

BUILDINGS AND GROUNDS SECURITY

The following regulations pertaining to buildings and grounds security are designed to safeguard against unauthorized access and use of school district facilities:

1. Master keys and security alarm access codes will be assigned only to building principals, assistant principals, maintenance supervisor, supervising custodians and community services custodians.
2. Master keys will also be assigned to the fire chief and police chief for use in cases of emergency at times when the buildings are not occupied.
3. The Raymond School Board may, at its sole discretion, assign out-building keys, sub-master keys and zone access codes to specific non-school personnel, for a specified time period, in order to implement effectively Policy KGA-E “Public Use of School Facilities Agreement Between the Raymond School Board and the Raymond Recreation Commission.”
4. The building principal or designee may assign out-building keys, sub-master keys and zone access codes to school personnel only on a “need-for-access” basis.
5. The building principal or designee may assign individual keys to school personnel for their work areas.
6. All personnel assigned keys will be responsible to cooperate with the building principal in maintaining an established key control system.
7. An individual who loses an assigned key(s) may be held responsible for all resulting costs incurred including, but not limited to, rekeying the facility.
8. Cocurricular supervisors including coaches may use the gym, lockers, showers, and assigned areas for practices and events only when a designated school district employee is in the building. Supervisors are responsible for all participants and spectators, checking to see that everyone has left the building after practices and events, and locking all doors.
9. No vendors, contractors, or delivery persons will be given keys to school buildings. Contractors who wish to work at times other than during the hours when a custodian is normally on duty must make arrangements in advance with the maintenance supervisor.
10. All doors except the office lobby door at each school will be locked, and notices instructing visitors to report to the main office will be posted.
11. Authorized school or community groups using a school facility must conform to the hours stated on the Property/Facility Request Form, and a designated school district employee must be present at all times. The employee assigned to these specific hours will be instructed to be present in the building at all times, and under no circumstances may the employee leave the building unlocked or unattended.
12. School and community organizations and contractors using school facilities are restricted to areas for which authorization is granted. During non-school hours, personnel assigned to cover these activities are to leave unoccupied zone alarms activated and, where applicable, lock access doors or gates to the unoccupied areas.

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