

West Salem School District
Policy 731

BUILDINGS AND GROUNDS SECURITY

The District shall comply with all security regulations, state codes and orders of the Department of Industry, Labor, and Human Relations, the Department of Instruction, and all applicable local codes and regulations.

The responsibility for the implementation of this policy resides with the Superintendent and or his or her designee(s) as appointed.

Recording cameras may be placed in public areas within and around school-owned facilities and on transportation vehicles. Areas include hallways, classrooms, cafeterias, parking lots, and other common meeting places. Cameras may not be used in areas where students and staff have a reasonable expectation of privacy (restrooms and locker rooms). Non-functioning cameras may be placed in school district vehicles. Only individuals authorized by the Superintendent or his/her designee may view recordings. Release of any recordings shall be done in compliance with Board policy and state and federal laws. Recordings may be used as part of an investigation. Retention of recordings for the purpose of disciplinary action will be in accordance with Board policy and state and federal laws.

All visitors must sign in the building's main office and secure a visitor's pass which shall be worn in a visible location by the guest. All school staff members must wear their ID badges at all times.

All building doors and windows, except for the main designated door are to be kept locked during the school day. During non-school hours areas of the building that are not used shall be secured. All alarm and exterior lighting and security cameras are to be maintained in good working conditions.

Parking permits are required for high school staff and students.

Security shall be reviewed annually in January by the building principal or his/her designee and the Director of Buildings and Grounds and appropriate recommendation made to increase security.

Legal Ref. Sections 51.15 Wisconsin Statutes, Department of
Industry, Labor and Human Relations Policy

APPROVED: September 26, 1995

REVISED: March 22, 2010

January 12, 2015