

## SECURITY

The Board encourages cooperation with local law enforcement and fire authorities and insurance company personnel in planning and carrying out proper security measures to preserve and protect the district's investment in its physical plant

Buildings constitute one of the greatest capital investments of the district and should be protected. Security includes minimizing fire or other safety hazards, reducing the probability of faulty equipment, and keeping records and funds in a safe place. Security also includes having available floor plans of buildings and site plans showing campus boundaries and access points.

A key control system shall be established and maintained limiting building access to district personnel thus safeguarding against potential entry by unauthorized persons.

Protective devices designed as safeguards against illegal entry and vandalism shall be installed where appropriate.

The superintendent is directed to establish regulations as may be needed to provide for security of buildings and grounds.

Incidents of illegal entry, theft of school property, vandalism or damage to school property from any cause shall be reported by phone to the office of the superintendent and to the appropriate law enforcement agency as soon as discovered. A written report of the incident shall be made within one working day of discovery and forwarded to the superintendent's office.

Cross Reference: 404.03 Employees' Personal Security and Safety

Approved 8-15-11 Reviewed 12-15-14, 11-13-17, 2-8-21 Revised \_\_\_\_\_

## TRAFFIC AND PARKING PROCEDURES

Driving and parking on school property are privileges granted by the board to persons who have reasons to be in the schools or on school property. The superintendent shall authorize parking areas and post notices on district property designated for staff, student, visitor parking and parking for persons with disabilities and other classifications of parking areas as may be necessary.

Any vehicle not parked in authorized areas may be towed away and stored. All charges for towing and storing will be the responsibility of the owner or operator of the vehicle.

Any person failing to abide by the districts parking regulations may be further prohibited from bringing any vehicle on school property.

The school maintains a closed campus all students are required to remain on campus at all times. All vehicles, the elementary playground, the football field, and the parking areas are off limits.

Students are to park their bicycles in the appropriate bike racks or where designated. Students are advised but not required to keep their bicycles locked. Under no circumstances should a student borrow or tamper with a bicycle that is not his/her own. Once a bicycle is parked in the morning it is not to be ridden until school is dismissed in the afternoon.

Building principals will establish regulations as necessary for the use and control of staff and student parking areas around their buildings. Such regulations will be made available to staff, students and parents.

Cross Reference: 801.12 Student Transportation in Private Vehicles

Approved 8-15-11 Reviewed 12-15-14, 11-13-17, 2-8-21 Revised \_\_\_\_\_

## DISPOSITION OF OBSOLETE EQUIPMENT

School property, such as equipment, furnishings, or supplies (collectively referred to as equipment), will be disposed of when it is determined to be of no further use to the school district. It shall be the objective of the school district in disposing of the equipment to achieve the best available price or most economical disposal.

It shall be the responsibility of the superintendent to make a recommendation to the board regarding the method for disposing of equipment of no further use to the school district.

Cross Reference:     705     Revenue  
                          706.03 Bidding Procedures

Approved 8-15-11 Reviewed 12-15-14, 11-13-17, 2-8-21 Revised \_\_\_\_\_

## FACILITIES INSPECTIONS

A program for annual inspection, in addition to those conducted by authorized agencies, of the equipment, facilities, and grounds shall be conducted as part of the maintenance schedule for school district buildings and sites. The results of this inspection shall be reported to the board annually. Further, the board may conduct its own inspection of the school district buildings and sites annually.

Legal Reference: NDE Rule 10-011.01

Cross Reference: 903 Maintenance, Operation and Management

Approved 8-15-11 Reviewed 12-15-14/12-11-17/2-8-21 Revised \_\_\_\_\_

ANNUAL EMERGENCY SAFETY PLAN

All employees have the responsibility for maintaining safe, healthful and sanitary conditions within the buildings and on the grounds of the school district. The Superintendent shall designate staff and develop procedures to insure that all facilities meet fire, safety and health codes.

