

DE SOTO AREA SCHOOL DISTRICT

731-Rule

KEY CONTROL GUIDELINES

A. Issuance of Keys

1. The District Administrator and building principals are the only persons authorized to issue keys.
 - a. The administration will determine those employees who are to be issued keys for specific areas of the buildings.
 - b. The administration may issue keys to/for community events at their discretion.
2. Employees who require temporary access to specific areas for which they have not been issued keys may secure such keys from the principal.
3. A record will be kept of all key(s) issued each staff person.

B. Employee Responsibilities

Employees are responsible for the key(s) issued to them and share in maintaining the security of the building.

1. Employees are not permitted to duplicate school keys.
2. Employees are not to loan their keys to other employees, students or other groups or individuals.
3. If keys are lost the staff person responsible for the key(s) will be liable for costs of keying the locks and may receive disciplinary action(s) for such loss.

APPROVED: April 14, 2008
