

ADMINISTRATIVE PROCEDURES OF THE MILWAUKEE PUBLIC SCHOOLS

ADMINISTRATIVE PROCEDURE 4.03 SECURITY

(1) IDENTIFICATION CARDS

(a) All certificated and non-certificated staff members and Central Services staff members who have occasion to visit the schools and all high-school students shall be issued and shall be expected to carry their ID badges with them at all times.

(b) Central Services department heads are to distribute ID badges to all persons in the departments/divisions who are required to visit school buildings during school hours and inform them as to their purpose and use. The decision as to who will receive these badges will rest with the department head. Badges will be individualized and prepared for all Central Services staff personnel.

(c) All personnel who are not in active status with the district (i.e. suspensions, terminations, restrictions, and resignations) and are in possession of identification cards which have access to schools, must have their names sent via email correspondence for deactivation. The names must be submitted to the Department of School Safety and Security.

(2) KEYS

Master keys for a school building will be issued only to the school – leader and school engineer; however, recognizing that staff members as well as students often need access to school buildings outside of school hours, the following guidelines have been established.

(a) When MPS employees involved in special events, food service managers, etc. are required to use a school building during non-school and/or days/nights, employees must use ID badges with prior approval to enter the building.

(b) School leaders and engineers are not to loan out their master keys, and teachers will be expected not to ask or allow students to use their keys. These steps must be taken to avoid keys' being duplicated.

(c) All personnel who are not in active status with the district (i.e. suspensions, terminations, restrictions, and resignations) and are in possession of keys which have access to schools and/or property of the district, must relinquish the keys to the school leader or his/her designee.

History: Issued 10-70; Revised 8-18-71, 1982, 1984, 1992; 11-21-24
Cross Ref.: Admin. Policy 4.03 Security

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