

Book
Policy Manual
Section
700 Property
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Building Security
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709
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Article 1. Policy

§a) The maintenance of the security of school facilities for reasons of safety, vandalism and theft shall be undertaken in accordance with the terms and conditions of this **Policy** and other applicable **Policies**.

Article 2. Authority

§a) A program of building security shall be administered by the **Superintendent**, with the cooperation of building **Principals**. The need for access shall be the underlying principle in determining who will have **Keys** to **School District** properties.

§b) The **Superintendent** shall determine who is entitled to authorized access to **School District** building(s) and who may have after hours access to **School District** facilities.

Article 3. Guidelines

§a) After the start of the school day, access to the building shall be limited to one (1) entrance. All other entrances shall be locked.

§b) Access to **School District** buildings and grounds shall be established in accordance with the following guidelines:

§i) *Unlimited Access*. Employees in the following classifications shall have unlimited access to all **School District** facilities and buildings:

§(1) Superintendent;

§(2) Board Secretary;

§(3) Supervisor of Buildings and Grounds;

§(4) The Chief of Police, Director of School and Public Safety;

§(5) **School District** police officers; and

§(6) the **School District** Safety Officer.

§ii) *Limited Access.*

§(1) Building **Principals** to assigned building.

§(2) **Assistant Principals** to assigned building.

§(3) Head building custodians to assigned building.

§(4) Extracurricular sponsors or supervisors for their area or activity.

§(5) **Board** Members to **School District** buildings and **School District** office.

§c) A log of employees with **Keys** shall be maintained by the **Superintendent**.

§d) Each building **Principal** shall maintain a log of building employees with **Keys**.

§e) A set of master and/or duplicate **Keys** shall be kept in the custody of the **Superintendent** and maintained in a safe and secured location.

§f) After hours entry to **School District** buildings shall be controlled by the custodian on duty.

§g) Entry to a **School District** building shall be prohibited when a person authorized as a **School District** representative for the building is not present.

§h) *Use of Video Cameras.*

§i) The **School District** shall utilize video cameras in the **School District** to assist in securing **School District** property. The **School District** shall provide proper notice to students, staff and others that video surveillance may occur on school property at any time.

§ii) Recordings from video cameras are the property of the **School District** and shall be maintained, used and/or destroyed under the supervision, direction, and control of school officials. Recordings shall be subject to other applicable **Policies**, including **Policies** concerning confidentiality of student and personnel records, and shall be subject to **Applicable Law**.^{[1][2][3]}

§i) *ALICE Training.* ALICE training shall be provided as required in **Policy 805**.

§j) *Violent Critical Incident (VCI) Drills.* School employees shall participate in all Violent Critical Incident (VCI) drills conducted and led by school administrators and law enforcement professionals. Drills may include:^[4]

§i) Allowing school employees to respond to a simulated emergency in whatever way they have been trained or informed; and

§ii) Allowing school employees to attempt and implement new methods of responding to the simulated emergency based upon previously used unsuccessful methods of response.

§k) *Use of Metal/Weapons Detection System*

§i) The **School District** is committed to protecting the health, safety, and welfare of all children, staff, and visitors of the **School District**. The **Board** authorizes the **School District** administration to use walk-through and/or hand-held metal/weapons detection systems at any **School District** activity and in the **School District's** buildings or on **School District** grounds. These metal/weapons detection systems may be used for entrance into a school building, on **School District** grounds, or at any **School District** activity or athletic event.

§ii) Persons entering a school building or attending a school activity or sporting event may be subject to daily, regular, or random screening with a metal/weapons detection system. The metal/weapons detection systems may be a walk-through, hand-held, or other type of device. The screenings may take place before entering a school building; gaining access to school grounds; being admitted to a school activity or sporting event; boarding or unloading a school bus; and/ or before gaining access to any other location and/or activity sponsored by the **School District**. Persons that do not consent to a metal detection screening will be denied admittance or entrance.

§iii) The **Director of School and Public Safety**:

§(1) May recommend the **Board** purchase metal/weapons detection systems approved for the **School District's** intended use;

§(2) Shall schedule training and re-training for all personnel using metal/weapons detection systems;

§(3) Shall provide additional training for all personnel trained and authorized to use metal/weapons detection systems in the event there is a security breach near or at the location of a metal/weapons detection system; and

§(4) Shall coordinate all **School District** metal/weapons detection systems test in accordance with the requirements as outlined in the manufacturer's specifications.

§iv) The **Director of School and Public Safety** shall maintain records for the purchase of metal/weapons detection systems, training, and re-training of personnel in the use of metal/weapons detection systems and potential security breaches, and the testing of metal detectors.

§v) The **School District** Police Department or local police will be immediately contacted in the event a person is found to have in their possession any item that poses a threat to the security of the person(s) or others.

§vi) All **School District** parent, pupil, and faculty handbooks will indicate: "The Coatesville Area School District may use metal/weapons detection systems in all school buildings, on school grounds, and at all school activities."

Article 4. Definitions and Construction

§a) When capitalized in bold font herein, the following terms shall have the following definitions unless the context clearly indicates otherwise:

§i) "**Applicable Law**" means any applicable federal, state or local law, regulation, ordinance, policy, or the holding of any court decision that is applicable to the matters addressed herein.

§ii) “Keys” means keys and includes any access card, access code or FOB or similar item.

§iii) “Policy” means any **Policy** as adopted by the **School Board** and that is contained either in the Policy Manual as published on the **School District’s** website or that is contained in or approved by any action of the **School Board** at a public meeting.

§iv) “School Board” and **“Board”** means the Board of School Directors of the Coatesville Area School District and the members of same, individually or in combination, as the situation demands.

§v) “School District” means the Coatesville Area School District.

§b) Construction Generally. This **Policy** shall be interpreted in accordance with the following terms and conditions.

§i) Except as expressly provided otherwise in this **Policy**, (a) the words “include,” “includes” and “including” are deemed to be followed by the words “without limitation”; (b) the word “or” is not exclusive; and (c) the words “herein,” “hereof,” “hereto,” and “hereunder” refer to this **Policy** as a whole.

§ii) Unless the context clearly otherwise requires, references herein: (a) to sections, mean the sections and subsections of this **Policy**; (b) to this **Policy** means this **Policy** as amended, supplemented, and modified from time to time to the extent permitted by the provisions thereof; and (c) to a statute means such statute as amended from time to time and includes any successor legislation thereto and any regulations promulgated thereunder.

§iii) Whenever the masculine is used in this **Policy**, the same shall include the feminine and whenever the feminine is used herein, the same shall include the masculine, where appropriate.

§iv) Whenever the singular is used in this **Policy**, the same shall include the plural, and whenever the plural is used herein, the same shall include the singular, where appropriate.

§v) The headings used in this **Policy** are for reference and convenience only, do not in any way define, limit, describe, or amplify the provisions of this **Policy** or the scope or intent of this **Policy**, are not a part of this **Policy**, and will not enter into the interpretation of this **Policy**.

§c) All references to “days” in this **Policy** mean calendar days unless otherwise stated. The term “business day” or “working day” means Monday through Friday, excluding holidays observed by the **School District**.

§d) Whenever an administrator is referenced herein, the reference shall include the administrator’s designee, substitute, acting or interim administrator.

Legal

1. Pol. 113.4

2. Pol. 216

3. Pol. 324

4. Pol. 805

24 P.S. 510

Pol. 705

Pol. 907