BUILDING AND GROUNDS SECURITY

School property constitutes a large investment by the citizens of Salem. Adequate
protection of this investment is in the best interest of the community.

Security of buildings and grounds means protection from unauthorized use as well as
protection from faulty equipment or materials, fire hazards, and the practice of safe habits
by all persons on the property.

A key control system is to be established which will limit access to the buildings to
individuals authorized and recorded as in possession of keys. Keys shall not be duplicated
without written permission of the business administrator.

Records, funds, and keys shall be kept in a safe place.
BUILDING AND GROUNDS SECURITY
LOCK AND KEY CONTROL

A. General Requirements

Each school administrator is designated the responsibility of maintaining, controlling, issuing and adequately safeguarding all keys to the school building. A master key control cabinet with identifying numbers for each separate lock shall be used as the system for safeguarding and controlling all building keys. Periodic inventories will be made to account for all keys within the system. Students will not be assigned custody of keys.

B. Cylinder Locks

1. Internal Keys

Only those persons requiring frequent or daily internal access to a room or office will be issued a key for retention. Signature will be obtained from individuals on a “Master Log Control Record” or card index system, for accountability purposes. The numbers and quantity of all keys must be recorded in the master log book. Other individuals not requiring frequent access must request a loan key from the administrator’s office. Loan keys are to be returned within a specified time period. A signature will be required for all loans of keys regardless of duration. School secretaries will follow up to insure return of loan type keys.

2. Building Keys

Keys to buildings will be restricted to those persons whose responsibilities require access to a school during other than normal operating hours. In this instance, the key should not be a Master, but rather one for entrance only. Requests for outside keys should be submitted in writing to the school principal.

3. Return of Keys

Upon reassignment of duties, transfers, or termination or other action eliminating personal need for keys, the key(s) will be returned to the administrator and the Control Log so noted.

4. Change of Cylinder Locks

Cylinder locks can be changed under certain conditions. Some of these are malfunctions of the lock, lost keys to vital school areas, or broken key in the cylinder. The head custodian will coordinate all such cylinder lock changes with the principal prior to initiating any work. All keys for the new lock will be turned in to the administrator for issuance per paragraph B.1.
5. Lost keys

All losses of assigned retention type keys should be reported by responsible person immediately upon recognition of loss. The administrator will judge at what point a lock should be changed to avoid surreptitious entry into a vital internal or external area. This judgment will be made on the basis of the number of missing keys to an area, as well as circumstances surrounding the loss (such as likelihood of theft).

6. Master Keys

Administrators shall determine who shall have access to control of Master type keys. Master keys will be mounted on a key ring as an additional safeguard against loss. The number of mast keys will be kept to an absolute minimum. Students shall not be allowed access to master keys under any circumstances.

An inside and outside master for each school building will be issued to the Superintendent’s Office. If master keys changes are made, new keys will be issued in order to insure that a master is available to the Superintendent’s office at all times.

C. Padlocks

Any padlock used to secure areas will be subject to the same key control procedures as cited for cylinder type locks. Any padlocks used for securing student lockers must be keyed to a master system which allows for emergency access by authorized personnel.
USE OF SOUND SYSTEMS
SALEM HIGH SCHOOL AUDITORIUM AND GYMNASIUMS

The microphones for use in the auditorium or gymnasiums at Salem High School are to be stored in the main office. The microphones shall be checked out of the office and returned to the office immediately following use at any function.

1. A checkout sheet shall be used to note the time the microphones are taken and returned, and to whom they are assigned.

2. The key to the security box on the state of the auditorium shall be housed in the same location as the microphones. Duplication of any key is in direct violation of school board policy and is considered a serious offense.

3. Use of the sound system or microphones by other than school personnel shall be carefully controlled. In the case of a rental, the custodian on duty shall check out the microphones and key to operate the systems, and shall be responsible to secure the sound system and to return the key and the microphones at the close of the event. They shall report in writing any loss and/or damage to the building principal as quickly as is possible.

4. If additional microphones are necessary, the Media Coordinator shall be notified and will make appropriate arrangements to supply the equipment available in the school district.

5. School personnel that assign a student to responsibilities associated with the sound systems shall be responsible for the actions of those students.

6. Students shall not be given the key to the security box of the sound system in the auditorium.

7. The Media Coordinator is the only school district employee authorized to tamper or alter in any way the sound system of the auditorium or gymnasiums.

8. Anyone using the sound system shall be given a copy of these regulations. A copy of these regulations shall be attached to rental agreements.