



Rolling River School Division

ADMINISTRATIVE PROCEDURE

ECAB – BUILDING ACCESS AND VISITOR IDENTIFICATION

A priority of the Rolling River School Division is to promote a safe school environment. To meet this goal the Division will implement procedures to control access to divisional and school buildings.

- All school entrances will remain locked 24 hours a day. Exceptions to this must be requested by the School Principal and approved in writing by the Superintendent.
- Access to buildings and distribution of keys/fobs will be controlled as follows:

The Division will require all visitors to schools and offices to:

1. report to and sign in at the school office at the start and end of each visit.
2. wear a Rolling River School Division Identification tag during his / her visit to the school.

The exception to this will be at large school events where public access may be approved by the School Principal without visitor identification tags.

The School Principal will be responsible to assign appropriate staff supervision for entry into the event.

- All Division buildings will have intrusion alarm and/or surveillance systems to protect against illegal entry and vandalism. (Policy ECA – Video Surveillance)
- The Division will maintain a Grand Master – Master and Individual key and fob system.
- The Maintenance Supervisor will control and approve the creation of building keys, fobs, and access codes.
- Access after normal working hours will be limited to employees whose work, as approved by the Building Supervisor, requires such access on a regular basis.
- The Division will maintain an inventory of all employees who are approved for after-hours building access.

Grand Master keys/fobs will open all doors of any School Division building and will be issued to:

- Maintenance Supervisor
- Superintendent
- Information Technology Supervisor
- Computer Technicians
- Secretary-Treasurer
- Maintenance Workers
- Coordinator of Instruction, Curriculum, and Technology

- Coordinator of Student, Clinical, and Pre-Kindergarten Services

Master keys/fobs will open all interior and exterior doors in a specific school and will be issued to:

- Principal
- Vice-Principal
- Custodian and Cleaners
- School Secretary

To support a safe school environment, a school key or fob may be provided to the local law enforcement agency.

Outside door keys/fobs will open the main entrance exterior door and may be issued to employees who the Building Supervisor deems will require regular access to the building after normal working hours.

Inside room door keys/fobs will open specific office / classroom doors and may be issued to an employee who the Building Supervisor deems will regular require access to a specific room / office after normal working hours.

Gas tank and Bus Compound keys/fobs will open the Division School Bus Compound and fuel tanks and may be issued to School Bus Drivers, transportation and maintenance employees who the Transportation Supervisor deems will require access to the compound / fuel tanks after normal working hours.

Cross Reference: ECAC – Video Surveillance

Date Adopted: April 22, 2004

Date Revised: September 9, 2004

Date Revised: October 6, 2005

Date Reaffirmed: October 22, 2008

Date Reaffirmed: November 7, 2012

Date Revised: January 17, 2018

Date Revised: June 19, 2019