



Book	Policy Manual
Section	9000 Series - School Facilities
Title	Secure Facilities
Code	9500 (Replaces 361)
Status	Proposed

## **SECTION 1. SECURITY**

**1.1** The Caldwell School District is charged with providing a safe and secure environment for students and staff.

**1.2** Security means not only maintenance of buildings, but also protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment. The Board requires cooperation with local police, fire, and sheriff departments, and with insurance company inspectors, to do safety programs and provide training to assure employees are using safe practices.

## **SECTION 2. CLOSED CAMPUS POLICY**

**2.1** A closed campus policy allows the Caldwell School District to better control the circumstances under which students learn, and thereby provide a safe and healthy learning environment.

**2.2** All school district owned schools shall be a closed campus as follows:

**2.2.1** Students: At any time between the initial bell indicating the beginning of the school instruction day, and the final bell indicating the end of the school instruction day, all Caldwell School District students must gain permission from the building principal or designee prior to leaving a school district owned facility.

**2.2.2** Vendors, contractors and visitors: All vendors, contractors and visitors must check-in at all times and receive permission to enter upon Caldwell School District property at any time during normal hours of operation or at such other times as established by the principal of a school district owned facility. Vendors who have entered upon school district owned facilities must have a visitor pass in their possession at all times during normal business hours.

**2.3** Access to school buildings outside of regular school hours shall be limited to staff whose work requires access and/or individuals with an approved facilities rental agreement.

**2.4** An adequate key control system shall be established which shall limit access to buildings to authorized staff and shall safeguard against the potential entry of unauthorized persons.

## **SECTION 3. PROTECTION AGAINST THEFT AND VANDALISM**

**3.1** Records and funds shall be kept in a safe place and under lock and key when required.

**3.2** Locks and other protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation.

**3.3** All incidents of vandalism and burglary shall be reported to the Superintendent immediately and to law enforcement agencies as appropriate.

## **SECTION 4. DEFINITIONS**

- 4.1** School District Owned Facilities: for purposes of this policy only, means and refers to any real property and or building in which students are present and which is owned or leased by the District for purposes of providing primary and secondary education.
- 4.2** Vendor: Means any person who enters upon school district owned facilities for the purpose of selling or marketing goods or services.
- 4.3** Visitor: Means any person who has entered upon school district owned facilities, and who is not a Caldwell School District employee or student.
- 4.4** Contractor: Means any person who has entered upon school district owned facilities under a contract to perform work.
- 4.5** Facilities Rental Agreement: Means a contractual agreement intended for the short-term rental of a school district owned facility or facility spaces.

Cross References            901 School District Facilities Rental - Use  
   9060 Building Access and Control