

CFA—Use of School Facilities: Employee Access

Principal Shall Oversee Building Security

Principals shall have the responsibility for building security and for issuing keys.

Building Access and Security

- 1) Keys will be issued as follows:
 - a) High School and Middle School: Appropriate keys for each administrator, secretaries and custodian.
 - b) Elementary School: Appropriate keys for each administrator, secretary and custodian.
- 2) All employees or community members must sign when checking a key in or out.
- 3) No master key shall be issued to, or used by, anyone other than authorized District personnel. The Principal will notify the District Security Department of persons authorized to be in the building during named hours and dates. Alarm codes are NOT to be given to unauthorized employees.
- 4) Employees who copy a key or disregard this policy, or who do not follow this policy will be subject to disciplinary action or termination.
- 5) Students shall not be issued keys or allowed in a building without adult employee supervision.
- 6) The district office will be notified immediately whenever it is discovered that a school key is lost or stolen.

