

**ACCESS TO BUILDINGS**

The following school officials shall have access to all school buildings:

1. Superintendent of Schools and Cabinet members.
2. Supervisor of Buildings and Grounds.
3. Supervisor of Custodians.

In addition, Building Principals, Associate Principals, and Instructional Supervisors have access to their individual buildings. Teaching staff may be approved for access at specific times by the School Principal only for the purpose of conducting school-related business.

Only the above officials may gain access to school buildings after school hours, and then only for the purpose of conducting school-related business.