

GUIDELINES FOR KEYS AND SECURITY/PROXIMITY CARDS

Pursuant to District Policy 5204, any employee who has been issued a key and/or a security/proximity card to any school property must assume responsibility for custody and appropriate use of such key and/or security/proximity card.

In order to maintain control as described above, the following guidelines shall be adhered to.

1. **SITEMASTER:** All keys shall be checked in and checked out and/or transferred from one employee to another by logging information into the software system “SITEMASTER” by an authorized user. All information is to be kept current within 24 hours of any change.

Each facility has at least two people with the authority to use the above-mentioned software system (Usually the Principal and Secretary). Authorized individuals should be identified to staff and properly trained in the SITEMASTER software through Maintenance and Operations (hereinafter M&O).

Any changes made to key assignments **MUST BE UPDATED IN SITEMASTER** and the appropriate acknowledgement must be signed within 24 hours of the change. Do not use any other key tracking system.

2. **ORDERING NEW KEYS:** New keys shall be ordered by way of a work order through the MP2 system. New keys shall not be delivered from M&O to the facility until documentation has been received that the person to receive the new keys and/or proximity card is an employee and is authorized to have a security card for the alarm systems in place.

The documentation can take some time, especially at the beginning of the school year when many “new-hires” begin. As soon as you are aware of information regarding a new hire, submit the information to M&O by way of a work order so that when the documentation is received from Human Resources, M&O can move forward with the security card(s) and key(s). Please keep in mind that this may take several weeks to complete depending on how many new hires are being processed by Human Resources. (i.e., Infinite Campus, Payroll, Insurance, Safe

Schools, etc.) The deadline for making sure all new employees are input through these systems is around September 18th.

3. **KEY CHECKOUT – EXISTING STAFF:** Each staff member will be required to read and sign an “Acknowledgment of Receipt of Building Keys and Proximity Cards” prior to receiving their keys and/or cards each year. Staff members who have been authorized to keep their keys for the summer must sign for their keys again each year.

Each interior and/or exterior door key, security card, and proximity card number will be verified as correct when checking keys and cards out to staff.

4. **KEY CHECKOUT – NEW STAFF:** Any requests for exterior door keys must be approved by the School Plant Coordinator. Anyone with an exterior key, must go through the appropriate process and must have a security card signed out to them.

5. **KEY CHECKOUT – SUBSTITUTE TEACHERS:** There should be at least one master key at each school location for checkout to substitute teachers. That key must be returned immediately after the room is unlocked. Long term subs may check out classroom keys and sign for them on an Acknowledgement of Receipt and Form. No keys shall be given to any student (including student aides) for any reason.

6. **KEY CHECK IN:** When an employee terminates their employment with the District, their keys, security card, and proximity card must be returned and checked in. The date returned and signature of the person checking in the keys must be included on the form. Security cards shall be immediately returned to M&O for any terminated employee.

When staff leaves for the summer, they will remove all personal keys, personal key rings, lanyards etc.

An annual inventory shall take place with the authorized users of the SITEMASTER software to make sure that all keys, key tags, proximity cards, and security cards have been returned at the end of the school year. At some time during the summer, M&O will complete their inventory.

The Building Principal must give written approval **prior to the last day of the school year** for any staff who have a valid need for access to the building during summer break. These approved names shall be submitted to the M&O Department by way of a work order through the MP2 software system in order to keep the proximity cards activated during the summer.

Keys and cards for staff who have written approval to use the building for the summer **must be inventoried** prior to the end of the school year. Keys and cards not returned or inventoried will be billed as lost.

All proximity cards not approved for summer use by the deadline date, shall be deactivated after the last contract day of the school year. All proximity cards shall be reactivated on the first contract day. For any early reactivations, a work order must be submitted to the M&O Department through the MP2 software system.

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