

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: APRIL 8, 2014

Tyrone Area School District

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/FOBS for access to school properties.
2. Authority	The Superintendent shall determine, in accordance with these guidelines, who will be entitled to building(s) keys/FOBS and who may have after hour 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><u>Unlimited Access</u></p> <ol style="list-style-type: none"> 1. Superintendent 2. Director of Curriculum and Instruction 3. Business Administrator 4. Physical Plant Supervisor 5. Computer Network Administrator 6. Security and Maintenance Personnel <p><u>Limited Access</u></p> <ol style="list-style-type: none"> 1. Building Principals to his/her assigned building. 2. Dean to his/her assigned building. 3. Special Education Supervisor to his/her assigned building. 4. School Psychologist to his/her assigned building. 5. Head building custodians to his/her assigned building. 6. Athletic Director to his/her assigned building.

709. BUILDING SECURITY - Page 2 of 3

Possession of keys shall be in accordance with the following principles:

1. A log of key assignments shall be maintained by the office of the Physical Plant Supervisor.
2. Duplicate keys unassigned shall be maintained in a safe or a secured box.
3. Individuals' assigned keys may not duplicate or loan them.
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 Physical Plant Supervisor or his/her designee upon discovery.
6. Use of keys for unauthorized purposes will be cause for surrender of keys.
7. A set of master keys and/or duplicates of keys shall be kept in the custody of the Physical Plant Supervisor.
8. After hours, entry to school buildings shall be controlled.

Keys will be assigned to school employees on an as-needed basis as determined by the building principal and the Physical Plant Supervisor.

Key cabinets have been established in the main offices of the High School and the Elementary School for the purpose of key distribution to substitute teachers. Office secretaries will sign out/in keys for substitute teacher use on a daily basis. Master keys shall not be issued to substitute staff.

Loss of a key will result in a \$25 fee to the key holder.

Possession of FOBS shall be in accordance with the following principles:

1. A log of FOB assignments shall be maintained by the Office of the Physical Plant Supervisor.
2. Duplicate FOBS unassigned shall be maintained in a safe or secured box.
3. Individuals' assigned FOBS may not loan them.
4. All FOBS must be surrendered when there is no longer a need or upon the request of the Superintendent.
5. The loss of a FOB must be reported to the Physical Plant Supervisor or his/her designee upon discovery.

709. BUILDING SECURITY - Page 3 of 3

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| | <ol style="list-style-type: none">6. Use of FOBS for unauthorized purposes will be cause for surrender of FOBS.7. Loss of a FOB will result in a \$15 fee to the FOB holder.8. The Office of the Physical Plant Supervisor will set a schedule as to when FOBS will be activated to permit staff access to the Middle School/High School and Elementary School buildings.9. The Business/Payroll Office shall check with the Office of the Physical Plant Supervisor prior to issuing final payment to all employees to insure that keys and FOBS have been returned to the Office of the Physical Plant Supervisor. |
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