

REFERENCE COPY

FILE: ECA-AP1
Critical

EXPLANATION: BUILDING AND GROUNDS SECURITY

MSBA has revised this procedure to provide additional content. MSBA has also moved content that was previously included in ECA-AP2 into this procedure.

Please take special note of the section titled "Firearms." MSBA does not encourage storage of firearms on district property. That said, there are some instances where the law allows persons to carry firearms onto district property, or the district may allow persons to do so. Specific to this procedure, § 571.030, RSMo., allows:

- 1) Adults to possess weapons on school property "for the purpose of facilitation of a school-sanctioned firearm-related event or club event;" and
- 2) Students to "participate in school-sanctioned gun safety courses, student military or ROTC courses, or other school-sponsored or club-sponsored firearm-related events, provided that the student does not carry a firearm or other weapon readily capable of lethal use into any school, onto any school bus, or onto the premises of any other function or activity sponsored or sanctioned by school officials or the district school board."

While the statute seems clear for adults, the student section is not so clear. How does a student participate in a gun-safety course or firearm-related event without carrying a weapon onto school property? We assume students may use weapons adults bring to the school but that students cannot bring their own; however, this and other questions are unanswered. Because it is a crime to violate this particular statute, MSBA does not recommend that districts attempt to push the limits of this law. If the district wants, it may provide places for adults to store weapons on school property for use at firearm-related events. However, MSBA does not recommend any activity that would result in students carrying weapons onto a school bus or into school. MSBA recommends that districts discuss this issue with the district's insurance carrier as well.

<i>MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.</i>					
	Board Secretary	X	Business Office	X	Coaches/Sponsors
X	Facility Maintenance		Food Service		Gifted
	Human Resources	X	Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

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BUILDING AND GROUNDS SECURITY *(Prevention of Damages, Vandalism and Theft)*

Building Security

The superintendent or designee will ensure that all district buildings are secured at all times. The principal or designee of each school building will ensure that all doors other than the main entrance are secured during the school day.

All doors will be secured after regular business hours unless there is an activity scheduled. During a scheduled activity, the portions of the building not used for the activity will be secured to the extent possible.

The building administrator will designate employees responsible for locking, unlocking and regularly monitoring the doors. Teachers will be responsible for securing windows and doors in their classrooms. It is essential that all district employees and volunteers maintain security in district buildings, enforce building access rules, and take action when doors are left unsecured or district security is otherwise compromised.

Property Access

Employees

Employees may be provided keys or electronic access in accordance with Board policy. The superintendent or designee will immediately take action to retrieve keys or terminate the electronic access of any employee who resigns or is otherwise terminated from employment. Employees who resign or are otherwise terminated will be required to immediately return all keys and access cards to their supervisors or the district's designated security office. If an employee fails to return all keys or access cards, the superintendent or designee will take action to secure district property including, but not limited to, changing access codes, changing locks and contacting local law enforcement.

Outside Entities

In general, outside entities using district property should not be given keys or electronic access, and district employees will be designated to provide access to outside entities. The superintendent may provide outside entities with keys or electronic access when, in the opinion of the superintendent, doing so will not result in misuse or damage to property or pose a threat to students, staff or visitors. The superintendent will keep a current list of all outside entities who have keys or electronic access, including a record of the key number, access code or card number. The superintendent or designee will retrieve keys or terminate electronic access as soon as the outside entity no longer needs access.

Security of Buildings

~~Administrators and maintenance personnel will be responsible for ensuring that district facilities are properly locked and secured before leaving work. Other employees working past business hours will be responsible for locking any doors from which they exit.~~

~~Teachers will be responsible for securing windows and doors in their classrooms before leaving work.~~

~~Employees and students should avoid bringing items of value into the schools or leaving personal belongings unattended. The district will not be responsible for the damage to or loss of personal items.~~

Security of School Grounds

District administrators and maintenance personnel will be responsible for conducting regular security inspections of school facilities and grounds for conditions that could potentially compromise school security. The district will then take measures to correct any areas that compromise school security whenever possible. The following is a basic inspection list that the district should add specific criteria to as appropriate for the local area. Regular inspections will minimally include the following:

- **1.** All locks and latches on doors, windows and other means of entry will be checked for functionality.
- **2.** All building features that could aid in unauthorized building or roof access, such as downspouts, window ledges, fire escapes and maintenance access areas will be noted. Features that cannot be changed will be given attention in regular school security procedures.
- **3.** All school grounds that could aid in unauthorized access or provide blind spots or hiding places such as landscaping, fences and design of parking areas will be noted. Features that cannot be changed will be given attention in regular school security procedures.

Buildings and property that pose security concerns but are not covered by the above will be identified, and specific plans will be developed for those buildings and property. The district will seek the assistance of law enforcement representatives in identifying potential hindrances to school security and will amend the security inspection list as necessary.

Whenever possible, the district will take measures to correct any areas that compromise school security.

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Reporting Vandalism, Damages and Theft

The building administrator will prepare a full and complete report of any theft of items on school property or vandalism or damage to school buildings, facilities, furniture, equipment or other school property. Copies of the report will be forwarded to the superintendent and the appropriate law enforcement agency.

The superintendent or building administrator may sign a complaint against the person or persons involved in the act of theft, vandalism or damage to school property when deemed necessary. The superintendent or building administrator will also seek restitution for any loss or damage.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Implemented: 03/25/2015

Revised:

Savannah R-III School District, Savannah, Missouri