

**SCHOOL DISTRICT OF MAYVILLE
BUILDING ACCESS AND SECURITY
POLICY**

731 Policy

Introduction

The School District of Mayville strives to provide a safe and secure learning environment for all students, staff, and community. Having procedures for accessing and securing buildings are important to ensure such safety, as well as to ensure that the District's investment in its facilities is maintained and protected. While the responsibility for maintaining a safe and secure learning environment is shared by all, the decision-making for issuing access to and securing buildings is the responsibility of the building administrator and Director of Operations.

Key Distribution

Instructional staff, support staff, limited term staff, and coaching staff will be issued physical or electronic keys based on the necessity of their position and/or job description. Staff requiring keys will be verified by human resources. Physical and electronic keys will be distributed via Administrative Rule (*Policy 731 Administrative Rule*) by the building administrator or Director of Operations. Strict control of key distribution and collection will be maintained at all times via the District's Key Request/Return Form (*Policy 731 Exhibit A*). Individuals who are issued keys will be responsible for their safekeeping. Under no circumstances will keys be given to any other party, including students. Lost keys will be subject to procedures outlined in the Administrative Rule. Physical keys can only be duplicated under the authority of the Director of Operations.

LEGAL REF.: Sections 120.12(1) Wisconsin Statutes
120.13(35)
121.02(1)(i)

CROSS REF.: 731 Rule Key Control Guidelines
720 Safe and Healthful Facilities
732 Buildings and Grounds Maintenance
830 Public Use of School Facilities
860 Visitors to the Schools

APPROVED: January 7, 2002
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REVIEWED:
REVISED: December 20, 2010

Signatures of School Board Members:







