

Williamson County Board of Education



Adopted Date:

2/17/92

Editorial 5/23/14

3.205

SECURITY

Page 1 of 2

1 The Board recognizes the importance of maintaining the security of the district's buildings and
2 grounds in order that the educational program may be conducted with a minimum of interference
3 and unnecessary expenses to taxpayers.
4

5 It shall be the policy of the Board to establish procedures as required to adequately protect school
6 property. These procedures shall include:
7

- 8
- 9 1. Each Principal is to develop within each school an instructional emphasis directed toward
10 the development of attitudes which contribute to the proper care and use of public
11 property.
 - 12 2. Prohibiting the removal of school property from school premises except as may be
13 permitted under policies of the Board.
14

15 All district employees shall check to make sure that their work area is closed and locked before
16 leaving for the day. School vehicles are to have the keys removed from them and have the doors
17 locked after parking the vehicle. No employee of the Board charged with the responsibility of
18 keeping the doors and exits of a building unlocked during school hours shall willfully neglect to do
19 so.
20

21

22 Building keys may be issued to groups requesting the use of school facilities under the following
23 conditions: Principals are authorized to issue building keys to employees to assist in making the
24 school accessible to approved community groups or to a community club member who shall be
25 held responsible for the safety of the building. Each key issued shall be signed for and a current
26 record maintained. Building keys shall not be loaned to students.
27

28

29 Master keys, where absolutely necessary, shall be issued with extreme care and discretion. All
30 extra keys shall be identified by a coded system and maintained in a safe place.
31

32 All valuables, student permanent records, or other type of confidential information, official business,
33 and financial records shall be kept in a secure place, preferably a fire and flood proof safe.
34

35 Where school buildings are located in areas that are not well lighted by the community, the Board
36 shall have dusk to dawn lights installed. Only those lights necessary to illuminate potential trouble
37 areas shall be used at night.
38

39 All Principals shall arrange to have their school checked during holiday/school vacation periods as
40 a precaution against mechanical failures or vandalism/theft.
41

42

43 School personnel should question any strangers who might appear to be loitering on the school
44 premises.
45
46
47
48
49
50

Williamson County Board of Education



Adopted Date:
2/17/92
Editorial 5/23/14

3.205

SECURITY
Page 2 of 2

1 School personnel should never use physical force in the apprehension of law-breakers. This is the
2 sole responsibility of the law enforcement authorities.

3
4 School personnel are forbidden to use firearms, clubs, or similar items in any manner whatsoever.

5
6 Police or the sheriff are to be called in cases involving illegal entry, theft or vandalism.
7 Interrogation should be a direct and cooperative effort between the school personnel and the law
8 enforcement authorities.
9

10
11 Repossession of property stolen from school premises is the sole responsibility of law enforcement
12 authorities. School personnel knowing the whereabouts of stolen school property will submit this
13 information to the proper law enforcement agency and to the Superintendent of Schools.
14

15 All instances of illegal entry and vandalism must be promptly reported to the Superintendent of
16 School as soon as possible. The appropriate police authority should also be notified.
17

18 The Principal shall submit a written report to the Superintendent of Schools within 48 hours after
19 each case of vandalism, theft, building damage and illegal entry.
20

21 The Principal or other school personnel shall not be expected to subject themselves to the
22 imminent threat of physical violence in maintaining security or good order in extra curricular
23 activities at the school. The Principal shall be responsible for securing appropriate assistance from
24 law enforcement officials when the Principal deems it necessary in order to maintain such order or
25 security.
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50