

**Security**

The Superintendent shall develop and implement procedures designed to ensure the security of all District property. Security includes maintenance of a safe building, protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment.

**Building Checks**

The Superintendent shall ensure that buildings are inspected regularly.

**Key Control**

The security of District-owned buildings and properties shall be maintained at all times. Locks and other security devices shall be maintained in proper working order. A system to account for all keys at each facility and safeguard against entrance by unauthorized persons shall be established.

**Damage Report**

Damage of any nature to District property, whether willful or otherwise, shall be reported upon detection to the principal, who shall then report to the Superintendent or designee and the Houston Independent School District Police Department. The name or names of the person or persons responsible shall be submitted if known. Any break-ins shall be reported without delay to the principal whether damage is noted or not.

For additional information regarding security and damage reports, see the *Finance Procedures Manual*.

**Building Access Control**

Audits of building access control shall include weekly inspections of instructional facilities during school hours to certify all exterior doors are, by default, set to closed, latched, and locked status and cannot be opened from the outside without a key.

The Superintendent shall ensure that the findings of the weekly inspections are:

1. Reported to the District safety and security committee [and Life Safety Systems department](#); and
2. Reported to the campus principal or lead administrator of the instructional facility to ensure awareness of any deficiencies identified.

The campus principal or lead administrator shall assign appropriate staff to take action to reduce the likelihood of similar deficiencies in the future.

The results of the weekly reports shall be kept for review as part of the required safety and security audit.

The District's building access control procedures shall not be interpreted as discouraging parents or guardians who have been

properly verified as authorized visitors from visiting their student's campus. [See GKC]

**Designation and Use  
of Private Spaces**

The Board shall ensure that the Superintendent, or appropriate staff as determined by the Superintendent, designates private spaces in accordance with law.

The Superintendent shall develop administrative regulations to ensure compliance with law and policy regarding the use of private spaces in District facilities.