

## Key Policy

### Purpose:

To outline policy and procedures for issuance and control of door and cabinet keys for Promontory School administrators, staff, teachers, and non-employee authorized activity supervisors.

The establishment of a safe environment is the shared responsibility of the school administrators, teachers, and staff. Administrators, teachers, and staff receive keys to the school and are entrusted with keys to the school to carry out the educational objectives of the school. Because possession of a school key gives authorized persons unfettered access to the school, the students, and sensitive records, all parties in possession of a key must keep the goals of confidentiality and safety in mind at all times and must sign a key use agreement.

### Definitions

- Master Key - A key that activates all door locks in a building.
- Multiple-door Key - A key that activates the locks in more than one, but not all doors to spaces assigned to a specific community.
- Building Entrance Key - A key, or key fob, that activates the lock only on one or more outside entrance doors to the building.
- Room Key - A key that activates the lock only to the door to a single room and its attached closets.
- Cabinet Key - A key that activates the locks to storage cabinets.
- Approving Officers – Board Chair for Board of Trustees (the Trustees), Director of the school (the Director) for employees and Building Facility Manager (the Facility Coordinator) for building maintenance.
- Facility Coordinator-- Schedules the building, issues keys, maintains key issuance record, and approves building maintenance.
- Designee – A board member or school employee appointed by an Approving Officer or Facility Coordinator to act in his/her behalf.
- Authorized User— A person who has been granted authorization from an Approving Officer and signed the key use agreement in order to be issued a key for long or short-term use.

## Policy

### Building Security

- The school is generally open to from 8:00 am to 3:30 pm, Monday through Friday. Certain rooms and offices are open at other times to meet particular needs.
- It is the responsibility of all personnel using buildings before or after regular hours to ensure that outside doors remain locked when there are no school activities in session.
- It is the responsibility of all personnel using buildings after regular hours to see that lights are turned off in the rooms they are vacating, and that office doors and outside doors are secured. Personnel must communicate with other users as they vacate the building. The final user of the evening is responsible to ensure that all lights are off, and all doors are locked.
- It is the responsibility of all personnel to ensure that no outside doors are propped open during or after regular hours.
- Key holders agree to refrain from compromising the security of the building. Key holders are required to report to the Director any doors that are unsecured or in violation of the school's policies.
- Violation of these requirements may result in the loss of key privileges and may result in discipline up to and including termination.

### Key Issuance

- Keys shall be authorized by Approving Officers (see table below for more authorization detail) and issued and controlled by the Facility Coordinator, or Board Chair in the case of Trustees.
- Duplication of keys other than by the Facility Coordinator (or Designee) is prohibited. Any person who knowingly makes or duplicates a key in any matter not authorized by this policy is subject to disciplinary action.
- Persons to whom keys are issued shall use the keys only in accordance with this policy.
- Only authorized persons are allowed to be in possession of a key to the school. Authorized persons are only those persons with documentation of authority to possess or control a key. Authorization is specific to each key issued.
- No person may give his or her key to an unauthorized user for any period of time. Any key(s) found to be in the possession of an unauthorized person will be confiscated and

any person found to have provided a key or a copy of a key to an unauthorized user may be disciplined up to and including termination.

- School personnel may receive authorization to check out a key from the office for School related use. Approval must be obtained from the Director and the key issued via the Facility Coordinator or Designee.
- In some instances, an approved non-employee activity supervisor may receive authorization to be issued a key for facility use when school staff is not present. The named supervisor shall read and adhere to the school’s key policy and submit an Application for Key Form. Upon approval, the key will be checked out through the Facility Coordinator. The approved supervisor is responsible to unlock and secure the facility being used. Keys may not be loaned to others and must be returned to the school office immediately following contracted use. The named supervisor shall be held responsible for any damages or losses sustained to the building, school facilities or equipment while in possession of keys.
- Lost or stolen keys must be reported to the Director and Facility Coordinator immediately. A lost key may require one or more door and/or cabinets to be rekeyed. This process may cost a substantial amount of money. Where permitted by applicable laws, the school may withhold the cost of rekeying the building(s) from a teacher’s or administrator’s check or final paycheck if a violation of this policy resulted in the lost or stolen key.

### KEY ELIGIBILITY AND RESPONSIBILITY

Type of Key	Eligibility to Carry	Eligibility to Access On-site or Short Term	Authorization Responsibility	Issuance Responsibility
<p><b>Master Key</b> (Activates all door locks in building)</p>	<p>Full-time Secretary Facility Coordinator Full-time Secretary</p>	<p>Board of Trustees  Janitor</p>	<p>Two approving officers</p>	<p>Facility Coordinator (to carry)  Facility Coordinator or designee (short term)</p>
<p><b>Multiple Door Key</b> (Activates locks in more than one door but not all doors in an assigned community)</p>	<p>Employees (as needed to perform their duties)  Board of Trustees</p>	<p>Employees (as needed to perform their duties)  Approved non-employee supervisors  Maintenance contractors</p>	<p>Director (for employees)  Director <b>AND</b> Board Chair (for supervisors)  Facility Coordinator (For contractors)</p>	<p>Facility Coordinator (to carry)  Facility Coordinator or designee (short term)</p>

## **Key Return**

When an individual's need for a key no longer exists, whether as a result of termination of employment, resignation, layoff, or other reasons, it is the responsibility of the Facility Coordinator to collect the unneeded key(s).

## **Exceptions**

Exceptions to the policy on issuance of keys may be authorized in writing by three Approving Officers.

## **Procedures**

### **Key Issuance**

- Individuals wishing to have a key or keys issued to them shall complete an Application for Keys form.
- The form must be signed by the applicant and the Approving Officer.
- Upon approval, the applicant and the key issuer must sign the Key Holder Agreement before the key can be issued.
- Upon key return, the Facility Coordinator (or Designee) and applicant will sign the key return section of the Key Holder Agreement.
- No deposit is required.

### **Key Replacement**

- To replace a lost or broken key, an Application for Keys form must be completed in the same manner as for issuance of an original key.
- A broken key to be replaced must be returned with the application form to the Facility Coordinator.
- If a key has been lost, available details must be provided, and a report filed.
- If a lost key is later found, it must be returned to the Facility Coordinator.

### **Record Keeping**

The Facility Coordinator shall maintain a comprehensive listing of all door and cabinet keys issued by name of individual.

### **Access to Building by Outside Contractors**

- The Facility Coordinator in conjunction with the Director is responsible for making arrangements with outside contractors requiring building access. All lock work will be managed through the Facility Coordinator.

- Keys will not be issued to contractors working at the school except as specifically pre-authorized by the Facility Coordinator. The Facility Coordinator will notify the Director of these authorizations in writing.

### **Lock Repair and Replacement**

Locks may not be installed, repaired, or replaced on any doors without the specific approval of three Approving Officers, with the exception of equipment locks (i.e., lockers, filing cabinets).