

**STAFF AND PERSONNEL
SERIES 400**

405.7

TITLE: BUILDING SECURITY

The health and safety of all students and staff is a primary concern of the Board of Trustees as is the protection of district property.

As a key element in keeping our school family and our property safe from harm, fire and security alarms have been installed in our buildings. However, the District also desires personnel employed by the school to have access to their classrooms and offices to assist them in the performance of their job assignments.

It is critically important that all staff be trained in the proper use of and operation of these systems.

Prior to any member of the staff obtaining keys to any school building, they must first be trained on the workings of the fire and security alarm system for that building. Further, such staff member must agree to be held financially responsible for any charges that might be incurred by the district associated with a false fire or security alarm that is a direct result of the failure of the staff person to follow the training provided to them relating to the fire and security systems.

Additionally, any such staff member must agree to be held financially responsible for any negligent loss of a key for any school building. Such responsibility may include actual cost of re-keying the subject locks. Consideration will be given to the employee for situations where a key may be lost due to the theft or actions, which are beyond the employee's control.

All keys checked out to employees working less than twelve months will be turned in at the close of each school year for inventory purposes. Keys will be reissued at the beginning of each new school year. On a case-by-case basis, keys can be reissued to an employee for use during non school days in June, July and August.

Unauthorized personnel will not duplicate any key to any school building.

Approved: April 11, 2005
Revised: December 12, 2005