

# BUS10.2 - Building Access and Key Assignment

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## B - Business

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### **Objective:**

The district will regulate access to school buildings and grounds to maintain a secure environment for students, staff, and visitors.

#### 1. **Unlimited Access:**

The following individuals are granted unlimited access to district buildings and facilities:

- Superintendent, Assistant Superintendents, Business Officer, and Maintenance Supervisor.

#### 2. **Limited Access:**

Access is restricted for the following individuals to their designated buildings or areas:

- Principals, Assistant Principals, Teachers, Custodians, Extracurricular Sponsors, Counselors, and Supervisors.

#### 3. **Key Assignment:**

- A log of key assignments will be maintained by the Superintendent's office or other designated office.
- Duplicate keys will be securely stored, and individuals assigned keys must sign a receipt acknowledging their responsibilities.
- Keys must not be duplicated or loaned to others, and they must be surrendered upon request or when no longer needed.

#### 4. **Lost Keys:**

Any loss of keys must be reported immediately, and individuals may be held financially responsible for rekeying or replacing affected locks.

### **Legal References:**

- Arizona Revised Statutes (A.R.S.) Title 13, Chapter 15