

## **LIONSGATE ACADEMY**

### **303 SCHOOL KEY POLICY**

*Original Adoption Date: 10/27/2016*

*Revision Date(s): 10/1/2019*

*Review Date(s): 10/1/2019, 10/5/2021*

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#### **I. PURPOSE**

The purpose of this policy is to ensure the safety of all district students, staff and visitors along with ensuring the security of all Lionsgate buildings. The establishment of a safe environment is the responsibility of all Lionsgate Academy employees. Employees are entrusted with school keys to carry out the education objectives of Lionsgate Academy. Because possession of a school key gives authorized persons unfettered access to the grounds, students, and school records, all parties of a key must keep the goals of confidentiality and safety in mind at all times. This document will refer to “key(s)” as both metal keys or electronic access cards.

#### **II. GENERAL STATEMENT OF POLICY**

- A. Only authorized persons are allowed to be in possession of a key to Lionsgate Academy campuses. Authorized persons are only those persons with the authority to possess or control a key. Authorization is specific to each key issued.
- B. No key owners may give their key to an unauthorized user for any period of time. Any key(s) found to be in the possession of an unauthorized person will be confiscated and any person found to have provided a key or copy of a key to an unauthorized user may be disciplined up to and including termination.
- C. Unauthorized duplication of a key is strictly prohibited. No person may duplicate a key or request the duplication of a key without express, written permission from the building principals/site directors.
- D. Lost or stolen keys must be reported to the building principals/site directors immediately.
- E. Key holders agree to refrain from compromising the security of the campus or a building. Key holders are required to report to the building principals/site directors any doors that are unsecured or in violations of Lionsgate Academy policies.
- F. Employees must return to the human resource administrator upon request all keys assigned to them or that are in their possession or control in the event of termination of employment, resignation, or other temporary or permanent separation from duties.
- G. Violation of these requirements may result in the loss of key privileges and may result in discipline up to and including termination.