

SUGAR VALLEY RURAL CHARTER SCHOOL

POLICY NUMBER: 709
SECTION: PROPERTY
TITLE: **BUILDING SECURITY**
DATE ADOPTED: NOVEMBER 2008
DATE LAST REVISED:

BUILDING SECURITY

PURPOSE

The Board recognizes the need to maintain security of school facilities for reasons of vandalism and theft.

DELEGATION OF RESPONSIBILITY

Toward this end, a program of building security shall be administered by the CEO or designee, with the cooperation of administration. The need for access shall be the underlying principle in determining that will have keys to school properties.

The CEO shall determine who is entitled to building(s) keys and who may have after hours access to school facilities.

GUIDELINES

Possession of keys by personnel shall be in accordance with the following guidelines:

1. No student will be given school district keys for any purpose.
2. Individuals assigned keys may not duplicate or lend them.
3. All keys must be surrendered when no longer needed or upon request of the CEO.
4. Loss of a key must be reported immediately to the CEO or designee.
5. Use of keys for unauthorized purposes will result in surrender of keys.

Rules for after hours entry shall be prominently posted.