

Building Access

School Safety & Security	Phone Number
NHPS Issued Keycards	475-220-1645
Calls placed in lieu of submitting a Building Access Request Form & Work Order will not be processed.	

District buildings will customarily be opened, closed and secured only by the designated security officer, assigned building leader, principal or another district employee specifically designated to perform those functions. The Security Department may allow other employees to apply for access privileges and building keys under certain circumstances that are beneficial to the district and or the operation of the building in question.

Building access will be managed to provide protection to the district and its staff, students and property whilst continuing to assist in the provision of an open, safe, comfortable and efficiently run environment that contributes toward meeting the teaching and research objectives of the district. Building access control is accomplished by implementing a combination of open building times coupled with key/key card access for those who require access during times when buildings are not open.

Key or Key Card access should only be granted to individuals who have a legitimate and official need for the access, and have acquired the appropriate approvals for such access. Such access will be granted at the appropriate level in system hierarchy commensurate with providing the access required by the individual's position and assigned responsibilities. Only when no other reasonable means of access is available.

It is a joint responsibility of the Security, Human Resources, Information Technology and Facilities Departments, to implement this policy. Any employee granted access privileges is required to enforce and abide by all district policies and procedures regarding the use of the building and any equipment therein.

All issued Keys or Key Cards issued shall remain the property of New Haven Public Schools, not the individual, and must be returned to the Security Department upon discontinuation or change of employment, office move, etc.

Key or Key Card Holder Staff Responsibilities:

- Take appropriate measures to safeguard the keys or key cards issued.
- Never loan your key(s) or key card out to anyone.
- Never use your key card to grant access to secured areas to non-authorized or unsupervised individuals.
- Never prop open or otherwise disable any normally secured doors.
- When no longer employed by the district, or no longer holding the role, responsibilities and/or position for which the key/access was granted will be removed from the key card.
- Lost, stolen or misplaced key(s) must be reported immediately to the Security Dept.
- Replacement key(s) and/or key card may be issued by the Security Department upon. Individuals will be assessed a fee for replacement.

Start of School Year Audit

Employees will submit a key request form and key(s) will be issued upon approval. The Building Manager, Facilities Service and Security Department will keep a list of the key inventory for each building.

Breaks/Summer Vacation Restricted Access

Access is limited during vacations and extended holiday periods, to 10-month employees. Principals, assistant principals and 12-month employees will retain their access during school vacation periods.

10-month employees, who require continued access to the building during break/vacation periods, their principal must submit a Building Access Request Form, to the Security Department.

After School Activity/Event Access

Principals must also ensure any/all activities that are set to be held at the school during break/vacation periods are properly permitted for use of the building. (See Section - [Building Use & Permit Procedure](#) for additional information)

End of School Year Audit

Once the school year has concluded, the Security Department will coordinate with School Principals to collect all building keys from every employee. A key inventory will be conducted to ensure all keys are received. A receipt will be provided to the employee upon submitting key(s). Employees will be charged a \$35 fee per key that is not returned by June 30th.

Lockdown Keys

Lockdown keys will be issued to the buildings that require a key to lock a classroom door from the inside. Not all buildings require a lockdown key; some schools have rooms that are locked internally without a key.

Failure to comply with the Board of Education Key Policy may result in disciplinary action, including up to termination, as it compromises the security of the schools, impacting the safety of the students, faculty and the community. Every effort shall be made to maintain a safe environment for the New Haven Public Schools.

In order to avoid duplication of effort, the following procedure for all locksmith repairs and/or key requests has been implemented. Each building's Principal is the only individual authorized to make key and lock repair requests on behalf of the school staff:

Key/Keycard Request Procedure

1. Principal must complete and sign the Key Request Form and submit it to the Facilities Department.
 - a. The Building Leader must submit a [new work order](#) through SchoolDude to accompany the request form.
2. Once both the above are completed the request is then forwarded to the Security Department.
 - a. If approved, the key is made and the employee is required to pick up the key *themselves* and sign for the keys.
 - b. If denied, a notification is sent through SchoolDude on the work order, stating the reason for such denial.