

BURNABY
SCHOOL DISTRICT 41

POLICY STATEMENT

POLICY NUMBER:

7.05.00

*developed by the Board of School Trustees of School District 41 – Burnaby
in accordance with established procedures for policy development.*

POLICY TITLE: SCHOOL KEYS AND BUILDING SECURITY

Date Adopted: 1973-09-11

CROSS REFERENCE(S)

Date(s) Revised:

Statutory : S.A. 93 1; 103 (2) (c) (iv) A

Other:

PREAMBLE

Keys to locking mechanisms are essential in securing buildings and in controlling access to them. Lost keys threaten security, placing buildings and their contents at increased risk from theft and vandalism.

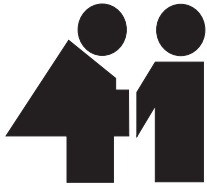
Intruder alarms assist in securing buildings, but they may cause logistical problems for small schools.

POLICY

PRINCIPALS SHALL ASSUME RESPONSIBILITY FOR ESTABLISHING A CONTINUING REGISTER OF ALL KEYS TO BUILDINGS WITHIN THEIR JURISDICTION. THEY SHALL MAINTAIN PROCEDURES FOR THEIR ISSUE, BOTH TO STAFF AND TO AUTHORIZED PERSONS “OUTSIDE” THE SCHOOL SYSTEM.

OBJECTIVE

To maximize security of schools and to control access to them.



ADMINISTRATIVE REGULATIONS & PROCEDURES

REFERENCE POLICY NUMBER:

7.05.01

BURNABY
SCHOOL DISTRICT 41

established and revised by the Superintendent of Schools in Burnaby to ensure district implementation of Burnaby School Board policies and directives.

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ADMINISTRATIVE PROCEDURES

1. Principals may issue keys and/or security numbers to staff members on either a short term or long term basis. Security numbers can be obtained through the office of the Manager of Facilities Services.
2. A key and/or security number may be issued to an “outsider” for an “after-hours” activity with the agreement of the principal and the Manager of Facilities Services.
3. Where there is an intruder alarm, it may be set in advance by the custodian if it is possible to exit by an outside classroom or fire escape door. Otherwise, the last person leaving the building will set the alarm and lock the exit door upon leaving the building and will return the key(s) via the mail box.
4. The key register should indicate the type of key, dates of issue and return; and the name, security number, and signature of the borrower.