

**1.0 POLICY:**

The Board recognizes the need for strict security of buildings within the District. The Board recognizes the control of entry into the buildings is a major part of that security. For that reason, the Board directs that any code given to any individual to access a building shall only be given on a need-to-access basis.

The failure to follow this policy shall be considered willful neglect of duty.

The superintendent shall be responsible for having procedures developed that ensure this process is followed.

**2.0 CROSS REFERENCE:** N/A

**3.0 REVISION HISTORY:**

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
15-Feb-94	A	Adopted
22-Sep-03	B	Reformatted
15-Dec-03	C	Legal references reviewed and revised as necessary
22-Nov-04	D	Revised
22-Sep-10	E	Revised format
07-May-13	F	Blanket approval granted by Board of Education to update all policies to approved format and to remove two sections: 2.0 Legal Reference and 5.0 PCF Framework

**\*\*\* End of Policy \*\*\***