

LYNDHURST BOARD OF EDUCATION
Lyndhurst, N.J. 07071
Regulation

File Code: 3517.1

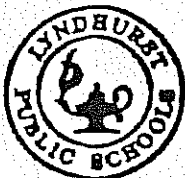
ACCESS TO BUILDINGS AND CLASSROOMS

Teachers are responsible for the set of keys for their classrooms. Keys should be secured at the end of the day. At the end of the school year, all keys must be placed in the envelope provided by the office and put in the mailbox before leaving the last day of school.

Master keys are available for teachers who have special need for one. They are distributed as necessary and must be returned to the appropriate office at the end of the school year. The final pay check will be held until the master key is returned.

Date: January 10, 1984

Revised: May 13, 1996



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