



<b>SECTION:</b>	<b>Facilities Development</b>	<b>APPROVAL DATE:</b>
<b>SUBSECTION:</b>	<b>Facilities Management</b>	<b>April 20, 1970</b>
<b>POLICY NAME:</b>	<b>Possession of Keys to Schools</b>	<b>LAST REVISED:</b>
<b>POLICY NUMBER:</b>	<b>R.FD.E.2</b>	<b>January 1, 1998</b>

1. PERMANENT OR EXTENDED POSSESSION OF KEYS:
  - a) Keys to all schools, sufficient to allow entry into all parts, shall be retained in the Board office, under the control of the Physical Plant Department.
  - b) The principal, vice-principal and caretakers of each school shall have keys sufficient to allow entry into all parts of that school.
  - c) The Principal of Continuing Education shall be issued exterior Medeco keys and interior keys to allow entry into school areas as required. The Manager of Physical Plant shall not issue these keys until approval is first received from the Principal of the respective school.
  - d) Where there exists an agreement between the Board and a parish governing the parish use of school facilities the pastor of the parish may have, if he so wishes, keys sufficient to allow entry into the gymnasium area of the school, or schools, cited in the agreement.
  - e) A principal may issue, to a member of his teaching staff, keys sufficient to allow entry to that teacher's classroom.
  - f) Where there is not a vice-principal assigned to a school the principal may assign a complete set of keys to the Teacher-In-Charge at the school.
  - g) In the High Schools the principal may assign an exterior Medeco key and appropriate interior keys to a maximum 6 per school.
  - h) An exterior Medeco key for each school shall be placed in an exterior key box at each school for use by the Fire Department only.
  - i) An interior Master key for each school shall be placed in an interior key box at each school for use by the Maintenance Department only.
  - j) The Manager of Physical Plant may assign exterior Medeco keys to appropriate maintenance and custodial staff for schools as required. Also exterior Medeco keys may be assigned to specific Maintenance Contractors, as may be required from time to time.
  - k) The Manager of Physical Plant may issue Medeco keys to organizations to gain entry to schools as specified in the Board's Community Use of Schools Policy.
  - l) The Physical Plant Department shall:
    - i) have prepared, and-kept current, a list of those who have permanent and extended possession of exterior Medeco keys.
    - ii) ensure that receipts for exterior Medeco keys are signed and retained in the Board office. Exception: Receipts for exterior Medeco keys issued by a principal to members of his teaching staff are retained by the principal.
    - iii) ensure that only those persons specified above be given permanent or extended possession of Medeco keys to schools.
  - m) The Principal of each school shall:

- i) have prepared, and-kept current, a list of those who have permanent and extended possession of interior keys.
  - ii) ensure that receipts for interior keys are signed and retained in the School office.
  - iii) ensure that only those persons specified above be given permanent or extended possession of interior keys to schools.
  
- 2. CASUAL POSSESSION OF KEYS:
  - a) A person is considered to have casual possession of a key if it has been lent, for a short period, by someone who has permanent or extended possession of that key.
  - b) The Board considers that the ultimate responsibility for any misuse of a key lies with the person who has permanent or extended possession of that key.
  - c) Unless the circumstances demand it, no one should be given casual possession of a master key or exterior Medeco key without prior permission of the School Principal or in the case of the maintenance and custodial staff, the Manager of Physical Plant.
  
- 3. DUPLICATION OF KEYS:
  - a) Only blanks provided by the Manager of Physical Plant shall be used to duplicate keys to schools.
  - b) Keys shall not be duplicated without the approval of the Manager of Physical Plant and shall only be duplicated by a firm authorized by the Physical Plant Department.
  - c) All requests for the duplication of keys shall be made to the Manager of Physical Plant and, if the request is allowed, he shall ensure that the requisite number of copies are made.
  
- 4. SURRENDER OF KEYS:
  - a) Any person, except a classroom teacher, who has permanent or extended possession of keys because of a position held, or through Community Use of Facilities shall surrender those keys to the Board's designated representative when the position is vacated or at the termination of Community Use. (All groups using school facilities for extended periods shall return keys at the end of each school term and reapply for such use for the next term if desired.)
  - b) A classroom teacher who has keys shall surrender those keys to the principal before the last school day of each school year.
  - c) A person who has casual possession of a key shall surrender that key to the lender when the purpose for which it was lent has been achieved.
  - d) The Board reserves the right, on request, to regain possession of all keys to schools.
  
- 5. LOSS OR DAMAGE OF KEYS:
  - a) A person who has permanent or extended possession of a key shall immediately report its loss or damage to his/her supervisor/principal who shall report such loss to the Manager of Physical Plant.
  - b) A person who has casual possession of a key shall report its loss or damage to the lender who shall immediately report to his/her supervisor who shall report such loss to the Manager of Physical Plant.
  - c) The replacement of lost or damaged keys shall be governed by the regulations listed under Section 3 above. A damaged key must be surrendered to the Manager of Physical Plant before a replacement is issued.
  
- 6. KEYS TO NEW SCHOOLS:
  - a) The original keys to a new school or addition shall be given into the keeping of the Manager of Physical Plant.
  - b) Ceremonial keys may be kept in the school and displayed.