

## LOCKS AND KEYS

The Principal of the school shall be responsible for security in his/her building. Principals shall have keys to all locked areas of the building, including desks, file cabinets, and storage cabinets.

Principals shall be responsible for checking out of all keys and shall maintain a record of who has possession of any keys checked out. The Principals shall be responsible to see that these keys are returned when the reason the person has checked them out is completed.

Principals shall also have a plan for security of the building that shall include scheduling of custodians or other responsible people to check all doors when the building is left for the night or other unoccupied period of time.

Anyone who is issued a key to any part of the school building shall maintain that key in his/her possession and shall not duplicate the key or loan it to another person without permission of the Principal.

No one shall change, remove, install, or tamper with locks without permission of the Maintenance Director.

SOURCE: Board of Education Minutes

DATE: December 8, 1997 - February 26, 2001