



CALGARY BOARD OF EDUCATION

Administrative Regulation 8015 - Key Control

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Purpose **1** The purpose of this regulation is to ensure that school buildings are safe and secure for the students, staff, and lessees and to require accountability of all key and access cardholders when entering, using and leaving a Calgary Board of Education building, and to protect Calgary Board of Education staff, schools, and buildings.

Responsibility for keys **2** Each person using Calgary Board of Education keys or access cards is responsible for the management and safekeeping of that Calgary Board of Education key or access card and for ensuring that there is appropriate security to prevent unauthorized use of the key or access card and unauthorized access to Calgary Board of Education schools and buildings.

Key standards **3(1)** All cutting of keys, re-keying of locks, repair or replacement of door architectural hardware, keys and locks and programming of access cards, for all Calgary Board of Education facilities must be requisitioned through the Locksmithing Shop, Facility Operations Services.

(2) This requirement is in place in order to maintain the integrity of the key and access card systems installed in Calgary Board of Education facilities and to ensure compliance with the Alberta Building Code,

Alberta Fire Code and Calgary Board of Education policies, regulations and procedures.

- Grand Master Outside Key**
- 4(1)** The “Grand Master Outside Key” means the key that provides access to all Calgary Board of Education schools and buildings.
- (2) The Security Monitoring Centre may issue the Grand Master Outside Key to:
- (a) Facility Operations Services Managers,
 - (b) Facility Operations Services staff as designated by Facility Operations Services Managers,
 - (c) Distribution Services; and
 - (d) City of Calgary Fire and Police department officials.
- CLC Master Key**
- 5(1)** The “CLC Master Key” means the key that provides access to all schools in a Collaborative Learning Community.
- (2) The Security Monitoring Centre may issue the CLC Master Key to:
- (a) the Collaborative Learning Community Director, and
 - (b) Collaborative Learning Community staff designated by the Collaborative Learning Community Director.
- School Outside Access Key or School Access Card**
- 6(1)** “School Outside Access Key” or “School Access Card” means the key or access card that provides access to a school building.
- (2) The Security Monitoring Centre may issue the School Outside Access Key or the School Access Card to the following staff at a school:
- (a) the principal;
 - (b) each assistant principal;
 - (c) each vice principal;
 - (d) school business manager and administrative secretary;
 - (e) school resource officer; and

- (f) authorized lessees of space within the school.
- (3) In addition to the keys issued in section 6(2), Facility Operation Services will provide additional keys so that teaching staff may use schools after hours. Each school will receive two (2) additional outside, school access keys for a teaching staff of up to twenty. For schools with more than 20 teaching staff, an additional outside access key will be provided on the basis of one (1) key for each 20 teaching staff thereafter. Those keys must be signed out through the school principal or designate.

School Grand Interior Master Key or Zone Master Key

- 7(1) “School Grand Interior Master Key” means a key that will open all rooms in the school. “Zone Master Key” means the key that provides access to a all rooms within a school department or zone and may include a Collaborative Learning Community within a school.
- (2) Facility Operations Services may issue one (1) School Grand Interior Master Key to each of the following staff at a school:
 - (a) each facility operator,
 - (b) the principal,
 - (c) each assistant principal,
 - (d) each vice principal,
 - (e) each coordinator, and
 - (f) each school business manager and administrative secretary.
- (3) In addition to the keys issued under section 7(2), if a school is not zoned, Facility Operations Services may issue one (1) School Grand Interior Master Key to the following staff at a school:
 - (a) each department head, and
 - (b) each coordinator or curriculum leader, as the case may be.
- (4) If a school is zoned, Facility Operations Services issue the appropriate number of Zone Master Keys to the principal who is responsible for distribution of the Zone Master Keys to the following staff at the school:
 - (a) each department head, and

(b) each coordinator or curriculum leader, as the case may be.

- (5) In addition to the keys issued in sections 7(2) and 7(3), Facility Operation Services will provide additional keys so that teaching staff may use schools after hours. Each school will receive two (2) additional outside, school access keys for a teaching staff of up to twenty. For schools with more than 20 teaching staff, an additional outside access key will be provided on the basis of one (1) key for each 20 teaching staff thereafter. Those keys must be signed out through the school principal or designate.

Issuing school keys to school staff

- 8(1)** The principal or designate may only issue individual room keys to appropriate Calgary Board of Education instructional and school-based staff.
- (2) The principal or designate, Facility Operator or any Calgary Board of Education school staff member with a school key must not issue any other school keys to any other person including, for example,
- (a) an outside contractor working at the school, or
 - (b) a community, lease or parent group using a school.

Issuing school keys to other staff

- 9(1)** In addition to the issuance of keys under sections 4, 5,6 and 7, the Security Monitoring Center is responsible for the issuance of key sets required by authorized non-school-based Calgary Board of Education employees and authorized contractors.
- (2) The department authorizing the use of keys by non-school-based Calgary Board of Education employees or contractors is responsible to ensure the return of the key sets to the Security Monitoring Centre.

After hours access

- 10(1)** Calgary Board of Education departments are responsible for coordinating after-hours access requirements and activities of employees and contractor's working within their department with the Security Monitoring Centre.
- (2) The principal is responsible for coordinating after-hours school access for school-based Calgary Board of Education staff by ensuring that Security Monitoring Centre entry/exit procedures are understood and followed.

- Returning keys** **11(1)** The principal or designate, is responsible for ensuring that all keys and access cards issued to teaching and site-based staff, are returned when the staff member leaves the school.
- (2) All school-based staff who are leaving a school must return all keys and access cards issued to them to the principal or designate.
- (3) Facility Caretaking Services is responsible for collecting all keys issued to caretaking staff when they leave the school.
- (4) The Calgary Board of Education representative or supervisor responsible for the facility must collect all keys or access cards issued to an employee or contractor when that person is no longer employed by the department or the Calgary Board of Education.

- Lost or stolen keys** **12(1)** All lost or stolen keys or access cards must be reported to the Security Monitoring Center as soon as possible after the loss has been identified.
- (2) Following the loss or theft of keys or access cards, the building doors must be re-keyed or re-programmed.
- (3) The cost of re-keying or canceling and re-issuing access cards is the responsibility of the school, if the keys or access cards were issued or authorized by the principal or designate, otherwise it is the responsibility of the Calgary Board of Education department that authorized the issuance of the keys or access card.

Approved: May 13, 2003

References

- Governance Policy Reference:** • Executive Limitations: Asset Protection
- Contact Persons:** • Co-ordinator, Security Monitoring Centre,
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