SECURITY OF SCHOOL FACILITIES

The Dodgeland School District is committed to providing a safe and secure environment for all students, employees and members of the community. A focus on the security of buildings, grounds and equipment is important to ensure safety, as well as to protect and maintain the District's investment in its facilities. For purposes of this policy, security encompasses the maintenance of equipment, elimination of hazards, controlled access to facilities, proper supervision of facilities use and provision of safeguards to protect records and funds. The Board requires and encourages close cooperation with local law enforcement, fire departments, and insurance company inspectors.

Principals shall supervise the security of their facilities when school is in session and during school sponsored activities. Custodians reporting for duty shall open buildings and make the facilities ready for the school day. At the end of daily school activities, custodians shall be responsible for closing and locking all exit doors.

Employees are responsible for the security of their rooms and work areas at the end of each work day. This includes specific security measures such as checking that doors and windows are locked and securely storing all valuables, including office and classroom equipment. Records and funds shall be stored in a safe place and be in locked storage when required.

Access to school facilities outside of regular school hours shall be limited to employees whose work requires such access, including instructional and extracurricular personnel who conduct activities after school hours. Such personnel are responsible for turning off lights and locking exit doors when leaving the building.

An adequate key control system shall be established that limits access to school facilities to those individuals and groups with authorization to use such facilities. District employees shall be provided with keys to their assigned classrooms, offices or work areas. When access to other facilities is necessary for school related activities, keys shall be provided by the Director of Building and Grounds. All issued keys are the property of the District and shall not be duplicated in any form, or loaned to another person, including a student, except under special circumstances.

Community groups or individuals authorized to use facilities in accordance with Board policy and District procedures shall make prior arrangements with the building principal following the approval of a facilities use request and completion of a use agreement.

When deemed appropriate and necessary, protective devices designed to safeguard against illegal facility entry and vandalism may be installed, and the use of security guards may be approved.

LEGAL REF.: Sections 120.12(1) Wisconsin Statutes
120.13(35)
121.02(1)(i)
PI 8.01(2)(i) Wisconsin Administrative Code

CROSS REF.: 363.2, Student Technology Use
720, School Safety Program
732, Buildings and Grounds Maintenance
830, Community Use of School Facilities
832, Weapons on School Premises
860, Visitors to the Schools
School Safety Plans

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