

Security of Building and Grounds

Section 1. General. Buildings constitute one of the greatest investments of the school district. It is in the best interest of pupils and taxpayers to protect that investment adequately.

Security means more than having locks and being sure that they are locked at the proper time. Security also means keeping records and funds in a safe place and protecting against vandalism and theft in every way possible.

Section 2. Keys. All keys used in a school shall be the responsibility of the respective building administrator. The permanent issuance of keys shall be made only in those instances where the employee regularly needs a key in order to carry out normal activities necessitated by the position the employee holds. When need for a particular key is of a temporary nature, the key shall be issued on that basis and shall be returned immediately following termination of the need for its use.

All building and master keys shall be issued through the office of the building administrator. Keys shall be issued only to authorized persons. Each building administrator shall set up a key control system. The person issued a key shall be responsible for its safekeeping. The Director of Facilities shall be responsible for securing keys as needed.

Section 3. Theft or Damage to School. The person discovering a criminal act (illegal entry, theft of school property, vandalism, or damage to school property) is to report by phone to the building administrator. If the building administrator cannot be contacted, the report is to be made to either the Director of Facilities, Chief Financial Officer, or Superintendent. The administrator is to assess the situation and determine what action is to be taken at that time. The building administrator is to report all thefts and damages by phone to the business office as soon as possible. Within twenty-four (24) hours a written report (Form Fi-2) is to be forwarded to the offices of the Chief Financial Officer and the Director of Facilities by the building administrator.

Section 4. Security. All outside doors are to be locked during the hours that school is not in session except for those periods of time that the building is scheduled for an extra-curricular activity. The building administrator shall determine the length of time prior to the opening of school or activity and following the close of school or activity that outside doors shall be unlocked. The building principal shall determine which inside doors are to be locked during those hours that school is not in session.

Section 5. Fireproof Vaults and Locked Fireproof Files. Only a minimum of money is to be kept in any school building overnight. The maximum figure that should be kept overnight is the amount necessary to operate the school program the following day.

Section 6. Repair, Replacement and Restitution. The expense of necessary building repairs as well as replacing all stolen or damaged equipment, if it is the property of East Allen County Schools, will be paid by the school corporation. Whenever restitution is made by the involved parties, such payment shall be to East Allen County Schools and is to be forwarded to the Business Office. If personal property is damaged or stolen and restitution is made by the individuals responsible, the Business Office will reimburse the individual for all personal property that was stolen or damaged.

Section 7. Recovery. Legal action seeking restitution from the involved parties shall be taken whenever such action is deemed necessary by the Superintendent of Schools.