

ACCESS TO SCHOOL BUILDINGS - KEYS

Access to school buildings and grounds outside of regular school hours will be limited to personnel whose work requires it. Other individuals and groups will be allowed into school buildings only with the specific knowledge and permission of the responsible administrator, or with a permit approved under Community Use of Schools, KFB.

An adequate key control system will be established which will limit access to buildings to authorized personnel only. The issuance and control of keys will be the responsibility of the Director of Facilities and Operations at the Division level and the building administrator at the facility level. Employees using Division facilities other than during the regular hours of operation must obtain the permission of the building administrator. All requests for building keys must be approved by the building administrator in charge.

The unauthorized manufacturing or duplicating of keys to property owned, operated or controlled by the Division is prohibited.

The School Administration, in consultation with the Superintendent or designate, will establish guidelines for limiting the number of unlocked entrances at buildings during school hours.

Accomplish Anything

Adopted 10/430/05	Reviewed	Revised	Page 1 of 1
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