Safety and Security Precautions

School personnel should be alert at all times to possible hazards or practices that could lead to accident, injury, or death of a student. Before the opening of school, the principal should make a thorough inspection of the school plant, playground, and grounds to discover, report, and correct all possible hazards. [See CK(LOCAL)]

Principals, teachers, bus drivers, custodians, and other school personnel should take every precautionary measure to keep students safe and free from accidents and actions of violence. Careful instruction in safety and security to and from school should be given. Students riding the buses should be impressed with the need for exemplary behavior to ensure the safety of all riders and instructed to abide by the Code of Student Conduct. [See the Code of Student Conduct] Those walking to school or riding bicycles should be warned to exercise extreme caution, and to be especially alert at intersections. High school students driving to school should be alerted to their responsibility to help protect small children walking toward school by driving slowly and carefully. Coaches and physical education teachers should begin as soon as school opens to teach safety practices in athletics and physical activities. All teachers should be alert to violent or disruptive behavior of students and unauthorized visitors.

Sign-In Procedure

Schools are to have a sign-in procedure for all visitors including parents, patrons, District off-campus personnel, and District vendors. They must show valid photo identification to the school principal or designee indicating their purpose on campus and sign in on the visitor’s log sheet. District employees and authorized vendor representatives must wear identification badges at all times while in the school or on school grounds. All other visitors must be issued temporary visitor badges to include name, date, and destination to be visited. District employees must follow the directions of the principal or office staff, and should not move about the school for any reason other than for the stated purpose.

Sign-Out Procedure

Schools are to have a sign-out procedure for all visitors. When a District employee is leaving the school, the employee must return to the principal’s office to indicate their checkout time on the visitor’s log. Nondistrict employees, vendors, etc., must return to the principal’s office, return the temporary visitors badge, and sign out. [See GKC(REGULATION)]

Regular and Special Inspections

The principal’s designee is to conduct monthly general safety and fire safety inspections of the buildings and grounds using the Campus Safety Inspection Form and the Campus Fire Safety Inspection Form. [See CKC12(REGULATION), Campus Safety Inspection Form, and Campus Fire Safety Inspection Form] All safety hazards are to be reported to the principal or designee for correction. Safety
hazards of an emergency nature existing on school property or affecting students on their way to and from school should be reported immediately by telephone to the manager, Risk Management or his or her designee. Due concern must be exercised daily in and around schools and on school grounds to safeguard students in every way against accidents and hazards.

The school principal, campus-based police officer, school nurse, custodian, and other employees, whose responsibilities are safety, security, or health related, will make regular and special safety, security, and sanitation inspections as are necessary to maintain safe surroundings. Written reports of any hazardous or unsafe conditions should be made to the regional superintendent and the manager, Risk Management.

**Eye Protection**
Texas law requires that students in eye-endangering situations, such as those found in science labs, shops, or other such classes utilizing energized equipment or chemicals, must wear eye protective devices that meet the minimum standards. [See CKB(LOCAL) and Texas State Department of Health, Occupational Health Regulation No. 5: Standards for Eye Protection in Public Schools]

**Consultation**
This regulation has been through consultation (Administrative: April 8, 2009; Instructional: April 7, 2009; Noninstructional: May 12, 2009).

**Maintenance Responsibility**
The manager, Risk Management, is responsible for maintenance of this regulation.

**Effective Date**
This regulation is effective as of the adoption date, August 29, 2022.