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## **BUILDINGS AND GROUNDS SECURITY**

### **Background**

The principal is delegated the authority to issue school keys, fobs, and security access codes to staff members. They, in turn, accept responsibility for the security of the school and for ensuring that the school and grounds are used only for activities and purposes approved by the Division.

Facility Services is delegated the authority to issue keys, fobs, and codes for all non-school buildings and is responsible for the security of non-school buildings.

### **Procedures**

1. Principals are to establish the level of access to grounds and/or buildings for each of their employees or users and to distribute keys, fobs, and security access codes according to established procedures.
  - 1.1. Each principal will maintain a key, fob, and code inventory for the school.
2. For purposes of security and maintenance, Facility Services has the sole responsibility for having keys cut, fobs and codes changed. The supply of master keys is to be kept to a minimum.
3. Locks may be changed only by Facility Services and only after having received the concurrence of the principal or the Office of the Superintendent.
4. Facility Services will maintain a key, fob, and code inventory for non-school buildings.
5. No person will disturb or interrupt the proceedings of the school.
6. No person will loiter or trespass in a school building or on property owned by the Division.

Reference: Section 33,52,53,68,196,197,204,222,225,256 Education Act  
Petty Trespass Act

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