

**ADMINISTRATIVE  
DIRECTIVE**

<b>Administrative Directive Title:</b> <b>Key Access</b>	<b>AD Number:</b> <b>3.205.2</b>	<b>Adopted:</b> November 2024
<b>Policy References:</b> <a href="#">Board Policy 3.205</a> – Security	<b>Revised:</b>	

1 The purpose of this procedure is to ensure the security and proper management of classroom access  
 2 in the school. By regulating key distribution and establishing protocols for both full-time teachers  
 3 and substitutes, this policy aims to maintain the safety of school facilities and protect students,  
 4 staff, and school property while facilitating seamless access for educators.

5 **Key Access for Full-Time Teachers:**

- 6 1. **Key Issuance:** All full-time teachers assigned to a specific classroom will be provided with  
 7 a key to their classroom. This key grants the teacher exclusive access to the classroom and  
 8 ensures their ability to maintain control over the learning environment.
- 9 2. **Keycard Issuance:** All full-time teachers will be issued a keycard that allows them access  
 10 to the exterior doors of the building. These cards are specifically assigned to the teacher  
 11 and must be kept on their person at all times. Teachers are not allowed to give students  
 12 their keycards for any reason. If a keycard is lost, stolen, or damaged, it must be reported  
 13 to the school administration and the Safety Coordinator immediately. This is to ensure the  
 14 card can be deactivated and a new card issued. Issuance of the keycards is at the discretion  
 15 of the administrators.
- 16 3. **Key Responsibility:**
  - 17 ○ Teachers are required to keep their classroom key on their person at all times while  
 18 on school premises. This measure is critical for quick access to the classroom and  
 19 safeguarding the key against loss or unauthorized use.
  - 20 ○ Under no circumstances are teachers permitted to give their classroom key to  
 21 students or allow students to access the classroom unsupervised. This helps to  
 22 prevent unauthorized entry, potential loss of property, or breach of security.
- 23 4. **Key Security:** Teachers must take reasonable precautions to protect the classroom key  
 24 from theft, loss, or misuse. If a key is lost or compromised, the teacher must immediately  
 25 report it to the school administration so appropriate actions can be taken, including re-  
 26 keying the classroom if necessary.
- 27 5. **Key Control System:** School administrators will develop a key control system for all  
 28 physical keys, including keycards and key fobs. This system is designed to ensure that all  
 29 keys are accounted for, with issuance of the keys managed at the discretion of the  
 30 administrators.

31 **Access for Substitute Teachers:**

- 32 1. **Key Issuance for Substitutes:** The principal of each school is responsible for developing  
 33 a plan to manage the issuance of classroom keys for substitute teachers. This plan must

- 34 ensure that substitutes are provided with appropriate access to the classrooms they are  
35 assigned to, without compromising security.
- 36 2. **Keycard Issuance for Substitutes:** Substitutes will be issued an access control keycard  
37 that will grant them access to the exterior doors of the building. This keycard will be issued  
38 with the same guidance as a classroom key. If the keycard is not turned in at the end of the  
39 day, it will need to be reported immediately to the school administrators and the Safety and  
40 Security Coordinator to ensure the proper steps are taken to deactivate the card.
- 41 3. **Daily Key Check-Out Procedure:**
- 42 ○ Substitute teachers will be issued a classroom key by the front office staff upon  
43 arrival at the school each day. This key will be checked out at the beginning of the  
44 school day and returned at the end of the day.
  - 45 ○ As a security measure, substitutes will be required to leave an item of personal  
46 value, such as car keys or another suitable item, with the front office when checking  
47 out a classroom key. This item will be returned to the substitute when the classroom  
48 key is handed back at the end of the day.
- 49 4. **Alternative Access in Case of Unavailable Keys:** In the event that a spare classroom key  
50 is unavailable for a substitute teacher, a designated team member should be identified who  
51 will be responsible for assisting the substitute by unlocking and securing the classroom as  
52 needed. This ensures that substitutes can perform their duties without interruption while  
53 maintaining security protocols.
- 54 5. **Accountability and Monitoring:** The front office staff or a designated person will keep a  
55 daily log of key checkouts and returns, ensuring that all classroom keys are accounted for  
56 at the end of each school day. Any missing or unreturned keys will be promptly reported  
57 to the principal, who will take appropriate action to recover the key or, if necessary, initiate  
58 a re-keying process for the affected classroom.