

BUSINESS SERVICES

OPERATIONS

SCHOOL DISTRICT KEYS

KEY PROCEDURE

All school keys shall be issued through the office of each principal.

Each principal shall set up a key control system with a record of the number of each key issued utilizing form #505-35.

The person issued a key shall be responsible for its safekeeping.

Permanent issuance of keys shall be made only in those instances where the employee regularly needs a key in order to carry out his/her required activities.

When need for a particular key is of a temporary nature, a key shall be issued on that basis and shall be returned immediately following termination of the need for its use.

Duplicate keys are obtained ONLY through the Maintenance Department upon written authorization of principal. (The Board prohibits the private duplication of school keys*.)

Keys shall be used only by authorized employees and SHALL NEVER BE LOANED TO PUPILS.

Master keys shall never be loaned.

Lost or missing keys must be reported immediately to the Assistant Superintendent, Business Services.

Legal Reference: *California Penal Code 469 (makes it a misdemeanor for any person to make or have duplicate keys for any public school building without authorization)

Revised: April 19, 1988