

## OPERATIONAL SERVICES

### BUILDINGS AND GROUNDS - BUILDING AND GROUNDS SECURITY

#### Security

The Superintendent shall designate responsibility for maintaining all school buildings in a secure condition before, during and after school hours. The Superintendent shall enlist the cooperation of all staff members in such efforts. Procedures for safe-guarding building keys shall be developed and carefully observed. Exterior door keys shall be issued only to administrators and custodians and other persons according to procedures and regulations developed by the Superintendent.

Provisions shall be made for a security check of every building on Saturdays, Sundays, holidays, and during vacation periods. Close liaison with local law enforcement authorities shall also be maintained.

#### Vandalism

Appropriate precautions shall be taken to prevent vandalism of school buildings and school district property. Exterior lighting shall be maintained as appropriate to discourage nighttime incidents. The cooperation of neighbors in reporting questionable activities around school buildings shall also be encouraged.

When vandalism has occurred, it shall be reported to the Superintendent. Where appropriate, local law enforcement authorities shall be notified of such incidents. If the person causing the vandalism is apprehended, steps to secure restitution shall be taken, including prosecution where appropriate.

Adopted: March 10, 1983  
Revised: June 10, 1999