



District Key **POLICIES**

Districts should take care to control and monitor access to buildings and grounds. Policies and procedures should be put into place to control possible exposures.

STEP 1:

Get an account of all the keys in the district

- If it is not possible to get an accurate account of the keys, it may be necessary to re-key the district.
- Keys should be used by authorized personnel and are not to be loaned out under any circumstances.

STEP 2:

Each building administrator should develop a policy regarding key control.

- Staff members should be notified of procedures, expectations, and responsibilities regarding key usage.

STEP 3:

Issue keys to staff through a building administrator or superintendent.

- Key holders should receive keys only after providing their signature.
- If an employee loses a key due to negligence, the employee should cover the costs of re-keying the building.

STEP 4:

The building administrator should implement this regulation and monitor this policy to ensure compliance.

- The policy should be reviewed annually.

This document provides information of a general nature. It is not intended to be fully comprehensive, nor to provide legal advice or opinions relative to specific facts, matters, situations or issues. A member school district is encouraged to seek legal advice for their specific purposes.