

KEARNS HIGH SCHOOL

Memo No. 15

August, 2016

SUBJECT: KEYS AND SECURITY

Teachers are responsible for school keys issued to them. Teachers may not loan their keys to students for any reason. Teachers are responsible for their keys and the security of the area they grant access to. ***Keys may not be duplicated.***

For your information, during the night time hours and on weekends, holidays, and vacations, our building is secured by an electronic security system. Anyone needing to come into the building during that time must check with Ms. Loo for permission to do so. No admission to any building on the campus is permitted on Sundays or during holidays. Any Saturday use of the building must be scheduled with Ms. Loo prior to the time it is needed in order for our staff to be aware of who is in the building.

Rooms are to be left locked whenever teachers leave the room unoccupied. It is the teacher's responsibility to make certain that windows, cupboards, cabinets, and other areas are locked.