

ECA1—School Building Access

School Building Keys

Access to school buildings and grounds will be established by the Administrator in accordance with the following:

- Unlimited access—the administration team members and maintenance supervisor.
- Limited access—teachers, extracurricular sponsors, counselors, and supervisors for their respective areas or activities.

Possession of keys shall be in accordance with the following principles:

- A log of key assignments shall be maintained by the office of the Administrator or other designated office.
- Unassigned duplicate keys shall be maintained in a safe or a secured box.
- Individuals assigned keys may not duplicate or loan them.
- All keys must be surrendered when no longer needed or upon request by the Administrator.
- The loss of a key must be reported to the Administrator upon discovery of the loss, and the employee may be required to pay for rekeying or replacing all affected locks.
- The employee will sign a receipt for keys assigned. The receipt will list the applicable rules.

Use of keys for unauthorized purposes will be cause for surrender of keys. Employees will be subject to discipline and/or dismissal for unauthorized use of keys.

A set of master keys and/or duplicates of keys shall be kept in the custody of the Administrator.