

**San Diego Unified School District
Key Access Guidelines
2019-2020**

Guideline for Keys for SDEA Members

Please note these guidelines are not required for use and may be used as determined by sites. Sites may use these guidelines to support their site processes and procedures in conjunction with District policies and procedures.

Background and Rationale

The purpose of these guidelines is to provide alignment between the district service departments and all school sites. Understanding the increased safety concerns nationally and recognizing that all staff is responsible for their safety and the safety responses for all personnel on a given site, we believe that those who are directly responsible for students must have the minimum resources to utilize to respond should an emergency on the campus arise. This includes access to ingress and egress as well as minimum lines of communication.

In alignment with our Collective Bargaining Agreement, Article 11, between the District and San Diego Educators Association, we will ensure our educators are equipped accordingly with specific site keys and are provided with guidelines for appropriate use.

Furthermore, this process is aligned to the District's "[Changing of the Gate Padlock Program](#)" and as schools receive new locks these guidelines will remain.

Expectations

All unit members shall be provided adequate access to enable immediate ingress and egress during emergencies that call for an options-based response. We want to ensure we are utilizing the safety tool in a safe, professional and diligent manner. Exterior and/or interior keys are distributed for safety and should only be used within the site and district policies and procedures regarding access during work and after hours.

Per the Collective Bargaining Agreement...

All unit members shall be provided with all external gate keys at their worksite(s), and building keys necessary to allow entry and exit to and from their workspace(s). The unit members shall comply with all site and District policies and procedures regarding access during work and after work hours.

This language is within Article 11 and should comply with the safety components of this article.

Fundamental Components

All of the procedures found in the SDUSD Administrative Procedure 5005 should be the foundation for these guidelines.

A few specific fundamental components are as follows:

1. The principal/site administrator shall be held strictly accountable for all site keys before they are issued. Once issued the key holder is responsible.
2. The site should create a site-specific key policy and procedure, along with a check out and check in process.
3. After any key is assigned and checked out to educators, and an educator does not comply with the site and district policies and procedures for Keys, the site principal may follow disciplinary processes outlined in the Collective Bargaining Agreement.
4. A key lock box shall be kept in an inconspicuous location in the custodial instructional supply room and must be locked at all times. Modifications to a lockbox system shall be made only by district locksmiths.
5. Keys shall be issued only to members of the school staff, which includes child development center personnel. Exception: Under special circumstances, keys may be issued to City Park and Recreation Department employees for their assigned space only.
6. Teachers will be assigned to their classrooms/workspace on a yearly basis.
7. Teachers will be provided with external gate keys at their worksite(s), and building keys necessary to allow ingress and egress to and from their workspace(s).
8. The site should create a specific schedule and process for ingress and egress during campus hours, during work hours, and during after hours:

Campus hours (6 a.m. - 6 p.m.)

Ingress and Egress through unlocked and open gates. Educators may not use their external gate keys during this time

School Hours (7 a.m - 2:30 pm)

All staff and visitors must ingress and egress through the main entrance. Educators may not use their external gate keys during this time.

After Hours

When authorized, staff may use their external gate key for ingress and egress 6 p.m.-6 a.m. All district sites have an intrusion alarm that is activated after hours. Even a brief entry into a building will trigger the alarm and activate a police response. Please call and check in with school police prior to entering the site after hours.

Emergencies

All staff may ingress and egress through any locations necessary for safety for themselves and others

- *Emergencies are serious, unexpected events, and often dangerous requiring immediate action.
 - Failure to follow the guidelines, expectations and general use, as established by the site, may lead to discontinued use and/or disciplinary action.
9. When terminating assignments, staff who have been assigned keys must turn them in to the principal or his/her designee at the site for which the key was issued. Failure to turn in a key is grounds for disciplinary action.
 10. Please refer to [District policies](#) for other parameters.

Distribution

1. All unit members shall be provided with all external gate keys at their worksite(s), and building keys necessary to allow entry and exit to and from their workspace(s).
2. The unit members shall comply with all site and [District policies and procedures](#) regarding access during work and after work hours.
3. Schools will create a check out process that includes a signed copy of the “Key Receipt document. This sample should be modified for use by each school. Please make a copy before using. Sites may use [Link](#) and/or [Link 2](#) accordingly.
4. All employees, even itinerant staff, will be issued keys for each site that they serve.
5. If a site uses card readers then key cards will be issued as “keys”
6. All employees sign and agree to comply with District and site policies and procedures.

Replacement

1. All keys issued are the responsibility of the employee.
2. In the event that a key is lost, stolen, or damaged, the employee shall notify the supervisor immediately.
3. School keys should not be attached to identifiers associated with the school or the district.
4. School keys should not be stored in vehicles left unattended at any time.
5. All replacement keys will be reissued per District policy and following the Administrative Procedures.