AVON GROVE SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: June 19, 2001

REVISED: January 28, 2010

709. BUILDING SECURITY

1. Purpose

The Board recognizes the need to maintain security of school facilities for reasons of vandalism and theft. Toward this end, a program of building security shall be administered by the Superintendent with the cooperation of the individual building principals. The need for access shall be the underlying principle in determining who shall have keys for access to school properties.

2. Authority

The Superintendent shall determine, in accordance with these guidelines, who will be entitled to building(s) keys and who may have after hours access to the facilities of this district.

3. Delegation of Responsibility

Access to school buildings and grounds may be established by the Superintendent in accordance with the following:

Unlimited Access -
the Superintendent

the Supervisor of Buildings and Grounds or the head custodian.

Business Manager

Limited Access -
Building principals to their assigned building

Head building custodians to their assigned building

Extracurricular sponsors or supervisors for their area or activity.

4. Guidelines

Possession of keys shall be in accordance with the following principles:

- A log of key assignments shall be maintained by the office of the Superintendent or other designated office.
- Duplicate keys unassigned shall be maintained in a safe or a secured box.
- Individuals assigned keys may not duplicate or loan them.

	• All keys must be surrendered when there is no longer a need or upon request of the Superintendent. • The loss of a key must be reported to the Superintendent or his/her designee upon discovery. • Overnight key loans may be made by request to the Superintendent or his/her designee. • A set of master keys and/or duplicates of keys shall be kept in the custody of the Superintendent or his/her designee. • The building custodian on duty shall restrict entry to one controlled point. • Entry to a school building shall be prohibited when a person authorized as representative for the building is not present. • No keys shall be given to a student at any time.