

## **BUILDINGS, EQUIPMENT, AND GROUNDS**

The Stillwater Board of Education believes that the education of children is dependent upon many factors including a proper physical environment that is safe, clean, attractive, and smoothly functioning.

The care, custody, and safekeeping of all school district property is the general responsibility of the superintendent. It is also the superintendent's responsibility to establish procedures for the proper maintenance and safekeeping of school property.

### **Building access**

All exterior doors of all district buildings will be locked during the instructional and work day. Entry and exit to buildings will be through a designated primary entrance and exit. Employees entering a building other than the one assigned are required to first notify the front office of their presence on the campus and purpose for being there. Visitors, volunteers, and contractors are also required to report directly to the front office and will be required to check in at the front office via the visitor management system.

### **Badges**

Employees, volunteers and contractors will be issued and must display a district-issued ID badge or visitor ID badge at all times while on district property.

### **Classroom safety**

To ensure a safe learning environment for all students and staff, all classrooms and instructional areas will be closed and locked during the instructional day.

### **Immediate reporting of door repairs**

Any exterior door that cannot be secured will be reported to the Director of Facilities and Maintenance or Assistant Superintendent of Operations by phone immediately. Supervision will be placed at the door to prohibit unauthorized access to the building until repairs are made. At no time will an unsecured door be left unattended while the building is occupied by students. The Assistant Superintendent of Operations, Director of Facilities and Maintenance, and site administrator will be notified of the completion of repairs. Interior doors that are intended to be closed and locked during the instructional day that have damaged or non-functioning locks will be reported to Facilities' Maintenance by work order immediately for repair.

### **Unauthorized materials**

After-market and makeshift locking and barricades, wedges, rope, chains and similar devices not approved by District Administration for use are not authorized as they pose safety concerns.

**REFERENCE: 23 O.S. §10**