

Administrators, faculty, and staff shall assist in the proper maintenance of the school plant by diligent supervision of those who use the school plant.

All principals and supervisors of buildings shall maintain a record and inventory of all keys. An updated record should be kept for every issued key, and reviewed periodically.

It shall be considered a serious breach of Board policy for any employee of the school district to be in possession of a key or keys for any school property without the knowledge and consent of the principal or immediate supervisor.

The duplication of any key is prohibited without the consent of the building principal or supervising administrator.

Any employee who loses a school key shall report such to his/her building principal immediately upon discovering the key has been lost.