

## Key Guidelines

Rowan-Salisbury School System considers the safety of all students and staff to be a priority and a serious issue. This guideline is designed to control access to district buildings, as well as in the building, thereby enhance overall security as well as promote accountability and prevent loss of property.

### Distribution of Keys

1. **Issuing Authority** – The Assistant Superintendent for Operations or designee with the advice of the building principal and other supervisory and administrative personnel will authorize the issuance of individual keys to school personnel where a need for access to the area in question can be demonstrated.
2. **Who is Authorized Specific Keys** – Access will be given only to the areas where need can be demonstrated. Justification could include but not be limited to the following: work necessities, assigned office, assigned laboratory and/or areas of responsibility. The Key Receipt and Agreement form will be completed by each employee issued keys. This shall be kept on file under the supervision of the building principal.
3. **Keys May Not be Left Unattended** – All keys issued on a “permanent” basis should be retained at all times by person to whom issued. Practices such as leaving keys on desks, loaning to student aides, etc. shall not be allowed.
4. **Lost or Stolen Keys** – Any person losing a key(s) must notify the building principal or supervisor and Maintenance or Department Administrator immediately to ensure against any compromise in the system. Notification should be made by telephone, e-mail, or in person.
5. **Keys are not to be loaned to Unauthorized Personnel** – To protect the integrity of assigned areas, no issued key may be loaned or signed out to anyone not previously authorized by the Assistant Superintendent for Operations or designee. Authorization will be granted based on the need for facility access.

### Key Requests/Key Inventory/Key Audit

All key requests shall be made to the Operations and Maintenance Department. The Building/Department Administrator must make all requests in writing. All requests should be made two weeks in advance of the date an individual should need keys.

An electronic key inventory list shall be maintained for each school facility. All keys shall be lettered and numbered. All keys (upon approval) shall be issued from this inventory list.

A key audit shall be performed at the beginning of the school year and at the end of the school year. All personnel, if requested, shall surrender their keys during the summer months, and may be reissued the same keys at the beginning of the next school year.

### Alarm Policy

All personnel in possession of a key that allows building access will be held accountable for the use of the alarm, and security of the building, during Non-School Days, weekends and other times when Maintenance and Custodial Staff are not on duty.

### Entrance to Rowan-Salisbury Property

Entrance to building will be within reasonable business hours. Weekend, nights, or holidays on approval by supervisor only.

### Terminated Employees

Any person terminating employment with the District will immediately turn in all keys to their immediate supervisor.

### Policy Violation

Any person(s) found to have violated this policy will be subject to disciplinary action.