

Security

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 and encourages close cooperation with local police, fire, and sheriff departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours shall be limited to staff whose work requires access. 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.

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

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. All incidents of vandalism and burglary shall be reported to the Board of Trustees immediately and to law enforcement agencies as appropriate.

Equipment Security

District equipment shall be under the control of the Supervising Teacher (the most senior professional) and will be checked out by him/her during the school year. There will be a record of who has it, where it is, and when it is to be returned.

The person using the equipment must know how to use it and the appropriate safety precautions required. Students cannot allow others to operate District equipment without the express approval of the Supervising Teacher.

Care of School Property

The Supervising Teacher and staff shall insure that District property is not abused. Students or non-students who abuse school property may be disciplined and costs assessed for property abuse. Liability for the damage incurred will fall on those responsible for the abuse. A District hearing may be required to assess blame and costs.

The following steps shall be taken upon evidence that school property has been damaged or lost, whether or not the action was willful:

1. Damage of any nature to school property shall be reported to the Supervising Teacher.
2. A Damage or Loss Report shall be submitted to the Board of Trustees. In the event of a break-in, whether damage is noted or not, the Board shall report the occurrence to a law enforcement agency. Care shall be taken to avoid disturbing evidence that may be associated with the break-in.
3. An investigation to establish the individuals responsible for acts of vandalism or theft shall be initiated.
4. A professional shall estimate repair or replacement costs for damage.
5. Parents shall be informed, in writing, regarding the nature of the damages, how restitution may be made, and how appeal may be initiated.
6. The Clerk of the District, upon receipt of the damage or loss report, shall bill the student's parents for the repair or replacement costs. Some emergency work may be required prior to all of these steps. That bill shall also go to the guilty party.
7. The Clerk shall notify the District's property insurer as soon as possible.
8. Copies of the parent notification along with estimate of damages shall be sent to the Board of Trustees and the Supervising Teacher or District Superintendent (the most senior professional).
9. The Supervising Teacher will review any appeal made by the student and/or parents.
10. The student and/or parents shall be advised that they may appeal the decision of the Supervising Teacher at the next regular meeting of the Board (see Policy #3520). No further appeal shall be allowed.

Legal Reference:	§20-5-201, MCA	Duties and sanctions
	§50-61-114, MCA	Fire chief and county sheriff to make inspections

Policy History:

Adopted on: 2008-09

Revised on: