

Buildings and Grounds Security/Access to Buildings

Each principal will control the use of building keys and ensure that buildings are adequately closed and locked when no authorized personnel are present. Each principal shall set up and maintain a key control system to record the issue and return of all keys; the system will include the date, name of employee, key number and room number or building/area. All keys issued through the office of the principal are considered district keys.

Each employee has a responsibility to assist in the maintenance of controlled access to district property and facilities.

1. A district employee who is issued keys is responsible for those keys and is subject to all provisions of this procedure.
2. Keys shall not be loaned or duplicated. Any employee who duplicates or loans his/her district keys(s) will be subject to disciplinary action.
3. An employee who loses his/her keys(s) or whose key(s) are stolen will report the loss to the appropriate administrator within 24 hours. The individual may be responsible for the cost of replacement of the key(s) and may be liable for the cost of re-keying if this procedure is required to assure security.
4. Each employee must secure his/her room when it is vacated, including securing and/or locking windows and doors.
5. The appropriate administrator will be responsible for collecting all staff keys:
 - a. On the last day of work before the beginning of the summer recess period, and other extended period of school closure, unless normal assigned duties require access.
 - b. At the end of the assigned work shift if an employee resigns or is terminated.
6. In the event an employee fails to turn in his/her keys(s), he/she may be liable for the cost of replacement and/or cost of re-keying, if necessary, to assure security.
7. For any key issued on a temporary basis for approved building use or to a seasonal coach, the holder will return the key immediately following the event or season and shall be subject to all provisions of this regulation. Individuals not returning keys in a timely manner may lose the privilege for future building use and key checkout.

The superintendent or designee and maintenance director shall have access to all keys and buildings. Duplicate keys will be obtained from the maintenance director; all other duplication of district keys is prohibited by the Board.