

CODE: DCAA.AR

EFFECTIVE DATE: (29-01-2020)

TOPIC: School Keys

ISSUE DATE: (29-01-2020)

REVIEW YEAR: (2015)

REGULATION

1. School keys shall be issued through Facilities Maintenance.
2. In the event that new locks are installed in Division facilities, duplicate keys and key codes shall be retained by Facilities Maintenance.
3. All keys to Division facilities shall be issued to decision unit administrators only. Decision unit administrators are responsible for issuing keys to decision unit employees and to provide one key to the Fire Department for placement in the exterior lock box.
4. Only the Fire Department shall have access to the exterior lock box and the Fire Department will be responsible for replacing the key in the box if they remove it.
5. All employees shall sign for any keys that are issued to them and shall return the keys to the principal or designate on or before the final day of employment with that decision unit.
6. Duplication of Division keys shall be carried out by Facilities Maintenance only.
7. Staff members shall be responsible for Division keys that are issued to them.
8. Lost or misplaced keys shall be immediately reported to the decision unit administrator and Security Services (780-429-8295).