

## **Business and Non-Instructional Operations**

### **Security of Buildings and Grounds**

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

### **Keys**

All keys used in a school shall be the responsibility of the principal. Requests for permanent issuance of keys shall be made only in those instances where the employee regularly needs a key in order to carry out normal activities necessitated by the position which the employee holds. When the need for a particular key is of a temporary nature, a key shall be issued on that basis and shall be returned immediately following termination of the need for its use.

All the keys shall be issued through the office of each principal. A receipt showing the number of the key and room(s) or building(s) that it opens shall be signed by the person to whom the key is issued. This receipt shall be filed in lieu of the key and shall be returned to the employee upon return of the key.

Each principal shall establish a key control system with a record of the number of each key filed.

The person issued a key shall be responsible for its safekeeping and shall pay for a duplicate key if lost. Duplicate keys are obtained only through the district security office. The Board of Education prohibits the duplication of keys by other methods.

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

The greatest care shall be given to master and sub-master keys. Master keys shall never be loaned.

*Legal References:*     *Conn. Gen. Stat. § 10-221*  
                              *Charter of the City of New Haven, Art. XXIX, § 150*