

NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

DISTRIBUTION OF KEYS

AG 21.0
NPS 244-98

POLICY:

IT SHALL BE THE POLICY OF THE NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD to control distribution of the keys to its buildings as follows:

- a) Applications for keys or duplication of keys shall be made to the Plant Manager, and approved by the appropriate Supervisory Officer.
- b) The responsibility for the issuance or duplication of all Board owned or controlled building entrance door key(s) or other key(s), shall rest with the Plant Manager.
- c) The responsibility for the distribution and control of school building entrance door keys, and/or other school building interior door keys, shall rest with the respective school principal.

Replaces former Board D3