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## **BUILDING KEY, KEY FOB, AND ACCESS CARD POLICY**

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### **SECTION 1. BEN FRANKLIN ACADEMY**

#### **MISSION**

The mission of Ben Franklin Academy is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

#### **VISION**

Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, the arts, and literacy. We will be a data-driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering social emotional development, character, sports, and nature.

#### **PURPOSE**

The purpose of this policy is to provide guidelines for the physical security and safety of building occupants and to protect the physical assets of Ben Franklin Academy (BFA).

### **SECTION 2. KEY, KEY FOB AND ACCESS CARD HOLDER RESPONSIBILITIES**

- All key, key fob, and access card holders must pass a volunteer background check.
- All requests must be initiated through the BFA Administration or a designee of the BFA Administration.
- All key, key fob, and access card holders are responsible for taking practical steps to help maintain building security.
- All key, key fob, and access card holders are responsible for all keys, key fobs, and access cards issued to him/her.
- Keys, key fobs, and access cards are the property of BFA.
- Only BFA Administration and/or Directors of the BFA Board of Directors (Board) may authorize the duplication and/or activation of any BFA key, key fob, or access card. Any other duplication and/or activation is strictly prohibited.
- The holder of the key, key fob, and access card assumes responsibility for its safekeeping and its use.
- BFA may charge and collect up to a \$100 replacement fee for each missing key, key fob, or access card.
- Only the authorized user is permitted to use the key, key fob, or access card. BFA Administration may suspend or revoke access at any time.
- BFA Administration must be notified immediately of any missing or lost key, key fob, or access card.
- Keys, key fobs, and access cards will be returned to BFA Administration at the end of the approved term.
- Keys, key fobs, or access cards to specific rooms may be given for specific committee or other meeting needs but are not generally distributed.
- Classrooms are not to be accessed without prior approval and never for personal use.

### **SECTION 3: TEACHERS AND STAFF**

Procedures related to the issuance, use, and return of keys, key fobs, and access cards for teachers and staff will be maintained and reviewed as necessary by the BFA Administration.

**SECTION 4: BOARD OF DIRECTORS**

All directors of the Board will be given a general building access card that will be managed and tracked through the procedures established by the BFA Administration.

The President of the Board (or his/her designee) and one other director will be given a master key to the facility to be used for school business.

**SECTION 5: VOLUNTEERS**

Key, key fob, and access card procedures for designated volunteers will be maintained and reviewed as necessary by the BFA Administration.

**SECTION 6: OTHERS**

Key, key fob, and access card procedures for others will be maintained and reviewed as necessary by the BFA Administration.

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