

SCHOOL PROPERTIES – BUILDING USAGE – KEYS AND BUILDING USAGE

Each principal is responsible for the security of the building to which he/she is assigned. In carrying out this responsibility, the principal has the sole authority to determine who shall have keys that permit access to various portions of the building. The principal shall issue keys as required by other personnel having assignments in the building.

Employees may be charged a fee for the replacement of lost, damaged or stolen keys.