

Security/Access to Buildings

1. The facilities management department shall be responsible for the security of the district's buildings at times other than normal school hours. Principals shall encourage staff members to be alert to the security of district property as well as to report hazardous conditions.
2. Each school building shall be inspected annually to address removal of hazards and vandalism and any other barriers to safety and supervision.
3. Staff members who have been issued a key, access card and/or security code shall not release or loan the key, access card and/or security code from their possession to anyone for any reason.
4. Only the district employees and district contractors/support personnel whom the principal deems necessary or non-district personnel approved by the superintendent shall have any key, access card and/or security code to district facilities. Keys held by teachers shall be turned in to the building principal at the close of the school year. If the building principal determines that teachers need keys during the summer for special assignments, arrangements for access to buildings shall be made by the principal.
5. Keys and/or security access cards held by other district employees shall be the responsibility of their immediate supervisors and shall be turned in to these supervisors upon change of assignment or termination of employment.
6. The facilities management department shall be the only source of security access cards issuance and all additional keys and locksmithing. No other employee is authorized to make and/or copy district keys.
7. This key and access control procedure limits access to buildings to authorized personnel and safeguards against entrance to buildings by persons unauthorized to have keys. Any security access card not used to activate a security controlled access point for more than thirty (30) days will be deactivated.
8. Loss of a key, access card, and/or security code shall be immediately reported to the building principal and site/department access manager, and to the facilities management department. Employees who have lost their assigned keys and/or security access card shall reimburse the district for the cost of the security item at the replacement schedule listed below:

Security Access Cards	\$ 3.00
Classroom Keys	\$ 10.00
Site Master	\$ 15.00
Building Master	\$ 15.00

Approved: October 28, 2014

Pueblo School District No. 60, Pueblo, Colorado