



Brabeion Academy
Policy 9000s: School Facilities

BRABEION ACADEMY

9100

Disposal of School Property

The governing body may, at any time, declare school property as surplus and authorize its disposal when such property is no longer useful to the charter school, unsuitable for use, too costly to repair or obsolete.

If reasonable attempts to dispose of surplus properties fail to produce a monetary return to the charter school, the governing body may dispose of them in another manner.

Policy History

Adopted on: April 20, 2026

Revised on:

Reviewed on: April 20, 2026



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Key Authorization and Control

The School has security measures in place, including locks on school buildings, desks and/or file cabinets, with the purpose of protection of students and personnel as well as the protection of school property, equipment/assets and confidential documentation and information relating to students and personnel.

The Building Administration is responsible for assuring proper keyed locks exist on the school's facilities/buildings, desks and file cabinets. The number of master keys and sub-master keys shall be limited. No key may be produced, duplicated or obtained from any other source other than the Building Administration.

- **Key Assignment:**
 1. Building Administrators are the only individual(s) authorized to issue keys.
 2. Only employees of the school, contracted coaches and contracted vendors may be in receipt of any issued key(s).
 3. No key shall be provided to any parent or patron of the school who is not otherwise an employee of the school.
 4. No key shall be provided to any staff member until such time as their fingerprint background check has been completed.
 5. Keys shall not be provided to any temporary employee.
 6. Keys shall be issued only by building administration upon the employee's completion of the Key Distribution Form and Key Responsibility Acknowledgement Form.
- **Key Control:**
 1. The installation of locks will be the responsibility of the school's Administration. NO employee shall take it upon themselves to key any desk, file cabinet or other property owned by the school. If there is an item of school property that an employee believes should have a keyed lock, the employee shall bring such issue to the attention of the school's administration.
 2. Every school key shall have stamped into the metal a unique identification number.
 3. Keys will be tracked through the use of a numbering system through a Key Identification List identifying each key by number and to which lock such key relates.

4. The Administration shall be responsible for maintaining a copy of each employee's Key Distribution Form and Key Responsibility Acknowledgement Form with the school's Key identification list.
 5. The Administration shall be responsible for obtaining return of issued keys upon an employee's separation from employment.
 6. The Administration may make a request for a return of issued keys at the end of the school year, when an employee is reassigned, or when an employee is placed onto a period of leave of absence.
 7. The Administration is delegated the authority to request to see any employee's issued keys at any time and is further authorized to revoke authorization of the issuance of any employee's keys, at any time, when the Administration believes such action to be in the best interest of the school.
 8. Issued employee keys that are in the possession of the administration and/or have not been issued for employee use shall be stored in a well-controlled key box, located in a locked drawer in the Head of School and Sport's Office.
- Employee Responsibility
 1. Employees shall only use their individual authorized school key(s) for access to their assigned work areas and should lock file cabinets, desks and or facility doors upon exiting.
 2. Employees are responsible for assuring their issued keys are safeguarded from access by any third party including students, parents, patrons or other non-authorized individuals.
 3. Employees shall not share their keys or provide their keys to others for use/exchange assigned keys.
 4. Employees are responsible for reporting any lost, stolen or broken keys.
 5. Employees shall not take it upon themselves to key any desk, file cabinet or other property owned by the school.
 6. If any employee has an item of personal property upon the school's property such as a file cabinet for which school records or school documents are stored, the employee is responsible for assuring the school's administration has access to such cabinet to obtain or review school property when necessary.
 7. Upon request of a building administrator, the employee is responsible to return immediately all assigned keys to the school's administrator.
 - Lost Keys
 1. Employees are responsible for immediately reporting to school administration when any issued key is lost.
 2. It shall be at the sole discretion of the building administrator as to whether or not an employee who has lost any issued key(s) will be reissued a new key, whether there will be a charge for any new key(s) issued, if the school's property needs to be re-keyed and/or if the employee is charged for any re-keying costs associated with lost keys.
 - Broken Keys
 1. Employees are responsible for immediately reporting to school administration when any issued key is broken.
 2. Broken keys will be replaced without charge to the employee if all broken parts are returned to the school's administration.
 - Re-Keying
 1. If any school property must be re-keyed, whether due to periodic security control, the loss of theft of a school key(s) or for other reason deemed appropriate by school administration, it shall be the responsibility of the school's administration, in conjunction with the Board's approval, to make arrangements for re-keying activities and the distribution of new keys to school personnel.

