

KEY CONTROL POLICY AND PROCEDURES

Building security is a primary responsibility of the custodial and administrative staff; however, all staff members who carry a key share a part of this responsibility. All key carrying staff shall insure that their areas are vacant and secure before leaving the building. This means all students are out, all lights are turned off, all windows are closed and locked, and all doors operable with their key or keys are locked. Custodians will be responsible for securing outside doors each evening and after sports events. Staff advisors, chaperones, and coaches are responsible for outside door security after any special school event.

The following procedures will be followed for key checkout and return:

1. Keys are to be checked out under the authorization of the building principal or the superintendent in the principal's absence. Keys will be issued through the district office upon presentation of a duly executed authorization form and the district office will maintain complete and accurate records of all key transactions.
2. Keys are to be issued to only those employees under contract by the Pateros School District or individuals currently utilizing the facility for approved student, staff, or community use under an approved facility use request.
3. All keys are to be returned immediately at the conclusion of an event or activity approved under a facility use request.
4. Coaches / Advisors who are not employed by the district in any other capacity are to return their keys at the conclusion of their sports or activity season. Should they be issued another contract for the following year, they will receive their keys upon approval of the building principal in a timely manner to begin season preparations. Coaches running camps or off season programs (upon approval of a district facility use request) may make arrangements with the building principal for keys appropriate to operate the programs. Final paychecks will be withheld until all keys are satisfactorily returned and accounted for.

5. Certificated / Classified staff are required to turn in all keys at the conclusion of the school year as a part of the check-out procedure. Staff on an individual basis will make arrangements with the building principal on which keys are appropriate to be issued for summer usage.
6. Keys are the property of the Pateros School District and shall not be duplicated or loaned to unauthorized persons.

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Pateros School District
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