

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 their building and grounds. All use of school facilities must be reserved using the District's online facility scheduling software. Custodial staff reporting for duty shall open buildings and make them ready for the school day. At the end of daily school activities, custodial staff have the responsibility to close and lock all exit doors. Any authorized building users who conduct activities after school hours have the responsibility for turning off lights, locking doors and leaving the building.

Teachers shall be provided with their own classroom and building swipe fobs. 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/fob 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 key/fob holders and using school facilities consistent with the District's school facility use policy.
4. Permanent employees who are key/fob holders.

Keys/fobs will only be issued to those individuals or groups on an as-needed basis. Non-employee key/fob holders are expected to complete a key and fob checkout form. Fobs have a \$20 refundable deposit and keys will be assessed up to a \$50 charge for replacement due to being lost or stolen. Furthermore, the costs of rekeying locks will be charged to the key holder if it is proven that they 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 custodial staff are responsible for facility security when they are assigned to accommodate renters and sanctioned users.

Key/fob holders shall assume responsibility for facility security when they use school facilities at times when the facility is not otherwise open and no custodial staff has been assigned. Key/fob holder 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 Buildings and Grounds Director, principal, district administrator and/or the police department.
5. Reporting the presence of any strangers or intruders in the building to the Building and Grounds Director, principal, District Administrator and/or police department.

The Business Services Assistant 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 through the online district scheduling software.

Any exceptions to the above guidelines must be approved by the District Administrator or designee.

Legal Reference: Sections 120.13(35) Wisconsin Statutes (School Board Powers)
121.02(1)(i) School District Standards
PI 8.01(2)(i) – Wisconsin Administrative Code

Local Reference: Policy #830 – Use of School Facilities
Policy #860 – Visitors During the School Day