



Instilling Accountability, Responsibility, Respect

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KEY SECURITY POLICY

C.S. Lewis Academy administration are requested to be familiar with the following key control policy and discuss them with staff members and others who have school keys at least once a year, stressing the positive reasons for this policy. The potential for theft and vandalism make it necessary to have a uniform key security system.

Employees, board members, and PTO leadership should not have any keys to the building or equipment unless they are officially checked out to them. No “floating” or loaned keys are allowed. Any violations will receive disciplinary action, with possible termination. Keys checked out to any employee shall not be transferred to another person when changing rooms or positions. Keys must be checked in to the Facilities Manager or person designated to control keys.

1. SCHOOL GRAND MASTER KEY

Restricted to authorized personnel (as controlled by the Director or designee).

2. BUILDING MASTER KEYS (Master keys should not be left in the building overnight)

A. Outside master keys may be assigned to:

- a. Director
- b. Assistant Director
- c. Maintenance Manager
- d. Evening Custodian/Sweeper

B. Inside master keys may be assigned to;

- a. Director
- b. Assistant Director
- c. Administration, per Director’s approval
- d. Secretary, per Director’s approval
- e. Custodians
- f. Sweepers

3. INDIVIDUAL CLASSROOM AND OFFICE KEYS

All individual classroom and office keys shall be authorized by the Director and issued by the Facilities Manager or designee.



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4. RESPONSIBILITY

- a. Keys are only assigned to authorized personnel. Any use of keys by personnel to access school facilities that are outside their responsibilities is strictly prohibited.
- b. The Facilities Manager is responsible for key assignments and is to make regular and thorough key inspections and immediately report any violation to the Director or designee.
- c. All individuals assigned keys must be responsible for them. No assigned keys shall be loaned. At the conclusion of an assignment, the Director or designee is responsible for the return of all assigned keys.
- d. The employee is required to return all keys when requested to do so by the Director. The Director or designee is responsible for collecting all keys of employees changing assignment or terminating. Withholding of employees final pay check will be used in collecting keys and other school property.

5. EXCEPTIONS

Any deviation from this policy must be requested by the Director and approved in writing prior to its application. At the discretion of the Director or Assistant Director, emergencies or extenuating circumstances may be exempt from this policy.

6. DISTRIBUTION

All keys, both new and replacement, must be made by the school locksmith or Facilities Manager. When replacement keys are issued by the locksmith or manager, the original key shall be relinquished.

7. SANCTIONS

- a. Staff members are not authorized to replace school locks of the school locking system with private locks and keys.
- b. Any employee who violates any section of this memorandum will be subject to disciplinary action and may be charged with a misdemeanor (Utah Code 63-9-21, 63-9-22).