

BUILDINGS AND GROUNDS SECURITY

Lock and Key Control

1. The building principal or designee shall be responsible for all locks and keys used inside the building.
2. The principal or designee, with the assistance of the building head custodian, shall maintain a duplicate set of all authorized keys for locks inside the building.
3. The building principal or designee shall authorize, issue and log all interior and exterior keys to authorized locks under his/her control. School keys are assigned to employees on a need basis with each employee being responsible for the safekeeping of the keys. Keys shall not be loaned except as authorized by the principal or Assistant Superintendent.
4. The Assistant Superintendent, with the assistance of the supervisor of buildings and grounds, shall authorize, issue and record all master and grand master keys for the District.
5. The unauthorized use of any key, or any school employee possessing an unauthorized key, shall be reported to the building principal. Persons found in possession of unauthorized keys are subject to legal or disciplinary action.
6. Building principals and other accountable individuals are responsible for repossessing all authorized keys when an employee terminates or is re-assigned to other duties.
7. Keys are not to be duplicated in any fashion except on written specifications of the Assistant Superintendent or supervisor of buildings and grounds.
8. Employees are not to honor requests to open any door or area unless the employee will be present in that area at all times and will be responsible for that area until it is closed and relocked.
9. Students who borrow, possess or duplicate school key(s) without the principal's authorization are subject to disciplinary action up to and including 10 days out-of-school suspension with a recommendation for expulsion.
10. Requests for exceptions to the preceding authorizations and responsibilities shall be addressed to the Assistant Superintendent in writing for review and final decision on an individual basis.

11. An audit of all outstanding authorized school keys, master and grand master keys shall be conducted at least once each year by the building principals or designee and supervisor or building and grounds with an annual written report to the Assistant Superintendent.
12. Failure to adhere to the Board policy and these regulations is an act of negligence and insubordination on the part of an employee and is grounds for termination.

(Approval date: September 25, 1995)