

**Building Security and Key Control School Keys**

**-POLICY-**

1. Keys to the schools of the district will be the responsibility of the principals and/or Secretary Treasurer or designate.
2. It is the responsibility of principals to keep a current inventory list of all keys for their school.
3. Any staff member losing a key or keys must report this immediately to his/her principal, who will immediately inform the Secretary-Treasurer.
4. All district employees that require alarm access will have their own designated code. Employees entering and leaving a locked area will be responsible for securing these areas.