

# CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: PROPERTY

TITLE: BUILDING AND GROUNDS  
SECURITY

ADOPTED: 5/12/2014

REVISED:

<p>1. Purpose</p>	<p style="text-align: center;">709. BUILDING AND GROUNDS SECURITY</p> <p>The Capital Area School for the Arts Charter School Board recognizes the need to maintain security of school facilities for reasons of safety, vandalism and theft.</p> <p>Toward this end, a program of building security shall be administered by the Principal or designee. The need for access shall be the underlying principle in determining who will have keys to school properties.</p> <p>The Principal or designee shall determine who is entitled to building(s) keys and who may have afterhours access to school facilities.</p> <p>The school principal, custodians, and security staff are responsible for the security of school buildings during their duty hours.</p> <p>Access to school buildings and grounds shall be established in accordance with the following guidelines:</p> <p><u>Unlimited Access</u></p> <ol style="list-style-type: none"> <li>1. Principal.</li> <li>2. Assistant to the Principal.</li> <li>3. Board Chair.</li> <li>4. Teachers and Counselor</li> <li>5. Security guards and custodians.</li> </ol> <p><u>Limited Access</u></p> <ol style="list-style-type: none"> <li>1. Students.</li> <li>2. Selected Board members.</li> </ol>
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	<p>Possession of keys by personnel shall be in accordance with the following guidelines:</p> <ol style="list-style-type: none"><li>1. A log of key assignments shall be maintained in the Principal's or a designated office.</li><li>2. Individuals assigned keys may not duplicate or lend them.</li><li>3. All keys must be surrendered when no longer needed or upon request of the Principal or designee.</li><li>4. Loss of a key must be reported immediately to the Principal or designee.</li><li>5. Overnight key loans may be made by request to the Principal or designee.</li><li>6. Use of keys for unauthorized purposes will result in surrender of keys.</li><li>7. A set of master and/or duplicate keys shall be kept in the custody of the Principal or designee. After hours entry to school buildings shall be controlled in accordance with these guidelines:<ol style="list-style-type: none"><li>1. The building custodian on duty shall restrict entry to two controlled points.</li><li>2. Entry to the school building shall be prohibited when a person authorized as representative for the building is not present.</li></ol></li></ol>
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