

Security of school system facilities is an important part of maintaining a safe learning environment for students and staff and for protecting the investments of Brevard Academy- A Challenge Foundation Academy (BA-CFA). Teachers, staff and administrators receive keys to the School. These recipients are entrusted with keys to the School to carry out the educational objectives of the School. Because possession of a school key gives authorized persons unfettered access to the School grounds, to the students, and to sensitive records, all parties in possession of a key must keep the goals of confidentiality and safety in mind at all times. In furtherance of these goals, the following School Key Policy which must be followed by anyone who is an authorized key holder:

- Only authorized persons are allowed to be in possession of a key to the School. Authorized persons are the only persons with documentation of authority to possess or control a key. Authorization is specific to each key issued.
- No person may give his or her 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 a copy of a key to an unauthorized user may be disciplined up to and including termination.
- 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.
- Lost or stolen keys must be reported to the School Director immediately. A lost key may require one or more buildings to be rekeyed. This process may cost a substantial amount of money. Where permitted by applicable laws, BA-CFA may withhold the cost of rekeying the building(s) from a staff member's check or final paycheck if a violation of this policy resulted in the lost or stolen key.
- Key holders agree to refrain from compromising the security of the campus or a building. Key holders are required to report to the School Director any doors that are unsecured or in violation of the BA-CFA's policies.
- Key holders will inventory their keys at the end of the school year.
- Employees must return to the School Director immediately upon request all keys assigned to them or that are in their possession or control in the event of termination of employment, resignation, or layoff. The employee's last paycheck may be held until return of keys to the School.

Violation of these requirements may result in the loss of key privileges and may result in discipline up to and including termination.

Key Definitions

- A. Grand Master Key - A key that activates all door locks in a building.
- B. Outer Door Master Key - Opens all exterior doors, main office door, gym doors, and security door.
- C. Classroom/Office Key - A key that activates the lock only to the door to a single room.
- D. Cabinet Key- A key that activates the locks only to the cabinets in a single room.
- E. Locker Key - A key that activates the locks to storage lockers.
- F. Bus Keys - A key that operates a bus.

Key Issuance

Keys shall be issued and controlled by the School Director's Designee. Keys shall be issued by School Director Designee only upon receipt of a properly completed Key Responsibility form. The form must be signed by the applicant annually. All keys will be assigned numbers and a master sign in and out sheet will be kept indicating all key locations at all times. When not in use the extra keys will be kept in a locked secure location.

Limitations

- Grand master keys will not be issued to individuals, except Board Officers, School Director, staff in Public Safety, Environmental Health & Safety, and Facility Operations, when 1) a demonstrated need exists, and 2) the School Director approves the exception.
- Outer door master keys will be issued only to persons authorized to be entrusted with such keys by the School Director.
- Classroom/Office keys will be issued only to persons who have a continuing need for access to such rooms. Substitutes will be issued keys for the duration of their duties.
- Keys will not be issued to contractors working on campus except as specifically pre-authorized by the School Director following the appropriate policies such as 9220 Security of Facilities, 7090 Criminal Background Check and note in the contract that keys holders must adhere to our building key control policy.