

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 200-29
Subject: BUILDING SECURITY	Date of Issue: <u>7/1/87</u> Rescission: 5/1/99
Preparing Office: Office of the Superintendent	Effective Date: 5/1/99

I. Policy

A. Education Article §26-102 – “Trespass on the grounds of a public institution of elementary, secondary, or higher education”

1. Denial of access to schools grounds. The president, principal, or governing board of any public institution of elementary, secondary, or higher education may deny access to the buildings or grounds of the institution to any person who is not a bona fide, currently registered student, or staff, or faculty member at the institution, and who does not have lawful business to pursue at the institution or who acts in a manner that disrupts or disturbs the normal educational functions of the institution.
2. Staff may demand identification. Administrative personnel and authorized employees of any public institution of elementary, secondary, or higher education may demand identification and evidence of qualification from any person who desires to use or enter the premises of the institution.
3. Penalty. A person is guilty of a misdemeanor and on conviction is subject to a fine not exceeding \$1,000, imprisonment not exceeding 6 months or both if he:
 - a. Trespasses on the grounds of any public institution of elementary, secondary, or higher education;
 - b. Fails or refuses to leave the grounds of any of these institutions after being requested to do so by an authorized employee of the institution;
 - c. Willfully damages or defaces any building, furnishing statue, monument, memorial, tree, shrub, grass, or flower on the grounds of any of these institutions.

B. Annotated Code of Maryland Article 27 §36A - “Carrying or possessing a deadly weapon upon school property”

Unless otherwise stated as an exception in law, it is unlawful for any person to carry or possess any rifle, gun, knife, or deadly weapon of any kind on any public school property of this state.

II. Procedures

NOTE: All equipment for school-related activities, i.e. drama, prop, cutting tools for art and biology, and vocational education will be provided by the school system.

A. Individual School Procedures

1. If a staff member suspects a student of being in possession of a weapon, that student is to be reported immediately to the principal. Depending on the circumstances, the staff member or principal shall, within reason and with caution, demand that the weapon be turned over or confiscate the weapon from the student.
 - a. Only a principal, assistant principal, contracted school security guard, principal's designee, or police are authorized to make a reasonable search of a student on school premises, based on a reasonable belief that the student possesses a weapon. The search must be a reasonable one, which is no more intrusive than is necessary to secure safety. Any search of a student must be made in the presence of a third party.
 - b. The principal, assistant principal, contracted school security guard, or principal's designee is authorized to search student lockers or other parts of the school physical plant and its surroundings.
2. If the situation poses an immediate danger to the physical well being of others, and it is not possible to obtain the weapon from the student with reasonable safety, the police department shall be notified and asked to intervene. Immediately thereafter, the appropriate associate superintendent of curriculum, administration, and school improvement and the superintendent of schools shall be notified of the situation.
3. Once safety has been secured, the following actions are to be taken for students who have been found in possession of weapons on school property:
 - a. Initially, in the case of a deadly weapon, the student is to be disciplined according to FCPS Regulation No. 400-8.
 - b. A report is to be filed with the police department immediately.
 - c. The weapon is to be turned over to the police at the time of the police investigation or intervention.
 - d. Confidentiality must be preserved and information identifying the student may not be discussed. However, basic information about the incident will be provided to the community when requested. This information will include a statement identifying the type of weapon, the time it was in the school, the location of the weapon at the present time, and a description of the general circumstances including the fact that the procedures outlined herein were followed.
 - e. An intervention plan for students who exhibit the following signs should be developed:

• self-destruction	• threats against person or property
• suicide	• weapon possession
• substance abuse	• knowledge of bombs or explosive devices
• other abuse issues	• possession of bombs or explosive devices

4. Implementation

Principals are to make the following announcements annually to students on three (3) successive days prior to putting the procedures in place at the beginning of the school year.

"It is unlawful for students to possess or use any weapon on school property. Students who have or use a weapon on school property will be suspended from school, and the police will be notified of the incident. A weapon is any object designed to harm another physically or an object which is used in a way that can physically harm another. This school is committed to providing each of you with a safe environment, and we will do all we can to carry out that responsibility including, if necessary, conducting searches of student lockers."

In addition, following the announcement, the statement will be published in the next school letter, which is provided to the parents.

