

BUS10.2 - Building Access and Key Assignment

B - Business

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