

731 Rule KEY/FOB CONTROL PROCEDURES

All keys/fobs 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/fobs assigned to his/her building (checking out, checking in, etc.).
2. All building keys/fobs shall be returned to the principal's office at the end of the school year. Principals may allow staff to keep keys/fobs 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/fobs from retiring staff members.

APPROVED: November 11, 1974

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