Funds

Records and funds shall be kept in a safe place and under lock and key when required.

- REFERENCE: IAPA, 08.02.E.11, 4.a.iii**
Policy 4040, "Facility Usage"
Policy 4470, "Visitors to the Schools"
Policy 5245, "Safety and Safety Inspection"
Policy 5245f, "Accident Prevention and Reporting Agreement"
Policy 5255, "Use of School Grounds for Non-School Activities"
Policy 5260, "Vandalism Protection"
Policy 5310, "Budget - Cash in School Buildings"
Key Request Form

Snake River School District
Key Request Form

Form 5220

BUILDING _____ DATE _____

PERSON NEEDING ACCESS _____

KEY NUMBER, DOORS or AREAS THAT I NEED ACCESS TO:

- 1. _____ 2. _____
- 3. _____ 4. _____

REASON FOR REQUESTED KEY: (please check below)

- NEW EMPLOYEE
- NEW BUILDING LOCKS
- CHANGE OR POSITION OR AREA
- KEY LOST or STOLEN
- OTHER _____

*If key was lost or stolen, please list possible location or area where key may have last been.

ADMINISTRATOR APPROVAL: _____ ACH

CONDITIONS: (upon receiving of key)

KEY TRANSFERS & DUPLICATING:

For security, safety, accessibility and accurate record keeping, THE TRANSFER OF KEYS AND ACCESS CARDS to other personnel, faculty members, students and other school staff IS STRICTLY PROHIBITED. Persons found in violation of this policy can have their access privileges terminated.

DUPLICATING OR REPLACING KEYS through any agency, company, or private business other than the Snake River School Maintenance Department is **STRICTLY PROHIBITED** and is a breach of this key policy. It could also be a breach of copyright law.

- I have received the above requested key/s.
- I will use this access for school business only.
- I will not let others use my keys.
- I will return keys immediately when my employment is terminated.
- If keys are lost or stolen, I will report the loss immediately.
- If I desire a replacement key, the cost will be \$25.00 each.
- I will not prop outside doors open, at any time, for access, but will use the dogging device to allow access

I AGREE TO THE ABOVE CONDITIONS: _____

Please fill out, print and send to the Maintenance Dept.

KEY # _____ KEY CODES: 1 _____ 2 _____ 3 _____ 4 _____