

Sparta Area School District

Article 810 - Door Security

It is recognized by the Board of Education that the safety and security of students, staff and visitors to our schools is a priority. To support this effort, the following measures are to be taken in all schools:

Each building will have a door security plan which outlines the times in which exterior doors are unlocked and locked. At a designated time following the start of the instructional day, all exterior doors of the school are to be locked. Access to the building during the instructional day will be limited to use of the intercom and buzzer system. Visitors will present themselves for visual inspection and not be given entrance without stating their name and purpose for entering. Office personnel will defer to administration or designee if there is any question or concern regarding a visitor. Designated exterior door(s) will be unlocked at the conclusion of the instructional day at the time designated in the school's door security plan.

Visitors to the school will register in the office and be given a visitor badge if accessing the school facility beyond the office area. A form of identification will be left in the office in exchange for the visitor badge and returned in exchange for the visitor badge upon exiting the school. Staff are expected to wear and display their employee identification badges while at work.

Employees who use their keys or fobs to gain or allow access to District facilities are responsible to ensure that doors remain secure. Unattended exterior doors should not be 'propped' open.

Classroom doors are to have their locking mechanism engaged during the instructional day. Staff members should have their school keys with them at all times. School keys should never be lent to students.

Legal Reference:

Cross Reference: Article 334 - Keys and Building Access
Article 609 - Presence and Conduct of Persons on School Premises

Adopted: December 22, 2015

Revised: