

Procedures

1. The Principal is responsible for the security of the school, its equipment and materials.
2. The Principal will be provided one entrance key from the Divisional Office for each staff member who requires one.
3. The Principal shall advise all staff members in possession of an entrance key that they are to report any lost keys immediately.
4. The Principal shall have possession and control of all spare entrance keys and is the only staff member that has the authority to duplicate keys.
5. The Principal shall provide the necessary keys to the caretaking and maintenance staff. They responsible to the Principal for the care and control of the keys issued to them.
6. The Principal shall exercise complete discretion regarding the distribution of inside keys.

Reviewed/Revised: March 2014, November 2014