

Security: School Keys for employees

All keys used in a school shall be the responsibility of the building principal. Requests for permanent issuance of keys shall be made only where the employee regularly needs a key to carry out normal duties associated with his/her position. When need for a particular key is of a temporary nature, a key shall be issued on that basis and shall be returned immediately after use.

All keys shall be issued through the office of each building principal. A record shall be maintained in each building office that records the number of the key(s) and the building (s) and room(s) issued to each employee. Keys may be maintained during the summer hours by employees at the discretion of the building principal.

The person to whom a key(s) is issued shall be responsible for safekeeping of the key(s) under his/her control, and shall pay for a duplicate key if lost and any additional costs related to new security measures needed as a result of the loss of the key(s). Duplicate keys are to be requested through the Superintendent's office.

Keys shall be used only by authorized employees or others who may have made application to the building principal for some expressed purpose. Keys shall never be loaned to students. Master keys shall never be loaned for any purpose.

Adopted: March 13, 2000

Revised: May 9, 2016