

Business and Non-Instructional Operations

Security for School System Facilities and Property

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School buildings are expensive school district investments, and district personnel shall protect the town's investment to the extent possible. Security means not only maintenance of a securely locked building when not in use and protection against vandalism and burglary, but also:

1. protection from fire hazards and faulty equipment;
2. safe electrical, plumbing, and heating practices;
3. maintenance of funds and records in safe places.

The Superintendent of Schools, administrative, and maintenance and custodial personnel shall cooperate with police, fire departments, and insurance company inspectors to make school buildings as safe as possible.

To help assure the security of school buildings and grounds:

Adequate key control systems shall be established to limit building access to authorized personnel and to safeguard against entrance by keys in the hands of unauthorized persons.

Each principal shall set up a key control system with a record of the number of each key filed. All keys used in a school shall be issued through and 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 to carry out normal activities required by the position held by the employee. 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. 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.

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The person issued a key shall be responsible for its safekeeping and shall pay for a duplicate key if lost and, if deemed necessary, the cost of a change in the appropriate lock(s). 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.

The Superintendent of Schools shall assure that adequate security personnel are assigned as needed.

Incidents of illegal entry, theft of school property, vandalism or damage to school property shall be reported to the Superintendent's office and to the Vernon Police Department as soon after discovery as possible. A written report of the incident(s) will be made to the Superintendent within twenty-four (24) hours of discovery.

Legal Reference:

Connecticut General Statutes

29-389 Stairways and fire escapes on certain buildings.