

Fort McMurray Catholic Schools Operating Policies and Procedures

OP 111 - Control of School Keys

Policy

School keys will be provided to teachers during the school year.

Procedures:

1. The principal shall be responsible for the establishment of an accounting procedure to manage the distribution and collection of all school keys.
2. The principal shall approve all requests for new keys and shall submit such request to the Director of Maintenance.
3. The principal shall ensure that procedures in order to maintain security have been developed.
4. The Principal shall collect all keys from staff on the last day of the school year and/or when staff leave the school and lock them in the school key holder.
5. The Principal shall ensure that no staff has access to the school during the summer break except for the Principal, Vice-Principal and School Secretary.
6. The Associate Superintendent (Business & Finance) is the approving authority for the release of Grand Master keys. Unless specifically authorized, Grand Master shall only be issued to Senior Administrators and the Director of Maintenance.

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