

# SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

## POLICY MANUAL

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Revision:	0

### MANAGEMENT REGULATION

#### Administration of Keys to District Buildings

##### 1. School Staffs

1.1 The school principal or designate is responsible for the distribution and recording of all school keys in accordance with the procedures contained in this regulation. **UNDER NO CIRCUMSTANCES** are keys to be duplicated or allowed out of the possession of the person to whom they were issued. Keys will only be issued to district employees, except under exceptional circumstances and only for short periods of time with records being filed at the school and retained upon return of keys.

##### 1.2 Master Keys

Master keys are to be entrusted to the school principal or designate, who will ensure that a record is kept of their distribution. Four school master keys will be issued to each school.

##### 1.3 Exterior Door Keys

All exterior doors in a particular school are keyed alike. Exterior door keys may be **signed out** to staff members. A record must be kept of keys issued.

##### 1.4 Group Keys

Larger schools may have a further separate keying of instructional groups; e.g., physical education, science, shops, or commercial. These group master keys may be issued to selected staff on a school-year basis. A record must be kept of distribution. All group master keys must be collected at the end of each school year and re-distributed at the beginning of each school year.

1.5 Lock-ups/Classroom Storage Areas

Keys to these areas may be issued to individual teachers on a school-year basis and must be collected at the end of each school year.

1.6 Portable Classrooms

At each school site all portable classrooms will be keyed alike and will be accessible with the school master key. All portable classrooms are to be locked when not occupied.

1.7 All Other Door Keys

All school keys other than master keys and exterior door keys are to be kept in a marked key box in a secured area, accessible only to the school principal or designate. Keys from this box must not be taken from the school. Keys from this box may be issued to staff members by the school principal or designate.

1.8 Lost Keys

Lost keys must be reported immediately to the school principal, who will in turn report the loss to the Maintenance Department.

1.9 Unauthorized Entry

1.9.1 Individuals to whom keys are issued will be held fully responsible for unauthorized or improper use of keys.

1.9.2 Costs incurred by the district resulting from unauthorized or improper entry to facilities during non-instructional periods may be charged to the school.

**2. Maintenance and Custodial Staffs**

2.1 All regular maintenance employees will be issued grand master and district gate keys by the Maintenance Department, which will ensure that a record is kept of keys issued.

2.2 Continuing temporary maintenance employees may be issued grand master and/or gate keys if necessary for the performance of their duties. Any keys issued to these employees will be returned on completion of their temporary assignment.

2.3 Temporary maintenance employees will not be issued grand master keys except under special circumstances.

- 2.4 All regular custodians and janitors will be issued a master key to the school at which they work by the Maintenance Department. The Custodial Supervisor will keep a record of all keys issued to custodians and janitors.
- 2.5 Temporary janitors will be issued a school master key for the period of their employment at that school. At the end of their assignment at a school they must return their master key to the Custodial Supervisor.

2.6 Lost Keys

Lost keys must be reported immediately to the Maintenance Department or to the Custodial Supervisor.

2.7 Unauthorized Entry

Maintenance and custodial employees to whom keys are issued will be held fully responsible for unauthorized or improper use of keys.

3. **School Board Office Staffs**

- 3.1 Senior management and excluded staff will be issued grand master and district gate keys. The Maintenance Department will keep a record of keys issued.
- 3.2 All other school board office employees will be issued a master key to the building on a per use basis, if required.

3.3 Lost Keys

Lost keys must be reported immediately to the Maintenance Department.

3.4 Unauthorized Entry

School board office employees to whom keys are issued will be held fully responsible for unauthorized or improper use of keys.