

The principal is charged with the responsibility for the distribution and supervision of all keys required for the proper operation of the building. The procedures to be followed for key control are as follows:

- A. Each staff member who is issued a key by the principal must sign a record.
- B. A key to a specified group of room or areas may be issued to a department head according to instructions from the principal.
- C. Keys shall be issued to staff for all lockable areas under their jurisdiction.
- D. If a staff member leaves during the semester, a clearance slip shall be issued when the key is returned to the principal.
- E. The principal may authorize a temporary issuance of a key to a specific exterior door.
- F. Possession of the keys to the kitchen storerooms is limited to the lunchroom manager and the principal.
- G. In the event of a lost key, the principal should be notified immediately.
- H. The principal is the only person authorized to issue a duplicate key. Keys to exterior doors shall be engraved with "do not duplicate."
- I. Unauthorized duplication of keys by individuals is a direct and serious violation of district policy and will subject the person responsible to disciplinary and/or legal action.
- J. Staff who do not have assigned school responsibilities during the interim period between school years, or during a school year, must return all keys to the principal or designee.