

# Board Policy

Code No. 804.6

## BUILDING SECURITY KEY POLICY

In order to insure maximum security of each district facility, every employee and those who lease building facilities who are issued a key shall understand and sign the following agreement. Evidence of a background check by an approved sanctioning body or a Board of Educational Examiners folder number is required before being issued a key fob.

### KEY CONTROL AGREEMENT

*I, the undersigned, hereby acknowledge receipt of key/s-fob described below. I promise and agree not to have the key/s-fob duplicated or transferred to another person and to return it/them to the issuing administrator's office upon demand or when my need for them no longer exists or I end my employment for the district. In the event that my key/s-fob are lost or stolen, I acknowledge that I may be subject to disciplinary action that will include a minimum payment of \$25.00 per key or fob, for costs relating to the reestablishment of securing my classroom and/or building areas.*

Building administrators will maintain files of the following information for each individual who is issued a key or fob.

- Name
- Signature
- Date key or fob was issued
- Key or fob issued by
- Date key or fob was returned
- Person key or fob was returned to

*Approved: March 6, 2000*

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