

BUILDING SECURITY**ACCESS CONTROL:**

The human resources director will be responsible for establishing an administrative process for issuing keys and proximity access control cards (badges) for District electronic access control systems. The human resources department will provide keys and badges to new employees as part of the onboarding process. Requests for existing employees who need replacement keys/badges or additional access must originate from building administrators and approval for additional access will be facilitated by the human resources department before being issued by the facilities department. Keys and key chains or lanyards should not have any identifiable markings that would connect them to a particular room or building. For this policy, building administrators include principals, assistant principals, directors, and employees designated by the superintendent.

Individuals who lose their key(s) and/or badge(s) must notify the building principal immediately and will be charged a replacement fee. Damaged or broken keys and badges must be returned to the human resources department to avoid being charged the replacement fee. The human resources department will send broken keys to the district locksmith to ensure they are disposed of properly.

Contractors who lose a district-issued key(s) will be responsible for the cost of rekeying applicable rooms and/or buildings as determined by the facilities director.

Exterior keys will not be issued to users of buildings equipped with electronic access control systems. No school district employee or other building occupant including principals, custodians, teachers, and coaches may transfer keys or badges to another individual. Staff are responsible for returning their badge and all keys if they separate from employment or have a change of responsibilities, and shall return them to the central office by the end of their last day of employment unless prior arrangements are made with the human resources department. A replacement fee will be deducted from the final paycheck of separating employees who fail to return their keys and/or badges. A replacement fee will also be deducted from the paycheck that follows a staff member's change in responsibilities if they fail to return their keys. Keys and badges may be retained during summer break provided the user has a contract/work agreement for the following school year.

BUILDING SECURITY

An accurate list of all people who have been given access to district buildings will be maintained by the human resources department.

All keys must originate from the district locksmith and be issued to an individual, not a location. A document signed by the individual taking possession of the keys stating which key(s) was/were issued will be retained by the human resources department. No individual other than the district locksmith may duplicate district keys unless otherwise authorized by the superintendent. All duplicate keys will be held by the district locksmith in a secure location. Building administrators and custodial supervisors will be issued additional sets of building keys upon request and will be stored in a controlled lockbox provided by the district locksmith.

Exterior school doors will remain locked during school hours unless student access is needed between classes. In this case, electronic access control systems will be used to minimize the duration of unlocked doors. Rooms with confidential or high-valued items should be locked at all times when the person responsible for that room is not present. Classroom door locking mechanisms must be engaged at all times when open or closed. External barricade devices are strictly prohibited at all district facilities.

IDENTIFICATION AND THE RIGHT TO REMOVE:

School District personnel may require identification of any person on District property. The building administrator, or his/her designee, may refuse to allow persons with no legitimate business to enter district property or grounds. In addition, building administrators may require any person engaging in unacceptable conduct or any conduct which will or could interfere with the educational program to leave the District property. Building administrators, and/or their designees are authorized to request the assistance of law enforcement officers when necessary to enforce this policy. Persons who violate state law regarding trespassing on District property, damaging District property, or loitering will be subject to the full range of the criminal laws of the state. Each building administrator shall establish protocols dealing with visitors and building security.

BUILDING CHECKS:

Building checks will be completed in accordance with a schedule approved by the facilities director. The Sheridan Police Department and Sheriff's Office are encouraged to observe the

BUILDING SECURITY

various school sites for irregular or suspicious occurrences. An emergency calling list is maintained in the dispatcher's office at the Sheridan Law Enforcement Center.

VANDALISM:

All acts of vandalism to District property shall be reported to the building administrator immediately upon discovery. The building administrator will notify the business manager and facilities director as soon as practical. Notification shall include date and time of discovery of the vandalized property, location, description of damage, and estimated cost.

If the damage is considered by school officials to warrant police department involvement, contact will be made promptly and a report filed with that office.

Insurance companies will be properly notified by the designated school officials, if the damaged property appears to be covered by insurance policies.

See also policies:

- EBCA - Crisis Intervention Team
- KF - Community Use of School Facilities
- KI - Visitors to Schools

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