

CLINTON TOWNSHIP SCHOOL DISTRICT

FACILITIES USAGE SECURITY PROTOCOLS

In order to ensure the safety of visitors and the security of the buildings, the Clinton Township School District has instituted the following security protocols regarding the use of its buildings after school hours.

Arrivals and Dismissals:

All exterior doors will remain locked after school.

For clubs already in the building (the ones that start as students are dismissed):

- When the group has finished meeting, the group leader/s will walk the entire group of students to the exit door and dismiss them to parents from that location.
- Group leader/s should have contact information so that they can call in case of an emergency.
- If the leader is school employee and it is a school club, the leader will turn on classroom phone to receive calls and share this information with parents for emergency situations.

For clubs meeting after school/evening hours:

- A Custodian will meet the group leader/s at the front door 10-15 minutes prior to the start of the event. This time is based on the time noted on the facility usage form. **Group leader/s are then responsible for manning the door to let group members in.**
- When the group has finished meeting, group leader/s will walk the entire group of students to the exit door and dismiss to parents from that location.
- Group leader/s should have parent contact information, and vice-a-versa, so that they can call in case of an emergency.

Evening hours: Back of Building – (Spruce Run School)

- A custodian will meet the group leader/s at the back door 10-15 minutes prior to the event start.
- This time is based on the time noted on the facility usage form. Group leader/s are then responsible for manning the door to let group members in.
- Doors cannot be propped or left open and unattended.
- When the group has finished the meeting, the group leader/s is responsible for ensuring that all participants leave the location.
- Group leader/s should have parent contact information, and vice-a-versa, so that they can call in case of an emergency.

Saturday Hours:

A custodian will meet the coach/es-participants at the entrance **door 10-15 minutes prior to the event start time.**

- This time is based on the time noted on the facility usage form.
- **Group leader/s are then responsible for manning the door to let group members in.**
- Doors cannot be propped or left open and unattended.
- **When the group has finished, the coach/es are responsible for ensuring that all participants leave the location before they do.**
- Coaches should also have parent contact information, and vice-a-versa, so that they can call in case of an emergency.