

# THE SCHOOL DISTRICT OF PHILADELPHIA

No. 709

Section: Property

Title: Key Entry and  
Usage

Adopted: April 27, 1981

Revised: March 28,  
2019

## **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:

1. Unlimited Access: The Facilities and Maintenance Administration, the Office of the Chief of Operations supervisory staff, School Police and the Superintendent of the District.
2. Limited Access: Principals, Assistant Principals and Building Engineers to their assigned building.