

School Safety and Security

Incidents of illegal entry, theft of school property, vandalism, and damage to school property from other causes shall be reported by phone to the Superintendent or designee as soon after discovery as possible. A written report of the incident shall be made within 24 hours.

Keys

All keys used in a school shall be the responsibility of the principal. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position.

Each principal shall set up a record keeping system so as to know at all times the location of all keys. The master key shall not be loaned.

Employees who have keys shall be responsible for the security of the room, gate or building involved. They shall lock all doors and windows and turn off all lights, air conditioning, heat, appliances, etc. when leaving the room or building.

The duplication of school keys is prohibited. The person issued a key shall be responsible for its safekeeping. If a key is lost, the person responsible shall report the loss to the principal immediately. Duplicate keys may be obtained only through the school principal.

Keys shall be used only by authorized employees and shall never be loaned to students.

School Grounds Security

The principal shall appoint a school safety committee composed of parents/guardians, students and/or staff. This committee shall examine the school's degree of security and existing site procedures for emergencies in order to recommend measures by which safety and security may be enhanced and site procedures expanded or improved.

Legal Reference:

PENAL CODE

469 Unauthorized making, duplicating or possession of key to public building

Regulation FRESNO UNIFIED SCHOOL DISTRICT

approved: June 23, 1994 Fresno, California