

PLANT FACILITY SECURITY

Formatted: Strikethrough

~~Buildings constitute the greatest financial investment of the District. It is in the best interest of the Board of Education to protect the District's investment adequately. The buildings and equipment owned by the Board shall be protected from theft and vandalism in order to maintain the optimum conditions for carrying out the educational programs. Promoting the safety of students, staff and others in the school buildings, as well as providing for the protection of the significant financial investment in the District's buildings is a critical function of the Board of Education. Proper safety measures are to be implemented to protect those who use the buildings and to protect the buildings and equipment owned by the Board from theft and vandalism in order to maintain the optimum conditions for carrying out the educational program.~~

Formatted: Strikethrough

The Superintendent, or designee, shall develop and supervise a program for the security of the school buildings, school grounds, and school equipment pursuant to statute and rules of the State. Such a program may include video surveillance equipment in appropriate areas in and around the schools and other District facilities.

Formatted: Strikethrough

Every effort shall be made to apprehend those who knowingly cause serious physical harm to District property and to require such persons to ~~rectify~~ repair the damage or ~~seek the payment of~~ pay a fee to cover such repairs.

Formatted: Strikethrough

Formatted: Strikethrough

Appropriate authorities may be contacted in the case of serious offenses.

The Superintendent, or designee, is authorized to install security devices, which would assist in the detection of guns and dangerous weapons in school buildings or on District property.

The Superintendent, or designee, shall report to the Board any significant incident involving vandalism, theft, personal safety, or other security risks and the measures being taken to address the situation ~~each major case of vandalism and the extent of the damage.~~

Formatted: Strikethrough

Public Access to School Facilities

The Board expects that during regular school hours only students and school staff need to be present in the school building. The Board also acknowledges that there will be times during the instructional day that members of the public, including parents, invited guests, or other individuals will for appropriate and legitimate reasons require entry into a school facility. In such cases, all exterior doors to every school building shall be locked during the instructional day, preventing entry into

**BOARD OF EDUCATION
GENEVA COMMUNITY UNIT
SCHOOL DISTRICT #304**

PROPERTY
7440/page 2 of 3

the building and all visitors to the school building during this time will be directed to a single entrance into the building. This entrance shall be the entrance closest to the main office. Visitors must identify themselves and the purpose of their visit to the school through the intercom system.

A. All persons other than students and building staff shall check in with the main office of the building and shall follow the building's visitor management procedures. Each visitor shall be given a visitor lanyard and badge that shall be worn at all times while in the building.

B. If the main office staff is unaware that the visitor was assisting in their school today, the main office may contact the staff member to verify that the visitor is expected.

C. All visitors are required to sign out prior to departing the building.

Any visitor to the school may be refused entry or asked to leave the building at any time if the building administrator determines that the visitor's presence is disruptive or is likely to become disruptive to the educational environment, or for other safety or security reasons. If a visitor refused to leave upon request by the building administrator, the administrator shall contact the school resource officer if applicable or local law enforcement as appropriate.

Any school staff member that witnesses a visitor in the school building who is not wearing a visitor lanyard and badge as required shall approach the visitor and request that they accompany them to the main office so they properly check in. If the visitor refuses to comply, immediately contact the main office and if applicable call the appropriate law enforcement agency to assist.

Parents or Guardians as Visitors

The Board encourages parental involvement in the education of students in the District. For this reason, it is important to facilitate the involvement of parents in school activities and the educational process while at the same time preserving the integrity of the educational environment for all students. As a balance, the Board adopts the following requirements for parents visiting the school during the instructional day:

A. Parents should make arrangements with their child's teacher or with the building administrator in advance of visiting their child at school unless that is not possible.

B. Parents, like any other visitor, must enter the building through only the approved visitor entrance and shall check in at the main office in the same fashion as a visitor.

Parents who do not follow these guidelines or whose presence is disruptive to the educational environment may be asked to leave the building by the building

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: List Paragraph, No bullets or numbering, Tab stops: Not at 0.7" + 1.2" + 1.7" + 2.2" + 2.7" + 6.4"

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: List Paragraph, No bullets or numbering, Tab stops: Not at 0.7" + 1.2" + 1.7" + 2.2" + 2.7" + 6.4"

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: List Paragraph, No bullets or numbering, Tab stops: Not at 0.7" + 1.2" + 1.7" + 2.2" + 2.7" + 6.4"

**BOARD OF EDUCATION
GENEVA COMMUNITY UNIT
SCHOOL DISTRICT #304**

PROPERTY
7440/page 3 of 3

administrator. Any decision to permanently expel a parent may only be made by the Superintendent, or designee, due to repeated failure to follow rules causing a disruption to the educational environment or for overt threats of harm or actual physical contact with any staff or student.

Court Imposed Restrictions

In any case in which an individual is the subject of a court order restricting the individuals presence at a school building, including any restrictions on the individuals physical proximity to an individual that is a student or staff member at the school facility, the building administrator shall inform staff of the situation and if any staff member sees the individual on school premises that staff member shall immediately contact the main office and law enforcement.

Adopted 8/27/2012
To Policy 4/24/2017