

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	
DATE REVISED:	October 30, 2023	

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

Employees of the district may be issued keys/fobs according to the approved assignments procedures. No students may be issued keys/fobs unless employed by the district.

Employees to whom keys/fobs have been issued shall return all keys/fobs to their building administrator when checking out at the end of the school year. Building administrator may make exceptions to this for employees who require keys/fobs during the summer, but such exception must be noted and dated on the keys/fobs receipt agreement at the end of each school year. Limited term employees shall turn in their keys/fobs 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/fobs before receiving their final paycheck. In the event of immediate discharge or administrative leave, pending investigation, employees shall remit all keys/fobs in their possession to the building administrator.

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

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

CROSS REFERENCE: GBAA & KG
LEGAL REFERENCE:

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All employees issued keys/fobs shall complete a keys/fobs receipt agreement (ECAA-R-E). In the event that keys/fobs are lost or stolen, the building administrator shall be notified immediately. The building administrator 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)/fob 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 building keys/fobs except as provided below:

- Keys/fobs will only be issued to adults (persons 18 years of age or older).
- Keys/fobs 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 school keys/fobs. Should the keys/fobs 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 administrator when returning the building keys/fobs.
- 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 administrator when returning the keys/fobs.
- 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 administrator with notification to the district administrator or designee.

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KEYS/FOBS RECEIPT AGREEMENT (School Employees)

I, the undersigned, hereby acknowledge receipt of the key(s)/fob described below. *I understand that the key(s)/fobs issued is (are) the property of MAPSD, 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 keys/fobs, and that said keys/fobs are to be returned upon request, or when my need for said keys/fobs 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).

<u>Keys/Fobs # Code</u>	<u>Sequence #</u>	<u>Accesses</u>	<u>Required Return Date</u>	<u>Date Returned</u>	<u>Initials</u>

Signature: _____ Date: _____

Verifying Administrator: _____ Date: _____

