

SCHOOL DISTRICT OF PITTSVILLE BOARD POLICY

SUPPORT SERVICES

BUILDINGS AND GROUNDS

BUILDINGS AND GROUNDS SECURITY

CONTROL OF KEYS / ACCESS CARDS / FOBS – Personnel Users

731

The Board of Education understands the need for school personnel to have access to facilities and to maintain a safe and secure facility at all times.

I. Issuing Authority

- A. The Superintendent, Building Principals, or their designee will authorize the issuance of the individual's keys/access cards/fobs (hereinafter known as keys) to personnel where a need for access to the area in question can be demonstrated.
- B. Specific keys/access cards will be authorized to those who can demonstrate a need for access.

II. Keys/Access Cards May Not Be Left Unattended

- A. All keys/access cards issued on a "permanent" basis shall be retained in the possession of the person to whom issued at all times. Practices such as leaving keys/access cards on desks, loaning to students aides, friends, family, etc. are not allowed.

III. Lost/Stolen Keys

- A. Any person losing a key(s) /access cards must notify the Building Principal or District Administrator Administrative Assistant **immediately** to ensure against compromise of the system.

IV. Replacement Costs

- A. Upon receiving notice of a compromised area due to lost or stolen keys, the Director of Buildings and Grounds will:
 1. Replace all affected cores.
 2. Compute the total labor and materials cost and present a copy to the Building Principal District Administrative Assistant for reimbursement billing to the responsible employee.
- B. ~~3. Access Card~~ Key Replacement Costs
 1. Broken/worn access cards or fobs will be replaced without charge. Original access card parts must be returned to the District Office.
 2. All Lost / stolen / or not returned keys, access cards, and fobs – Employee will be charged a \$10.00 fee for each.

V. Keys /Access Cards Not To Be Loaned To Unauthorized Personnel

- A. To protect the integrity of assigned areas, no issued keys may be loaned or signed out to anyone not previously authorized by the Superintendent, Building Principals, or District Administrator, their designee.

Adopted: January 12, 1987

Updated: January 10, 2011

Updated: January 12, 2026

PITTSVILLE SCHOOL DISTRICT ACCESS CARD/FOB POLICY AND PROCEDURES

1. If an access card/fob recipient wishes to make changes to their card access privileges, they must obtain written approval via signature from the Superintendent, Building Principals, or their designee.
2. Only one access card/fob may be active for an individual at a time.
3. If an access card/fob is lost or stolen, please notify the District Office Administrative Assistant as soon as possible so that the access card/fob can be deactivated. Please do so even if there is a chance the card/fob will be found. It is easy to reactivate a card that if it turns up later.
4. If your card/fob does not work when it is supposed to, please inform the District Office Administrative Assistant of your access difficulties as soon as possible.
5. Do not PUNCH HOLES in the card/fob. This will render the access card as it inoperable.
6. Do not write on or affix anything to the access card/fob. These access cards/fobs are meant to be reused by others in the future. This may also render it inoperable.
7. Do not wash the access card/fob, store it near your cell phone, or auto fob, as this might demagnetize the key it and the access card it will have to be reissued.
8. All access cards/fobs issued through this authorization process are considered property of the Pittsville School District.
9. Access cards/fobs are not to be left unattended, on desks, or carried in such a manner as to be susceptible to loss or theft.
10. When staff leaves a building after hours, the exterior door lock must be set to prevent unauthorized access. If the door does not close or lock properly, notify the Director of Buildings & Grounds, Superintendent, or a Building Principal.
11. Do not prop doors open for an extended period of time, as this will activate a security alert is a security risk and allows rodents to enter the buildings.
12. Access card/fob requests should be made before 3:00 p.m. Monday through Friday to ensure that they will be ready the following business day.

KEY CONTROL AGREEMENT

SCHOOL DISTRICT OF PITTSVILLE
5459 Elementary Avenue, Suite 2, Pittsville, WI 54466
715-884-6694

KEY(S) #	
ACCESS CARD #	

I, the undersigned, hereby acknowledge receipt of the key(s)/access card/fob (keys) described. I promise and agree not to duplicate or have duplicated, the keys /access card (s) issued to me and to return it (them) to the issuing office upon demand or when my need for said keys /access card (s) no longer exists. I further agree that if said keys /access card(s) is(are) lost or otherwise not available for return, I will pay to the issuing office the total cost of key lock replacement costs including labor and any missing contents components, and/or an access card fee of \$10.00. See IV. Replacement Cost.

I, also, acknowledge receipt of the keys /access card (s) described, with the understanding that if I attempt to make duplicates, or loan this(these) key(s) to any other person, I, herewith, present myself to receive whatever legal consequences or disciplinary action the Administration deems reasonable and just.

I, also, agree that I, in taking responsibility for the security in the area which this the keys /access card gives me access to, I understand the following conditions are in place:

- 1) Use of designated area will be maintained properly, and equipment and props kept within the guidelines of fire codes.
- 2) Report any property or equipment damages or losses to school personnel the Director of Building & Grounds, Superintendent, or a Building Principal, as applicable. If school drama equipment/props are used, they will be returned in working order.
- 3) Secure all doors when leaving.
- 4) Report lost keys /access card s immediately to the Building Principal or District Administrator District Administrative Assistant.

KEYS FOR GATES AND CONCESSION BUILDING – AS APPLICABLE

I, also, agree to be responsible for unlocking and locking the gate and bathrooms in the concession building by the football field. Keys will be issued to a representative of each group and this individual is responsible to return this these keys to the Pittsville School District representative District Administrative Assistant at the conclusion of the summer schedule season. Loss of this these keys will result in payment to replace all locks. Any losses and damages occurred will be the responsibility of the user.

The organization's representative employee must be a responsible adult at least 21 18 years of age (age 17 if a Pittsville Community Fitness Center Attendant), and approved by the school district.

Name (please print): _____

Address: _____

Telephone: _____

Date Key /Access Card Issued: Job Position/Title _____

Date Key/Access Card Returned: _____

Employee Signature: _____

_____ Date

Keys Issues and Approved by: _____

_____ Date

Date Keys /Access Card Returned: _____

**SCHOOL BOARD POLICY #731
CONTROL OF KEYS / ACCESS CARDS / FOBS**

~~This agreement is in addition to the School District's Community Relations Policy #832: Use of School Facilities/Equipment.~~