

DISTRICT SECURITY PROCEDURES**Introduction**

The procedures set forth below are not designed to restrict or limit access to Nashua Public Schools for individuals who have legitimate reasons for being in the schools. Rather, these procedures have been established to properly identify all visitors to District buildings and control access so that only visitors with legitimate business are allowed to enter Nashua Public Schools. An effective access control policy will enhance the overall security of District campuses and prepare each building to respond to an emergency event.

Employee Identification

All employees will be issued photo identification/proximity reader cards by the District at the time of initial employment or transfer to a new position, including continuing and long-term substitutes. IDs will be provided through the Central Office Human Resources Office for all District staff. In a limited number of instances, the Superintendent or designee may authorize the Human Resources Office to issue an identification card to a contractor providing services to the District on a regular basis. Contractors who are issued a district ID must be fingerprinted and go through a criminal background check. ID's will not be issued to a contractor until the district has received a clear background check.

Official photo identification must be worn above the waist at all times by employees so that the ID is easily recognizable to other employees, visitors and students. Additionally, employees with keys to classroom doors shall wear those keys on lanyards at all times to provide immediate access to the keys in the event of a lockdown. Alternatives to lanyards may be approved by a school administrator.

Should an employee forget to bring his or her ID card and keys to school, the main office will issue a lanyard with a proximity reader/non-photo identification card and keys which can lock any classroom door. The employee will be asked to render his/her driver's license or other form of security (i.e., car keys) to the school secretary at the time the lanyard is provided. The identification will be returned to the employee when the lanyard is returned at the end of the day. Each school shall be responsible for safe security and return of photo IDs or other forms of security.

Upon receipt of a personnel action form terminating a staff member from the employ of the Nashua School District, the HR Office will remove the employee from the access control system. The principal shall also retrieve the ID card and keys from the employee at the time of separation from the District and return them to the Assistant Director of Plant Operations for Safety/Security.

Each employee must immediately report the loss of an employee identification card to the principal or principal's designee. The school office must then make arrangements with the Human Resources Office for the employee to obtain a new identification card.

An employee will be provided with one free replacement card once every three years. Thereafter, the employee will be charged \$10 for each additional replacement of his or her identification card within the three year period. The District may periodically re-issue identification cards to all employees.

Employee identification will be accepted for access at every school, although employees other than Plant Operations maintenance personnel must sign in on the visitor logs in schools to which they are not routinely assigned. Plant Operations maintenance personnel are required to radio the head custodian of their presence when they arrive at a school.

There will be a zero tolerance policy for employees releasing their issued employee identification cards to other unauthorized staff members, students or members of the public. Staff members found in violation of this policy will be subject to disciplinary action, up to and including dismissal.

Substitute Identification

At the beginning of his/her shift, a substitute will report to the main school office where he/she will be issued a lanyard with a proximity reader/non-photo identification card and keys to lock classroom doors. The lanyard shall be worn at all times. The substitute will be asked to render his/her driver's license or other form of security (i.e., car keys) to the school secretary at the time the lanyard is provided. The identification will be returned to the substitute when the lanyard is returned.

Visitors to the School

All visitors are required to sign in at the school's main office or security office.

All schools will have a visitor log located in the main office or security office for visitors to sign before proceeding further into the school. The visitor log shall consist of the date of the visit, the visitor's full name, the time in and the time out, who he/she is visiting, and the purpose of the visit.

Each visitor will be required to display an official school visitor pass on the outside of his/her clothing above the waist at all times until he/she signs out to leave the building. BOE members may use their school identification badge. The pass will be a disposable sticker, and must include the visitor's name as well as the school and date of the visit.

It is the responsibility of each visitor to sign out of the building each day and, if applicable, return his/her pass to the school office.

Visitors or individuals who cause a disruption on campus or who are found to be trespassing on campus may be asked to leave the campus. Nashua Police may be called for any individual not complying with the school's request to leave the campus.

It is the responsibility of the school to ensure that visitors other than district staff members, designated volunteers, and approved contractors receive a staff escort to their destination and a staff escort back to the main office or security office once their visit has finished.

All visitor login sheets and other documents pertaining to visitor entry should be kept on file with the school for the duration of the school year. These documents shall be kept on file for a minimum of 30 days beyond the end of the school year.

Vendor/Contractor Identification

Any vendor or contractor requiring access beyond the main office, kitchen or loading areas shall be required to sign in as a visitor and receive a temporary visitor's pass. Vendors shall present appropriate identification, such as an employee's identification badge or driver's license.

When delivering supplies or working inside a District building, the principal may require the vendor to be accompanied by authorized school personnel.

Occupancy Accountability

Each school must develop a procedure to access lists of all students present in the building at the point an emergency incident occurs at the school. These lists must be readily accessible and transferable during an emergency event. Each school should designate a primary and alternate staff member responsible for this task during any incident that requires occupancy information.

Any lists of adults present in the building (visitor or staff log) shall be readily accessible and transferable during an emergency event, with a primary and alternative staff member responsible for this task during any incident that requires occupancy information.

Access Control During the School Day – Classroom and Building Doors

All classroom doors must be shut and locked when classrooms are unoccupied. Custodial and mechanical closets must also be locked at all times unless Plant Operations staff is present.

Doors may be unlocked for morning entry points for arriving students and dismissal passage at the end of the school day. All entrances must be locked during the school day from the start of classes until dismissal.

Building administrators have the discretion to temporarily unlock doors during the school day for special school events that may require usage of these doors by parents and other visitors to the events.

All school doors opened for arriving students, student dismissals, visitors for special events and other occasions during the school day shall be monitored by school staff.

All schools, where applicable, will develop a system utilizing theatre style roping systems to funnel visitors into the main office for screening upon building entry.

