

ACCESS TO BUILDINGS

Background

The Principal is delegated the authority to issue school keys and codes to staff members. He/she, in turn, accepts responsibility for the security of the school and for ensuring that it is used only for activities and purposes approved by the District.

Keys and alarms codes for non-school building will be controlled as follows:

Service Support Centre (SSC): Director of Facilities

Catholic Education Centre (CEC): Secretary-Treasurer

Procedures

1. The Principal shall maintain a key inventory and shall control the distribution of keys to authorized staff members. A log shall be maintained showing who has been provided keys.
2. The Director of Facilities shall maintain alarm code inventory for all facilities.
3. For purposes of security and maintenance, the Director of Facility has the sole responsibility for having keys cut. The supply of master keys/codes is to be kept to a minimum.
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. Lost keys shall be reported to the School Principal and the Director of Facilities. A fee of \$ 50 shall be charged for the replacement of a lost key.
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. Other staff may be granted permission to access the school if duly authorized in writing by the Principal.
6. The Associate Superintendent, Business and Finance, is the approving authority for the release of Grand Master keys. Unless specifically authorized, Grand Master shall only be issued to Senior Administrators, the Director of Maintenance and other Maintenance Staff needing access to all facilities,
7. Locks may be changed only by the Director of Facilities and only after having received the concurrence of the Principal or the Associate Superintendent Business Services.

Approved: March 2019

Reference: Section 18, 20, 27, 60, 61, 96, 113, 116, 117 School Act
 Petty Trespass Act