



806.2 BUILDINGS AND GROUNDS SECURITY

I. PURPOSE

This policy defines the security requirements for school district buildings and grounds.

II. GENERAL STATEMENT OF POLICY

The school district strives to provide a safe and secure learning and working environment for all district learners, employees and visitors and to protect the physical assets of the district from damage or harm.

To ensure general security, access to all schools must be restricted during instructional times to those who have a legitimate business within the school or on the grounds of the school.

III. SCHOOL RESPONSIBILITIES

- A. Doors to all schools are to be locked during school instructional time except:
 - 1. The main entrance access door to each school building;
 - 2. Any door under the direct observation and control of any employee or volunteer assigned the responsibility to monitor the door.
- B. The main entrance to each school will be posted as the main entrance and a notice will be posted directing visitors to check-in at the school's main office.
- C. All adults in the building during school instructional times must wear identification badges.
 - 1. All employees are required to wear an official South Washington County School District identification badge while on duty that is clearly visible at all times. An employee who forgets his or her identification badge must obtain a temporary badge from the school office.
 - 2. All visitors are required to obtain a visitor badge from the school office and wear the visitor badge on their outermost garment while at the school.
 - 3. Each employee of the district is responsible for approaching anyone not wearing

a visitor or district identification badge and escort that person to the building office to obtain a badge.

IV. AFTER SCHOOL HOURS

- A. The Community Education Department shall be charged with the process of scheduling rooms and special areas after 'regular' school hours.
- B. The use of schools after hours must adhere to the rules and regulations set forth in district policy 902 (Community Use of School District Facilities and Equipment).

Cross References: 833 Policy 404.1 (Staff Identification Badges)
833 Policy 903 (Visitors to School District Buildings and Sites)
833 Policy 902 (Community Use of School District Facilities and Equipment)

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