

ABERDEEN SCHOOL DISTRICT # 58

In order to provide a system for securing buildings the following policy is established:

1. Key distribution and management is the responsibility of the building **principal**.
2. Key distribution is to be limited to the actual demonstrated need of the employee.
3. The master keying plan is as follows:
 - A. The district will purchase a registered blank. Extra blanks are to be retained by the maintenance department, therefore key duplication is solely the responsibility of the principal. Only the principal may authorize a lock to be changed.
 - B. All keys will be numbered. The building principal will retain a master list of key numbers and to whom they are checked out.
 - C. Keys will fall into four classifications:
 - (1) District Master Key which will open all locks district wide.
 - (2) Building Master Key which will open all locks in a specific building.
 - (3) Building Common Passage Key which will open areas of common passage (i.e. entrance door).
 - (4) Classroom Key which will open a specific classroom.
4. The following regulations on key usage apply to any person who is issued a key.
 - A. No key may be duplicated except as outlined in 3A.
 - B. No key may be loaned. This includes to employee's children, other relatives, or other members of the public.
 - C. Lost or stolen keys should be reported to the principal immediately.
 - D. When a key is issued as part of a building rental, it must be left in the building at a place designated by the principal prior to the renter leaving the building.
5. Because of liability factors anyone renting school facilities or are issued a key must complete the Building and Facility Waiver of Liability and Indemnity Agreement.

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ADOPTED: May 18, 1999

