

Security of District Facilities

Purpose

To promote the security of District facilities by implementing standardized security procedures.

“District personnel” means District employees and any other individuals designated by the Superintendent or designee such as independent contractors and vendors.

A. Keyed access to buildings shall be in accordance with the following:

1. Keys and proximity cards providing access to District facilities and equipment shall be issued only to District personnel designated by the Superintendent of Schools or designee.
2. District personnel shall sign a “Proximity Card Sign Off” form (See Attachment A) indicating they have read, understand, and agree to be bound by this Administrative Regulation and the accompanying Board Policy prior to being issued or permitted to use a proximity card for keyed access to buildings.
3. District personnel are responsible for the security of the keys and proximity card in their possession.
4. District personnel are prohibited from allowing unauthorized individuals to use their issued keys or proximity card.
5. District personnel issued keys and proximity cards shall be responsible for immediately reporting lost or damaged keys and cards.
6. District personnel shall surrender all keys and proximity cards upon termination of employment or otherwise at the request of the Superintendent or designee or the employee’s supervisor or designee.
7. The District shall establish an inventory and tracking procedure that provides for strict accountability of all keys and proximity cards.
8. The District shall utilize a non-reproducible, proprietary key system that prevents the duplication of keys by other than designated District personnel.
9. Locks controlled by keys that have been lost or are otherwise unaccounted for shall be rekeyed to prevent unauthorized use if the Superintendent or designee determines the missing keys pose a risk to the security of District facilities or equipment or to the safety of students, staff and/or visitors of the District.

B. At the beginning of the student school day all exterior doors shall be locked. All traffic shall be directed to one or more controlled entrance(s) where access is granted only after

school staff has determined the identity and purpose of each visitor. Such controlled access may be accomplished by the use of remote cameras and electronically controlled door locks.

- C. Procedures to be used to secure a school in the event of an intruder will be a part of the School Emergency Operations Plan prepared by each school principal. Annually, each school building will participate in at least one security drill exercise involving intruder procedures. Additionally, other security and safety drills will be practiced throughout the school year.
- D. Building and District administrators, head custodians, District security personnel, Business Office Department supervisors, and Cabinet shall be equipped with communication devices that will enable them to enhance security and respond to emergencies.
- E. School staff or students are not authorized in buildings unless a school administrator or school custodian is present in the school.
- F. At the end of the last custodial shift, a designated custodian will conduct a security check and activate the security alarms.

Unauthorized Access/Entrance onto District Property

Signs may be posted in designated locations of District property or in District buildings indicating that a particular area is restricted in some way. Individuals found in violation of the posted restrictions will be asked to leave District property and the appropriate law enforcement authorities may be contacted. Restrictions may also be placed on the individual's ability to return to the District in the future.

Adopted: September 1973

Revised: September 1995

Revised: April 25, 2005

Revised: April 30, 2007

Revised: September 29, 2009

Revised: June 9, 2016

Revised: March 1, 2022

Revised: October 3, 2022

Attachment A

Regulation 8060 – Security of District Facilities

PROXIMITY CARD SIGN-OFF FORM

By being provided with a proximity card, you have been given access to your assigned building(s) for the work day.

As described in Board Policy and Administrative Regulation 8060, by taking possession of the proximity card you affirm that:

- You are responsible for the security of the keys and proximity card in your possession.
- You shall be responsible for immediately reporting lost or damaged keys and proximity card to the building principal and supervisor.
- You shall only use the proximity card during your authorized work day or other school-based activity.
- You shall surrender all keys and proximity cards upon termination of your employment/assignment or otherwise at the request of the Superintendent or designee.

Each time you use the proximity card, an electronic record is created indicating the time and location of use.

Electronic signature via MS Form- _____

Date stamp _____