

School District Security Plan

Draft

Security procedures for the School District will provide an integrated holistic approach to managing the safety and security needs of staff, students and visitors. The Purpose of the Security Plan is to outline the organizations security procedures and training for all employees. The security plan consolidates all policy and procedures of the school district in one location.

I. Access to Building

a. Staff

- i. Staff access to school buildings is limited to 2 main door systems that coincide with the student entrances. If more than 2 entrances are needed, the Operations Manager must approve.
- ii. Staff access to buildings is limited to 15 minutes before the custodian arrives and 30 minutes before the last custodian leaves the building.
- iii. Any staff member in a building, outside of these times, must have permission from the principal.
- iv. If an employee accidentally activates an alarm system and the District incurs an expense, the employee may be held responsible for the expense.

b. Students

- i. Students entering and leaving the school will only use 2 main door systems.
- ii. Supervision staff will wear safety vests, during these work times, to clearly designate themselves as staff members in crowded situations.
- iii. Secondary students are required to wear a name ID badge that is current.

c. Visitors

- i. Visitors will be required to ring a doorbell or buzzer system.
- ii. Visitors will be required to state their business with the school, via an intercom system, before being allowed entry.
- iii. Visitors will be allowed inside only when the staff member acknowledges they have a legitimate purpose at the school.
 1. If a staff member cannot determine the person has a legitimate purpose at school, the person must remain outside until an administrator can meet them at the door.
 2. In some cases, the visitor will be asked to leave and call back for an appointment.
- iv. Parent drop off, of lunch or belongings, will be discouraged unless absolutely necessary.
- v. All visitors must be approved by the principal or will not be allowed access.

d. Events

- i. Schools are public buildings and post a number of large and small events. Access to buildings during these events will generally require unlocked doors. Supervision during these school events will be conducted by school employees

wearing ID badges and clothing that designates them as employees (safety vests or safety jackets).

- e. Non-School Hours
 - i. During the hours of non-operation, exterior doors are locked and access control systems closed to employees without exceptional clearance.
- f. Non-School Days
 - i. During the hours of non-operation, exterior doors are locked and access control systems closed to employees without exceptional clearance.

II. Name ID System – Staff

- a. All staff members are required to wear a staff ID badge at all times during normal working hours, this includes working event supervision or other activities.
- b. ID badges are provided by human resources at the district office, or the principal can arrange for school specific ID badges that are consistent with HR standards.
- c. ID badges will be collected if an employee is separated from the district for whatever reason.
- d. ID badges not returned by employees, who are separated from district employment, may have their final payroll allocation withheld until the ID is turned in.

III. Exterior Locks

- a. All exterior doors will remain closed and locked during normal school hours.
- b. It is the employee's responsibility to assure the door is properly closed and locked.
- c. Only two or three door systems will have the capability of key entry. All other doors will have the key entry system removed from exterior doors.

IV. Interior Locks

- a. During normal school hours the following applies:
 - i. Interior classroom doors, while the room is in use, remain unlocked.
 - ii. Interior office areas or staff work areas remain unlocked.
 - iii. All other interior doors will be locked; this includes classrooms not in use.
- b. During none school hours:
 - i. Staff members, upon departure, will close and lock their work area, which includes classrooms and office areas.
 - ii. These doors will remain locked until the next work day, with the exception of custodial staff, for required work purposes.
 - iii. Custodial staff will unlock the door while performing their duty, and then re-lock the door upon departure.
 - iv. Staff is required to unlock their interior own work spaces when they report for work.

V. Money – Storage and Procedure

- a. Cash and checks collected for school purposes, by any staff member, will be stored in the school safe.
- b. Each school will be supplied with a school safe. Only the principal and lead secretary will hold the combination to the safe.
- c. The secretary will receipt all staff members who store money in the safe.
- d. The Finance department will have a process and procedure for all cash and checks stored in school buildings.
- e. No staff member will store cash or checks collected for school purposes in any classroom, desk, file cabinet or other storage place, except for the designated school safe.

VI. Lighting

- a. Parking Lot Exterior Lights
 - i. Lighting will be provided for staff in the parking lot 90 minutes before school starts and 30 minutes after the final event of school ends.
- b. Building Exterior Lights
 - i. Exterior lighting will provide a visual of the exterior for night supervision of the building by neighbors, law enforcement or school personnel.

