709 Key Entry and Usage

Purpose

The Board of Education (the “Board”) recognizes the importance of maintaining the security of school facilities. As such, a program of building key entry shall be administered by the Superintendent with the cooperation of the Department of Operations and the individual building principals. The need for access shall be the underlying principle in determining who shall have keys for access to school properties.

Authority

The Superintendent is authorized to determine, in accordance with these guidelines, who will be entrusted with school building keys and who may have after-hours access to school facilities in the District.

Delegation of Responsibility

The Board of Education delegates to the Superintendent and/or designee the administration of this policy. The Superintendent and/or designee shall adopt administrative procedures enabling this policy and establishing guidelines for the following:

2. Limited Access: Principals, Assistant Principals and Building Engineers to their assigned building.