Sparta Area School District

Article 334 – Keys and Building Access

In addition to identification badges with magnetic stripes, employees may be provided with the keys and/or key fobs appropriate for the responsibilities of their position. Employees will be required to sign for identification badges, keys and fobs at the time they are issued. Once they are issued, identification badges, keys and fobs are the responsibility of the employee. Employees are to adhere to the following guidelines:

1. Identification badges, keys and fobs shall always be under the control of the employee. Keys/fobs should be kept in a secure location and the employee shall have their door keys in their possession during work hours. Students should not be allowed use of school or district keys/fobs.
2. Keys/fobs will be inventoried annually. At the conclusion of each school year, employees will turn in their keys/fobs so that an inventory can be conducted.
3. Employees must report loss of identification badges, keys or fobs immediately to their supervisor. Employees will be assessed $10 for loss of fobs and identification badges, and $100 for the loss of keys.
4. Individuals who use their identification badges, keys or fobs to gain or allow access to District facilities are responsible to ensure that doors remain secure. Unattended exterior doors should not be 'propped' open.

Community members and others utilizing school facilities will also be required to follow these guidelines.

Legal Reference:

Cross Reference:	Key Sign-out Form Article 603 – Use of School Facilities Article 338 – Identification Badges
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