

Existing policy with necessary modifications.

Business/Non-Instructional Operations

Security of Buildings and Grounds

Buildings are among the greatest financial investments of the school district and the community. It is in the best interest of students and taxpayers to protect that investment adequately.

Security includes:

1. Developing at each school, in compliance with the requirements of ~~P.A. 13-3~~ C.G.S. 10-222m, a school security and safety plan, in partnership with other community groups, including law enforcement, fire safety officials, emergency medical services, as well as health and mental health professionals. Such plan shall be based upon the school security and safety plan standards developed by the Department of Emergency Services and Public Protection (DESPP) pursuant to C.G.S. 10-222n.
2. Training and practice necessary and essential for implementation of the school security and safety plan. Law enforcement and other local public safety officials shall evaluate, score and provide feedback on fire drills and crisis response drills, pursuant to C.G.S. 10-231.
3. Controlling access to school grounds and facilities.
4. Conducting a security and vulnerability assessment for each District school every two years and developing a school security and safety plan for each District school based upon the security and safety plan standards developed by DESPP.
5. Submitting annual reports to DESPP regarding fire drills and crisis response drills.
6. Establishing a School Security and Safety Committee at each school, responsible for assisting in the development of the school's security and safety plan and its implementation. (membership as required by ~~P.A. 13-3~~ C.G.S. 10-222k)
7. Developing procedures for managing various types of emergencies.
8. Minimizing fire hazards.
9. Reducing the probability of faulty equipment.
10. Guarding against the chance of electrical shock.
11. Keeping records and funds in a safe place.
12. Protecting against vandalism and burglary.

The Superintendent of Schools is directed to establish such rules and regulations as may be needed to provide for security as outlined above.

Incidents of illegal entry, theft of school property, vandalism or damage to school property from other causes will be reported by phone to the office of the Superintendent, as soon after discovery as possible. A written report of the incident will be made within 24 hours of discovery.

Business/Non-Instructional Operations

Security of Buildings and Grounds (continued)

Keys

All keys used in a school are the property of the district and control of their distribution shall be the responsibility of the Principal. All keys shall be inventoried and returned to the Principal at the end of the school year. (When the need for a particular key arises, a key shall be issued on that basis and shall be returned immediately following termination of the need for its use.)

All keys shall be issued through the office of each principal. A receipt showing the number of the key and room(s) or building(s) which it opens shall be signed by the person to whom the key is issued. This receipt shall be filed in lieu of the key and shall be returned to the employee upon return of the key.

Each Principal shall set up a key control system with a record of the number of each key filed.

The person issued a key shall be responsible for its safekeeping and shall pay for a duplicate key if lost. Duplicate keys are obtained only through the Principal. The Board of Education prohibits the duplication of school keys by other methods.

Keys shall be used only by authorized employees and shall never be loaned to other individuals.

The greatest care shall be given to master and sub-master keys. Master keys shall never be loaned.

Except in very limited circumstances, only certain individuals shall have access to the school buildings. These individuals are administrators, maintenance and custodial staff and selected service contractors.

(cf. 3516 – Safe and Secure School Facilities; Equipment and Grounds)

(cf. 4148.1/4248.1 – School Security and Safety Committee)

Legal Reference: Connecticut General Statutes
29-389 Stairways and fire escapes on certain buildings.
P.A. 13-3 An Act Concerning Gun Violence Protection and Children's Safety.
10-220f Safety Committee.
10-222m School security and safety plans. School security and safety committees.
10-222n School security and safety plan standards.
10-222k District safe school climate coordinator. Safe school climate specialist. Safe school climate committee.
10-231 Fire Drills.

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NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut