

**SCHOOL DISTRICT OF PITTSVILLE
BOARD POLICY**

SUPPORT SERVICES

BUILDINGS AND GROUNDS

BUILDINGS AND GROUNDS SECURITY

CONTROL OF KEYS / ACCESS CARDS

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 Building Principals will authorize the issuance of the individual's keys/access cards 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 student aides, 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 **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 for reimbursement billing to responsible employee.
 - 3. Access Card Replacement Costs
 - a) Broken/worn access cards will be replaced without charge. Original access card parts must be returned to the District Office.
 - b) Lost / stolen / or not returned access cards will be charged a \$10.00 fee.

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 Building Principals or District Administrator.

Adopted: January 12, 1987

Updated: January 10, 2011

PITTSVILLE SCHOOL DISTRICT ACCESS CARD POLICY AND PROCEDURES

1. If an access card recipient wishes to make changes to their card access privileges, they must obtain written approval via signature.
2. Only one access card may be active for an individual at a time.
3. If an access card is lost or stolen, please notify the District Office as soon as possible so that the access card can be deactivated. Please do so even if there is a chance the card will be found. It is easy to reactivate a card that turns up later.
4. If your card does not work when it is suppose to, please inform the District Office of your access difficulties as soon as possible.
5. Do not PUNCH HOLES in the card. This will render the access card as inoperable.
6. Do not write on or affix anything to the access card. These access cards are meant to be reused by others in the future.
7. Do not wash the access card, as this might demagnetize the key and the access card will have to be reissued.
8. All access cards issued through this authorization process are considered property of the Pittsville School District.
9. Access cards 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 Building Principal.
11. Do not prop doors open for an extended period of time, as this will activate a security alert.
12. Access card 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/access card(s) described. I promise and agree not to duplicate or have duplicated, the key/access card (s) issued to me and to return it (them) to the issuing office upon demand or when my need for said key/access card (s) no longer exists. I further agree that if said key/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 including labor and any missing contents and/or an access card fee of \$10.00.

I, also, acknowledge receipt of the key/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 key/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 damages or losses to school personnel. If school drama equipment/props are used, they will be returned in working order.
- 3) Secure all doors when leaving.
- 4) Report lost key/access card s immediately to the Building Principal or District Administrator.

KEYS FOR GATES AND CONCESSION BUILDING

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 key to the Pittsville School District representative at the conclusion of the summer schedule. Loss of this key will result in payment to replace all locks. Any damages occurred will be the responsibility of the user.

The organization's representative must be a responsible adult at least 21 years of age and approved by the school district.

Name (please print): _____

Address: _____

Telephone: _____

Date Key /Access Card Issued: _____ Date Key/Access Card Returned: _____

Signature: _____
Date _____

Approved by: _____
Date _____

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