

ACCESS TO BUILDINGS

The Board of Education shall make every effort to provide a safe and secure environment to all persons (staff, students, and/or visitors) who lawfully enter upon district property or who travel lawfully in district vehicles.

The Superintendent shall have keys to the District Office and to all of the buildings if necessary. The District Clerk shall have keys to the District Office.

The Assistant Superintendent for Business shall have keys to the District Office and to all of the buildings if deemed necessary. He/She shall have keys to the District vehicles.

The Assistant Superintendent for Special Services shall have keys to the building that houses his/her office.

The Supervisor of Buildings and Grounds shall have keys and access to all school buildings and vehicles.

The Maintenance Foreman shall have keys and access to all school buildings and vehicles. Each building principal shall have the keys to his/her respective building.

The head custodian in each building shall have the keys to his/her respective building. No district key can be duplicated without authorization by the Assistant Superintendent for Business.

Only the above officials may gain access to school buildings when schools are closed and then only for school-related business.

Adopted November 25, 2003

1st Reading for Re-adoption April 24, 2014

2nd Reading & Re-adoption May 27, 2014