

TITLE: SCHOOL KEY SECURITY		NUMBER: 516
Initiated by: SUPERINTENDENT ORR	_____ New	
Proposal Date: FEBRUARY 18, 1999		
Approval Date: MARCH 18, 1999	___X___ Revised	

District employees are responsible for the secure maintenance of all school keys issued to them. District employees are specifically prohibited from loaning school keys to any person who is not employed with the school district. Any exceptions to this prohibition must be approved in advance by the building principal or the superintendent.