

**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 will be authorized to those who can demonstrate a need for access.

II. Keys May Not Be Left Unattended

- A. All keys 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 on desks, loaning to students, friends, family, etc. are not allowed.

III. Lost/Stolen Keys

- A. Any person losing key(s) must notify the District 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 District Administrative Assistant for reimbursement billing to the responsible employee.
- B. 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 Not To Be Loaned To Unauthorized Personnel

- A. To protect the integrity of assigned areas, no issued keys may be loaned to anyone not previously authorized by the Superintendent, Building Principals, or 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 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 if it turns up later.
4. If your card/fob does not work when it is supposed to, please inform the District Administrative Assistant of your access difficulties as soon as possible.
5. Do not PUNCH HOLES in the card/fob. This will render 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 it and 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, as this 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 issued to me and to return it (them) to the issuing office upon demand or when my need for said keys no longer exists. I further agree that if said keys are lost or otherwise not available for return, I will pay to the issuing office the total cost of replacement costs including labor and any missing components. See IV. Replacement Cost.

I, also, acknowledge receipt of the keys described, with the understanding that if I attempt to make duplicates, or loan this(these) key 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 the keys gives me access to, I understand the following conditions are in place:

- 1) Use of designated area will be maintained properly, and equipment kept within the guidelines of fire codes.
- 2) Report any property or equipment damages or losses to 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 immediately to the 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 these keys to the District Administrative Assistant at the conclusion of the season. Loss of these keys will result in payment to replace all locks. Any losses and damages occurred will be the responsibility of the user.

The employee must be at least 18 years of age (age 17 if a Pittsville Community Fitness Center Attendant).

Name (please print): _____

Address: _____

Telephone: _____

Job Position/Title _____

Employee Signature: _____

_____ Date

Keys Issued and Approved by: _____

_____ Date

Date Keys Returned: _____