

731-Rule KEY CONTROL PROCEDURES

All keys shall be produced and distributed by the Buildings & Grounds Department. No employee shall attempt to reproduce or alter district keys.

1. Each building principal will have complete charge and responsibility for all keys assigned to his/her building (checking out, checking in, etc.).
2. All building keys shall be returned to the principal's office at the end of the school year. Principals may allow staff to keep keys until the next school year. A record of key distribution will be kept by the principal.
3. The building principal will be responsible for collecting keys from retiring staff members.

APPROVED: November 11, 1974

REVISED: June 17, 2002