

**ACCESS TO SCHOOL BUILDINGS**

The following policy pertaining to access control systems and keys is designed to safeguard against unauthorized access to school buildings.

1. Access control systems and/or keys will be given to the Superintendent, Building Principals, supervising custodians of each school building and/or other authorized individuals.
2. Teachers and authorized school staff will have access control or keys to their assigned school classrooms and school buildings at the discretion of the Superintendent.
3. The coaches may use the gyms, lockers, showers, fields, and courts for practice and games only. The Athletic Director and Building Principal are responsible for securing spaces through the on-line scheduling platform. Coaches are responsible for locking doors and ensuring that all participants have left the building when practice or games are over.
4. Access Control and/or keys to outside doors and boiler rooms of all school buildings will be given to the Fire Department for use in cases of emergency at times when the buildings are not occupied.
5. If school facilities are being used by organizations in accordance with Policy KF - Facility Use, the doors may only be unlocked at the specific times permitted by the approved KF – KF-R Facility Use Form. Organizations using school facilities must conform to the hours approved.

Reference: KF – KF-R Facility Use Form

Proposed: 05/26/92

NHSBA Review: 04/04/14

Adopted: 07/09/92

Revised: 08/03/92

Revised: 03/20/00

Proposed: 04/18/2022

Adopted: 06/06/2022