

## Policy --- 9060

### Property and Capital Equipment

#### A. Policy

1. It is the policy of the McCall-Donnelly Jt. School District No. 421 that other than during normal working hours, all buildings shall be locked in order to maintain the security of both the buildings and their contents.
2. Staff members may be issued keys to school buildings upon the recommendation of the superintendent and/or the administrator in charge of the building, or his/her designee, in accordance with established procedures.
  - a) Keys are issued for entry to school buildings for the purpose of conducting school business only.
  - b) An authorized individual entering or leaving a locked building shall not permit any individual to enter who would not normally be permitted to enter the building during the hours it is locked. An authorized individual may have guests so long as the guests stay in the proximity of the faculty or staff member having the assigned key and the authorized individual assumes full responsibility for their presence.
  - c) An individual entering or leaving a locked building shall be responsible for securing the door or doors.
3. Special assignment of keys, where required, (such as to contractors, etc.) may be authorized by the maintenance supervisor.
4. All keys issued remain the property of the school district and shall be returned under the following conditions:
  - a) For staff members:
    - (1) Upon transfer to another department or building.
    - (2) Upon termination of employment.
    - (3) Upon the request of the principal or superintendent.
    - (4) Upon being granted a leave of absence without pay for a period of 30 or more calendar days; however, staff members granted such leaves may retain their key if they are authorized to have access to the building and/or office during the leave.
  - b) For part-time, temporary staff:
    - (1) At the end of the academic semester or period after which the keys will not be used for at least 30 calendar days.
    - (2) Upon the request of the principal or superintendent.

5. Individuals transferring to another department or building may be issued new keys upon the recommendation of the new principal or administrative head and approval as defined in paragraph 2 above.
6. It is the responsibility of the appropriate principal or administrative head and official in charge of the building or his/her designee to ensure that all keys are returned under provisions of paragraph 4 above. Notify the maintenance department of key to be picked up.
7. In no case is a key to be transferred from one individual to another or to be obtained from any source other than from the school district. When any transfer or duplication of a key is made or used without school district consent, the key shall be recovered and the individual(s) involved reported to the superintendent for appropriate action.
8. The superintendent, building principals and maintenance supervisor shall be responsible for the establishment and implementation of regulations and procedures necessary for the assignment and control of keys to the school district's buildings.

#### B. Regulations

1. Keys to cabinets, lockers and drawers within the buildings are not covered under provisions of this policy. The maintenance department will furnish such keys upon request, but the issue, control and recovery of these keys are the responsibility of the building principal.
2. Key issuances are authorized by the building principal, subject to such policy guidance as may be issued by the superintendent and maintenance supervisor.
3. The types and number of keys issued will be limited to the minimum required by regular work assignments.
  - a) The permanent issuance of building master keys will be limited to those persons needing frequent access to most of the building, normally building principals.
  - b) Two or more keys may be issued to those requiring access to several rooms throughout the entire building.
4. Procedures for the issuance and return of keys may be altered by the superintendent to make keys available to school personnel as required to meet work requirements throughout the district.
5. The loss or theft of any keys is to be reported immediately to the building principal,

who in turn will notify the maintenance shop.

NOTE: Building areas and/or rooms will be re-keyed immediately after the maintenance department is notified that an individual's key has been lost or stolen.

6. Lost keys turned in to a principal's office are to be forwarded immediately to the maintenance shop.
7. Applications for keys are made on a Key Record Form K-1.
  - a) Key record forms must be legible.
  - b) A separate form is used for each key requested.
  - c) Key Record forms are available from the building principal or the maintenance supervisor.
8. As standard procedure, the maintenance shop will deliver and pick up keys at the classroom or office of requestor.
  - a) Keys may be obtained directly from maintenance shop by presenting an approved Key Record at the maintenance shop.
  - b) The building principal is responsible for contacting the maintenance shop and making the necessary arrangements to have returned keys picked up.
9. Prior to the end of each academic semester, each building principal will be provided with a list of individuals assigned keys to areas under their jurisdiction.

NOTE: These lists will aid the principal in identifying those keys to be returned by staff having an ending date of appointment as of the end of the semester.

10. Annually, each principal must check and certify the accuracy of an inventory list of keys issued for areas under their jurisdiction.
11. Keys must be presented at the request of any law enforcement official in the performance of his/her duty.
12. Facilities located outside the city limits should contact the maintenance department for any special procedures required by their location.

Adopted:

December 1995