

Security

The Board strives to maintain a safe and secure environment for staff, students, and visitors. Security includes but is not limited to securing district facilities to protect staff and students from unauthorized visitors or intruders and secure district equipment from theft. It also includes the regular maintenance of buildings, protection from fire hazards, faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment. The Board requires close cooperation with local police, fire, and sheriff departments and with insurance company inspectors to do safety programs and training to ensure employees are using safe practices.

Access to Facilities

The District will provide secure campuses through the use of perimeter fencing, security systems, video surveillance systems and door access controls in all facilities.

An access control system shall be established which will limit access to buildings to authorized staff and shall safeguard against the potential entry of unauthorized persons. Controlled door access hardware and protective devices shall be used as safeguards against unauthorized visitors, illegal entry and vandalism.

Access to school buildings and grounds outside of regular school hours shall be limited to staff whose work requires access and community groups or public organizations using district facilities.

All incidents of vandalism and burglary or that impact the safety and security of staff and students shall be reported to the Superintendent and to law enforcement agencies immediately as appropriate.

The District shall notify staff and students through student/parent and staff handbooks that that door access controls are implemented on District property. Additionally, notices shall be posted on or about School District property alerting those on School District property that the District is utilizing the use of door access controls.

Staff training will be provided as necessary.

Cross Reference: 9300
Operation and Maintenance of District Facilities

Policy History:

Adopted on: 02/03/14

Revised on:

Coeur d' Alene School District No. 271

SCHOOL FACILITIES

9500P

Security Procedures:

Staff will be issued identification badges and proxy cards that provide access to facilities and interface with the door access system. The identification badge shall be visible and be worn at all times when in District facilities.

If an employee needs any keys, they will be issued at the building site.

The identification badge, proxy card and keys are the property of the District. When an employee leaves the District, it is the responsibility of the employee to return the badge, proxy card and keys to Human Resources or the District Security Supervisor (Allen Kelly). Not turning in a badge, proxy card or any District keys will result in holding an employee's final check.

Staff members who are 10-month employees should maintain possession of their identification badge, proxy card, and keys until the start of the new school year.

In the event that an employee's pin for a proxy card needs to reset, a tech repair request should be submitted.

In the event that a key is lost, an employee should contact his or her supervisor immediately and a replacement key will be issued at a cost to the employee as follows:

First incident: \$10

Second incident: \$25

Third incident: \$50

In the event that a proxy card is lost, an employee should contact his or her supervisor immediately and a replacement card will be issued at a cost to the employee-as follows:

First incident: \$10

Second incident: \$25

Third incident: \$50

Policy History:

Adopted on: 02/03/14

Revised on: