

## Security: Buildings and Grounds

### Keys

All keys used in a school shall be the responsibility of the principal. Requests for permanent issuance of keys shall be made only where the employee regularly needs a key to carry out normal activities necessitated by the position for which he/she holds. When a need for a particular key is of a temporary nature, a key shall be issued on that basis and shall be returned immediately upon termination of the need for its use.

All keys shall be issued through the office of each principal. A receipt showing the number of the key and room(s) or buildings which it opens shall be signed by the person to whom the key is issued. This receipt shall be filed in lieu of the key and shall be returned to the employee upon return of the key.

Each principal shall set up a key control system with a record of the number of each key filed.

The person issued a key shall be responsible for its safekeeping and shall pay for a duplicate key if lost. Duplicate keys are obtained only through the superintendent of school's office. The board prohibits the duplication of school keys otherwise.

Keys shall be used only by authorized employees and shall never be loaned to pupils.

The greatest care shall be given to master and submaster keys. Master keys shall never be loaned.

Building exterior door keys will be issued as follows:

1. Principal
2. Supervisor of Buildings/Grounds
3. Custodial and Maintenance staff as necessary

Personnel may sign out exterior door keys as approved by the principal as follows:

1. a limited number for evening activities
2. coaches, etc. when required to return for late activities
3. staff members for weekend activities

Incidents of illegal entry, theft of school property, vandalism, or damage to school property from other causes will be reported by phone to the office of the Superintendent, as soon as discovered.

Rules Approved: 12/75

Reviewed: 9/1/88

