

Employee Access to Buildings and Grounds

Employees who are given keys or combinations to locks or electronic card access to access District buildings or grounds shall abide by the following rules established by the Superintendent. Employees found to have violated these rules shall be subject to discipline by the Superintendent up to and including discharge.

Employee access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires such access and who are approved by the Superintendent.

Employees who have access to school buildings or grounds shall not use such access for any personal reasons not connected directly with their employment. This means that employees, for example, are prohibited from opening up school facilities to allow friends or family members to use the facilities for any personal or recreational purpose unless the facility has been duly leased or rented for such use and all fees pertaining thereto have been paid.

Keys issued to employees shall not be loaned to anyone and shall be in their possession or control at all times. Under no circumstances shall school employees have extra keys made. All Keys shall be made and issued through the District lock shop. It shall be understood, specifically, that all keys to District buildings or grounds are the property of the District and must be surrendered on demand immediately if requested or upon leaving the employment with the District.

Any employee using the building in the evening or on weekends must be certain doors are locked after entering and upon leaving.

Student Access to Buildings and Grounds

Students, no matter what their status, shall not be loaned (even for a short period) or given keys to any building doors or storage facilities, whether indoors or outdoors unless authorized specifically by the building administrator or the Superintendent.

In any case, no student shall be issued any keys on an ongoing basis. (Exception, elevators keys for ADA access for students if needed). Any student not authorized by the Superintendent found to be in possession of such keys may be suspended for up to 10 school days with the possibility of a long-term suspension or expulsion. Any employee

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found to have loaned or given students such keys will be subject to disciplinary action up to and including discharge.

Combinations to school vaults and safes shall be changed as necessary.

All equipment shall be stored in as safe a place as possible and employees must avoid leaving equipment and supplies where they are readily accessible to others.

Classroom windows and doors are to be locked when the teacher leaves the building.

Chaining of Doors

No exit doors shall be chained at any time whether or not the building is occupied. Principals, custodians and other responsible persons must be certain that all accessible exits are operable whenever a building or portion of a building is in use. However, approved security bars or devices may be used to secure outside doors when school is not in session.

Video - Retention as Evidence

In the event a video from a video surveillance device contains evidence of wrongdoing, be it a crime or a violation of the student code of conduct or bus conduct code that could result in discipline, suspension or expulsion of a pupil, the actual, original videotape will be pulled from service and not re-used or taped over for a period of not less than 3 years following the incident in question. Should the tape be confiscated by prosecutorial authorities as evidence in a crime, the District shall take all steps possible to arrange for a certified copy to be retained by the District.

Rules Accepted: June 29, 2009