**MONROEVILLE LOCAL SCHOOLS**

**KEY AND ACCESS POLICY**

**I. POLICY**

 It is the policy of the Monroeville Local School District to promote the security of all students and staff and appropriate access to school property. This policy describes the control, use, and possession of keys to facilities including general provision, design of keying systems, fabrication, responsibility for issuance, responsibilities regarding lost keys/fobs, eligibility for possession and key and building security.

**II. PRINCIPALS**

**A. GENERAL PROVISION**

 Unauthorized fabrication, duplication, possession, or use of keys/fobs to facilities of Monroeville Local Schools will be subject to administrative/disciplinary action. This action can include job dismissal and/or legal action.

**B. DESIGN**

 Design of the keying system is the responsibility of the **Maintenance Director**. The design will try to help ensure security and reasonable convenience to personnel occupying district facilities.

**C. FABRICATION**

 **The Maintenance Director** fabricates all keys/fobs and performs all lock changes for school facilities, except for work performed by on-site contractors under the direction of **Maintenance Director**. Records of keys/fobs to school facilities, including the names of individuals to whom keys/fobs are issued, dates of issue/return/loss will be maintained by the **Treasurer**. School keys will not be duplicated, except by the **Maintenance Director**.

**D. RESPONSIBILITY—ISSUANCE**

 All persons issued school keys or fobs shall at all times be held responsible and accountable for these keys/fobs. Appropriate administrators may request and delegate the issuance of keys and fobs only as necessary. **All non-employee persons will be charged a $50.00 key fee at time of issuance. Upon return of the key, the $50.00 will shall be refunded.**

**E. LOST KEYS/FOBS**

 Individuals possessing keys or fobs to school facilities are responsible for such items. Monroeville Local Schools reserves the authority to charge individuals for the cost of key/fob replacement and/or re-keying of locks caused by loss of keys/fobs to school facilities. **All lost keys or fobs must be reported immediately to the appropriate department administrator and the Maintenance Director**.

**F. KEY AND BUILDING SECURITY**

 The individual to whom keys/fobs are issued is personally responsible for the use of these items until returned to the Office of the Treasurer. Individuals must personally sign for their key/fob and shall not transfer or lend their keys/fob to another individual. Key holders shall not “prop” doors at any time or leave them unlocked during hours when the facility is normally closed. Key holders shall not unlock buildings or rooms for others unless the individual has a valid, verifiable reason and proper identification for access, or is known by the employee to have legitimate need for access to the room or building. Employees may be issued keys for fobs for the duration of employment.

**KEY RECEIPT AGREEMENT**

 I, the undersigned, hereby acknowledge receipt of the keys/fobs as described below, and have received and read the District’s policy on the control of keys. I understand that keys issued are the property of the Monroeville School District, and are not under any circumstances to be duplicated or loaned to another individual. I agree that it is my responsibility to promptly report any loss or theft of said keys to the person from whom I received the keys, or return said keys when my need for them no longer exists. I further understand that loss of keys will result in assessment to be equal to the cost of ensuring the compromised area is made secure.

Keys Issued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***$50.00 DEPOSIT REQUIRED.***

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Signature Date