

ADMINISTRATIVE PROCEDURE 651 ACCESS TO BUILDINGS

School keys and/or access control fobs may be issued to staff members at the discretion of the principal. Principals are responsible for maintaining a record of all keys and/or access fobs issued and for the recovery of all keys and/or fobs.

All keys must be ordered through the school principal through the service request system. At no time are keys to be otherwise duplicated. The key shall also be for the exclusive use of that staff member.

Site administrators are responsible for development of procedures for checking the wellbeing of employees that may be working alone or occupying the building after normal working hours.