

SECTION: PROPERTY
TITLE: BUILDING SECURITY
ADOPTED: March 18, 2013
REVISED:

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

	709. BUILDING SECURITY
1. Purpose	The Board of School Directors of the Turkeyfoot Valley Area School District acknowledges its responsibility to the community to ensure that buildings and contents of same are properly secured.
2. Responsibility	<p>It is the responsibility of every employee to understand the importance of the district's security system and to make every effort to maintain it. Each employee who receives a key to any of the buildings shall sign a key receipt for same. Duplication of keys without authorization, or the possession of unauthorized keys, or failure to report the knowledge of possession of unauthorized keys, is justification for dismissal.</p> <p>Lost keys shall be reported immediately in writing to the building principal, and forwarded to the Director of Facilities, with the circumstances surrounding the loss set forth. If a key is broken, the part or parts of the key still in possession of the user must be returned to the Director of Facilities prior to issuance of a new key.</p> <p>Exterior door keys will be issued to employees only upon authorization of the building principal and Director of Facilities or Superintendent. Keys shall not be issued as a matter of convenience but as a necessary requirement to complete job responsibilities.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Board Policy – 705, 907</p>