

**EC**

**CONWAY SCHOOL BOARD**

**BUILDING SECURITY**

It is the responsibility of each building administrator to assure consistent and full use of the security measures available in his or her building.

Adopted by Conway School Board – February 26, 2007

Procedures

Each principal/center director will establish, maintain and monitor procedures to:

- (A) Assure that staff and all users of the facilities utilize the security measures available at each school.
- (B) Have in-house, and with the buildings and grounds coordinator, a current account of all keys and building access cards distributed to staff.
- (C) Collect the keys and building access cards from all staff members leaving the employ of the district.
- (D) Have staff inform the principal immediately in the case of keys and/or access cards being lost.
- (E) Contact the appropriate lock company and have all locks replaced affected by the lost key.
- (F) Budget appropriately for replacing keys and re-keying portions of the facility.