

## Card/Key Procedure

1. The only people who have possession of a key or card will be assigned by the Sheridan High School principal or his designee, and will have completed, turned in and have been approved to have the key/card. The Key/Card Agreement will be on file in the office before possession of the key/card can be obtained.
2. You have sole responsibility for the assigned card/key(s).
3. If you loan any of the card/keys to another person, you are responsible for paying for any damage that occurs while the card/key(s) is/are in their possession.
4. Loaning of key/card will be defined as misuse of the key/card and will result in forfeiture of the key/card.
5. You are responsible for the loss of the card/key(s). Please refer to Pages 18 and 19 in Staff Handbook:

### **KEYS**

*Keys are issued to staff by the building principal. In order to protect property, students and staff, and to ensure the building is adequately secured when no authorized personnel are present, all staff are expected to follow the following key control procedures:*

1. *The duplication of keys is prohibited;*
2. *Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc*
3. *Keys may not be loaned to students or to individuals not employed by the district. Under no circumstances should staff provide keys to students to run errands, unlock/lock doors, etc.;*
4. *Lost or stolen keys must be reported to the building principal within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;*
5. *Upon completion of a lost or stolen key report form, presentation of the broken or damaged keys and submission of assessed fees, replacement keys will be issued within 72 hours;*
6. *Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued, in the following amounts:*
  - a. *Room or other keys - \$10*
  - b. *Master key - \$45*
  - c. *Maximum charge - \$60*
7. *All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the building principal to keep their keys as appropriate.*

6. Cards assigned to coaches are for the season only and will be turned in at the end of the season. **Cards assigned to coaches are for the sole purpose and use by the assigned coach.** The season will be considered from the time of the start of camps, as in football, or practice, until the end of after season/OSAA playoffs are concluded. **During the season a coach will have access 24 hours a day seven days a week.**

Any use of key/card out of season will require building use agreement form which will be kept on file in the office and a copy will be given to the maintenance department.

\* Emergency Situations – If the computer for the card locks on the outside doors in the New

Gym is out of service, the PE teacher will be issued a key from the main office. The key will be returned at the end of the school day.