

## **Disbursement of Keys and/or Access Cards to School Buildings**

### **Purpose**

The purpose of this rule is to communicate procedures for access to school buildings in an effort to increase school building security without denying employees access to buildings in which they work.

### **Authorization**

All school buildings will have limited access during the school day. District employees must be authorized by the building principal for access to school buildings beyond public hours of business. The Superintendent or her/his designee shall issue keys/access cards to public safety officials as necessary.

### **Disbursement of Keys and Access Cards**

1. Requests for keys and/or access cards are to be submitted to the building principal or her/his designee. The building secretary designated to do so shall maintain a running inventory of all keys distributed to each individual. Unassigned keys will be secured in a locked drawer or room.
2. Building access cards shall be issued to qualifying employees, as identified by the building principal, by designated district staff. In addition, no hard keys will be issued for outside doors. Exceptions are the principal, assistant principal, custodial staff, and building assigned school resource officers.
3. The initial access card shall be given to the employee free of cost. Once access cards/keys are issued, employees are responsible for securing and protecting access cards/keys. Access cards can be replaced, as needed, after five years of use. If the access card is compromised in the line of duty, there will be no replacement fee charged. Costs incurred to replace any damaged or lost cards/keys outside the five-year replacement cycle shall be borne by the employee who lost or failed to protect the access card key. Replacement costs are as follows: \$20 per access card, \$100 per building master key, \$75 per building sub-master key, and \$20 for individual room key.
4. For the safety of the building students, staff, and materials, employees must report loss of access cards or keys immediately to their immediate supervisor.
5. Upon notification of a lost access card, district staff shall code that access card to have "no access." Upon notification of a lost hard key, the building may need to be re-keyed.

**Procedure**

1. Building principals shall train staff in proper use of the access cards and notify staff about the directive to report lost keys/cards.
2. Staff must check that exit doors have securely locked behind them when they leave the building.
3. Individuals whose employment has been severed shall return all access cards and keys to their immediate supervisor on or before the final day of employment. Failure by supervisors to collect keys/access cards shall result in discipline. Refusal to return keys/access cards may result in charges of theft of school district property.