

## SCHOOL KEYS AND BUILDING SECURITY

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### 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.**

### OBJECTIVES

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

### REGULATIONS

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 Director of Facilities.
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 Director of Facilities.
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.

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Date Adopted: 1973-09-11  
Date(s) Revised:

Cross References:  
Statutory: School Act 93 (1)  
Other: