



Access To School Buildings

Administrative Procedure 6.010

Board Governance Policy Cross Reference: 1, 2, 3, 12, 13, 16, 18

Legal Reference:

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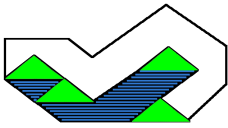
Access to Schools

The Principal of a school may provide teachers in his/her school with a key, card or Fob (hereafter referred to as Key) for an entrance door provided the teacher signs the Key Release Form.

Teachers shall be informed of the estimated cost of replacing locks and keys, and may be held responsible for such costs.

The Principal is responsible to collect keys and FOBS from staff that will be leaving the school permanently.

Keys belonging to the School District are the responsibility of the person to whom they are issued. Duplicates of these keys may not be cut except with the express permission of the Facilities Manager.



Key Release Form

I, _____, HEREBY accept a key to gain admittance to the
_____ School, and so agree to the following

conditions:

1. That I shall return the key to the Administration Office of the School at any time requested to do so by the school administration or at the termination of my employment.
2. That in the event that I lose the key, I shall be required to pay for the replacement costs of all necessary locks and keys to ensure security of the building
3. That in the event that a key is not returned and I have not made payment, I hereby authorize the School District of Mystery Lake to deduct the replacement cost from my salary.

DATE

SIGNATURE

PRINCIPAL