VII. Technology Systems

- a. Electronic Access Control System
 - i. Only two or three door systems will be used for access using electronic access control systems.
 - ii. An exterior camera system will record and display the entire view of the person accessing or requesting access to the building.
 - iii. Keys. Electronic keys will be issued to full-time employees.
 - iv. Hours of Access. Hours of access will be as follows:
 - 1. School Days:
 - a. 15 minutes after the custodian arrives as scheduled.
 - b. 30 minutes before the custodian leaves for the night.
 - 2. Saturdays and non-school days (except holidays):
 - a. Permission. It is the responsibility of the employee to seek permission and information concerning access to the building on Saturdays.
 - b. If a building does not have activities or custodial staff, permission must be granted from the principal.
 - c. Hours. Employee access will be allowed from 8 AM until 3 PM, unless it involves a student or school related scheduled activity.
 - d. Custodian on site. If activities are scheduled and/or a custodian is on site, the employee may access the building from 8 AM – 3 PM.

3. Sundays and Holidays:
 - a. Generally, no employees have access to buildings on school calendar holidays. Employees must seek permission from their principal.
 4. Hours for system controls:
 - a. Open time – 6:15 or 6:30 AM.
 - b. Closed time – 9:30 or 10 PM.
 - c. Saturdays or non-school days 8 AM – 3 PM.
 - d. Holidays and Sundays – general access is closed with the exception of the principal, designated administrators, custodial staff and District designated staff.
- b. Camera System – all camera systems will have the same specifications according to standards, be I.P. based technology which can be accessed from outside of the school, and have recording capability of 30 days (no more).
- i. Elementary Schools
 1. Access Doors. A camera will be installed to view the entrance doors.
 2. For exterior security purposes as needed.
 - ii. Middle Schools
 1. A CCTV system will view interior and exterior areas for interior control and exterior protection.
 2. The system will generally have 25 – 30 cameras.
 - iii. High Schools
 1. A CCTV system will view interior and exterior areas for interior control and exterior protection.
 2. The system will generally have 45 - 60 cameras.
 - iv. Operational Buildings
 1. A CCTV system will view interior and exterior areas for interior control and exterior protection.
 2. The number of cameras depends on the site.
- c. Visitor Entrance Control System
- i. Access Control System – Intercom
 1. All District buildings require an operational buzzer system where visitors may push to request the attention of office staff to request entry.
 2. The officer staff will always ask the person to state their name and business.
 3. Visitors to buildings that cannot be easily identified with school related business may be asked to wait outside until an administrator is available to meet them at the door.
 4. All visitors and volunteers must have the principal's permission to be in a school building.

- ii. Camera system and staff view
 - 1. The employee will always check the camera view before allowing any person entrance to the school.
- iii. Door controls
 - 1. Wherever possible, the exterior access control door for visitors will lead the visitor directly to the office area.
- iv. Vestibule area
 - 1. Wherever possible, the exterior entrance will allow access to an interior vestibule that does not allow access to the school without the office staff using a second access control system to allow entry to the office area.

d. Alarm System – Burglar

- i. All schools will be equipped with an interior burglar alarm system with motion sensors following the District Standard.
- ii. Burglar alarm systems will be tested quarterly.
- iii. Burglar alarm codes will be changed annually.

e. Alarm System – Panic Alarm

- i. All front offices of all school and operational buildings will be equipped with a panic alarm system.
- ii. Employees will be trained to use the alarm.
- iii. Panic alarm systems will be tested quarterly.
- iv. Procedure:
 - 1. Alarm will be used under these circumstances to include but not limited to: armed intruder, aggressive clients that do not cooperate, for medical emergencies if there is not time to call 9-1-1, other similar emergency situation.
 - 2. Calling Police. If possible, the employee should make a follow up call to 9-1-1 for any activations of the panic alarm to provide police a better understanding of what is occurring.
 - 3. False alarms. If an employee is aware that the panic alarm was activated by accident, the employee should call 9-1-1 and inform police and then their immediate supervisor.

VIII. Parking Lots – the principal is responsible for the parking lot traffic plan with the assistance of operational staff and possibly the local police department.

- a. Drop off and pick up of students
 - i. Bus areas
 - 1. Bus areas will be separate from vehicle pick up areas.
 - ii. Parent drop off
 - 1. Vehicles pick up and drop off areas should not be mixed with bus traffic.
 - iii. Staff supervision

1. Safety clothing – all staff working outside supervision will wear a traffic safety vest.
 2. Traffic direction – staff will only provide vehicle direction in the parking lot of schools, not the roadway.
- iv. Equipment and signs
 1. The use of portable signs, traffic cones and hand held signs may be used to provide clear direction to vehicle traffic.
- b. Staff Parking Area
 - i. Generally staff will have a designated parking area, if available. The purpose of a designated staff parking area is to provide a during the school day working hours supervision of the parking lot to determine if a person is in the parking lot who should not be.
- c. Student Parking Area – if applicable
 - i. Students will have a designated student parking area.
 - ii. The purpose of a student parking area is to provide supervision of the student areas during the school day.
- d. Visitor Parking Area
 - i. Number of spaces. Each school and operating building will have visitor parking ample enough of regular business hours anticipated visitors. Generally there should be no less than 5 spaces per elementary building, 10 spaces per middle school and 10 spaces per high school.
 - ii. Location. Visitor parking areas will be located in a direct walking line to the main entrance door or visitor entrance. This provides the visitor with a direct walkway to the visitor entrance door, and provides the staff member the ability to notice if a person is outside of normal areas of business.

