

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SAFE AND SECURE SCHOOLS

3.40

- I. The School Board has as its first obligation to provide a safe, secure, and orderly learning environment in all schools and at all school-sponsored activities.
- II. An orderly environment can only be achieved by developing procedures to control students, personnel, and other persons on school property and attending School Board or school-sponsored events or activities. All procedures shall reflect the following provisions:
 - A. No persons other than students and employees of a school site shall be on a school campus during school hours unless they have been approved by the principal's office.
 - B. A student who is suspended or expelled is not in good standing and is not permitted on the school campus or school grounds.
 - C. Any person on a school campus or school grounds not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. Each principal shall keep a log of such incidents which shall provide the name of the person asked to leave and other pertinent information. If said person shall again be seen upon the school campus or school grounds, any staff member shall immediately notify the principal who shall contact local law enforcement officials.
 - D. Individuals who enter School Board property, a School Board meeting or attend a school-sponsored activity without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the Board President, Superintendent or designee, principal or person in charge are subject to criminal penalty as provided in Alabama statutes. The person in charge shall contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school property or activity and take appropriate actions to have the offender punished as prescribed by law. The Superintendent shall be notified of any such action at schools or school activities.
- III. Safety – Emergency Plans
 - A. The Superintendent shall develop and present to the Board for review and approval, appropriate school emergency management and preparedness plans.
 - B. The Superintendent shall establish a uniform format for the development of the schools' emergency management and preparedness plans.

CHAPTER 3.00 - SCHOOL ADMINISTRATION

- C. Each school shall develop and maintain an up-to-date plan based upon the uniform guidelines and including the provisions of Alabama law, State Board of Education rules, and other applicable regulations.
 - D. Copies of the school plans shall be provided to county and city law enforcement agencies, fire departments and emergency preparedness officials.
- IV. Safety – Procedures
- A. School alarms shall be monitored, and malfunctions shall be reported for immediate repair.
 - B. A safety program shall be established.
 - C. Emergency evacuation drills (fire, bomb threat, terrorist, tornado, other disaster, and school bus) shall be held in compliance with state requirements. Each principal, site administrator or transportation official is responsible for the following:
 - 1. Developing and posting emergency evacuation routes and procedures;
 - 2. Assigning and training staff members in specific responsibilities to ensure prompt, safe and orderly evacuation; and
 - 3. Identifying and reporting hazardous areas requiring corrective measures.
- V. Safety – Violence Prevention
- A. The Superintendent shall develop a violence prevention plan to be used by each school.
 - B. Training in identification of potentially violent behaviors and the procedures to be implemented shall be provided to personnel of the schools.
- VI. Security
- A. The Superintendent shall develop and implement guidelines and procedures for reviewing each school's security provisions.
 - B. The principal shall conduct an annual review of each school's security provisions and submit a written report to the Superintendent or designee for submission to the Board for review.

CHAPTER 3.00 - SCHOOL ADMINISTRATION

- C. Each school's emergency plan shall include security provisions including emergency "lock down" procedures.
- D. All doors and exits shall remain unlocked from the interior during school hours and shall meet the required codes.
- E. The Superintendent shall require that all state statutes regarding safety, security and discipline are carried out.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-24, 16-1-24.1, 16-6B-5, 16-8-8,
16-11-9, 16-12-3, 36-19-10, 36-19-11**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

290-3-1-.02

HISTORY:

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FORMERLY: NEW**