

## KEY CONTROL POLICY

Access to school buildings and grounds after regular school hours will be limited to personnel whose work requires it, or as directed in Board Policy KF (Community Use of School Facilities). An adequate key control system, which will limit access to authorized personnel and will safeguard against the potential of entrance to buildings in the hands of unauthorized persons, will be developed by the Facilities Manager.

The Facilities Director is responsible for the maintenance of locks and other equipment, in addition to personnel necessary to provide security to buildings and content. Keys will be issued to building Principals through procedures which assure maximum security.

Key control procedures will be established by the Facilities Director and approved by the Superintendent.