All visitors to elementary and middle school building main entrances and kitchen/loading dock doors will be screened by main office personnel viewing CCTV monitors and requesting visitors to state their names and business prior to entering the building. Visitors to NHS North and NHS South will have their initial screening, identification verification and pass issuance completed through the security station.

School personnel have the authority to deny a visitor access to the building, and to request further identification before he or she is permitted to enter the building. In all cases where access is denied, an administrator shall be notified immediately of the circumstances of the denial. Personnel should not step outside of the building to conduct additional screening. If there is any indication that the visitor may be agitated, dangerous or unstable, the School Resource Officer or Nashua Police Department should be immediately notified.

Unauthorized opening of perimeter doors exposes buildings to undue risk and defeats the purpose of the security system developed by the District. Because of the seriousness of this violation, security personnel and school administrators must make all reasonable attempts to identify and take appropriate disciplinary action against offenders.

Portable Classrooms

All portable classroom doors must remain locked while classes are in session.

A student who is approved by a staff member to travel to and from the main building during class time will be provided with a temporary proximity card to gain access to the main building

The access control system will be programmed to unlock designated doors at the main building to enable students to move freely between the school building and portable classrooms during class transition times.

The school principal is responsible for ensuring that during class changes at least one staff member is assigned to be outside between the main building and portables monitoring the safe transition of students from one building to the other and assuring no unauthorized individuals attempt to enter the building.

School Dismissals

All schools must establish a dismissal process that allows for an orderly school dismissal, monitored by school personnel at each perimeter door utilized for the dismissal.

Schools shall follow the procedures for early dismissal of students as outlined in procedure JH-R, *Student Attendance Procedures*.

Any other special circumstances for dismissal, whether temporary or permanent, and requiring an older sibling, relative or neighbor to accompany a student must be authorized in writing and signed by the student's parent or guardian.

After School Activities and Security Procedures

Following the dismissal of students, all school doors not designated as after school entrances should be secured by the school personnel at those doors. Within 30 minutes after dismissal school maintenance staff will insure that these school doors are secured and locked.

If schools do require access for after school activities, unique procedures for each school must be developed to allow for specific doors to remain open for those activities.

Each after school/weekend activity will have a designated advisor who is responsible for ensuring the supervision of participants.

Access Control Program Administration

All access control technology and equipment will be purchased and maintained through the Plant Operations Department. Requests for repairs to access control technology and equipment must, therefore, be made through the Department's work order process.

Any serious violations of access control policies and/or procedures may, in fact, be illegal and constitute trespassing or a violation of other criminal statutes. In circumstances where a criminal violation may exist, a report must be made immediately to the Nashua Police Department.

In consultation with the Director of Plant Operations, the Superintendent shall designate the Assistant Director of Safety and Security to provide district-level oversight of school security procedures and access control program administration. This individual may periodically conduct internal reviews or audits at the District or school level to assure compliance with policies and procedures.

Keys

All new Nashua School District keys must be stamped with an identification number in order to be correctly tracked and inventoried.

All schools will be responsible for maintaining a key log provided by the Plant Operations Department. The key log will note each numbered key issued, who the key was issued to, what areas the key will unlock, and when the key was returned.

The school principal is responsible for ensuring that all keys are appropriately issued to new employees and documented through the key log, and for ensuring that all keys are appropriately returned and signed back in when an employee leaves the employ of the School District or transfers to another building.

An employee must immediately report a lost or missing key to the school principal or designee.

Inside master keys and outside master keys shall only be issued to administrative and maintenance staff. Outside master keys may only be issued to those staff members who have a pin code to arm/disarm the security alarm system.

There will be a zero tolerance policy for employees releasing their issued key(s) to other unauthorized staff members, students or members of the public. Staff members found in violation of this policy will be subjected to disciplinary actions, up to and including dismissal.

Alarm Codes

All requests to issue new alarm system pin codes or remove existing codes from the alarm system shall be approved by the Plant Operations Department. Staff members who do not hold an outside master key or have after-hours access privileges assigned to their access control employee identification card will not be issued an alarm system pin code.

It is the duty of the principal to immediately notify the Plant Operations Department of any staff member holding an alarm system pin code who leaves the employ of the District or transfers to another building.

Alarm system pin codes will only be issued to administrative staff, maintenance staff, and select high school athletic staff.

There will be a zero tolerance policy for employees releasing their issued pin code to other staff members, students or members of the public. Staff members found in violation of this policy will be subjected to disciplinary actions, up to and including dismissal.

Video Surveillance

Cameras may be placed in all areas other than areas where people have an expectation of privacy such as change rooms, locker rooms and bathrooms. Areas chosen for surveillance shall be where surveillance is a necessary and viable deterrent.

- Only authorized personnel shall have access to the surveillance monitor controls. Only an administrator, authorized staff members, or police officers shall have access to the video monitors while they are in operation.
- Only those authorized by the Superintendent/designee, Principal/designee, Assistant Director of Safety and Security, or Director of Transportation shall have access to the recordings.
- Video monitoring of buildings or areas will be retained for at least three weeks and then will be erased.
- Copies of recordings of incidents subject to investigations, court cases or due process hearings must be saved and retained until resolved.
- Video surveillance may be used for inquiries and proceedings related to law enforcement, student and employee hearings.
- A copy of a video recording can be released to appropriate authorities.

Requests by the public or media for viewing a video recording must be made in writing to the Superintendent or his/her designee and, if the request is granted, such viewing must occur in the presence of the District's designated custodian of the recording. Under no circumstances will the District's video recording be duplicated and/or removed from District premises unless in accordance with a court order, subpoena and/or in conjunction with an investigation conducted in cooperation with law enforcement agencies.

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