



**KEY CONTROL**

Keys issued are the property of Mineral Point Schools. Keys issued are not to be duplicated in any form or loaned to anyone under any circumstances unless previously authorized by the issuing authority. If any keys are lost or stolen, this should be reported to the building principal of the school immediately. Keys issued are to be returned upon request. If keys are not returned upon request, lost or stolen, associated rekeying costs may be the responsibility of the individual as determined by the Mineral Point School Administration.

1. **Issuing Authority**

- a. The school district administrator will authorize the issuance of master keys to the building principal where need for access to the area in question can be demonstrated.
- b. Specific room keys will be issued by the building principal to those who can demonstrate a need for access.
- c. Issuance of keys for the building must be authorized by the building principal.
- d. Issuance of keys to non-staff people must be authorized by the building principal and district administrator.

2. **Key Issuance**

- a. Keys will be issued only to those individuals demonstrating a need on a continuing basis.
- b. Provisions will be made for short term requirements on a sign-out basis.

3. **Keys May Not Be Left Unattended**

- a. All keys shall be retained in the possession of the person whom issued at all times.
- b. Keys will not be loaned out or left on or in desks.

**Policy 731.5 Continued:**

4. Lost or Stolen Keys

- a. Any person losing a key(s) must notify the building principal immediately to ensure against compromise of the security system.
- b. Immediate notification will be in person or by phone.
- c. Immediate notification will be followed up by completing a "Lost Key Report" form.

5. Replacement Costs

- a. Upon receiving notice of a compromised area due to lost/stolen keys, the Mineral Point district head of maintenance after being authorized will:
  1. Replace all affected lock cores or locks
  2. Re-issue keys to all persons using affected areas
  3. Compute the total labor and materials cost and present a copy to the administration.

Adopted: April 1990  
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