

BUILDINGS AND GROUNDS ACCESS AND SECURITY

The Buildings & Grounds Director is responsible for facility accessibility and security in all schools of the district.

When school is in session and during school sponsored activities and events, the principal or designee shall supervise the security of his/her building and grounds. All use of school facilities must be reported to the building principal. Custodians reporting for duty shall open buildings and make them ready for the school day. At the end of daily school activities, custodians have the responsibility to close and lock all exit doors. Instructional personnel who conduct activities after school hours have the responsibility for turning off lights and locking doors and leaving the building.

Key distribution and management shall be the responsibility of the building principal. Teachers shall be provided with their own classroom and building swipe keys. When it is necessary to be admitted to additional areas of the building, teachers may secure a key from the building principal. When a key is lost the building principal should be notified immediately.

Facility access is limited to:

1. Coaches, advisors and supervisors of school sponsored activities.
2. Non-employees who are renting school facilities consistent with the district's school facility use policy.
3. Non-employees who are keyholders and using school facilities consistent with the district's school facility use policy.
4. Permanent employees who are keyholders.

Keys will only be issued to those individuals or groups on an as needed basis. Non-employee keyholders are expected to complete a key receipt agreement and will be assessed a \$50 charge if replacement keys are issued due to lost or stolen keys. Furthermore, the costs of rekeying locks will be charged to the keyholder if it is proven that he/she inappropriately loaned or duplicated keys. Employees who inappropriately loan out or make duplicated keys will be disciplined up to and including dismissal. Those employees who receive non authorized duplicated keys may be disciplined up to and including dismissal.

School custodians are responsible for facility security when they are assigned to accommodate renters and sanctioned users.

Keyholders shall assume responsibility for facility security when they use school facilities at times when the facility is not otherwise open and no custodian has been assigned. Keyholder responsibility for facility security includes:

1. Monitoring the entrance door when it is open.
2. Locking the entrance door when a monitor is not available.
3. Inspecting all accessible portions of the building after the group's usage.
4. Reporting any damage to the building to the principal, district administrator or the police department.
5. Reporting the presence of any strangers or intruders in the building to the principal, district administrator or police department.

District scheduler and high school administrative assistant maintains a monthly calendar of building use that records all school and community activities at the building site. All events on school property must be scheduled with the district scheduler (for any K-8 space) or high school administrative assistant (for any high school space).

Any exceptions to the above guidelines must be approved by the district administrator or designee.

Legal Reference: Sections 120.13(35) and 121.02(1)(i) Wisconsin Statutes

Local Reference: Policy #830 – Use of School Facilities