

Adopted: 10/21/09

Revised: _____

Policy 440
Orig. 2009
Rev.

DISBURSEMENT OF KEYS AND / OR ACCESS CARDS TO SCHOOL BUILDINGS

I. PURPOSE

The purpose of this policy is to increase school building security without denying employees access to buildings in which they work.

II. 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.

III. DISBURSEMENT OF KEYS AND ACCESS CARDS

- A. Requests for keys and / or access cards are to be submitted to the building principal or his or her designee. The building secretary designated to do so shall maintain a running inventory of all keys and access cards distributed to each individual.
- B. Beginning October, 2009, building access cards shall be distributed to qualifying employees as identified by the building principal. Employees are responsible for securing and protecting their own access cards. The initial access card shall be given to the employee free of cost. Costs incurred to replace any damaged or lost cards shall be borne by the employee. The cost is \$20 per card.
- C. Employees are mandated to report loss of access cards or keys immediately to their immediate supervisor.
- D. Upon notification of a lost access card, the principal's designee shall code that access card to have "no access".

IV. PROCEDURE

- A. Building principals shall train staff in proper use of the access cards.
- B. Staff must check that exit doors have securely locked behind them when they leave the building.
- C. 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.

**ISD #549- PERHAM- DENT PUBLIC SCHOOLS
Policy on Keys / Access Cards**

Receipt Acknowledgment

I have received and read the School District's Policy on keys and access cards. I understand that I am directed to follow this policy. This receipt shall be filed in my personnel file.

Staff Member's Name

_____ 10/14/09 Date
Staff Member's Signature