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**Board Governance Policy Cross Reference:** [1](#), [12](#), [16](#)

**Administrative Procedures Cross Reference:**

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

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The Interlake School Division (ISD) recognizes that certain employees require access to Division schools and buildings after regular business hours. The following procedures will apply.

1. Master keys for an entire school are issued only to principals or designate, vice-principals and custodians.
2. Keys/fobs to doors to and within the school shall be distributed to staff as required. The Principal will maintain a listing of the personnel to whom a key/fob has been issued.
3. The cost of lost keys will be the responsibility of the individual staff member who is responsible for its safekeeping.
4. No keys may be duplicated without authorization.
5. The Maintenance Supervisor will have keys for each school in the Division. These keys will be kept at the Maintenance Department office and may be released/signed out upon approval of the Maintenance Supervisor, in consultation with the Principal.
6. When a staff member leaves the school staff, the Principal shall ensure that they collect the key(s)/fob(s) from the staff member on his or her last day of employment.