

## KEYS

### I. SCHOOL KEY POLICY

A. School keys are the property of the Los Angeles Unified School district and are loaned to staff members for their use during school assignments. At the beginning of each academic year keys will be issued to each regularly assigned employee.

B. The distribution of master keys is limited to the Plant Manager and Administrators.

C. It is illegal for school keys to be duplicated under any circumstances (State Penal Code, Section 469).

**D. At the close of each academic year or when an employee will no longer be assigned to the school, keys previously issued shall be returned (Board Rule 3007).**

### II. RESPONSIBILITY

A. Keys will be issued to staff members at the start of each academic year

B. Staff members are totally responsible for the security of their keys.

1. **Students are not allowed to use staff member's keys.**
2. Keys are not to be left in desk drawers or in the open.

C. In case of loss of keys, staff members are to immediately notify the Principal and / or the Administrator in Charge of Keys and the School Police.

### III. PROCEDURES

A. Staff members will be issued door keys corresponding to room and office assignment on the first day of assignment. Staff members will be asked to sign for the keys being issued. Please check keys being issued to ensure accuracy of records.

B. Requests for additional keys must be made in writing to the Administrator in Charge.

C. All keys will be collected at the end of the academic year and checked for discrepancies against records of keys that were issued at the beginning of academic year.

***All staff is reminded of the importance of maximum security for school keys at all times. The security of school and personal materials depends on the care of each staff member gives to the safeguarding of his or her keys.***