

BUILDING SECURITY POLICY

In order to insure maximum security, all buildings have a security system. Employees will have access to the building with the use of a security card. In the event the security card is lost or damaged, the principal must be notified immediately. The principal will then notify the director of operations, who will cancel the code on the lost card, and provide a replacement card to the employee. There will be no cost for this replacement card.

In buildings other than Alan Shepard and Edward White, only the front door will be keyed, and only the principal and custodian will be issued a master key to this door. The maintenance department will control these master keys and corresponding sign-out cards. Currently at Alan Shepard and Edward White, all employees must have a key to enter the building.

Each employee who is issued either a master key or a room key should understand and sign the following agreement:

KEY CONTROL AGREEMENT

I, the undersigned, hereby acknowledge receipt of the key/s described below. I promise and agree not to have the key/s duplicated and to return it/them to the principal's office upon demand or when my need for the issued key/s no longer exists.

The following information will be kept on file for each employee who is issued a key:

- name
- key number
- signature for checking out key
- date key was issued
- who the key was issued by
- date the key was returned
- person the key was returned to

All employees will be issued keys to the inside doors necessary to their job performance, such as classroom keys. The principal will be responsible to maintain a record of the keys issued to each employee. This record will include the signature of the employee being issued a key. Lost keys will be replaced by the maintenance department. Employees will be responsible for paying the cost of replacing a lost key, at a cost of \$2.50. Replacement keys will be sent to the principal, who will record the key number and issue to the key to the employee.

Approved: September 14, 1992

Reviewed: June 9, 2014

Revised: March 12, 2001