The Superintendent shall appoint a school safety and security committee represented by faculty, parents and community members that will prepare and review the school's safety plan. This plan will be updated annually by the committee and approved by the School Board. The plan will address safety procedures and security plans for students, staff and visitors, including during emergency events.

Typical elements of this plan will include:

- The assignment of specific employees to safety tasks and responsibilities.
- Instructions relating to the use of alarm systems and signals.
- Information concerning methods of fire containment and equipment use.
- Systems for notification of appropriate authorities.
- Specification of evacuation routes and procedures.
- Posting of plans and procedures at suitable locations.
- Procedures and frequency of emergency evacuation drills.
- An evaluation of each evacuation drill.

The plan shall be reviewed annually by one or more persons not on the committee and not an employee of the school district. This review includes a visit to each school building to analyze plans, policies, procedures and practices. Recommendations shall be made to the Superintendent and the committee for use in revising the plan.

Legal Reference. NDE Rule 10-011.01

Cross Reference:

- 404 Employee Health and Well-Being
- 508 Student Health and Well-Being
- 805 Risk Management
- 903 Maintenance, Operation and Management
- 905 Safety Program
- 1004.04 Crisis Management Communications

Approved 8-15-11 Reviewed 12-15-14/12-11-17/2-8-21 Revised \_\_\_\_\_

## ACCIDENT REPORTS

Any time an injury occurs, the school nurse will care for the injury if she is present. If she is absent, a secretary or the crisis team will handle the issue.

Written reports will be submitted within one business day to the building principal on all accidents occurring on district premises, in district vehicles, at a district-sponsored activity or involving staff members who may be elsewhere on district business. Reports will cover property damage as well as personal injury.

All accidents/incidents will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

Monthly records will be maintained.

Cross Reference: 404.02 Employee Injury on the Job

Approved 8-15-11 Reviewed 12-15-14/12-11-17/3-12-18/2-8-21 Revised 2-12-18

## SAFETY DRILLS

All schools are required to instruct and drill students on emergency procedures so that students may respond to an emergency without confusion and panic. Each building administrator will conduct emergency drills in accordance with state statute and the district's Emergency Safety Plan.

Drills and instruction on fire emergencies shall include routes and methods of exiting the school building. The district will conduct fire drills as required by state regulations.

Instruction on tornado dangers and natural disasters shall be conducted annually.

Cross Reference:                   508.05 Emergency Plans and Drills

Approved 8-15-11 Reviewed 12-15-14, 11-13-17, 2-8-21 Revised \_\_\_\_\_

## SCHOOL CLOSINGS AND CANCELLATIONS

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

The superintendent will develop and maintain such plans and procedures as are necessary to carry out alternate school and bus schedules.

At the beginning of each school year students, parents and staff will be informed of the procedures used to notify them in case of an emergency closure.

Approved 8-15-11 Reviewed 12-15-14, 11-13-17, 2-8-21 Revised \_\_\_\_\_



## EYE PROTECTIVE DEVICES

The district shall supply eye protective devices for teachers, students and visitors to all shops and laboratories meeting the standard of the American National Standard Practice for Occupational and Educational Eye and Face Protection as approved by the American National Standards Institute (ANSI).

Every teacher and student shall be required to wear eye protective devices at all times while participating in or observing the following courses of instruction:

1. Vocational, technical, industrial arts, chemical, or chemical-physical, involving exposure to:
  - A. Hot molten metals or other molten materials;
  - B. Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
  - C. Heat treatment, tempering, or kiln firing of any metal or other materials;
  - D. Gas or electric arc welding or other forms of welding processes;
  - E. Repair or servicing of any vehicle; or
  - F. Caustic or explosive materials; and
2. Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards not enumerated.

Legal Reference: Neb. Statute 79-715

Approved 8-15-11 Reviewed 12-15-14, 11-13-17, 2-8-21 Revised \_\_\_\_\_