



Book	Policy Manual
Section	FOR BOARD REVIEW
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7440 - FACILITY SECURITY

Promoting the safety of students, staff and others in the school buildings, as well as providing for the protection of the significant financial investment in the District's buildings is a critical function of the Board. Proper safety measures are to be implemented to protect those who use the buildings and to protect the buildings and equipment owned by the Board from theft and vandalism in order to maintain the optimum conditions for carrying out the educational program.

The District Administrator shall develop and supervise the District's School Safety Plan, in compliance with State and Federal laws, as described in Policy 8420 ~~a program for the security of the District's students, staff, visitors, school buildings, school grounds, and school equipment in compliance with State and Federal laws. Such a program may include the use of video surveillance and electronic monitoring equipment in appropriate areas in and around the schools and other District facilities, and on school buses.~~

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors, and Board property and to require prosecution of those who bring harm to persons and/or property. The Board will seek to repair the damage or seek the payment of a fee to cover such repairs.

Appropriate authorities may be contacted in the case of serious offenses.

The District Administrator is authorized to install security devices that would assist in the detection of guns and dangerous weapons:

- A. in school buildings;
- B. on District property.

The District Administrator shall report to the Board no later than the next regular Board meeting, any significant incident involving vandalism, theft, personal safety or other security risks and the measures being taken to address the situation.

Public Access to School Facilities

The Board expects that during regular school hours only students and school staff need to be present in the school building. The Board also acknowledges that there will be times during the instructional day that members of the public, including parents, invited guests, or other individuals will for appropriate and legitimate reasons require entry into a school facility. In such cases, the following guidelines shall be followed:

A. All exterior doors to every school building shall be locked during the instructional day, preventing entry into the building and all visitors to the school building during those times will be directed to a single entrance into the building. This entrance shall be the main entrance closest to District Office.

B. Visitors must identify themselves and the purpose of their visit to the school through the intercom system.

C. All persons other than students and building staff shall check-in at the office and take a complete a-visitor's badge, which is to be prominently displayed on the outside clothing and worn at all times. Each visitor shall be given a visitor tag that shall be worn at all times while in the building.

D. All visitors are expected to sign out prior to departing the building and return the visitor's badge.

E. Visitors that intend to visit a classroom during the instructional day must be escorted to the classroom by either a staff member or, if age appropriate, a student from the class. School office staff must contact the classroom teacher to verify that the visitor is expected.

Any visitor to the school may be refused entry or asked to leave the building at any time if the building administrator/designee determines that the visitor's presence is disruptive or is likely to become disruptive to the educational environment, or for other safety or security reasons. If a visitor refuses to leave upon request by the building administrator/designee, the administrator/designee shall contact the school resource officer or local law enforcement as appropriate. No staff member should attempt to physically remove a visitor, unless the visitor poses an imminent safety threat.

Failure to follow the requirements above when entering or remaining in school facilities may be subjected to a fine not exceeding \$1,000. In circumstances tending to provoke a disturbance of the peace, persons may be fined not more than \$10,000 or imprisoned not more than ninety (90) days.

Any school staff member that witnesses a visitor in the school building who is not wearing a visitor tag as required shall report the visitor's presence to the main office. In the event the office does not have record of such visitor properly checking in, the office staff shall immediately contact an administrator or, if anany administrator is not available, the school resource officer or appropriate law enforcement.

Parents or Guardians as Visitors

The Board encourages parental involvement in the education of students in the District. For this reason, it is important to facilitate the involvement of parents in school activities and the educational process while at the same time preserving the integrity of the educational environment for all students. As a balance, the Board adopts the following requirements for parents or guardians visiting the school during the instructional day.

A. Parents or guardians should make arrangements with their child's teacher or building administrator in advance of visiting their child at school unless that is not possible.

B. Parents or guardians, like any other visitor, must check in at the office in the same fashion as a visitor.

C. Parents shall comply with Policy 9150 - School Visitors, and other relevant policies and administrative guidelines when visiting the schools.

Parents or guardians who do not follow these guidelines or whose presence is disruptive to the educational environment may be asked to leave the building by the Building Administrator or designee. Any decision to permanently restrict access of expel a parent due to repeated failure to follow rules causing a disruption to the educational environment or for overt threats of harm or actual physical contact with any staff or student may only be made by the Board of Education.

Court Imposed Restrictions

In any case in which an individual is the subject of a court order restricting the individual's presence at a school building, including any restrictions on the individual's physical proximity to an individual that is a student or staff member at the school facility, the Building Administrator shall inform staff of the situation and if any staff member sees the individual on school premises that staff member shall immediately contact law enforcement and either the school or main office.

Sex Offenders on School Property

Any person that is a registered sex offender under Wisconsin Law is required to notify the District Administrator or designee of the specific date, time and place of the person's visit to any school facility and must notify the Administrator of his/her status as a registered sex offender.

Parents of students enrolled in the District must notify the District Administrator of his/her status as a registered sex offender and that s/he has a child enrolled in the District. Notification must occur at the beginning of each school year or at the time the individual is required to register or whenever the child is first enrolled, whichever occurs first.

Notification requirements do not apply if the person will be on school grounds to vote in an election or to attend a non-school sponsored event occurring on the school grounds.

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