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FILE: ECA
Critical

EXPLANATION: BUILDING AND GROUNDS SECURITY

MSBA has modified this policy to address not only vandalism, but the theft and loss of district property. New federal regulations require school districts to protect property purchased with federal funds from damage, loss and theft. Even without the requirements of federal regulations, school districts have a duty to protect the property for which they are responsible.

IMPORTANT NOTICE

MSBA has also made a second version of this policy that includes the option for school districts to appoint school protection officers as authorized by Senate Bill 656 (2014). A school protection officer (SPO) is defined as an elementary or secondary teacher or administrator who has been designated as an SPO by the school district. While the law does not require the district to designate an SPO, it does provide an extensive and detailed procedure for this process, including specific training requirements, should the district decide to do so. MSBA strongly encourages districts to carefully study these requirements and contact their insurance carrier and attorney to discuss the financial and legal ramifications of appointing SPOs.

MSBA also created an administrative procedure that reflects the requirements of state law regarding the designation, training and use of SPOs. That procedure, ECA-AP2, should only be approved by districts appointing SPOs.

While the statutory language governing the appointment of SPOs is somewhat confusing, MSBA recommends that any district considering appointing SPOs do so in the following sequence:

1. Hold a public hearing to determine whether the use of SPOs as part of the district's emergency response is appropriate for the school district. The hearing must be publicized at least 15 days in advance. If the district determines that using SPOs is appropriate, the Board must take a public vote adopting the practice.
2. Adopt version two of policy ECA, which includes the use of SPOs, and implement procedure ECA-AP2.
3. Solicit applications from teachers and administrative staff who want to serve as SPOs.
4. In a closed session meeting posted under § 610.021(14), RSMo., authorize one or more employees who meet the requirements established by law to serve as SPOs. In the same meeting, vote on whether to allow the appointed SPOs to carry a concealed firearm.

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If you would like to see the other version of this policy and the procedure that addresses SPOs, please let your editor know.

MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.

	Board Secretary	X	Business Office		Coaches/Sponsors
X	Facility Maintenance		Food Service		Gifted
	Human Resources	X	Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

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BUILDING AND GROUNDS SECURITY

It is the goal of the Camdenton R-III School District to provide a safe learning environment for students and a safe working environment for employees. The Board directs the superintendent or designee to routinely inspect the district's property and bring proposals for improving security to the Board.

Property Access

In general, district buildings and property are not open to the public unless the district has specifically opened a building or property for public use or for an event to which the public is invited. The superintendent or designee will establish regular business hours and locations where members of the general public may contact the district and interact with district employees.

The superintendent or designee will set hours when parents/guardians may drop off and pick up their students. The district is not responsible for the supervision of students except during regular school hours or other times designated by the district.

The superintendent or designee will determine which district employees need access to district buildings or grounds outside regular building hours. Each staff member shall have a key to those areas of the building for which he or she is responsible. Keys to exterior doors shall be given to members of the staff when a critical need is demonstrated to the principal. At no time should staff members loan their keys to students or parents without the consent of the principal. The district will maintain a list of employees with access and will routinely monitor this list to ensure that only current employees continue to have access. An employee's access may be revoked at any time.

All district employees and volunteers are required to maintain security in district buildings, enforce building access rules and take action when doors are left unsecured or district security is otherwise compromised.

Security Personnel

The district may employ or contract for trained and appropriately licensed personnel or independent contractors to provide security during the regular school day, after regular business hours or during events or activities where additional security is determined necessary.

Surveillance Cameras

The district utilizes surveillance equipment on district property and in district facilities for security purposes.

Firearms and Other Weapons

No person shall possess a firearm, a concealed weapon or any other weapon readily capable of lethal use on school property, onto any school transportation or onto the premises of any function or activity sponsored or sanctioned by the district, except for authorized law enforcement officials. ~~Adults and students may possess weapons on school property for the limited purpose of facilitating or participating in a school-sanctioned firearm-related event, as long as the weapons are neither concealed nor carried onto school transportation or onto the premises of any other school or school-sponsored activity.~~ School officials are prohibited from authorizing any person to bring weapons on school property or to school activities, including concealed weapons, beyond the exceptions stated in this policy. **Students may participate in school-sanctioned gun safety courses, student military or ROTC courses, or other school-sponsored or club-sponsored firearm-related events, provided the student does not carry a firearm or other weapon readily capable of lethal use into any school, onto any school bus, or onto the premises of any other function or activity sponsored or sanctioned by school officials or the district School Board.**

Any person who possesses a weapon in violation of this policy will be asked to leave **district property**. In addition, district administrators may report the incident to law enforcement officials, ban the person from school property or school events in accordance with policy KK or seek other legal remedies. Possession of weapons by students is governed by policy JFCJ and regulations JG-R1, JG-R2 and JG-R3.

Vandalism **Loss, Damage and Theft**

The superintendent or designee will establish controls to prevent the loss, damage and theft of district property. The administrators, department heads and supervisors of programs, buildings and departments are responsible for creating and enforcing practices and protocols to secure equipment and supplies and for budgeting for the locks, safes or storage facilities necessary to prevent loss and theft and to protect district property.

All district employees must report missing or damaged property to their supervisor as soon as they become aware that property is missing or damaged. District patrons and students are encouraged to report incidents of damage to or theft of district property. All reports of missing or damaged property will be investigated.

The Board shall seek all legal redress against persons found to have committed **incidents** of willful or malicious abuse, destruction, **defacing damage** and/or theft of **the district property of the Camdenton R-III School District**. **The superintendent or designee is authorized to file charges on behalf of the district for theft, vandalism or other criminal activity involving district property.**

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District patrons, students and members of the staff are urged by the Board to cooperate in reporting incidents of vandalism to property belonging to the district, as well as the name(s) of the person or persons believed to be responsible.

The superintendent and/or principal shall be authorized to sign a complaint, press charges and pursue civil action against perpetrators of vandalism to district property. Restitution for the damages caused will be sought from such persons—and, in the case of minors, from their parents/guardians—under the laws of this state.

Students found guilty of theft or willfully defacing or injuring damage to any district property shall pay for the damages caused thereby and may be suspended or expelled as provided by law will be disciplined in accordance with Board policies and regulations. Any employee whose actions or inactions cause the loss, damage or theft of district property may be disciplined or terminated. The district will seek restitution for willful damage to district property under the laws of this state. In the case of minors, restitution will be sought from their parents/guardians.

Security Records

In accordance with law and district policy, the district has closed records pertaining to district security guidelines, policies and response plans; structural plans of real property; security systems; and access and authorization codes for security systems. Other security-related records will only be provided to members of the public upon request when required by law.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/08/1994

Revised: 11/10/2003; 08/10/2009; 06/09/2014;

Cross Refs: BDC, Closed Meetings, Records and Votes
DID, Inventory Management
JFCJ, Weapons in School
JGD, Student Suspension and Expulsion
KG, Community Use of District Facilities
KK, Visitors to District Property/Events
KKB, Audio and Visual Recording

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Legal Refs: §§ 162.215, 168.201, 171.011, 177.031, 211.181, .185, .188, 537.045, 571.030, .107,
574.085, 610.021, RSMo.

11 C.S.R. 75-17.010-040

2 C.F.R. 200.313

Camdenton R-III School District, Camdenton, Missouri

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