

Access to Buildings

1. Establish and maintain an efficient organizational plan for securing district property and facilities.
2. All keys that access district facilities or property remain the property of the district and are subject to inspection or recall at all times.
3. Building level keys shall be the responsibility of building principals. All keys will be recorded, initialed, assigned and issued to employees via the facility key log located in each building. Each employee is charged with the responsibility of maintaining the security of key(s) received.
4. Once issued, a key may be used to gain access or entry into a facility by the person to whom that key is issued. Under no circumstances may a key be loaned or transferred.
5. 'Loaned' is defined by the district as lending keys to a second party for a period beyond immediate necessity.
6. At the end of each school year, all district keys will be turned in to building principals for inventory control purposes and recorded and initialed in the facility key log located in each building. Individuals authorized to use keys during summer months will be reissued the appropriate keys for approved summer programs.
7. Under no circumstances may unauthorized duplicate copies be made of any district keys.
8. 'Authorized possession' is the possession of any key that has been issued and recorded in the key log to a specific individual for personal use only. Unauthorized possession or use of unassigned keys is expressly forbidden.
9. All employees issued district key(s) must complete and sign the Receipt for Key Issuance form and disclaimer acknowledging they have read the rules and procedures governing use of district keys.
10. Keys discovered to be lost or stolen are to be reported immediately to the building principal or supervisor.
11. Employees leaving the employment of the district must turn in all district keys to be recorded and initialed in the facility key log prior to retirement or termination.
12. Failure to abide by district policies regarding keys as herein set forth may result in disciplinary action.

--Please see policy and rules and procedures governing the Use of District Grounds and Facilities (KG).