



## **Access To Buildings**

### **Administrative Procedure 6.10**

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

**Legal Reference:**

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**Date Adopted: September, 1994**

**Date Amended:**

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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 will be responsible to collect keys from staff that will be leaving the school permanently.

**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 Evergreen School Division to deduct the replacement cost from my salary.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINCIPAL