

Security of Buildings and Grounds

Buildings constitute one of the greatest investments of the school district and the community. It is in the best interest of students and taxpayers to protect that investment adequately.

1. Developing at each school, in compliance with the requirements of C.G.S. [10-22m](#), a school security and safety plan, in partnership with other community groups, including, but not limited to, law enforcement, fire safety officials, emergency medical services, as well as health and mental health professionals. Such plan shall be based upon the school security and safety plan standards developed by the Department of Emergency Services and Public Protection (DESPP) pursuant to C.G.S. [10-222n](#).
2. Training and practice necessary and essential for implementation of the crisis response plan. Law enforcement and other local public safety officials shall provide feedback on fire drills and crisis response drills pursuant to C.G.S. [10-231](#).
3. Controlling access to school grounds and facilities.
4. Conducting a security and vulnerability assessment for each District school every two years and developing a school security and safety plan for each District school based upon the security and safety plan standards developed by DESPP.
5. Submitting annual reports to DESPP regarding fire drills and crisis response drills.
6. Establishing a School Security and Safety Committee at each school, responsible for assisting in the development of the school's security and safety plan and its implementation. (membership as required by C.G.S. [10-22k](#))
7. Developing procedures for managing various types of emergencies.
8. Minimizing fire hazards.
9. Reducing the probability of faulty equipment.
10. Guarding against the chance of electrical shock.
11. Keeping records and funds in a safe place.
12. Protecting against vandalism and burglary.

The Superintendent of Schools is directed to establish such rules and regulations as may be needed to provide for security as outlined above.

(cf. [3516](#) – Safe and Secure School Facilities; Equipment and Grounds)

(cf. 4148.1/4248.1 – School Security and Safety Committee)

Legal Reference: Connecticut General Statutes

[29-389](#) Stairways and fire escapes on certain buildings.

P.A. 13-3 An Act Concerning Gun Violence Protection and Children's Safety

[10-220f](#) Safety Committees

[10-222k](#) District safe school climate coordinator. Safe school climate specialist. Safe school climate committee.

[10-222m](#) School security and safety plans. School security and safety committees.

[10-222n](#) School security and safety plan standards

[10-231](#) Fire drills

Approved: September 8, 2005

Reviewed: February 11, 2020

NORTH CANAAN BOARD OF EDUCATION

North Canaan, Connecticut

Security of Buildings and Grounds**Illegal Entry, Theft, Vandalism, Burglary**

Incidents of illegal entry, theft of school property, vandalism or damage to school property from other causes will be reported to the office of the superintendent and to the authorities as soon after discovery as possible. A written report of the incident will be made within 24 hours of discovery.

Keys

All keys used in a school shall be the responsibility of the principal or his/her designee. Requests for permanent issuance of keys shall be made only in those instances where the employee regularly needs a key in order to carry out normal activities necessitated by the position which the employee holds. When the need for a particular key is of a temporary nature, a key shall be issued on that basis and shall be returned immediately following termination of the need for its use.

All keys shall be issued through the office of the principal. The principal or his/her designee shall set up a key control system with a record of the number of each key filed.

The person issued a key shall be responsible for its safekeeping and shall pay for a duplicate key if lost. Duplicate keys are obtained only through the school office. The Board of Education prohibits the duplication of school keys by other methods.

Keys shall be used only by authorized employees and shall never be loaned to students. The greatest care shall be given to master and submaster keys. Master keys shall never be loaned.

Building Checks

Building checks are to be made on Saturdays, Sundays, and at such other times as is necessary by the Superintendent's designee. A building check shall consist of:

1. Checking all entrances to the building to determine that they are secure;
2. Checking all boilers to see that they are functioning properly;
3. Checking for running water; and
4. Checking internal areas – audiovisual storage, office areas, and kitchen.

The building check is to be accomplished by the Head Custodian.

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