

The Director of Maintenance and Operations is responsible for establishing a system for keeping track of all keys in the Anaheim Union High School District.

It is the intent of the Board of Trustees that access to grand master keys be restricted to the absolute minimum number of personnel compatible with district requirements. Great grand masters will be issued only on approval of the superintendent.

The system of record keeping established by the Director of Maintenance and Operations will be such that s/he will at all times know the location of each key and the name of the individual to whom the key is assigned, if it is not held in reserve.

Board of Trustees

July 9, 1980

Revised: September 25, 1986

Revised: November 13, 1989

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In order to standardize the handling of keys in the Anaheim Union High School District, the following policy will be put into effect immediately:

1. Each school in the district will be acquire the following materials:
 - a. tags for numbering.
 - b. hooks for the tags and index cards for recording keys
2. It is suggested that the following break-down be used by each school to standardize the indexing of all keys:

All keys be indexed in two ways--1) by number and2) alphabetical by name of location. In this manner a cross indexing system can be used to advantage to quickly locate any key.

3. The following break-down is suggested in order to standardize all schools in the district:

Keys numbers from 1 through 100 will be classroom keys.

Keys from 101 through 125 will be all master keys--using 101 as grand master and 102, etc., for building masters.

Master keys should include the following types:

- grand masters
- building masters
- general classroom cabinet masters
- electrical panel masters
- telephone and P/A cabinet masters
- fire extinguisher box masters
- fire signal box masters

Numbers 126 through 300--all keys will be filed alphabetically with concurrent numbers assigned in numerical order under a miscellaneous heading.

When indexing is completed and in the future when any changes are made by a school, submit copy to the district so that our books may be kept in order.

4. Every school and every employee in the district in each school must adhere to the following general policy concerning keys:

No Anaheim Union High School District key is to be duplicated any where outside of the district Key Shop.

A form will be signed by each employee of the district stating that s/he will not loan, misuse, or have duplicated any key issued to him/her in the Anaheim Union High School District.

Each employee of the district in the process of terminating employment will be required to return any and all keys issued to the employee during his/her employment.

Teachers and all ten month employees will be required to return any and all keys issued to them during their employment, to the school office in which they are employed before leaving for the summer.

In order to duplicate a general pass key of any kind, it will be necessary to present the Key Shop, a request in writing, signed by one of the following persons:

principal of the school in which the employee works
district superintendent
maintenance manager

The responsibility for issuing grand masters for a school will primarily rest with the principal. Grand masters to be issued to maintenance people and district personnel will be issued through the Maintenance Department. It is important that positive control be maintained of keys in each school. It is recommended that one clerk or a secretary be assigned by the principal for the responsibility of issuing and recording all keys.

5. CARE OF KEYS

During school hours, school keys shall be in an employee's possession at all times. They shall not be left in drawers, lockers, purses, in an open lock, etc.

School keys should be kept on a separate key ring that is not a part of the employee's house or car keys.

School keys shall never be given to a student for use.

Substitute teachers' classroom keys shall be placed on a neck band carrier so that the employee will have possession of the key at all times.

Locked doors to rooms, closets, cupboards, fences, or gates shall always be opened and locked by school or district employees and not by students.

It is mandatory that personnel having a master key utilize Key-Bak key chain which is stocked in the district warehouse.

Persons losing keys shall immediately notify the school principal. A telephone report of the loss shall be promptly made to the Maintenance Department which shall indicate where and when the keys were lost and whether or not a replacement door lock should be immediately installed. The employee shall be required to pay for a duplicate key. If keys are lost to employee negligence, disciplinary action may be imposed. A written report should also be submitted concerning the loss of the keys.

6. Daily Checkout of Keys

The school principal may require employees who lose or misplace keys to turn in their school keys to the key locker at the end of each school day.

Board of Trustees

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