


**Administrative Procedures 543**  
**Security, Break-In, Theft and Vandalism**

		<b>Adopted:</b> <b>June 28, 2011</b>  <b>Amended:</b> <b>July 4, 2013</b>
	<b>External References:</b> <ul style="list-style-type: none"> <li>• Education Act: Sections 85, 87, 109, 110, 116, 175, 231</li> </ul>	<b>Internal References:</b> <ul style="list-style-type: none"> <li>• Form 543-1 Break-In or Damage Report</li> <li>• Form 543-2 Restitution Calculation</li> </ul>

**Background**

The Division recognizes the need for appropriate security practices and procedures in each of the Division's facilities.

The Division further acknowledges the needs for each school and community differ as a result of staffing, joint use agreements, hours of operation, special events, etc.

The Principal has the authority and responsibility of ensuring all buildings and grounds of the Division under his/her care are operated in a safe and secure manner.

**Procedures**

1. No person shall disturb or interrupt the proceedings of the school.
2. No person shall loiter or trespass in a school building or on property owned by the Division.
3. Security systems shall be installed and operated in schools and in other buildings owned by the Division as a deterrent to unauthorized entry.
  - 3.1 Security systems shall be improved, expanded and upgraded as experience dictates and within budgetary provisions.
  - 3.2 The caretaker, shall be responsible for the coordination and operation of the security system, and will act as a liaison between the security monitoring, security service and the police, in order to ensure optimum protection.
4. The Principal shall advise staff members that, should they discover a break-in or school vandalism requiring immediate attention, the Principal or Vice-principal is to be notified immediately. Refer to Form 543-1 Break-In or Damage Report and Form 543-2 Restitution Calculation.
5. Principals are to establish the level of access to grounds and/or buildings for each of their employees or users and to distribute keys and security access codes according to established procedures.
6. Distribution of keys to school staff members shall be restricted to the following:
  - 6.1 Master keys to exterior and interior doors shall be issued to the Principal and Vice-principal.
  - 6.2 Exterior entry door keys will be issued to staff members at the discretion of the Principal.
  - 6.3 Classroom keys may be issued to staff members at the discretion of the Principal.

- 6.4 Keys to specialty areas will only be issued to staff members at the discretion of the Principal.
7. Grand master and master keys shall bear the mark "Do Not Duplicate". The caretaker shall arrange for duplicate keys to be cut when required.
  8. An inventory of keys is to be maintained for each facility. The Principal shall verify in June of each year that all keys are accounted for in accordance with records.
  9. Individuals are not to possess keys that have not been issued to them by the Principal.
  10. Keys shall not be loaned to students or unauthorized persons under any circumstances.
  11. Students may be admitted to school premises after normal school hours only under the supervision of a school staff member and with the knowledge and approval of the Principal.
  12. Lost keys shall be immediately reported to the Principal.
  13. Staff members are to return issued keys to the Principal upon leaving the Division or transferring to a position that no longer requires those keys.
  14. The Principal shall conduct an ongoing education program with staff members to emphasize the responsibility for building security. This program is to receive particular emphasis at the beginning of each school year to ensure that new staff members are aware of security problems and requirements.
  15. Security for the building (i.e., locking doors, turning out lights, setting the alarm) is the responsibility of the last authorized individual to use the facility.