

Associated School Boards of South Dakota	NEPN Code: ECA-R
Policy Reference Manual	

**BUILDINGS AND GROUNDS SECURITY
(Regulation)**

Regulations for buildings and grounds security:

1. Unlimited access is available to:
 - a. the superintendent
 - b. the board secretary
 - c. the superintendent of building or the head custodian
 - d. the Athletic Director
2. Limited access is available to:
 - a. building principals to their assigned building
 - b. head building custodians to their assigned building
 - c. extra-curricular sponsors or supervisors for their area or activity

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

1. A log of key assignments shall be maintained by the office of the Superintendent or other designated designee.
2. Duplicate keys unassigned shall be maintained in a safe or a secured box.
3. Individuals assigned keys may not duplicate or loan them.
4. All keys must be surrendered when there is no longer a need or upon request of the Superintendent.
5. The loss of a key must be reported to the Superintendent or his/her designee.
6. Use of keys for unauthorized purposes will be cause for surrender of keys and replacement of affected locks.
7. A set of master keys and/or duplicates of keys shall be kept in the custody of the Superintendent or his/her designee.

After hours entry to school buildings shall be controlled in accordance with these rules:

1. The building custodian on duty shall restrict entry to one controlled point.
2. Entry to a school building shall be prohibited when a person authorized as representative for the building is not present.
3. These rules shall be prominently posted on each school building.

Reviewed: 12/13/2012

Revised: 01/01/2007

Policies provide direction through governance. Superintendents can provide details through regulations and exhibits. The board can always make a determination whether a regulation or exhibit carries out a policy.