

## **731 - SCHOOL SECURITY**

The School District of Auburndale acknowledges the need of proper school security and safety to protect the students, staff, and community. The following guidelines shall be followed by all District staff, community members, and all outside of the District guests.

### **Building Security and Safety**

All buildings and safety equipment shall be inspected annually by appropriate licensed personnel.

All buildings will be in compliance with DIHLR, State of Wisconsin Codes, and the School District insurance carrier's specifications.

All capital equipment shall be included in District inventory.

The school buildings will be kept free of hazardous materials. Any material that may be considered hazardous will be secured and placed in proper storage.

Guidelines will be followed for car and bus traffic around the school buildings. Drivers will drive cautiously and at a speed less than 15 mph. Cars will park in designated parking spots. School Avenue will be blocked off during times of student recess. School buses will arrive and depart with no students in general vicinity.

All trees and bushes will be pruned so that they will not provide cover to a person that may be hiding or attempting access to a building. External fixtures will be given the same consideration.

During the school day, all entrances shall be locked.

The building will be secure with a system that shall require keys or electronic cards that cannot be duplicated.

Upon installation of electronic door locks, non-staff personnel will be issued an entrance card or key-fob rather than building keys.

Video surveillance may be employed for the purpose of safety and security.

Crisis and emergency plans shall be in place to assist the District in dealing with possible situations in a predetermined organized manner. Site plans shall be available to be shared with first responders to any emergency.

**Personnel and Student Security:**

All visitors and external contracted personnel coming into the school shall sign in at

the main office of each building entered during the school day. Personnel must wear District identification badge while on school property.

Multiple evacuation routes and rally points shall be established.

No person shall be allowed to take a student from the school unless they are a parent/guardian with legal rights or a person known and documented by the parent/guardian to have that right.

All school events shall be supervised and monitored.

Adopted: July 16, 2003

Revised: May 17, 2017