

BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual

Section: PROPERTY
Title: BUILDING SECURITY
Date Adopted: August 17, 1981
Date Last Revised: October 20, 2003

709. BUILDING SECURITY

- .1 The Board recognizes the need to maintain security of school facilities for reasons of vandalism and theft. Toward this end, the Superintendent with the cooperation of the individual building principals shall administer a program of building security. The need for access shall be the underlying principle in determining who shall have keys or other entry devices for access to school properties.
- .2 The Superintendent, and or building principal, 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 Access to school buildings and grounds may be established by the Superintendent in accordance with the following:
 - .31 Unlimited Access
 - .311 the Superintendent
 - .312 the Buildings and Grounds Supervisor
 - .313 School board members, through the Superintendent.
 - .32 Limited Access
 - .321 Building principals to their assigned building
 - .322 Assistant principal(s) to their assigned building
 - .323 Building custodians to their assigned building
 - .324 Extracurricular sponsors or supervisors for their area or activity

.325 Athletic director

.326 Other staff members with the approval of his or her supervisor

.4 Possession of keys shall be in accordance with the following:

.41 A log of key assignments shall be maintained by the office of the Superintendent or other designated office.

.42 Duplicate keys unassigned shall be maintained in a safe or a secured box.

.43 Individuals assigned keys may not duplicate or loan them.

.44 All keys must be surrendered when there is no longer a need, or upon request of the Superintendent or his/her designee.

.45 The loss of a key must be reported to the Superintendent or his/her designee upon discovery.

.46 Overnight or limited time key loans may be made by request to the Superintendent or his/her designee.

.47 Use of keys for unauthorized purposes will be cause for surrender of keys and replacement of affected locks.