

# Three Rivers School District

8550 New Hope Rd • PO Box 160 • Murphy, OR 97533

**Policy:** GBCD  
**Adopted:** 4/17/06  
**Readopted:**

---

## KEYS

---

No staff member may have in his/her possession keys to school district buildings unless they have been assigned to him/her by an authorized employee. Each staff member receiving keys shall sign the regularly provided form before taking possession of the keys.

Keys shall not be duplicated unless so authorized by the Business Manager or his/her designee. Violation of this policy shall be considered as sufficient cause for discipline up to and including dismissal.

Employees are expected to retain possession of their keys at all times for the safety and security of District buildings. Under no circumstances will employees give or allow others, including students or family members, access to school district keys for any purpose.

If a staff member loses their keys they will immediately report the loss to their immediate supervisor.

All keys assigned to an employee must be returned to the District prior to receipt of final salary payment.

END OF POLICY

---

Legal Reference(s):