

ACCESS TO BUILDINGS

The following procedure pertaining to keys are designed to safeguard against unauthorized access to buildings:

- A. Keys or keyless pass device to all district exterior and interior doors will be given to the:
 - 1. Superintendent of Schools
 - 2. Rapid City Police Department
 - 3. Pennington County Sheriff
 - 4. Rapid City Fire Department
 - 5. Construction and Maintenance Coordinator
 - 6. Buildings and Grounds Coordinator
 - 7. Maintenance Staff
 - 8. Transportation and Warehouse Manager
 - 9. Warehouse Drivers
 - 10. Coordinator of Federal Programs – Special Education and Student Services

- B. Keys or keyless pass device to all district exterior doors will be given to the:
 - 1. Assistant Superintendent of Administrative Services
 - 2. Assistant Superintendent of Fiscal and Support Services
 - 3. Food Service Supervisor
 - 4. Senior Administrative Assistant to the Superintendent

- C. Keys or keyless pass device to all exterior and interior doors at a specific location will be given to the:
 - 1. Principal
 - 2. Assistant Principal
 - 3. Building Specific Staff

- D. Keys or keyless pass devices to all district exterior doors and keys to the IT Server room will be given to the:
 - 1. Information Technology Technicians

- E. Keyless pass device to all exterior doors at a specific location and access to the key box.
 - 1. Custodial Support Staff

- F. Keys or keyless pass devices that are checked out to staff at the beginning of the school year will be returned or turned off during check out with the building principal/administrator at the end of the school term or the end of their employment.
- G. When facilities are in use outside of the school day, staff is responsible for locking doors and checking to see that all students are out of the facility when the activity is over. All activities will be scheduled according to district policy KG.
- H. Vendors, contractors and delivery personnel will not be provided keys or keyless pass devices unless called for in their contract or as directed by the Construction and Maintenance Coordinator. A list (ECAA-E) of non-district staff having keys or keyless pass devices will be kept and updated in the Office of Facility Management.
- I. Non-district personnel are required to check in with the principal's office upon entry to the facility. Service personnel will be escorted by the custodian to their work area and will check out at the principal's office upon completion of their assignment.
- J. Visitors to district facilities are required to check in with the principal's office upon entry to the facility. Visitors will be escorted by staff to their destination. Visitors will check out at the principal's office upon completion of their visit.
- K. Rental of school facilities and the issuance of keys or keyless pass devices is governed by district policy KG.

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