

## 10.16 Building Access and Device Access Distribution

The Franklin Local School District considers the safety of all students, staff and guests to be a priority. This policy is designed to control access to the district, enhance overall security, promote accountability, and prevent loss of property.

### Access

The level of internal access for individual building staff members will be determined by the building administrator. The building administrator will have the alarm access codes. These codes will only be distributed on an as-needed basis.

Staff members will have access to our facilities any time during regularly scheduled school days until 10 p.m. After 10 p.m., staff members must get permission from the building administrator. *\*An exception is a regularly scheduled activity which would run past 10 p.m.*

Staff members will have access to our facilities on Saturdays from 9 a.m. to 2 p.m. and Sundays 12 p.m. to 5 p.m. During the summer, the buildings will only be open from 7 a.m. to 3 p.m. *\*An exception is a regularly scheduled activity outside these times.*

Non-staff members wishing to use our facilities must complete a Facility Use Form and obtain the building administrator's approval. Only with special permission from the Superintendent or Assistant Superintendent will access be allowed under other circumstances.

Building administrators who need access to other buildings should make arrangements with that specific building administrator.

### Access Device Distribution

Staff members will be issued building and room access upon their employment. Access devices will be distributed by the respective building administrator.

Authorized district personnel will receive building access distributed by the Central Office.

Staff access will consist of a key fob or swipe card and a room key. Staff members will be required to sign a release form.

Lost or stolen access devices must be reported immediately to the building administrator. Lost or stolen access devices will cost the staff member \$25 to replace.

Access devices will not be charged if a police report is submitted to the building administrator.

Coaches will be issued building access from the Athletic Director. The Athletic Director will request the appropriate number of access devices from the building administrator. The Athletic Director will have all coaches sign a release form. The Athletic Director shall collect all access

devices at the end of each season as part of the final checkout of each coach. Access devices will be returned to the appropriate building.

Staff members will not allow students or non-staff members to use their access devices.

- The first infraction of a staff member allowing a student or non-staff person to use their access devices will result in a written reprimand issued by the building administrator.
- The second infraction of a staff member allowing a student or non-staff member to use

their access devices will result in him or her losing the use of their access devices.

Non-staff members will not be issued access devices. They are only permitted in our facilities when a current staff member is present. **Our insurance requires a current employee be on-site when our facilities are used.**

## Access Device Sign-Out Form

Name: \_\_\_\_\_

Building (circle one):    DFE      PHS      PJHS      RES      RMS

Key fob / card swipe card number: \_\_\_\_\_

Key number: \_\_\_\_\_

**By signing this form, I take responsibility for the access devices under my care. If lost, I agree to pay \$25 for replacement.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

10.16

04/11/2006

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