

# Marion County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term:  <b>Security</b>	Descriptor Code: <b>3.205</b>	Issued Date: <b>04/24/01</b>
		Rescinds: <b>3.205</b>	Issued: <b>12/15/97</b>

1 The director of schools shall establish procedures as required to adequately protect school property which  
2 shall include, but not be limited to:

- 3
- 4 1. Closing and securing teacher work areas when being left unattended or at the end of the day;
  - 5
  - 6 2. Denying students permission to use the classrooms, laboratories, gymnasiums or other school  
7 facilities or equipment without appropriate faculty supervision;
  - 8
  - 9 3. Controlling the issuance of building keys and master keys; and
  - 10
  - 11 4. Developing programs which contribute to the proper care and use of school facilities and equipment.
  - 12

13 The principal shall call law enforcement officials in cases involving illegal entry, theft or vandalism.

14  
15 The principal shall notify the director of schools within 48 hours after each case of vandalism, theft, building  
16 damage and illegal entry.

17  
18 The director of schools, or his/her representative, is authorized to sign a criminal complaint and to press  
19 charges against perpetrators of vandalism against school property.

20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41

---

Cross References:

Visitors to the Schools 1.501  
Care of School Property 6.311