

BALD EAGLE AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: November 4, 2009

REVISED: July 12, 2012
April 4, 2023

709. BUILDING SECURITY	
1. Purpose	<p>This policy is to facilitate authorized access to areas under the direction of the Bald Eagle Area School District. This is necessary to protect the integrity of the master-key, key fobs locking system, the safety of personnel, the confidentiality of information, and the security of buildings and equipment. It should be recognized that possession of keys to access areas not assigned or under the responsibility of the key holder is a liability and not an asset. Generally, a person should not have a key to another office, classroom, etc., without permission or knowledge of the assigned, authorized key holder.</p>
2. Objectives	<ol style="list-style-type: none"> 1. To achieve maximum locking security control with a minimum of locks and keys/key fobs. 2. To establish centralized and effective control of the Bald Eagle Area School District keying system, including key/access card production, key/access card issues, and key/access card control records in a user-friendly manner. 3. To establish a record of key/access card accountability for all keys/key fobs or locks issued to employees, select volunteers and students through appropriate forms or records. 4. To achieve rapid lock and key/access card changes to restore security following a loss or theft of keys/key fobs or any other compromise of security. 5. To establish the administration of specific key/access card policies.
3. Guidelines	<p>Keys/key fobs will be requested on a Key/Key Fob Request Form (attached) that can be obtained from the building secretary. Individuals will acknowledge by their signature upon receipt of key/key fob that they are aware of the policies applicable to them or their areas.</p> <p>Issuance of building master keys will be limited to the following individuals:</p> <ol style="list-style-type: none"> 1. Superintendent of Schools

2. Facilities Manager
3. Assistant Facilities Manager
4. Principals/Assistant Principal/Head Teachers/Building Assistant
(respective building)
5. Maintenance/Custodians/Technology Department (respective building)
6. Pennsylvania State Police (for emergency reasons)
7. Safety and Security Coordinator

The above individuals are still covered by the general regulations of the Building Security Policy.

The Facilities Manager, or his/her designee, along with the Safety & Security Coordinator in consultation with the building principals and other supervisory and administrative personnel, will authorize the issuance of individual keys/key fobs to district personnel where there is a need for building access. The administrator or his/her designee shall be responsible for keeping an accurate record of all keys/key fobs issued to staff members and of keys/key fobs lost and replaced, and for keeping accurate records of keys/key fobs issued for incidental use of the building or of special facilities within the building.

Individuals authorized to approve interior key/key fob requests will be limited to the following positions:

1. Superintendent of Schools (district-wide authority)
2. Principals (authority for respective building)
3. Facilities Manager (district-wide authority)
4. Safety & Security Coordinator (district-wide authority)

A record and inventory of personnel who have exterior door keys/key fobs for buildings located at the administrative complex, including Main Building, Annex, Records Building, Cyber Academy, and Independent Living Facility, will be maintained by Facilities Manager or his/her designee, along with the Safety & Security Coordinator who will also maintain the key/key fobs/lock records, including all facility locks, keys, key fobs,-and key-fob/key holders for all school buildings and school-owned buildings located on District property, including Environmental Center, Weight Room, Storage Buildings, Concession Buildings, etc.

	<p>Records will be kept current at all times. These records will provide the basis for individual key/access card/lock inventory and control.</p> <p>Completed Key/Key Fob Request Forms will be maintained at each school, with a copy sent to the Central Office.</p> <p>The installation, changing, or removal of cores shall be performed only by Bald Eagle Area School District maintenance personnel.</p> <p>Key/key fobs are not to be transferred from one person to another. All key/key fob transfers require that the key/key fob be returned to the Facilities Manager or his/her designee. Key fobs shall be returned to the Safety & Security Coordinator. Keys/key fobs will then be re-issued to the new carrier upon proper authorization.</p> <p>All keys/key fobs are the property of the Bald Eagle Area School District. All obsolete and returned keys/key fobs shall be returned to the Facilities Manager. Key fobs shall be returned to the Safety & Security Coordinator.</p> <p>The loaning of keys/key fobs to others is strictly forbidden.</p> <p>No person shall knowingly possess an unauthorized key/key fob or duplicate any key/key fob to facilities owned, leased and/or under the control of the Bald Eagle Area School District.</p> <p>Lost keys/key fobs must be reported immediately by telephone or in person to the employee's immediate supervisor. A written explanation of circumstances relating to loss should be made within twenty-four (24) hours, including:</p> <ol style="list-style-type: none">1. Where the key/key fob was lost.2. Time and date of loss.3. Date and signature of employee. <p>The supervisor will then notify the Facilities Manager or the Safety & Security Coordinator.</p> <p>Keys/key fobs should not be left unattended.</p> <p>Employees with interior keys are permitted to take the keys outside of the building. Substitutes must pick up keys when entering the building and the keys must be returned prior to leaving the building at the end of the day.</p> <p>Upon termination or resignation, employees shall turn in his/her identification card and appropriate key/key fob to the building principal or to his/her supervisor prior to</p>
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leaving the building, who shall return the keys/key fobs to the Facilities Manager or his/her designee and the key fob to be returned to the Safety & Security Coordinator.

