

# RED HOOK CENTRAL SCHOOL DISTRICT

## POLICY # 8210

### Buildings and Grounds Security

Each building principal is responsible for seeing that all property and supplies within the building are safeguarded from unauthorized use and appropriation. He or she will also make provisions for securing all buildings within his or her jurisdiction when they are not occupied or are occupied to a limited extent.

All classroom doors are to be locked when not in use. Teachers who need outside door keys may make arrangements with their building principal. These keys are not to be loaned to students or other persons under any circumstances.

Note: Prior manual, Section 8505.1 revised

Approved  
By BOE 12/21/89