

DISTRIBUTION OF KEYS

Upon request from individuals, keys will be made available to members of the staff who need access to the building during times when school is not in session.

Responsibility for issuing keys is delegated to the Building Principal, who shall also be responsible for maintaining a record of keys assigned and for assuring that such keys are returned at the end of each school year or when a person leaves the employment of the school system.

	AVS	HES	LCS
First Reading:	<u>1/22/2013</u>	<u>1/14/2013</u>	<u>1/7/2013</u>
Second Reading:	<u>3/18/2013</u>	<u>2/11/2013</u>	<u>2/4/2013</u>