

ANTHONY INDEPENDENT SCHOOL DISTRICT



840 Sixth Street, Anthony Texas, 79821-1279
Phone: (915) 886-6500 Fax: (915) 886-2420

Key and Alarm Code Request Form

Last Name: _____ First Name: _____ MI _____

ID#: _____ Dept. _____ Position: _____

Instructions: Any District keys are issued upon request after authorization by your Principal/Director/CFO, the Operations Manager, and if required, approval by the Superintendent. By signing the agreement, you agree to the Anthony Independent School District Key and Alarm Code Guidelines. (See Reverse)

Coaches and classroom keys **require** an expiration date of either the end of the school year or end of the sport's season.

Expiration Date: _____

NEW KEY () REPLACEMENT KEY () LOST KEY () RENEWAL OF AGREEMENT ()
GRAND MASTER KEY INITIAL _____ (Requires Superintendent Approval)

CAMPUS MASTER KEY INITIAL _____ (Requires Superintendent Approval)

BUILDING _____ ROOM # _____ KEY# _____ INITIAL _____ RTN: _____

BUILDING _____ ROOM # _____ KEY# _____ INITIAL _____ RTN: _____

BUILDING _____ ROOM # _____ KEY# _____ INITIAL _____ RTN: _____

BUILDING _____ ROOM # _____ KEY# _____ INITIAL _____ RTN: _____

BUILDING _____ ROOM # _____ KEY# _____ INITIAL _____ RTN: _____

BUILDING _____ ROOM # _____ KEY# _____ INITIAL _____ RTN: _____

BUILDING _____ ROOM # _____ KEY# _____ INITIAL _____ RTN: _____

REPLACEMENT SECURITY ALARM CODE ()

By my initials, I acknowledge that a security code has **BEEN** issued to me by the District. I agree to abide by the District's policy regarding the security code protocol. INITIALS _____

Otherwise, I acknowledge that **NO** security code has been issued to me by the District. Therefore the District's policy regarding the security code protocol does not apply to me. INITIALS _____

I, _____, do hereby acknowledge that I have read the Anthony Independent School District Key and Alarm Code Guidelines and I fully understand and accept the foregoing conditions.

Signed: _____ Date: _____

APPROVAL:

Approval: _____ Title: _____ Date: _____

Approval: _____ Title: _____ Date: _____

Approval: _____ Title: _____ Date: _____

OFFICE USE ONLY

Date Issued: _____ By: _____ Title: _____ Signed: _____

Date Returned: _____ By: _____ Title: _____ Signed: _____

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Anthony Independent School District Key and Alarm Code Guidelines

1. The keys are for the individual's personal use and will not be loaned to others at any time.
2. Keys may not and will not be duplicated under any circumstances.
3. Keys remain the property of the Anthony School District and must be made available for periodic inventory upon request by your supervisor and or Central office personnel.
4. Individuals holding properly authorized keys may return damaged or worn keys to the Maintenance Manager for free replacement at any time.
5. Lost keys will be reported to your supervisor before the closing of the same business day. If keys are lost, a key request form must be submitted again at which time appropriate replacement costs will be assessed. After assessment, individuals must pay the cost to the Accounting Office in the administration building. Replacement keys will not be issued until the key replacement costs are paid.
6. On separation from the District, all issued keys must be returned or a replacement fee will be paid as follows.
 - a. Operating Key \$ 25.00 + rekeying cost (est: \$100)
 - b. Sub Master 50.00 + rekeying cost (est: \$1,000)
 - c. Campus Master 100.00 + rekeying cost (est: \$4,000)
 - d. Grand Master 200.00 + rekeying cost (est: \$10,000)
7. If an individual moves offices, it is the responsibility of that person to return all old keys to the Maintenance Manager within 24 hours of move.
8. All security system user codes and passwords are unique to each individual and accessible only by the security company, CFO and Erica Saldivar, Maintenance Manager of the Anthony Independent School District.
9. Your code and password is your responsibility. By signing this agreement, you agree not to give or share code or password to any other individuals, including friends, staff, teachers, and maintenance department
10. Custodial personnel are responsible to secure and arm the available security alarm system in their assigned buildings upon the end of their work shift. Failure to do so will result in disciplinary actions, financial liability of any losses occurred while the system is disarmed, and fines and hourly expenses occurred while the system is disarmed.
11. Employees using their keys after closing hours, on Holidays or on Summer Break are responsible for (a) ensuring doors are closed and locked, upon entering and leaving the facilities and [b] locking the entrance gate (upon entering and after leaving). Said employee are also responsible for any supervising other employee(s)/student(s)/or person(s) admitted into the facilities. **It is also employees responsibility to secure the facilities (include locking the gates) and remove any unauthorized person from the facilities.**
12. You will be held financially responsible for anything that happens in the building while your code was logged in outside of normal operating hours, holidays and/or summer break.
13. If you trigger the alarm, you must notify the security company and your supervisor immediately. Identify yourself to the security company, at which time they will ask you for your password. Give the operator your password, and then they will assist you in disarming the system. **If you cause a false alarm, you will be responsible for all monetary fines levied by the police department, hourly wages for support personnel to respond to the alarm, and any other fees associated with event.**
14. Lost code or password must be reported to the Maintenance Manager as soon as possible. No code or password will be given over the phone. A request for a new code and password must be submitted immediately.
15. **Faculty staff continuing employment with AISD the next school year, you are responsible for turning in your keys to your assigned principal at the end of the school year.** If you are **NOT** continuing employment or you leave employment at any time during the year, you must submit your keys to the Maintenance Manager [Erica Saldivar]. This condition is part of the Exit Process; there are no exceptions.
16. **Failure to follow these procedures will result in disciplinary actions. Continued disregard of this policy will result in loss of privileges and/or administrative action that could result in termination.**