

CHARTERS-HOUSTON SCHOOL DISTRICT

Policy No. 718

Section:PROPERTY

# POLICY GUIDE

Title: BUILDING SECURITY

Adopted: 8/21/00

Revision Adopted:

## POLICY NO. 718 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 for access to school properties.

### 2. AUTHORITY

The Superintendent shall determine, in accordance with these guidelines, who will be entitled to building keys and who may have after hours access to the facilities of this district.

### 3. DELEGATION OF RESPON- SIBILITY

Access to school buildings and grounds may be established by the Superintendent in accordance with the following:

#### Unlimited Access

- Supervisor of Buildings & Grounds
- Business Manager

Limited Access

- Building Principals and Assistants to their assigned building
- Maintenance workers to their assigned building
- Athletic Director

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

- A log of all key assignments shall be maintained by the office of the Supervisor of Buildings & Grounds
- Duplicate and unassigned keys shall be maintained by the Supervisor of Buildings & Grounds in a secured container
- Individuals with assigned keys shall not duplicate or loan them
- The loss of any exterior or interior key must be reported to the Supervisor of Buildings & Grounds and the Principal upon discovery

This Board policy and specific building regulations shall be prominently posted in each building.