

Mapleton School District 32

Code: **ECA-AR**
Revised/Reviewed: 7/12/01; 12/18/13
Orig. Code(s): ECA-AR

Access to Buildings/Security

Staff are responsible for their keys.

Staff may open the building for their own district business use, but shall be responsible for securing the doors and windows when finished.

Staff are responsible for any group or individual for whom they open the building, and this shall not be done without the knowledge of the principal.

Departmental and/or district equipment shall not be taken to other buildings or departments without administrative approval.

Individual staff may not use buildings, facilities or equipment except as authorized in advance by the principal.

Staff may open buildings and facilities for student use only when approved in advance by the principal. The staff must be present to supervise.