

BUILDING ACCESS AND KEY CONTROL POLICY

Policy—

Controlling access to district facilities is essential to providing protection and security to students, personnel, property, and equipment, therefore all keys to district facilities remain the property of the Logan City School District.

All exterior doors to buildings are to be locked at all times other than at times designated by the school (i.e. student arrival and dismissal, passing periods). With the exception of the secure vestibule, exterior doors must not be propped open or have the push bar engaged in the unlocked position during school operating hours.

Key Control—

The Superintendent appoints a key control manager(s) who are responsible to:

- Execute and enforce the key control policy
- Develop procedures related to the district's physical and electronic access key management systems
- Facilitate an effective method for issuing, managing, and collecting all keys
- Make keys and install locks and cylinders

Issuing of Keys—

1. The Key Control Manager may issue building keys and access cards according to the appropriate level of access as established by the Superintendent or designee.
2. Principals may authorize and issue inside door keys to employees assigned to their building.
3. The Superintendent or designee may authorize keys assigned in special circumstances.

Level of Access—

1. School administrators, head custodians, and school resource officers have unrestricted access to their assigned schools.
2. No master key shall be issued to, or used by, anyone other than authorized district personnel.
3. Employees are to be out of the school by 9:00pm on regular school days unless prior arrangements are made with the Principal. Access to buildings and facilities outside of normal days and hours of operation must be coordinated with the Principal.
4. Any employee associated with a school program that extends beyond 9:00pm is expected to notify the Principal and remain until the program closes.
5. Students shall not be issued keys or allowed in a building without adult employee supervision.
6. No keys are to be issued to any member of the community, club, or organization.
7. Employees shall not permit their assigned keys to be used by other employees, students, or any individual not employed by the District.

Returning Keys—

All keys must be returned to the issuing building administrator by the key holder of record.

Keys must be returned if:

- The keys are no longer needed
- Employees are reassigned or no longer work in a building
- A supervisor requests keys be returned
- Buildings have been rekeyed

Lost or Found Keys—

All lost keys must be reported immediately to the building administrator and the key control manager.

All found keys must be returned to the building administrator who then notifies the key control manager.

Yearly Key Report—

At staff end of year check out, building administrators will:

- Verify that employees are still in possession of all keys issued to them
- Receive any keys from employees who have a change of assignment or who are separating from employment with the District
- Collect any keys that are no longer working or in use

Keys for Rental—

Qualified staff members open buildings at the beginning of rentals and secure them at the end of rentals. Keys are not loaned and access codes are not shared with renters.

Locks—

The key control manager must approve the installations of all locks on school district properties.

- Private locks may not be used on district facilities
- No district employee can authorize installation, removal, rekeying, or other altering of locks without permission from the key control manager or Superintendent
- Schools are charged for unauthorized alteration of keys or locks.