

### Administrative Regulation

#### Key Control

A key control system is set up through the maintenance section. The director of facilities and planning is responsible for managing the system.

Keys are to be issued only to principals at the school level and to office heads at the district level. Principals may maintain sufficient keys on site to meet the needs of the school. As a general rule, he or she may have no more than two keys per room. Master keys will be issued as follows:

Principal - 2	Custodial Staff - 3
Assistant Principal - 1 each	(Plant Supervisor -
Secretarial Staff - 1	Night Lead - Building
	Maintenance Worker)

Each school has its own individually-keyed padlock system and keys will be issued as follows:

Elementary Schools - 4 keys	High Schools - 10 keys
Intermediate Schools - 6 keys	Adult Education - LEC - 10 keys
	CHEC - 10 keys

All private interest groups that use school facilities will be required to provide their own padlocks which will be locked through the district lock and chain on the gate. These locks will be removed by the private interest group when that group no longer uses the facility. The principal will ensure that the lock being used by the private interest group is a good quality lock that will provide adequate security for school facilities.

A key control record will be maintained, recording all keys issued and to whom. This shall include issues to certificated and classified employees, recreation groups, PTSA personnel, and any other quasi-school groups.

All requests for additional keys must be approved by the office head. Keys will be duplicated only by district locksmiths.

At the end of the school year, teachers' keys are to be turned in to the principal and properly recorded. All keys, except for those at high schools, schools having a summer session, and custodial staffs at schools that are closed, will be returned to the maintenance section for safekeeping.

An employee with the district who is terminating or retiring will return all keys to his/her immediate supervisor before being checked out. Principals shall sign off responsibility for keys when changing assignment or leaving the district.

Keys for the various central facilities shall be issued under the direction of the Office of Business Services. Distribution of keys at these facilities shall be by a written plan established by the Office of Business Services and approved by the superintendent. A record of all keys issued to central facilities shall be maintained by the Office of Business Services.

Ref: EC Section 35161  
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