

**ADMINISTRATIVE PROCEDURES OF THE  
MILWAUKEE PUBLIC SCHOOLS**

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**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 good standing with the district (i.e. suspensions, terminations, restrictions, and resignations) and are in possession of identification cards which have access to schools, should have their names sent via email correspondence for deactivation. The names should be sent by the principals or his/her designee to the Department of School Safety and Security.

**(2) KEYS**

Master keys for a school building will be issued only to the school principal 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 coaches, teachers involved in special events, lunchroom matrons, etc. are required to use a school building at odd hours, keys can be provided by the principal for the outside door and the specific interior doors which their activities require them to enter.

(b) Keys to school buildings adjacent to playgrounds under the supervision of the Division of Community Recreation will be issued originally by the school principal to the director in charge of this division. At that time, the principal is to receive a receipt for the key(s), which is/are to be listed on the receipt by the school code number. A key must be retained by the Division of Community Recreation as long as a playground adjacent to a school is under its supervision. Play leaders may be given keys to school buildings by the Division of Community Recreation.

(c) School principals 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<sup>r</sup> being duplicated.

(d) Key cutters are provided for the purpose of cutting flat keys only. Cutters for cylinder keys are not to remain on the school premises and are to be turned in to the Physical Plant Division lock shop. A repair requisition to pick up the cylinder key cutters will be necessary.

(e) All personnel who are not in good standing 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, should relinquish the keys to the principal or his/her designee.

**History:** Issued 10-70; Revised 8-18-71, 1982, 1984, 1992  
**Contract Ref.:** MTEA Contract (Teachers)  
**Cross Ref.:** Admin. Policy 4.03 ~~Building and Grounds~~ Security

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