

Palmyra Area School District

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: November 9, 1995

REVISED: August 11, 2005

709. BUILDING SECURITY	
1. Purpose	<p>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 access keys for access to school properties.</p>
2. Authority	<p>The Superintendent shall determine, in accordance with these guidelines, who will be entitled to building(s) access keys and who may have after hours access to the facilities of this district.</p>
3. Delegation of Responsibility	<p>Possession of access keys shall be in accordance with the following principles:</p> <ol style="list-style-type: none">1. A log of access key assignments shall be maintained by the office of the Superintendent or other designated office.2. Duplicate access keys unassigned shall be maintained in a safe or a secured box.3. Individuals assigned access keys may not duplicate or loan them.4. All access keys must be surrendered when there is no longer a need or upon request of the Superintendent.5. The loss of an access key must be reported to the Superintendent or his/her designee upon discovery.
