

# Policy Service

## The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

R3517

### Business and Non-Instructional Operations

#### Security of Buildings and Grounds

Only persons having legitimate school business and prior approval of building administration are allowed access to school facilities. Incidents of illegal entry, theft of school property, vandalism or damage to school property from other causes will be reported by phone to the office of the Superintendent, as soon after discovery as possible. A written report of the incident will be made within 24 hours of discovery.

#### Keys

All keys used in a school shall be the responsibility of the Principal. Requests for permanent issuance of keys shall be made only in those instances where the employee regularly needs a key in order to carry out normal activities necessitated by the position which the employee holds. When the need for a particular key is of a temporary nature, a key shall be issued on that basis and shall be returned immediately following termination of the need for its use.

All keys shall be issued through the office of each Principal. A receipt showing the number of the key and room(s) or building(s) which it opens shall be signed by the person to whom the key is issued. This receipt shall be filed in lieu of the key and shall be returned to the employee upon return of the key.

Each Principal shall set up a key control system with a record of the number of each key filed.

The person issued a key shall be responsible for its safekeeping and shall pay for a duplicate key if lost. Duplicate keys are obtained only through the district business office. The Board of Education prohibits the duplication of school keys by other methods.

Keys shall be used only by authorized employees and shall never be loaned to students.

The greatest care shall be given to master and sub-master keys. Master keys shall never be loaned.

#### Building Checks

Building checks are to be made on Saturdays, Sundays, and at such other times as is necessary by the Superintendent's designee. A building check shall consist of:

1. Checking all entrances to the building to determine that they are secure;
2. Checking all boilers to see that they are functioning properly;
3. Checking for running water; and
4. Checking internal areas – audiovisual storage, office areas, and kitchen.

The building check is to be accomplished by the Head Custodian who will be paid a flat rate fee for this duty.

Regulation approved:

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