

## POLICY #6

BUILDING FACILITIESA. Keys:

L Building keys have been authorized for the following personnel:

A. High School

1. Principals
2. Custodians
3. Assigned personnel with special duties  
(see high school principal)

B. Middle School

1. Principals
2. Custodian
3. Assigned personnel

C. Elementary Schools

1. Principal
2. Custodian
3. Assigned personnel with special duties

D. Johnson Memorial Gymnasium

1. High School Principals
2. Custodian
3. Assigned Coaches

II. No one is authorized or permitted to have a duplicate key made without the proper authorization. This measure shall be enforced for the protection of the teachers and other personnel.

III. All professional personnel are to return all school keys to the appropriate office at the close of the school term.

High School Principal's Office - for Secondary  
Middle School Principal's Office - for Middle School  
Elementary Schools Head Teachers' Offices - for Elementary