

Administrative Procedure 541

Business Administration

BUILDING ACCESS

BACKGROUND

The Charter Board has the authority to provide and maintain adequate real and personal property for its administrative and educational purposes. Because of the large investment in school and Charter Board buildings, equipment, furniture and supplies and the need to protect the confidentiality of personal and administrative files, it is incumbent on the Charter Board to ensure the security of all its premises.

DEFINITIONS

1. "Key" refers to any legal tool of entry (e.g., keys, fobs, cards, etc.).

PROCEDURES

1. Employees shall have access to assigned schools to prepare classrooms, provide instruction, attend related functions, and supervise extra-curricular activities.
 - 1.1 If access is outside of the regular school day and at a time when custodial staff are not on duty, the Principal will first inquire about the necessity for a boiler check before granting approval to staff. Once approval has been granted, the staff member will be responsible for the security of the building.
 - 1.2 During school breaks and extended holidays, staff shall not be permitted in the building during times specified by the Facility Manager that may interfere with scheduled cleaning, maintenance and/or renovation, and construction activity. A schedule of these activities shall be provided to the staff by the Principal.
 - 1.3 Staff members shall abide by the onsite working alone protocol.
2. When custodial staff are on duty, staff members shall make every effort to avoid interfering with the performance of the custodial/maintenance duties.
3. The Principal is responsible for the keys to the school. The Principal:
 - 3.1 may obtain the number of keys necessary for the successful operation of the school; and
 - 3.2 shall sign for keys, distribute, and account for them at all times.
4. The Principal shall enforce general and specific procedures regarding keys as outlined herein.
5. Keys are obtained from and replaced by the Facility Manager. No one else shall cut or make a Charter Board key.
6. The Facility Manager is responsible for the maintenance of locks and other equipment necessary to provide security to buildings and contents.
7. Keys will be issued to building principals through procedures approved by the Superintendent which assures maximum security.
8. Principals can request keys/fobs by completing a Westmount Facility Key/Key Fob Request Form and submitting the form to the Facility Manager.
9. Broken keys must be returned to the Facility Manager for replacement.
10. Keys no longer required shall be returned to the Facility Manager.
11. To lend a key on any pretext is contrary to Charter Board procedures.

12. Any loss of a key shall be reported immediately to the Facility Manager upon discovery so that appropriate measures may be taken to protect the property of the Charter Board. In certain cases, such loss may involve having to rekey each lockset, a decision left to the discretion of the Facility Manager.
13. Every precaution must be taken to ensure the security of school keys.
 - 13.1 Keys shall not be left on shelves, in unlocked drawers, hanging on hooks, or in any other accessible place.
 - 13.2 Keys shall be carried on the person or kept in a secure place at all times.
 - 13.3 Keys shall not be kept on school labelled lanyards, on school badges, or with school documents.
14. Doors must be locked, lights turned off, and the security system armed when the last employee leaves the building.
15. The cost for additional keys, replacement keys, and rekeying of locksets shall be a school expense.

Legal Reference: *School, Act, Petty Trespass Act*
Cross Reference:
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