

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 544</b>
	<b>Access to Buildings/Keys</b>
	APPROVED: September 2013
Page 1 of 2	AMENDED/REVIEWED: September 2019
LEGAL REFERENCE:	Section 52, 53, 68, 197, 222, 256 Education Act Petty Trespass Act

## Background

It is necessary to control access to Division buildings in order to protect property.

Nonetheless, a teacher shall have access to his/her assigned school at any time to prepare his/her work, provide instruction, related functions, and extra-curricular activities. If this access is outside the regular school day and at a time when custodial staff is not on duty, he/she is responsible for the security of the building.

When caretakers are on duty, every effort must be made so as to not interfere with the performance of custodial/maintenance duties.

In this Administrative Procedure a key refers to any legal tool of entry.

## Procedures

1. The Principal is solely responsible for the keys to his/her school except those issued to the Maintenance staff. The Principal:
  - 1.1 May obtain whatever number of keys he/she feels are necessary to the successful operation of his/her school.
  - 1.2 Must sign for keys and be prepared to account for them at any time.
2. All keys are to be obtained from the Director of Operations or designate. It is contrary to a lawful order of the Board for anyone to cut or cause to be cut Division keys except through the Director of Operations or designate.
3. Keys are to be formally requested by written notice stating the name of requestor, description and serial number of key, where applicable, then forwarded to the Director of Operations or designate. The order will be filled within forty-eight (48) hours.
4. Broken keys are to be returned to the Director of Operations or designate for replacement.
5. Keys no longer required must be returned to the Director of Operations or designate immediately.
6. The Principal must enforce all the general and specific procedures regarding keys as outlined herein.
7. To lend a key on any pretext whatsoever is contrary to Division procedures.

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8. Any loss of a key must be reported to the Director of Operations or designate at once. In certain cases, such loss may involve lock replacement, a decision left to the discretion of the Director of Operations or designate.
9. Every precaution must be taken to ensure the security of school keys.
  - 9.1 No keys must be left on shelves, in unlocked drawers, or hanging on hooks or any other accessible place.
  - 9.2 Keys must either be carried on the person or kept in a secure place at all times.
  - 9.3 Keys should not be kept on school labelled lanyards or school badges.
10. Doors must be locked, lights turned off and the security system armed when leaving the building unoccupied.