

### **731.3 KEY CONTROL**

The Williams Bay School Board believes that all employees of the Williams Bay School District are charged with the responsibility of maintaining a high level of security for its buildings and equipment. Keys assigned to staff members cannot be shared or given to any other individual. Each staff member is personally responsible for the key(s) assigned to them. To maintain a high level of building security, it shall be the responsibility of the District Administrator and building principals to establish a set of procedures for accessing and securing district-owned buildings.

#### **General Information**

All school district keys are considered the property of the Williams Bay School District. For this policy, “keys” shall be defined to include keyless entry devices such as fobs or card swipes. Instructional staff, support staff, limited-term employees and coaching staff will be issued physical or electronic keys based on the necessity of their position and/or job description. Physical or electronic keys will be distributed by the building principal or his/her designee.

Individuals who are issued keys will be responsible for their safekeeping. Under no circumstances will an employee give their key to another party, including students. Keys cannot be duplicated without the written permission of the District Administrator or his/her designee. Employees who inappropriately loan out or make duplicated keys will be disciplined up to and including termination. Those employees who receive non-authorized duplicated keys may be disciplined up to and including termination.

#### **Authorized Key Holders**

The following individuals may be issued keys: school administrators, instructional staff, support staff, co-curricular advisors/coaches, police department, fire department and limited-term employees. Outside individuals or organizations, such as the Recreational Department, who have permission to use a school building will be allowed to have a key on a limited-term basis.

#### **Key Requests**

Requests for keys will be made using the Key Request Form. Each building principal will identify staff authorized to provide Key Request Forms and oversee the distribution of keys. All completed key request forms will be kept on file in the building office.

#### **Returning Keys**

Key request forms have an expected return date. Year-Round employees may keep their keys throughout the year but will need to inventory them with the building principal or his/her designee at the close of each school year. Limited-term staff, such as long-term substitute teacher, and non-staff coaches will return keys at the end of their assignment. All keys will be turned into the building principal or his/her designee. Final compensation for limited-term staff and non-staff coaches may be withheld until his/her keys are returned.

## **Lost Keys**

Lost keys must be reported immediately to the building principal or District Administrator. Staff members may be assessed up to a \$100 replacement fee, if replacing the key necessitates replacing building locks or cores. Fees greater than \$100 may be assessed if a staff member loaned or duplicated a key without the permission of the building principal or District Administrator.

LEGAL REFERENCE: Wisconsin Statutes, Sections 120.12 (1); 120.13 (35); 121.02 (1) (i)

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