

ITEM NUMBER

54

TITLE

MAILBOXES AND KEYS

School Board Rule #(s):

6Gx13-IC -1.051

Contract Provision #(s):

UTD Article XXIII, Section I4

Form #(s):

Administrative Directive(s)/Other:

Site Directive

Cross References:

Distribution of Information
(Authorized/Unauthorized)

Description as follows:

Mailboxes

It is the responsibility of school personnel to collect their mail daily. Since confidential and personal information may be located in the mailbox, students are not allowed to retrieve mail.

Room Keys

1. Keys: The building and facilities are secured using keys which are strictly controlled by the principal/principal designee. The following procedures must be followed regarding keys:
 - a. Keys are issued at the beginning of each school session and turned in at the end of each school session.
 - b. All personnel must sign for and take personal responsibility for the keys they are issued.
 - c. Staff will be issued only those keys which are associated with the areas they normally work, e.g., classroom, faculty lounge, departmental offices, etc.
 - d. Under no circumstances are school keys to be given to students or other people.
 - e. Keep constant control of your keys.
 - f. Illegal or unauthorized duplication of school keys is a violation of The School Board of Miami-Dade County, Florida, policy; therefore, do not attempt to have keys duplicated by any person or company.
 - g. Report missing or stolen keys immediately to the principal or designee.