

Unity School District - Board of Education

Board Policy ~~Administrative Rule~~ 830.1

Key Control

Last Revised 9/13/2022

PURPOSE

1. Provide manageable controls for the distribution and accountability of keys, to insure and maintain the integrity of the lock & key system.
2. Minimize financial losses to the District resulting from unauthorized entry.

POLICY

It is the policy of Unity School District to promote the security of students, personnel, and appropriate access to District property. This policy describes the control of, the use, and possession of keys to District facilities, equipment, and vehicles, including (A) general provision, (B) design of keying systems, (C) fabrication, (D) responsibility for issuance, (E) responsibilities regarding lost keys, (F) eligibility for possession, (G) provision for contractor access, and (H) key and building security.

APPLICATION

1. The following persons shall be responsible for the issuance, maintenance, and return of all keys under their jurisdiction:
 - a Superintendent
 - b Principals
 - c ~~Maintenance and Operations~~ Facilities Director
 - d ~~Director of Food Service~~ Director
2. The principal or administrator may delegate the procedures involved in administering this policy, but they cannot delegate the responsibility.
3. In the event of a suspected or known loss, theft, or unauthorized use of keys, the principal or administrator shall notify the ~~Maintenance & Operations Department~~ Facilities Director immediately.
4. The ~~principal or administrator~~ District Office shall keep key records and provide updated copies to the Superintendent.
5. All authorized substitute keys for use by substitute custodians, substitute teachers shall be kept by the ~~supervisor~~ principal or administrator in a secure and safe location.
 - a. Non-Master Keys are issued by the principal at the facility to designated temporary personnel or subs. All facilities shall have keys in stock for this situation. These keys are to be returned at the end of the assignment/days.
 - b. Facility Master Keys are maintained at the District Office for substitute custodian use. These are to be turned in to the Lead Custodian or ~~Maintenance and Operations~~ Facilities Director at the end of the shift to be locked in an approved secure location. These key sets are not to leave the facility for any reason.

- c. Master Keys are not issued to temporary or substitute personnel.
6. The District shall be reimbursed by the person to whom the key was issued, for the loss of any key issued under this policy.
7. Persons issued keys shall at all times take reasonable precautions to prevent their loss or theft. Damage suffered by the District resulting from the loan of a key or loss of a key through negligence is the direct responsibility of the person to whom the key was issued.

KEY SECURITY

1. No keys are to be duplicated except by the Maintenance Department. Only authorized personnel of the School District are authorized to duplicate keys. Duplication by anyone else is in willful violation of this policy. The employee will be held financially liable where damage or loss to District property results from such action, and may be denied the privilege of having a key.
2. All keys issued to any employee must be accounted for before clearance is granted upon separation from the District or final check issued at the end of the year.
3. All locksmith services, including repair, key or lock changes or replacements, duplicate or replacement keys for existing locks, lock changes and additions within a department shall be procured only through the Maintenance Department. Facilities, used in this policy, shall include door locks, alarm locks, desk locks, district vehicles, gates, etc., including lockers.
4. All keys held by persons on less than an ~~eleven (11)~~ **ten (10)** month basis shall be turned in as part of the checkout procedures at the end of each school year. Keys no longer needed shall be returned to the ~~Maintenance and Operations~~ **Facilities** Director. An annual audit of the key ~~issuance~~/record form by the Principal or ~~site~~ **facilities** administrator shall be performed.
5. The schedule of reimbursement for a lost or missing key shall be as indicated under lost or missing keys. A key shall not be replaced without payment.
6. The key system is designed to correspond to room and equipment numbers. No changes are to be made to the assigned room numbers, as this will affect the records and inventories in the Maintenance Department.
7. Loaning of Keys is Expressly Prohibited
 - a. Keys are not to be issued, loaned or used by students at any time. Keys found with students will be collected and turned over to the administrator.
 - b. Keys are not to be left in desk drawers, mailboxes, etc., day or night.
8. No individual shall use personal locking devices, nor may locks be changed or re-keyed without approval from the Maintenance Department.

KEY ISSUANCE PROCEDURES

1. The responsible principal or supervisor will make requests for keys on the Key Request Form **to the District Office.** (~~see sample form Appendix A~~).

2. Keys may be requested for regularly appointed District employees for the duration of employment.
3. Receive and sign for authorized keys at Building or Department Offices.
4. Turn in keys when no longer needed or prior to **termination of employment**. ~~issuance of final pay warrant. Periodic auditing of issued keys may be requested. Keys to be returned to Building Principal or Supervisor.~~

DISTRIBUTION OF KEYS

1. Principals, district office staff, and maintenance employees, may have master keys.
2. Teachers, Sub-Teachers, and Educational Assistants are to have individual room keys.
3. Only one key per classroom shall be issued to the assigned teacher. ~~except where due to double use or double sessions, more than one teacher is assigned.~~
4. The cafeteria and food service storerooms are to be on an individual key, available only to Food Services personnel.
5. Gate keys are assigned by the Maintenance Department and can be requested through building principals.
6. All non-employee use of keys will be processed through the Maintenance Department upon approval of Facility Use Forms from the Community Education Program.

LOST OR MISSING KEYS

1. Send complete Lost or Missing Keys Form (~~see sample Appendix B~~) and copy of Receipt of Payment for Lost or Missing Keys **to the Facilities Director**. ~~by facsimile to the building principal or supervisor. This will initiate a Work Order to replace keys. Keys will be available for distribution within seventy-two (72) hours.~~
2. Charges:
 - a. Master Key ~~\$200~~ **\$500**
 - b. Submaster Key ~~\$100~~ **\$200**
 - c. Single lock/classroom/office \$30
 - d. Gate Key ~~\$25~~ **\$50**
 - e. File cabinets, desk, vehicles \$10
 - f. Electronic FOB ~~\$15~~ **\$10**
3. If the lock must be changed for security reasons, actual costs of re-keying may be charged to the department/school originally authorizing the keys and/or the individual to whom the keys were issued.