Each school, not law enforcement, is responsible for maintaining adequate safeguards to ensure the safety and welfare of students, school personnel, and school property. [See CK(LOCAL) and CLA(LOCAL)] Requirements for maintaining campus security will include the following precautionary measures:

**Secure Campus**
The principal will establish a “closed campus” by designating only one entrance and exit, with all exterior doors closed and locked where feasible, for all persons entering or leaving the school site.

**Sign In and Out of Building**
All visitors, including parents, contractors, and volunteers must sign in and out of the school in the school office. [See CLA(LOCAL), GKC(LEGAL), GKC(LOCAL), and GKC(REGULATION)]

**Remove Trespassers**
If unauthorized persons enter the campus, they must be requested to leave the campus. If they refuse, they will be informed that they will be charged with trespassing if they do not leave at once. [See GKA(LEGAL) and GKA(LOCAL)]

**Secure Administrative Offices**
If disturbances center around school administrative offices, office staff should keep doors locked and admit no unauthorized personnel.

**Secure Files**
Office staff should take security measures to safeguard files and records.

**Secure Classrooms**
All classroom doors shall be locked at all times, provided the locking mechanism does not require unlocking action for exiting the room. This includes portable or other separate buildings. Any room that requires an unlocking action for exiting purposes must not be locked while occupied. The district must weigh additional security steps against keeping an internal environment that is joyful and that supports our main educational mission – providing high-quality instruction. Thus, classroom doors shall remain open, but the locking mechanism on the door shall be engaged. If a classroom door requires an unlocking action for exiting the classroom, the door shall remain unlocked while occupied. Principals may make an exception in specific cases such as doors to classrooms with students with special needs who are prone to leave the classroom unexpectedly or doors to classrooms that are significantly impacted by noise from the cafeteria, gymnasium, or choir.

No door should be forced open with the use of a wedge or other temporary device placed beneath the door to prevent it from closing.

A door that opens to the exterior of the building, including classrooms in a portable building, shall be closed, and locked at all times.
Building Security Checklist and Plan

A building security checklist will be completed by a building security committee and approved by the building principal three times each year. This checklist and plan should be part of the Emergency Preparedness Plan.

Working with Staff, Parents, and Community

In working with school staff members, parents, and the community, the principal should:

- Appoint a committee to keep staff members informed of developments that may require additional security measures;
- Maintain a log that lists the date, time, and nature of each incident, the names of the persons involved, and a description of the action taken;
- Collect material distributed on and adjacent to the school campus and make every attempt to secure information on who distributed the material, where and when the material was distributed, and who received the material;
- Schedule meetings on the day following a campus disturbance with persons and agencies involved; and
- As soon as possible, prepare letters of notification to parents of suspended students. As soon as possible after a student has been suspended, the campus administration will notify the parents of the suspended student.

Consultation

This regulation has been through consultation (Administrative: June 9, 2009; Instructional: June 6, 2009).

Maintenance Responsibility

The chief financial officer, Finance, is responsible for maintenance of this regulation.

Effective Date

This regulation is effective as of the adoption date, August 8, 2022, 2023.