

## ECAA

### KEY POLICY

1. William Allen - Open school hours and evenings  
**Keys to::** Custodians  
Principal - plus loaner  
One for Primary  
One for Intermediate
2. Nancy Loud School - Open school hours only  
**Keys to:** Custodians  
Teaching Principal - plus loaner  
One to each team leader
3. East Rochester School - Open school hours and evenings  
**Keys to:** Custodians  
Principal - plus loaner  
One per floor, which includes Assistant Principal
4. Gonic - Open school hours and evenings  
**Keys to:** Custodians  
Principal - plus loaner  
One per floor, which includes Assistant Principal
5. Maple Street - Open school hours only  
**Keys to:** Custodians  
Teaching Principal - plus loaner  
One per floor, which includes Assistant Principal
6. McClelland - Open school hours and evenings  
**Keys to::** Custodians  
Principal - plus loaner  
Two per wing
7. School Street - Open school hours only  
**Keys to:** Custodians  
Teaching Principal - plus loaner  
One per floor, which includes Assistant Principal
8. Chamberlain Street - Open school hours and evenings  
**Keys to:** Custodians  
Principal - plus loaner  
One per wing
9. Rochester Middle School - Open school hours and evenings  
**Keys to:** Custodians  
Principals - plus loaner  
One per department head

10. Spaulding High School - Open school hours and evenings

**Keys to:** Custodians  
Principals - plus loaner  
Athletic Director  
Swipe cards issued to staff

11. RW Creteau Technology Center

**Keys to:** Custodian(s)  
Director – plus loaner  
Swipe cards issued to staff

12. Bud Carlson Academy – Open school hours and evenings

**Keys to:** Custodian  
Director – plus loaner

Note:

Regular classroom doors may be locked when it is necessary for protection of school or personal property. However, normally, they should be left unlocked. Classroom doors wherein equipment is stored are to be locked and those teachers are responsible for the keys to these rooms. Outer office doors are to be locked with inner doors left unlocked. One key may be issued to kitchen personnel, which must be approved by the Food Services Director.

It is the Principal's responsibility to issue all keys and collect them at the end of the school year from all Food Service personnel and teachers.

**Adoption Date:** April 8, 1993  
**Amended:** December 11, 2008