



**SWEETWATER COUNTY
SCHOOL DISTRICT #1**

Agenda Item 13-a

Recommendation for the approval of Policy GBO (Key Policy)

Key Policy

Sweetwater County School District Number One has a restricted keyway for all building door locks. The keyway is for the protection of employees and building contents.

Staff members are responsible and accountable for all ~~keys, access cards, or fobs~~ **key(s)/card(s)/fob(s)** assigned to them. District employees shall not ~~surrender~~ **relinquish** ~~keys, access cards, or fobs~~ **key(s)/card(s)/fob(s)** to any non-district employee for use. Individuals or community groups using District facilities will be governed by District Policy KG – Community Use Of School Facilities.

The Superintendent/designee may issue ~~keys, access cards, or fobs~~ key(s)/card(s)/fob(s) to emergency first responders to be utilized only for the purpose of school safety issues.

Vandalism, loss, breakage, or misuse must be reported to the Building Administrator and appropriate District Department Head immediately. In addition, employees **or first responders** must provide written documentation within two (2) working days detailing the facts related to any vandalism, loss, breakage, or misuse of the ~~keys, access cards, or fobs~~ **key(s)/card(s)/fob(s)** assigned to them.

Adopted: 4/14/03
Revised: 2/11/13