



Background

The security of divisional facilities, equipment and materials is a responsibility of the principal through the control of who has access to the school.

Procedures

1. The principal shall have possession and control of all spare entrance keys and is the only staff member that has the authority to duplicate keys.
2. The principal shall advise all staff members in possession of an entrance key that they are to report any lost keys immediately.
3. The principal shall request the maintenance supervisor to rekey the school when necessary.
4. The principal shall exercise complete discretion over the distribution of inside keys.
5. The principal shall provide individual alarm access code to each staff member and ensure that any outside user groups or contractors receive a different access number. Once these individuals complete their respective duties in the school, their codes shall be removed from the system.
6. The principal shall ensure that at least annually, the alarm access codes to the school are changed.
7. The Maintenance Department staff will have a separate access code to accommodate their after hours access when and where needed.