

ACCESS TO BUILDINGS

The following school district officials shall have access to all school district buildings and facilities:

Superintendent of Schools	Senior Maintenance Mechanic
Assistant Superintendent for Instruction	Senior Custodian
Assistant Superintendent for Business	Technology Coordinator
Director of Facilities	Athletic Director
School District Clerk/Records Management Officer	
School District Clerk Pro Tem/Deputy Records Management Officer	

Only the individuals identified above shall have access to all district buildings and facilities after school hours, and then only for the purpose of conducting school-related business.

The Superintendent of Schools shall develop regulations addressing the procedures for access to specific buildings and facilities.

The Director of Facilities is responsible for maintaining a written and ongoing inventory of all keys in the district and shall provide the Superintendent of Schools with a written accounting of this information on at least an annual basis or as required by the Superintendent of Schools.