IX. Grounds

- a. CPTED – Crime Prevention Through Environmental Design
 - i. Welcoming and Warm. Generally all school and operational buildings will be cleaned inside and out. School buildings must provide the perception to students, staff, parents, visitors and guests that the school district cares for the condition of the building and the welfare of those it serves.
 - ii. Line of Sight – Supervision – generally all trees and foliage will be maintained, so supervision personnel can easily view the area without needing to look around trees or shrubs/bushes. Line of sight concerns law enforcement officials to be able to view the school building and grounds easily from the roadway and driveway areas.
 - iii. Hiding areas – trees and bushes should be maintain in a manner that does not encourage hiding places by anybody or allow a person to have a hiding place to illegally access a school district building.
 1. Trees – maintained 7 feet high from the ground.

2. Trees – no trees within the exterior of the building including interior outside garden areas.
3. Trees – no trees within 10 feet of the building exterior walls.
4. Trees – no tree will have branches hang over the building or fence.
5. Bushes over 4 feet tall maintained 1 foot high from the ground.
6. Bushes fewer than 4 feet tall remain under 4 feet.
7. Bushes – all bushes will be maintained 1 foot from the exterior wall.

X. Security Compliance Checks

a. Building Exterior

- i. Custodian – At the beginning of each work day, the custodian will first inspect the exterior of the building by either driving or walking around the entire exterior.
- ii. Damage or Vandalism – call 9-1-1 to report any damage or vandalism if:
 1. The value to repair or remove is over \$100.
 2. The situation is dangerous to students and staff.
 3. The situation may be gang or other threat to the student and staff.
- iii. Report all observation to the principal and/or Director of Operations.

b. Exterior Door Locks

- i. Custodian – during each work day, the custodian will check all exterior doors to assure they are locked and working properly. The custodian will report any and all discrepancies to the principal, including if another employee propped a door open.
- ii. Law Enforcement – the local police department is requested to make periodic checks of exterior door locks during the school day and after school hours. If doors are found unlocked, the officer is requested to make immediate notification to the school principal.

c. Security Compliance check

- i. The Operations Director will coordinate a security compliance check for all schools at least once per year, based on the following standards:
 1. The person conducting the checks is not known to any school personnel.
 2. The person conducting the compliance checks will be trained by district staff and complete a report based on the following standards.
 3. The report will be submitted of the compliance checks at all schools to the Director of Operations, The Superintendent, and those people designated by the Superintendent.
 4. The person conducting the security compliance checks will be provided a letter from the director with a specific date and time and original signature of the administrator announcing the name and purpose of the person conducting the checks. This letter will be in hand while the

person conducts the compliance checks for the purpose of providing it to school office staff.

5. The following standards will be checked:
 - a. School location, date and time.
 - b. The main entrance security door is locked? Yes or No.
 - c. The door entrance buzzer was functional? Yes or No.
 - d. The office staff used the intercom to inquire the nature of business and name of the visitor? Yes or No.
 - e. If the person was allowed entry, the person should stand in the vestibule without looking at or acknowledging office staff. The person should start moving slowly away from the office and into the school however possible. Does office staff move to greet the visitor in less than 45 seconds? Yes or No.
 - f. If the office staff does not greet the person after 1 min. and 30 seconds, the person will enter the front office and announce the purpose of the visit. The person will provide the letter designating their official business.
 - g. The person will note the name of the office staff personnel present.
 - h. The person will inspect to see if a visitor sign-in sheet is available with name ID badges? Yes or no.
6. Reports of findings.
 - a. The Director will prepare a final report of the compliance check noting the results in each category for every school. This final report Will Be Submitted to the Superintendent.
 - b. A report for each school with the findings for each category, date, time, and personnel noted for the principal.
 - c. Each report will be added to the annual findings regarding security compliance checks for district schools.

XI. Keyes – Assignment of Keys

a. Principal and Supervisor Duties

- i. Assignment of Keys. At the beginning of each school year the principal will assign keys to full-time personnel for their individual classroom and lockable space (desk and file cabinet).
- ii. The principal will maintain this inventory of keys each year and maintain a copy of the key inventory for a period of five years.
- iii. At the end of each school year the principal will collect the keys of all personnel.
- iv. At any time employee is separated from the district employment all keys will be turned into the principal or director of Human Resources.
- v. If an employee does not return the assign keys the final payroll check will be withheld until the keys are turned over to the designated personnel.