

## **KEY AND DOOR CARD DISTRIBUTION**

### Responsibility

Key and / or door card distribution shall be the responsibility of the Support Services Supervisor. Keys may not be used to gain access to any area the person is not specifically authorized to enter.

- Under no circumstances are keys to be duplicated or given to others.
- Students shall not be allowed to use district keys without supervision.
- When a key is lost, the building principal or direct supervisor shall be notified immediately. Key holders may be charged for the cost of replacement keys and or locks if their keys are lost or stolen. Additional disciplinary action may also be taken.

### Key Distribution

Only those employees who require keys for their specific job requirements will be given keys by the Support Services Supervisor or the respective administrator.

Approved: May 29, 2018