Hardware Installation Throughout the District is the Following:

1. All individual classrooms and interior doors will be secured with appropriate/approved passage locks key/key fob individually, and for school master key/key fob, area master key/key fobs and grand master key/key fob;
2. All gates, sheds and storage rooms secured with padlocks will be secured with appropriate/approved padlocks keyed individually and/or with the corresponding master keys and all locks for area master keys and grand master key;
3. All student hallway lockers will have combination padlocks and be keyed to a school lock master key.

Lock Installation/Maintenance

All locks are the responsibility of the facilities and maintenance department and will be installed and maintained by that department. Unauthorized locks will be removed.

Key/Key Fob Control

The Facilities Manager and the Safety & Security Coordinator, as approved by the Superintendent, are responsible for maintaining the security policies that pertain to the issuance and control of key, and lock changes.

1. Only the Facilities Manager or his/her designee can cut keys. All keys/key fobs will be issued by the Facilities Manager or his/her designee. All key fobs will be issued by the Safety & Security Coordinator.
2. No keys are to be removed from the key inventory without proper authorization.
3. Broken or inoperative keys/key fobs can be exchanged in kind by completing the Key/Key Fob Request Form with the old key/key fob attached.
4. All keys/key fobs that are made or assigned shall be numbered, recorded and have the proper signatures on the Key/Key Fob Request Form.
5. Any lock combination changes or additions shall be properly recorded in the key/key fob control records.
6. The inventory of key blanks and the system's codes will be secured and be accessible to only the Facilities Manager and his/her designees.

7. The confidentiality of the system's codes is essential to the security of the Bald Eagle Area School District. Any misuse of the codes such as photocopying information, removing the codes from the office area, or distribution of the code information to unauthorized personnel can be grounds for immediate suspension and charges for dismissal.

Key/Key Fob Control For Contractors/Service Personnel

1. Contractors or service personnel who require access to secured areas will contact the Facilities Manager for access to the area where work will be performed.
2. Contractor keys/key fobs may remain with the contractor until completion of projects or when requested to be returned by the Bald Eagle Area School District.
3. All keys/key fobs remain the property of the Bald Eagle Area School District. Any key/key fob(s) not returned or lost will be charged to the contractor. Final payment for services performed will not be made until all keys/key fobs are returned.
4. Contractors/service personnel will be made aware of the Bald Eagle Area School District Building Security Policy by the Facilities Manager or his/her designee and are expected to adhere to the policy in the same manner as the Bald Eagle Area School district personnel. Contractors/service personnel will receive a copy of Policy 709 Building Security.

Key Fobs

The Technology Department shall be responsible for the installation and maintenance of required software, and the Safety & Security Coordinator shall be responsible for the creation, issuance, and record-keeping of all key fobs.

Once authorized by an approved individual as described in this policy, the technology office and Safety & Security Coordinator will activate and program the key fob requested. Issuance of all key fobs remains the responsibility of the personnel set forth in the guidelines listed in Section 3.

The use of school facilities during unoccupied times shall be controlled in accordance with these rules:

1. The building shall be restricted to one (1) controlled entry point.
2. Entry to a school building shall be prohibited when no person authorized as representative for the building is present.

3. All unoccupied rooms should be locked upon departure.

When school is in session during the school year, all exterior doors will remain locked. No propping of doors is permitted.

Sanctions

1. Loaning any keys/key fobs is strictly prohibited and constitutes grounds for disciplinary action.
2. Failing to return or losing a key/ key fob will result in a lost key/access card fee of the following:
 - Master and Classroom Sub Master, including key identification numbers CX, GM, M1, M2, M3, M4, SM3C and SM4C – \$500.00
 - All other Sub Master – \$250.00
 - All other keys – \$50.00
 - Key Fob – \$10.00
3. Lost key/key fob fee must be paid before another key/key fob is issued. If an employee refuses to pay this fee voluntarily, in the case of a terminating employee, final payment of wages will be withheld until payment is received; in the case of a current employee, the employee will receive an unsatisfactory evaluation and the District will initiate collection efforts through the District Magistrate.
4. The superintendent shall have the authority to waive the lost key/key fob fee under extreme circumstances.