

**BEND - LA PINE SCHOOL DISTRICT NO 1
ADMINISTRATIVE REGULATIONS
CODE: ECAC-AR
DATED:
REVISED:
REVIEW DATE:
REVIEWED BY:**

ACCESS TO BUILDINGS

All keys used in a school shall be the responsibility of the respective principal. Requests for 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 normal activities necessitated by the position, which he/she holds. 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.

All keys shall be issued through the office of each principal. A receipt showing the number of the key and the room(s), equipment rooms or building(s) which it opens shall be signed by the person to whom the key is issued. This receipt shall be filed in lieu of the key and shall be returned to the employee upon return of the key.

Each principal shall set up a key control system with a record of the number of each key filed.

The person issued a key shall be responsible for its safekeeping and shall pay for a duplicate key if lost. Duplicate keys are obtained through the district maintenance office. The Board prohibits the duplication of school keys otherwise.

Keys shall be used only by authorized employees and shall never be loaned.

The greatest care shall be given to master and sub-master keys. Master keys shall never be loaned.