

The building administrator is charged with the responsibility for the distribution and supervision of all keys required for the proper operation of the building. The procedures to be followed for key control are as follows:

1. Each staff member who is issued a key must sign a record.
2. The principal, assistant principal and head custodian shall receive keys from the building administrator. In the event that some special circumstances dictate the need for deviation from this procedure, the principal must secure written approval from the Superintendent.
3. A key to a specified group of rooms or areas may be issued to a department head according to instructions from the building administrator.
4. Any staff member desiring a key to the room for which he/she is responsible shall be issued a key.
5. Keys shall be issued to staff for all lockable areas under their jurisdiction.
6. If a staff member leaves during the semester, a clearance slip shall be issued when the key is returned to the building administrator.
7. The building administrator may authorize a temporary issuance of a key to a specific exterior door.
8. Possession of the keys to the kitchen storerooms is limited to the lunchroom manager and the building administrator.
9. In the event of a lost key, the building administrator should be notified immediately.
10. The building administrator is the only person authorized to issue a duplicate key. Keys to exterior doors shall be engraved with "do not duplicate."
11. Duplication of keys by individuals is a direct and serious violation of District procedures.
12. Staff who do not have assigned school responsibilities during the interim period between school years, or during a school year, must return all keys to the building administrator.

### District Level Control

The associate superintendent is designated to manage and control the District's operation in response to Policy No. 9320 and this procedure. There is delegated to each building administrator for his/her personal exercise, responsibility to manage and control under direction of the associate superintendent, the implementation of Policy No. 9320 and this procedure at his/her respective building locations.

### Issuance of Keys and Records

Keys may be issued to employees consistent with the employee's needs and responsibilities to the District. Records shall be maintained including receipts for said key(s) signed by the employee. Key assignment records at each location, central office through individual schools, will be available for inspection by auditors or the Superintendent. It is specifically prohibited that keys be loaned between employees or by employees to non-employees.

### Surrender of Keys

Keys will be surrendered to the building administrator by employees immediately upon termination, transfer or completion of the scheduled work year by all employees who do not work the summer months. It is the key holder's responsibility to obtain from the principal or the associate superintendent the original receipt which was signed at the time of key issuance. Employees shall pay for replacement keys whether stolen or lost. The cost shall be \$5 per key. If the misuse of a key results in theft and/or vandalism or necessitates re-keying an area of a building, the employee may be held responsible for all or part of the costs incurred by the District.

### Area of Control

Employees holding a key to an area or room share in responsibility for the security of that area or room including the contents thereof. Keyholders must appropriately maintain the locked or closed condition of windows and doors in space included in their responsibility.

## REGULATIONS GOVERNING USE OF AND ACCESS TO SCHOOL PROPERTY

### Grounds Use Hours

1. From school dismissal until dusk, in all outside areas.
2. Weekend, holiday, spring vacation and other non-school weekday hours shall be 8 a.m. until dusk.

### Traffic Control

1. Security personnel shall have the authority to handle all traffic control problems in the absence of law enforcement officers or school administrators/designated staff. Primary considerations are access to the school site of all emergency or law enforcement vehicles, control of potential safety hazards and preservation of school property. Incidents of non-cooperation shall be reported to the appropriate law enforcement agency.
2. No vehicles of any type, except emergency, law enforcement or District maintenance equipment, are permitted on any grounds area other than designated drive and parking areas.
3. Motor bike operation is not authorized on school property at any time unless approved by the building administrator as part of an instructional or safety program. Security personnel should be informed by the appropriate building administrator in case of any exceptions.
4. Bicycles may not be ridden on school property during school hours except by permission of the building administrator or in the play areas while play or activities are in progress.

### Animal Control

1. No saddle animals, poultry or livestock are permitted on school property without the express consent of the building administrator. Vocational agriculture program animals are exempt from this regulation.
2. All animals, excluding vocational agriculture stock, must be on a leash or caged. Presence on school grounds allowed only with permission of the building administrator during school hours.
3. Dog training or exercising is prohibited unless part of an approved instructional program.

### General Regulations

1. No air rifles, pistols, rifles, arrows or projectile-expelling devices of any nature are permitted unless essential to and authorized for use within an approved instructional program.
2. Camping or use of parking lot areas for overnight sleeping is prohibited, except by permission of building administrators.
3. No loitering or drinking of alcoholic beverages is allowed.

4. Profane language, lewd and objectionable behavior by students will be reported to the building administrator. Such conduct after school hours shall result in the request for removal from the school site by security personnel and reported to the appropriate law enforcement agency if appropriate.
5. Regularly scheduled community/team use of grounds must receive prior approval by the building administrator and/or central office administrator, whichever is appropriate. Any nonscheduled activity must be cleared initially by the building administrator. Information of this nature should be shared with site security personnel.
6. Scheduled or nonscheduled entry of the school building in the absence of a custodian must be cleared through security personnel. Building use after 11 p.m. or on weekends should be by exception only with security personnel duly notified.
7. No one, excluding authorized personnel, is permitted on the roofing area or supporting framework of any building or structure. This also applies to the above-ground areas of fences, backstops and other permanent or temporary grounds equipment installations belonging to the District or the Lacey Parks Department.
8. Any illness or injury is to be immediately reported to: (1) the building administrator or (2) other appropriate staff member (acting principal, school secretary, school nurse).  
Security personnel shall not hesitate to call for emergency services required, in their judgment, for incidents occurring after school hours.
9. Actual or potential damage or destruction of a serious nature to school property is to be immediately reported. to: (1) the building administrator, (2) the District maintenance supervisor and (3) the appropriate emergency services organization in any order that is judged most appropriate for the circumstances.
10. Security personnel are to avoid personal confrontations for their own safety. Noncooperation and/or hostile acts are to be reported to the building administrator. Help in such occurrences after school hours shall be sought from appropriate law enforcement agencies.
11. After school and weekend use shall be available to persons and groups of all ages except that priority use shall be reserved for children of ages appropriate for that particular school site.

Implemented:

May 5, 1986

North Thurston School District