

731 BUILDINGS AND GROUNDS SECURITY

The buildings of the Williams Bay School District constitute one of the greatest investments of the school district. It is deemed in the best interest of the district to protect the investment adequately.

Security should mean not only maintenance of a secure (locked) building but protection from fire or other hazards and faulty equipment, and safe practices in the use of electrical, plumbing and heating equipment. The board requires and encourages close cooperation with local police, fire, sheriff's departments and with insurance company inspectors.

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

When school is in session and during school sponsored activities and events, the building principal or designee shall supervise the security of their building and grounds. Maintenance staff reporting for duty shall open buildings and make them ready for the school day. At the end of daily school activities, Maintenance staff have the responsibility to close and secure all exit doors.

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.

Protective devices, such as security cameras, designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation.

All use of school facilities must be reserved using the district's online facility scheduling software. Any authorized building users who conduct activities after school hours have the responsibility for turning off lights, locking doors and leaving the building. 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 Facility Use Policy – Policy 830.
3. Non-employees who are key/fob holders and using school facilities consistent with the district's school Facility Use Policy – Policy 830.
4. Permanent employees who are key/fob holders.

Maintenance 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 maintenance 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 Director of Building and Grounds, building principal, District Administrator and/or the police department.

The Director of Building and Grounds and Athletic and Activities Director maintain 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 his/her designee.

CROSS REFERENCE: 830 (Use of School Facilities)
 860 (Visitors to the Schools)

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