

## **BUILDING AND GROUNDS SECURITY** *(Prevention of Damages, Vandalism and Theft)*

### **Key Control System**

The district will establish a key check-out system in order to limit building access. All keys to district facilities will be numbered and will have “do not copy” engraved on them if possible. Records will be kept in the district’s central office listing the recipients of all keys distributed.

In addition to keys issued to school personnel, one (1) set of facility keys will be kept in the central office for temporary check-out by groups using school facilities. Groups will be required to pay a deposit for key check-out, refundable upon return of the keys.

### **Security of Buildings**

Administrators and maintenance personnel will be responsible for ensuring that district facilities are properly locked and secured before leaving work. Other employees working past business hours will be responsible for locking any doors from which they exit.

Teachers will be responsible for securing windows and doors in their classrooms before leaving work.

Employees and students should avoid bringing items of value into the schools or leaving personal belongings unattended. The district will not be responsible for the damage to or loss of personal items.

### **Security of School Grounds**

District administrators and maintenance personnel will be responsible for conducting regular inspections of school facilities and grounds for conditions that could potentially compromise school security. The district will seek the assistance of law enforcement representatives in identifying potential hindrances to school security and developing a security inspection list. The district will then take measures to correct any areas that compromise school security whenever possible. The following is a basic inspection list that the district should add specific criteria to as appropriate for the local area:

- ▶ All locks and latches on doors, windows and other means of entry will be checked for functionality.

- ▶ All building features that could aid in unauthorized building or roof access, such as downspouts, window ledges, fire escapes and maintenance access areas will be noted. Features that cannot be changed will be given attention in regular school security procedures.
- ▶ All school grounds that could aid in unauthorized access or provide blind spots or hiding places such as landscaping, fences and design of parking areas will be noted. Features that cannot be changed will be given attention in regular school security procedures.

### **Firearms**

The school will provide a secured area for storage of firearms permitted on campus under Missouri law. Participants in "school-sanctioned firearm events" as allowable under the law and Board policy will not be permitted to check out their firearms prior to the start of the event and must be under direct supervision of a district staff member at all times while in possession of a firearm. Under no circumstances will unsecured firearms be left unattended on school grounds.

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***Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.***

Implemented: 08/11/2003

Cole County R-I School District, Russellville, Missouri