

~~BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT
SECURITY~~

CLA
(LOCAL)

~~SECURITY~~

~~The Superintendent or designee shall develop and implement procedures designed to ensure the security of all school 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 or designee shall ensure that buildings are inspected regularly.~~

~~KEY CONTROL~~

~~The security of school-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 campus and safeguard against entrance by unauthorized persons shall be established.~~

~~DAMAGE REPORT~~

~~Damage of any nature to school property, whether willful or otherwise, shall be reported upon detection to the principal, who shall then report to the Superintendent or designee. The name(s) of the person or persons responsible will 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*.~~