III. School System Safety Plan

- A. Because each building poses unique security problems, each school principal and/or building manager will consult with his/her staff to identify existing or potential problems. Upon completion of the security assessment, a school security committee will be formed to develop the school/building plan, the primary purpose of which is the safety of students and employees. All system security procedures must be included in the school/building plans.
- B. The system security plan should include the following practices:
 - 1. Prior to the official opening of school each morning, all doors should remain locked except those necessary to allow school day care children to enter the building. At the official opening time only, the main doors needed for bus and parking lot entrances are to be unlocked. All panic bars and doors are to be operable, and no obstacles shall be allowed to block doorways or hold doors from closing. Location of portable classrooms may require other doors to remain open.
 - 2. All temporary classrooms, storage rooms, unused classrooms, and any room not used are to be locked at all times.
 - 3. Principals and/or building managers will limit issuance of exterior door keys to authorized personnel.
 - 4. Authorized personnel will secure and strictly control the use of all keys to interior doors.
 - 5. All visitors, volunteers, temporary employees (substitutes), and non-school based personnel of the school system shall be required to wear an identification pass at all times when visiting a school/building.
 - 6. Notice to all visitors to report to the school office will be posted at every entrance. All persons who are not members of the student body or FCPS staff will be required to identify themselves and indicate the purpose of their visit. All visitors will be given a numbered pass to pin on the front of their clothing and will sign the visitors' log.

7. All staff members shall have the responsibility for politely stopping and questioning all strangers without a visitor's pass.
8. Staff should take steps to ensure that students are not alone in restrooms or unsupervised areas. The "buddy system" may be an alternative to be used in elementary schools.
9. All staff must monitor hallways and other areas as assigned during class change, before and after school.
10. The school administration should communicate the need for security measures and how they operate to parents and community.
11. Custodians should make thorough security checks before leaving the building each day or night and assure that the security monitoring system has been activated, where appropriate.
12. At the end of the school day, all exterior doors should be set to allow only exiting from the building. The exceptions to this procedure would involve doors to the main office and doors used by participants in extended day programs and special events. Specific instructions and procedures must be developed to deny participants access to parts of the building not used by these programs. During evening or weekend activities, those areas of the building not in use should be sealed off from the activity.
13. Teachers will close and lock all windows and classroom doors.
14. Staff will secure valuable equipment.
15. The principal will publish and include in student handbooks a statement to the effect that, unless under the direct supervision of a staff member, all students should be out of the building within fifteen (15) minutes after the end of the school day.

C. Other Security Measures

1. School personnel will not leave personal valuables in schools overnight.
2. Staff will report all broken windows, faulty locks and lost keys immediately to the principal and/or building manager who will report the problem to the maintenance department.
3. Staff will immediately report broken or burned out lights, exterior or interior. These lights will be replaced as soon as possible.
4. Custodians will make thorough security checks before leaving the building each day or night and will assure that the security monitoring system has been activated, where appropriate.
5. Newsletters and other communications will be used to encourage neighbors of the schools to report acts of vandalism to the police or to the school principal and/or building manager.
6. To insure good communication and supervision, walkie-talkies should be provided for key personnel in schools, e.g. administrators, custodians, etc.

7. All staff should be provided annual inservice training regarding the school security plan.
8. In buildings with intrusion alarms, the principal or building manager will:
 - a. Reduce the number of persons having entrance keys to the buildings to essential personnel only and insure that anyone authorized an entrance key is fully trained on how to properly enter the building without setting off the intrusion alarm.
 - b. Provide keys for temporary access to authorized personnel.
 - c. Maintain a log, which lists all intrusion alarm actions as specifically as possible. The log should include the following information and should be kept in the school office near the intrusion alarm control panel, if possible:
 - (1) Date and time of any alarms generated by the system, an indication if it was a false alarm or an actual intrusion.
 - (2) Location and zone of sensor which generated the alarm, if it can be determined, and the weather at the time of the alarm.
 - (3) Name of building emergency response person responding to the alarm.
 - (4) Action taken as a result of the alarm including calls to the maintenance department, counseling of personnel, etc.
 - (5) Date and time of any test or repairs of the system including identification of the person or company making the repair.
 - d. Notify the maintenance department immediately of any problems which are considered to be caused by system malfunction.
 - e. Keep the intrusion alarm systems operating unless arrangements have been made with the police for increased patrols. Police agencies prefer that the alarm systems be kept in operation.

D. Response to Incident

Upon the discovery of a school security incident, the principal will:

1. Take the necessary measures to provide for student and staff safety.
2. Report the incident (where appropriate) to the local law enforcement agency.
3. Initiate an investigation to determine the details of the incident (use the Incident Statement Form to collect the details).
4. Report the details verbally to the appropriate associate superintendent of curriculum, administration, and school improvement to be followed by the Incident Report Form.
5. Initiate appropriate disciplinary action according to FCPS Regulation No. 400-8.

6. Consult with the building staff to:
 - a. Inform staff of the specific details of the incident.
 - b. Obtain feedback from the staff on the incident.
 - c. Discuss ways to handle the incident more effectively in the future.

7. Complete and forward the Security Incident Report Form to the appropriate staff.

Approved:

Jack D. Dale
Superintendent