

General Instructions

The principal or site administrator shall be accountable for all means of access issued to their respective facility. The superintendent shall be responsible for establishing regulations for distributing keys, proximity badges or other means of access to facilities. Keys shall be issued by the Department of Facilities. Proximity badges shall be issued by the Office of Student Services. All persons being granted a means of access to buildings shall acknowledge in writing that they have reviewed these regulations. (See exhibit (s) attached hereto.)

Master Keys

1. Keys will be used only by authorized permanent, full time employees and contractual school security officers of the Board of Education and shall not be loaned to others.
2. Master keys to school facilities may not be duplicated without the approval of the Director of Facilities. If a duplicate key is required, the principal of a school will make a request in writing to the Director of Facilities and shall state the reason for the request. After consultation and approval by the superintendent, the Director of Facilities may issue an additional key.
3. The Facilities Department is responsible for storing extra keys for schools as well as a master key to each building in a secure location. The principal is responsible for maintaining any extra keys for the school in a secure location.
4. Master keys to each school will be allocated as follows: principal, assistant principal(s), administrative assistant, head custodian, or other administrative personnel as agreed to by the Director of Facilities, school principal and superintendent. Any staff member to whom a key is assigned will be required to complete a Key Assignment Record (Exhibit 1). Copies of the form will be maintained at the school and in the Facilities Department.
5. In order to permit access both during and after school hours, all instructional staff in each respective building will, be provided access to their classrooms and other appropriate areas upon request, subject to approval by the principal and depending on the needs of their work.

Keys for New or Renovated Buildings

1. Upon completion of a new or renovated school building, the contractor will furnish a full set of tagged keys to the Director of Facilities.
2. The Director of Facilities in consultation with the principal will determine which interior keys will be required for the operation of the school plant. In every instance, two (2) complete sets of keys will be left with the principal and any remaining excess keys will be properly tagged and deposited in the key vault in the Facilities Department.
3. In the event that a new school is not fully completed, but partially occupied at the time of occupancy, all keys will be tagged and turned over to the Director of Facilities in accordance with number 2. In the event that a new school is completed, but not immediately occupied, total responsibility for the new school including key distribution will be determined by the Director of Facilities.

Dismissal and Transfer of Employees

1. Employees holding school facility key(s) will turn them in to the principal upon cessation as an employee of that facility. Principals will return keys to the Director of Facilities.
2. If a principal departs from a facility, their keys will be turned in to the Director of Facilities.
3. System wide employees will turn in keys to the Director of Human Resources who will forward to the Director of Facilities.

Proximity Badges

Proximity badges are used as a method to monitor and control access to Allegany County Public School buildings where such systems are installed and to identify ACPS Employees. A proximity badge is a picture id badge that activates a door locking mechanism controlling building or room access. Proximity badges are assigned via the Office of Student Services based on home school assignment and building supervisor determined access needs. Proximity Badges are to be worn and visible at all times.

Hours of Operation:

The main door for each school building is unlocked during morning and afternoon student arrival and dismissal. At all other times, doors shall be locked and certain doors may be made accessible via proximity badges based on access privileges.

School administrators will contact their custodial staff to provide unlocked access to the appropriate door for after school activities. Access to the Central Office or other system facilities is obtained by coordination with the Office of Student Services at least 24 hours before the scheduled event.

Proximity Badge Distribution:

Proximity badges are granted when staff members are full-time employees. Substitutes and part-time or temporary employees may also be granted proximity badges with the same rights, privileges and responsibilities. The assignment of proximity badges shall be recorded by the IT Department

Loss or damage to proximity badge:

1. Loss: Staff must report to the Office of Student Services within 24 hours that a proximity badge has been lost. Such report is made to the Office of Student Services by calling (301) 759-2410. Leaving a message on this number is also appropriate. Once notified the Office of Student Services will contact the IT Department to deactivate the lost badge. If the Office of Student Services determines that a replacement is warranted, the employee will be contacted to obtain a new badge and pay the replacement cost.
2. Damage: If the proximity badge no longer functions (will not open doors), its holder must contact the Office of Student Services to request a replacement badge. Replacement cost will be determined based on the damages to the badge, but such cost may still be the responsibility of the employee.
3. Found: If any badge is found within a school building, it should be returned to the building office. The building administrator(s) should then determine if the badge is to be returned to the employee or delivered to Office of Student Services.

End of Year Check-out Procedures for Proximity Badges:

1. Principals will collect the proximity badges of all non-12 month employees, including but not limited to all full-time regular staff, long term subs, and non-photo id badges. Principals may make an exception for 10 month Assistant Principals, staff working summer programs, or staff who request to work in their classrooms. Twelve month staff may keep their badges.
2. All non-photo id badges will be deactivated on the last day of school, by the IT Department.
3. Upon collection, principals will send all badges for employees not returning to their respective school and/or the system to the Office of Student Services.
4. At the start of the school year, Principals may redistribute the badges for all returning staff.
5. At the start of the school year, Principals will provide the Office of Student Services the 5 digit codes of all non-photo id badges to be reactivated. These badges will be reactivated by the IT Department.

Employee status change:

1. Leave of absence – Proximity badges may be kept by the employee during this period, but will be deactivated. The school administrator is responsible for notifying the Office of Student Services of personnel on leave.
2. Employee Transfer – When an employee moves within the system to another building, the Office of Student Services will be contacted by the building administrator to coordinate the access to the new facility and to remove access from the prior facility.
3. Separation or Suspension – If an employee is no longer employed by the system or suspended, the badge must be immediately returned to the Human Resource office for deactivation.

Sharing badges – Proximity badges are assigned to specific employees and are not to be used by others.

Activation/Deactivation for Itinerant Staff:

1. Proximity badges are provided and activated based on the building assignment for itinerant staff. Required access is determined by the home school administrator. Access to additional buildings/schools will be determined by the respective building administrator.
2. Building administrators must notify Office of Student Services when itinerant staff building assignments are changed.

Badges Assigned to Outside Agencies:

1. Badges may be provided to outside agencies upon request and determination by the Superintendent or his/her designee.
2. When a badge is provided to an outside agency, the agency shall comply with these regulations.

Board Reviewed 04/12/16	Superintendent Approved 04/12/16
----------------------------	-------------------------------------