



# Tri-Valley School District 49-6



## Policy ECA-R: Buildings and Grounds Security Regulation

Regulations for buildings and grounds security:

1. Unlimited access is available to:
  - a. the Superintendent
  - b. the principal of building, facility manager, and the head custodian
  - c. the Activities Director
2. Limited access is available to:
  - a. teachers and other district employees
  - b. extracurricular sponsors or supervisors for their area or activity

Possession of keys shall be in accordance with the following regulations:

1. A log of key assignments shall be maintained by the office of the Superintendent or other designated designee.
2. Duplicate keys unassigned shall be maintained in a safe or a secured box.
3. Individuals assigned keys may not duplicate or loan them.
4. All keys must be surrendered when there is no longer a need or upon request of the Superintendent.
5. The loss of a key must be reported to the Superintendent or his/her designee.
6. Use of keys for unauthorized purposes will be cause for surrender of keys and replacement of affected locks.
7. A set of master keys and/or duplicates of keys shall be kept in the custody of the Superintendent or his/her designee.

Adopted: 12/10/12

Revised: 2/14/22

Board Approved: 3/14/22