

FILE: ECAA

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: February 19, 1980 FILE SECTOR: SUPPORT SERVICES
DATE REVISED: January 16, 1992 POLICY TITLE: ACCESS TO BUILDINGS
DATE REVISED: December 16, 1999
DATE REVISED: November 20, 2003
DATE REVISED: December 16, 2004
DATE REVIEWED: January 17, 2013
DATE REVISED: December 21, 2017

Under the general supervision of the district administrator or his/her designee, all keys for a given building shall be controlled by the building principal who shall keep on file, readily accessible, a key receipt agreement for every authorized user. These agreements must be made available for inspection by the district administrator or his/her designee when requested. Each principal shall deposit with the district office, one complete set of keys for every portion of his/her building.

Employees of the district may be issued keys according to the approved key assignments procedures. No student may be issued keys unless employed by the district.

Employees to whom keys have been issued shall return all keys to their principal when checking out at the end of the school year. Building principals may make exceptions to this for employees who require keys during the summer, but such exception must be noted and dated on the key receipt agreement at the end of each school year. Limited term employees shall turn in their key(s) immediately following the completion of their paid service including non-teacher coaches. In the event of termination of employment, employees shall turn in all district keys before receiving their final paycheck. In the event of immediate discharge or administrative leave, pending investigation, employees shall remit all keys in their possession to the building principal or administrative supervisor.

Community members using a district building shall make prior arrangements in accordance with board policy and keys shall be issued to such persons following the approved key assignment procedures.

All issued keys are the property of Medford Area Public School District and shall not be duplicated in any form, or loaned to another individual under any circumstance.

CROSS REFERENCE: GBCAA & KG
LEGAL REFERENCE:

FILE: ECAA-R

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: December 16, 1999 **FILE SECTOR:** SUPPORT SERVICES
DATE REVISED: November 20, 2003 **POLICY TITLE:** ACCESS TO BUILDINGS
DATE REVISED: December 16, 2004
DATE REVISED: December 21, 2017

All employees issued keys shall complete a key receipt agreement (ECAA-R-E). In the event that a key is lost or stolen, the building principal shall be notified immediately. The building principal will contact the district administrator. A decision will be made whether or not to alter the access hardware/software in the affected area and issue new key(s) or replace as appropriate.

If the decision is made to alter the access hardware/software in an affected area, that decision will be documented and the date of completion will be noted. A copy of the documentation will be forwarded to the district administrator.

Community members may not possess a building key except as provided below:

- Keys will only be issued to adults (persons 18 years of age or older).
- Keys will be given out one day before a weekday activity or on Friday before a weekend activity, and must be returned on the day of the activity if the building office is open or on the first business day after the activity.

Community members will pay a \$50.00 deposit for use of a school key. Should the key be lost, the \$50.00 deposit will be forfeited.

When using a school building, the adult supervisor of the activity shall:

- Be responsible for the security of the building.
- Inspect all accessible portions of the building both before and after the group's usage.
- Report any damage to the building, in writing, to the building principal when returning the building key.
- If suspicious strangers or intruders are present, or disruptions occur, contact a building supervisor. If a building supervisor is not available, call law enforcement.
- Report the presence of strangers or intruders in the building, in writing, to the building principal when returning the key.
- Monitor the building door when it is open.
- Lock the door when a monitor is not available.

Any exceptions to the above procedures shall be approved by the building principal with notification to the district administrator or designee.

MEDFORD AREA PUBLIC SCHOOL DISTRICT

KEY RECEIPT AGREEMENT (School Employees)

I, the undersigned, hereby acknowledge receipt of the key(s) described below. I understand that the key(s) issued is (are) the property of the Medford Area Public School District, and shall not be duplicated in any form or loaned to another individual under any circumstance. I agree that it is my responsibility to promptly report any loss or theft of said key(s), and that said key(s) is (are) to be returned upon request, or when my need for said key(s) no longer exists. I further understand that failure to comply with any of the above provisions of this agreement may result in disciplinary action(s).

Table with 6 columns: Key #/Code, Sequence #, Accesses, Required Return Date, Date Returned, Initials. The table contains 15 empty rows for recording key receipt details.

Signature: _____ Date: _____

Verifying Administrator: _____ Date: _____

MEDFORD AREA PUBLIC SCHOOL DISTRICT

KEY RECEIPT AGREEMENT (Vendor/Community Non-School Employees, etc.)

I, the undersigned, hereby acknowledge receipt of the key(s) described below. I understand that the key(s) issued is (are) the property of the Medford Area Public School District, and shall not be duplicated in any form or loaned to another individual under any circumstance. I agree that it is my responsibility to promptly report any loss or theft of said key(s), and that said key(s) is (are) to be returned upon request, or when my need for said key(s) no longer exists. I further understand that loss of said key(s) will result in a \$50.00 assessment.

Table with 6 columns: Key #/Code, Sequence #, Accesses, Required Return Date, Date Returned, Initials. The table contains 14 empty rows for data entry.

Signature: _____ Date: _____

Verifying Administrator: _____ Date: _____

A \$50.00 key deposit was received by _____

A \$50.00 key deposit was returned / not returned on _____ (circle one) Date Initials

If not returned, please document the reason.

Four horizontal lines provided for documenting the reason if the key was not returned.