2. If a re-keying is due to an employee losing a key(s) or having a key(s) stolen, the employee may be responsible for re-keying costs.
- Emergencies and Master Keys
 1. The school's administration shall have access to any and all property of the school that has been locked through a key.
 2. Private or personal locks on building, classroom doors, cabinets and file cabinets are forbidden.
 - Desk and File Cabinet Keys
 1. Any desk drawer, cabinet or file cabinet in which any confidential or personal student or confidential or personal personnel records are maintained must be housed in a locked desk drawer, cabinet or file cabinet.

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Key Distribution Form

I acknowledge that I have received the key(s) listed below. I understand that it is my responsibility to keep such key(s) safeguarded and stored in a place that will not be accessible by students, unauthorized staff or any individual not employed by the school.

I understand that under no circumstance am I to duplicate the key(s) and/or am I to provide my key to any student, parent, patron or other individual not employed by the school and authorized to have possession of such key.

I am aware that if I lose this/these key(s), and/or if such key(s) is/are stolen, it is my responsibility to immediately report to the Building Administration that such has been lost and/or stolen. With such report, I am to provide information as to the last location and time where I knowingly had such key(s) in my possession.

I understand if my key(s) are lost and/or stolen I may be charged for a replacement key and/or if the situation warrants, a re-keying of school property may be necessary and that the school may look to me to personally cover the cost of such expense. I understand if my key(s) is/are broken I may be charged for a replacement key.

I understand that once my employment ends with the school, it is my responsibility to immediately return any and all keys that I have been issued. Further, upon any request by the Building Administration I will provide the keys that have been issued to me.

I understand that failure to abide by any and all policies and procedures associated with school keys may result in significant penalties.

Identification of each key that was issued to such employee – by key number and access (i.e. Master Key, exterior door key, desk key identification by desk, file cabinet key identified by cabinet number etc.)

Key Number and Identification Purpose	Date Issued	Administrator Initial	Employee Initial

Staff Name (Print) _____

Staff Signature: _____

Date: _____

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Key Responsibility Acknowledgement Form

I acknowledge that I have read and understand the School's Key Authorization and Control policy and agree to abide by such policy, in full, including but not limited to the following provisions:

- Only authorized persons are allowed to be in possession of any school key, whether for access to the building/facilities, classroom/gym, desks and/or lockers. Authorized persons are only those persons with documentation of authority to possess or control any such key. Authorization is specific to each key issued.
- No person may give his or her key to any unauthorized user for any period of time. Any key(s) found to be in the possession of any unauthorized person shall 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 possible termination.
- Duplication of any key is strictly prohibited. Each school key shall have a unique identifier number and shall be recorded and tracked associated with such unique identifier number.
- Lost or stolen keys shall immediately be reported to the school's administration. Any lost or stolen key may require re-keying of school property. The school may look to the employee for the costs associated with any required re-keying.
- Key holders agree to refrain from compromising security of the school's property.
- Key holders are required to report to the school's administration any doors or keyed property that is unsecured and/or otherwise in violation of the school's policies.
- Employees must return keys to the building administration immediately upon request and/or upon separation of employment with the school.
- Violation of these requirements and/or any provision of the school's key authorization and control policies and procedure may result in the loss of key privileges and may result in discipline up to and including possible termination.

By signing this form, I _____, agree that I have read and that I understand the School's Key Authorization and Control policy and procedures. I further agree to the terms and conditions set forth in the policy and procedures.

I agree to abide by the School's Key Authorization and Control policies and procedures.

Printed Name: _____

Signature: _____

Date: _____

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