

**KEY SECURITY AND ISSUANCE OF KEYS**

The superintendent or designee shall establish a record keeping system sufficient to document the location of all keys at all times. Such record keeping shall include signatory acknowledgment by each employee issued a key. Strict accountability for all keys is required. Keys shall not be loaned. Employees shall be responsible for key(s) issued to them. All rooms shall be locked when left unattended.

The issuance of keys shall be limited as follows:

1. District grand master keys shall be issued to the Superintendent, Assistant Superintendent, Director of Physical Support Services, Administrative Assistant to the Superintendent, and such maintenance and operations personnel as authorized by the superintendent or designee. These District grand master keys shall be sequentially numbered and issued accordingly.
2. School site master keys shall be issued to the principal, assistant principal, and custodian(s). The school secretary(s) may be issued a site master with approval of the principal.
3. All other school site employees shall be issued room, gate, building, and/or department keys as deemed appropriate by the principal for his/her assignment.
4. Employees assigned to non-school sites shall be issued site keys as deemed appropriate by their supervisor.
5. Keys shall not be issued to anyone not an employee of the District.

In addition to the foregoing issuance guidelines, the following shall govern the use of keys:

1. Teachers shall turn in all school keys at the end of the school year as a part of the Acheck-out@ process. In the case of year round schools, the teacher shall show the key(s) issued and verify records as a part of the Acheck-out@ process. This procedure shall apply to all staff.
2. Keys are never to be loaned.
3. Lost or stolen keys are to be reported to the site manager, and then to the District business office immediately.

**KEY SECURITY AND ISSUANCE OF KEYS (continued)**

4. Duplicate or replacement keys are to be provided to sites by work order to the maintenance department only. All district keys will be provided on blanks which clearly indicate ADO NOT DUPLICATE. Any key not so labeled will be destroyed and replaced, if appropriate by this AR, with one that is so labeled.
5. Schools/sites shall maintain an inventory of spare keys in sufficient quantity to serve short term needs. Such spares are to be stored in a locked key cabinet. Production of duplicate keys shall not be obtained through outside sources; they shall be obtained through a work order to the maintenance department only.
6. Any person who knowingly makes, duplicates, causes to be duplicated, or has in his/her possession any key to a building or other area without authorization, and with knowledge of such lack of authorization, is guilty of a misdemeanor (Penal Code, Chapter 1090, Section 469, 1970 Statutes).
7. Employees leaving the employment of the District or leaving to begin a leave of absence planned to last in excess of thirty days shall return their key(s) prior to issuance of his/her final payroll disbursement.

Note: At the time of implementation of this Administrative Regulation the District is beginning a process of re-keying its facilities to a new grand master system. It is recognized that our old key system has been compromised to a point that makes it virtually impossible to regain control. This AR is intended to provide a new point of beginning to control our keys and our schools.

May 2, 1995

**CALAVERAS UNIFIED SCHOOL DISTRICT**  
San Andreas, California