

Adopted: May 7, 1996  
Revised: November 19, 2001  
Last Reviewed: March 15, 2016

District 77 Policy 805

## **805 BUILDING ACCESS**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines regarding the control of access to buildings via keys and/or programmable staff identification badges.

### **II. GENERAL STATEMENT OF POLICY**

The building principals are responsible for determining who shall have access to the building, the manner of such access (i.e., keys and/or programmable staff identification badges), and when such access will be permitted.

### **III. REQUIREMENT**

- A. A record of who has access to the building, the manner of such access (i.e., keys and/or programmable staff identification badges), and when such access is permitted will be maintained in writing in each school administrative office. A receipt must be signed by each staff member receiving keys.
- B. All keys must be checked in at the end of the school year except the keys used by staff members on duty during summer months. All staff identification badges programmed to permit access to the building shall be deactivated at the end of the school year except those used by staff members on duty during summer months.
- C. Lost keys and/or programmable staff identification badges must be replaced at the expense of the staff member to whom the keys and/or programmable staff identification badge were issued.
- D. No staff member should have keys made for any of the buildings.
- E. Keys and programmable staff identification badges shall not be loaned to students.
- F. Master keys and/or appropriately programmed staff identification badges will be issued only to staff members who must have them in order to perform their duties, and these keys and staff identification badges must be most carefully safeguarded. The number of master keys and/or appropriately programmed staff identification badges that are issued should be very limited.

- G. Instructional staff members should lock their rooms at all times when their rooms are not in use.
- H. Custodial/Maintenance staff should be responsible for opening buildings which should make it unnecessary for most instructional staff to have keys or to be given the ability to unlock outside doors.

***Legal References:*** None

***Cross References:*** District 77 Policy 465 (Employee Identification Badges)