

JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD
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ADMINISTRATIVE PROCEDURE BUSINESS ADMINISTRATION: NO. 528	
Effective	August 21, 2019
Last Revised	August 15, 2023

KEY CONTROL

PURPOSE

This administrative procedure has been developed by system and school administrators of the James Bay Lowlands Secondary School Board to supplement Board Governance Policy GOV-37 Security: Property Damage, Theft, Break-In.

This administrative procedure describes the measures taken by the Board to demonstrate effective stewardship in protecting Board property from loss or damage.

PROCEDURES

1. Board Equipment

The James Bay Lowlands Secondary School Board operates buildings containing equipment, furniture, and supplies which require protection from theft and/or vandalism. The Board is committed to ensuring the security of buildings and contents by means of a key control system as outlined in this administrative procedure.

2. Key Control System

2.1. A key control system will be established for each Board facility. The facilities manager shall be responsible for coordinating all aspects of the key control system and supervising this procedure.

2.2. A record of all master keys and duplicates shall be maintained and kept in the maintenance section of the Board office.

2.3. The facilities manager shall be responsible for the issuing of master keys. School master keys will be issued to the principal. The facilities manager will issue master keys for the school and other Board buildings.

2.4. Master keys shall not be duplicated without the consent of the facilities manager. The loss or theft of a master key must be reported immediately to the facilities manager, who will make arrangements for the replacement of the key or take other appropriate action.

2.5. The principal shall be responsible for issuing classroom keys to teaching staff.

- 2.6. The principal may issue an entrance key to a teacher where the principal is of the opinion that such is required in order to permit the teacher to carry out his/her normal teaching duties.
- 2.7. The principal or facilities manager may issue entrance keys to outside groups or individuals provided such groups or individuals have been granted permission to use the school facilities and provided no Board staff is available to secure the building. These keys must be issued for a limited time and in the case of a group, it must be issued to the responsible individual of that group, who will not provide the key to any other person.
- 2.8. All keys issued by the principal or facilities manager shall be recorded on a master tracking sheet.

3. Keys Issued to Staff Members

- 3.1. All keys issued to staff members must be collected by the principal at the end of the school year or at the time of the teacher's resignation.
- 3.2. All Board staff, regardless of position, are required to sign out entrance keys to the school, using Form 528-01 Key Control Sign Out Sheet.
- 3.3. A clause is inserted on Form 528-01 Key Control Sign Out Sheet providing for a deduction from salary of an amount of \$350.00, or such other amount that the Board may decide, to cover the cost of replacing entrance locks on the school in the event that the individual who signed out the key(s), loses them or has them stolen.
- 3.4. The principal, vice-principal, executive secretary/office manager, the computer technician, and the head custodian will sign out and be issued master keys to the school on a permanent basis while in the employ of the Board.
- 3.5. Department heads will sign out and be issued entrance keys on a school year basis while in the employ of the Board.
- 3.6. Maintenance and custodial staff will sign out and be issued master keys to the school on a daily basis to perform their duties.
- 3.7. Other staff will be allowed to sign out and be issued keys on a needs basis only.
- 3.8. All staff who have keys on a school year basis must turn in their key(s) at the end of each school year.
- 3.9. The principal or his/her designate will have control of the keys in the school. All school keys are the ultimate responsibility of the facilities manager.
- 3.10. The Corporation of the Town of Moosonee recreation director will sign out and be issued keys for the gymnasium and swimming pool areas on a permanent basis while in the employ of the Board.

REFERENCE DOCUMENTS

Legal:

Education Act, Section 169.1 Duties and Powers of Boards: Promote student well-being

Education Act, Section 265 Duties of Principal: Care of pupils and property

Education Act, Section 286 Duties of Supervisory Officers: Supervise business functions

Board:

Board Policy GOV-20 Safe School Environment

Board Policy GOV-24 Occupational Health and Safety Committee

Board Policy GOV-34 Board Liability Insurance

Board Policy GOV-37 Security: Property Damage, Theft, Break-in.

Administrative Procedure 530 Staff and Student Use of School Equipment

FORM AP 528-01 Key Control Sign-Out Sheet

FORM AP 528-02 Key Control Record

**JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD
NORTHERN LIGHTS SECONDARY SCHOOL**

**ADMINISTRATIVE PROCEDURE 528: KEY CONTROL
FORM 528-01 KEY CONTROL SIGN OUT SHEET**

I, _____, HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING KEY(S) TO NORTHERN LIGHTS SECONDARY SCHOOL:

- 1. KEY I.D. NUMBER _____ MASTER KEY FOR SCHOOL
- 2. KEY I.D. NUMBER _____ OUTSIDE ENTRANCE KEY FOR SCHOOL
- 3. KEY I.D. NUMBER _____ OTHER SCHOOL KEYS

IN CONSIDERATION OF ACCEPTING KEYS LISTED IN LINE No. 1 AND/OR No. 2, I HEREBY ACCEPT FULL RESPONSIBILITY FOR ITS/THEIR SECURITY, AND IN THE EVENT THAT EITHER OR BOTH ARE LOST OR STOLEN, I HEREBY AGREE TO REPORT THE LOSS IMMEDIATELY TO THE PRICIPAL OR HIS/HER DESIGNATE AND I HEREBY FURTHER AGREE TO IRREVOCABLY AUTHORIZE THE BOARD OFFICE TO DEDUCT \$350.00 FROM MY REGULAR PAY.

I ACKNOWLEDGE RECEIVING A COPY OF ADMINISTRATIVE PROCEDURE 528 KEY CONTROL WHICH IS ATTACHED HERETO, AND ACKNOWLEDGE THAT KEYS ARE NOT TO BE DUPLICATED WITHOUT AUTHORITY OF THE FACILITIES MANAGER.

SIGNED THIS _____ DAY OF _____, 20_____

IN THE CORPORATION OF THE TOWN OF MOOSONEE, IN THE DISTRICT OF COCHRANE.

Signature of Employee

Position

Distribution: ORIGINAL IN PERSONNEL FILE AT BOARD OFFICE
COPY IN SCHOOL OFFICE (Maintained by Admin. Assistants)
COPY IN FACILITIES MANAGER'S OFFICE