

Category: 5000 BUSINESS	Policy Number: 5220
Policy Title: Building Security and Access	Effective Date: March 11, 2003

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 adjustors.

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

BUILDING _____ DATE _____

KEY REQUESTED FOR _____

POSITION _____ HOME PHONE NUMBER _____

KEY NUMBER, AREA, or DOOR KEY NEEDED FOR _____

REASON FOR REQUESTED KEY: (please check below)

- NEW EMPLOYEE
- CHANGE OR POSITION OR AREA (old keys must be returned)
- NEW BUILDING LOCKS
- KEY BROKEN (broken keys must be returned)
- KEY STOLEN*
- KEY LOST*
- OTHER _____

If key requested is to be an Intellikey: (please check below)

- KEY WILL WORK AT ALL TIMES
- LIMIT KEY USE TO THE FOLLOWING LISTED TIMES AND/OR DATES

START: _____ END: _____
Key must be returned after this time!

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

*****ADMINISTRATOR*****

I APPROVE THE ABOVE REQUEST FOR A KEY TO MY BUILDING

Signature of Administrator

I HAVE RECEIVED THE ABOVE KEY. I WILL USE THIS KEY ONLY FOR SCHOOL
BUSINESS. I WILL NOT LET THE KEY OUT OF MY POSSESSION.

Please sign when key is received

NOTES:

1. Fill out top of request.
2. Administrator must sign all requests for their buildings or areas and send to maintenance office.
3. Sign copy of request when key is received.
4. Return signed request to maintenance office.

*****For Maintenance Use Only*****

Key Number _____ Key Cut _____