BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT SECURITY

DELETE POLICY

Security	The Superintendent or designee shall develop and implement pro- cedures designed to ensure the security of all school property. Se- curity includes maintenance of a safe building, protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment.
	The building administrator or designee shall be authorized to re- fuse to allow persons having no logitimate business to enter school property and may eject any undesirable person from the property upon his or her refusal to leave peacefully on request.
Building Checks	The Superintendent or designee shall ensure that buildings are in- spected regularly.
Key Control	The security of school-owned buildings and properties shall be maintained at all times. Locks and other security devices shall be maintained in proper working order. A system to account for all keys at each campus and safeguard against entrance by unauthor- ized persons shall be established.
Damage Report	Damage of any nature to school property, whether willful or other- wise, shall be reported upon detection to the principal, who shall then report to the Superintendent or designee. The name(s) of the person or persons responsible will be submitted if known. Any break-ins shall be reported without delay to the principal whether damage is noted or not.
Protection of School Property	Each employee shall safeguard and protect the properties of the District. Care shall be taken to ensure that doors and windows are locked at the close of each day. Employees and students shall be instructed in the proper use and care of furniture, equipment, text- books, and supplies.