

## BUILDINGS AND GROUNDS SECURITY

Key Control

1. Building access keys will be numbered and stamped "DO NOT DUPLICATE".
2. One key will be distributed to each authorized person employed by the School District.
3. Authorized school personnel for the purposes of this article are identified as, and limited to, the following:
  - building administrators
  - athletic administrators
  - custodians
  - head coaches
  - assistant coaches
4. Authorized personnel will sign for each numbered key they receive.
5. No one has the authority to duplicate, transfer, or give one's key to another person for any purpose whatsoever.

Violation of any of this regulation may result in the non-renewal of one's limited contract; or if the contract is automatically non-renewed by authority of the Ohio Revised Code, no consideration being given for future employment with the Columbia Schools.

6. A "lost" key will be reported immediately to the building principal.
7. Keys will be returned to the maintenance department at the conclusion of the employee's limited contract with the Board.
8. The local superintendent shall not authorize payment for services performed under the limited supplemental contract until the numbered key which matches the signature is returned to the maintenance department.

The Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in protecting the health, welfare and safety of its students and staff. Carefully weighing the rights of privacy of students and staff against the District's duty to maintain order and discipline, the Board authorizes the use of electronic surveillance systems.

Cameras

1. Cameras are not positioned in areas where individuals have a reasonable expectation of privacy.
2. The administration provides prior written notice to staff, students and parents/guardians that electronic surveillance may occur on school property or in school vehicles. In addition, appropriate signs are posted in building entrances and at other locations deemed appropriate by the administration to inform visitors that electronic surveillance may occur on district property.

3. The use of cameras in transportation vehicles is supervised by the building principals and the transportation supervisor.
4. The use of cameras is subject to District policies concerning the confidentiality of student and staff records.
5. Surveillance cameras are used only to promote the order, safety and security of students, staff and property.

### Portable Metal Detectors

Notices are posted at each main doorway and in student handbooks explaining that weapons are not permitted at school and that students may be required to submit to a metal detector check.

1. Prior to beginning metal detector checks, an administrator or law enforcement officer explains the process to the student body, emphasizing that checks are intended to maintain a safe school environment.
2. The administrator or officer checks each student by visually searching his/her locker and having them bring contents to a checkpoint.
3. The administrator or officer will ask the student to remove all metal-containing objects from his/her clothing and personal effects. The administrator/officer scans the student without touching him/her, as well as the student's personal effects. If the student refuses to cooperate, the administrator/officer may proceed with the check in the presence of another adult.
4. If the metal detector is activated during scanning of the student's effects, the administrator/officer opens the student's bag, purse, etc. and looks for weapons. If the detector is activated during scanning of the student's person, the student is given a second opportunity to remove any metal-containing object from his/her person.
5. If the metal detector is again activated, a same-sex administrator/officer conducts a pat-down search of the student's outer clothing in the area where the metal detector was activated. If the administrator/officer feels an object on the student's person, the student is given an opportunity to remove the object. If the student refuses, the administrator/officer escorts the student into a private room and removes the object from the student in the presence of an adult witness of the same sex.
6. If a properly conducted search yields a weapon or any other illegal material, it is turned over to the proper legal authorities for ultimate dispositions.

Adopted: April 17, 1996  
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