

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 200-29
Subject: SCHOOL SECURITY AND FACILITY ACCESS	Issued: 7/1/87
Preparing Office: Office of the Superintendent	Amended: 11/21/18

I. Policy

II. Procedures

A. In accordance with the Frederick County Public Schools (FCPS) Master Plan, it is an expectation that all students will learn in safe environments. The Security and Emergency Management Department has developed training and resources to ensure this goal. Standard operating procedures outlined in this regulation are intended to guide the protocols developed by the supervisor of Security and Emergency Management.

B. Definitions (list is not intended to be all inclusive)

Badge Manager: Person at each school or facility responsible for local ID badge management.

Building Access: The process of regulating outside entry to a facility or to secured interior spaces.

Perimeter: Facility and site boundary designations subject to security protocols.

Surveillance: Electronic systems that may include, but are not limited to, fire alarms, burglar alarms, alert beacons, and interior/exterior building security cameras. Access to these systems, and any subsequent review of activity on them, is approved by the supervisor of Security and Emergency Management. Additionally, all access to surveillance systems is code or password protected.

Visitor: Any individual (staff member, parent, child, community member) not regularly assigned to a designated site as an employee or student.

Photo-Identification Badges: Magnetic stripe only cards or proximity style cards that encompass the FCPS logo, the employee's name and photo shall be utilized for access to their assigned buildings and displayed by staff as identification. The cards will be issued by the Office of Security and Emergency Management.

III. Perimeter Security and Management

A. Property Perimeter (parking lots, athletic fields and outlying buildings)

1. Property lines shall be clearly defined by Facilities Services.
2. Exterior lighting shall be in good working order.
3. Bushes and shrubs shall be trimmed to provide clear line of sight and prevent concealment.
4. Signage shall mark visitor parking locations.
5. Outlying buildings and gates shall be locked when not in use.

B. Exterior Building Perimeter

1. Prior to the official opening of school each morning, all exterior doors shall remain locked. At the official opening time, the designated entrance doors shall be unlocked and the entry of students shall be supervised.
2. At the designated start time for classes to begin, all exterior doors shall again be locked and the main entrance visitor entry protocol shall be followed:
 - a. All portable classroom doors shall be locked at all times.
 - b. Building administrators shall design safe passage protocols for travel to and from portables, including approved measures for access.
 - c. Any exterior doors which are unlocked and/or propped to allow entry of visitors for extra-curricular activities or use by community user group shall be supervised at all times, as discussed and coordinated between the school administration and user group.
3. Signage on at least one door at each exterior entrance shall direct visitors to the main entrance.

C. Building Interior (classrooms, offices, hallways, stairwells, cafeteria, gymnasium and auditorium)

1. Unoccupied classrooms, storage rooms, closets, gymnasiums and auditoriums, and other areas secured by doors shall be locked when not in use.
2. Door windows, hallways and stairwells shall be unobstructed, except during emergency procedures.
3. Hallways, stairwells and restrooms shall be checked periodically.

IV. Visitor Security and Management

Visitor Entry Protocol - Principals and building managers shall be responsible for implementing the visitor entry protocol:

1. Buildings must have signage directing visitors to ring main entrance buzzer to request entry.
2. Prior to allowing entry, staff shall monitor visitors and request the following: full name and reason for visit.
3. Staff shall direct approved visitors to the main office for sign in.
4. Staff shall direct visitors denied access, off school property.
5. Visitors, including volunteers and FCPS employees not assigned to the facility, shall sign the visitors log with their name, date, time and reason for visit.
6. Visitors not recognized by staff shall show identification. Driver's license or picture ID is acceptable.
7. All visitors shall be issued a visitor's badge except FCPS employees with an FCPS ID badge.
8. Visitor appointments shall be verified and visitors shall be escorted when in the building.
9. All contractors and service providers' paperwork shall be reviewed by staff.
10. Visitors shall return their visitor badge to the main office and sign out with staff when leaving.

V. Trespassing

- A. Education Article, §26-102 of the *Annotated Code of Maryland* (Maryland law): "Trespass on the Grounds of a Public Institution of Elementary, Secondary, or Higher Education"
- B. Principals or any person designated in writing may deny access to the building and grounds to any person who:
 1. Is not a bona fide, currently registered student, staff or faculty member at that institution, and who does not have lawful business to pursue there.
 2. Is a bona fide, currently registered student at the institution and has been suspended or expelled from the institution, for the duration of the suspension or expulsion.
 3. Acts in a manner that disrupts or disturbs the normal educational functions of the institution.
- C. Administrative personnel and authorized employees of any public institution of elementary, secondary or higher education may demand identification from any person who desires to use or enter the premises of the institution.

VI. Building Access Security and Management

Key Control

A. Individual Building Master Keys

1. Principals and building managers shall be responsible for the assignment of building master keys and shall maintain a current list of those assignments.
 - a. An updated copy of the list will be sent to the supervisor of Security and Emergency Management at the start of each school year and when a change occurs to the list.
 - b. If a building master key is lost or stolen, the key holder shall report, in writing, the loss immediately to their principal or building manager and to the Security and Emergency Management department.
2. No door lock shall be keyed off the building master.
3. Return of School or Building Master Keys
 - a. It shall be the responsibility of the principal or building manager to collect the master key from an employee changing assignments or ending employment.

B. Systemic Grand Master Keys

1. Grand master keys shall be controlled by the Security and Emergency Management Department, and shall only be issued to FCPS employees whose responsibilities require them access to multiple FCPS facilities.

Employees issued grand master keys shall not loan them to other individuals at any time.

2. Request for System-wide Grand Master Keys

Requests for issuance of system-wide grand master keys must be initiated at the director level or higher. The request shall be submitted by memorandum to the supervisor of Security and Emergency Management for approval.

3. Return of System-wide Grand Master Keys

- a. It shall be the responsibility of the director or supervisor to collect the grand master key from an employee changing assignments or ending employment.

- b. Collected grand master keys shall be returned to the supervisor of Security and Emergency Management Department for inventory.
4. Lost/Stolen or Damaged Grand Master Keys
- a. If a grand master key is lost or stolen, the key holder shall report the loss immediately to their director and to the supervisor of Security and Emergency Management Department.
 - b. Damaged or unserviceable grand master keys should be listed on a work order to the lock shop for replacement with the approval of the supervisor of Security and Emergency Management.
 - c. The damaged grand master key shall be returned to the lock shop prior to replacement.
- C. Employees and community user groups are prohibited from placing non-FCPS issued locks on FCPS facilities, outbuildings and gates.
- D. Employee Identification Badges
- 1. Unless an exception is granted as determined and provided by the supervisor of Security and Emergency Management, photo-identification badges are required for all FCPS employees.

Photo-identification badges will remain the property of FCPS and will be returned utilizing the Employee Exit procedures as directed in FCPS Regulation 200-46 upon the employee's exit from the system.
 - 2. Temporary access badges may be issued to identified community user groups as approved by the supervisor of Security and Emergency Management.
 - 3. Employee Responsibilities
 - a. All employees issued an FCPS ID badge may not begin work until the badge has been obtained.
 - b. All employees shall swipe their issued badge when entering an FCPS facility, regardless of their location.
 - c. All employees shall visibly display an FCPS issued ID badge when present on any FCPS property. Facilities, Maintenance and Transportation Department mechanics wearing an issued uniform with an FCPS patch may be exempt.
 - d. Employee ID badges shall be programmed and/or changed to allow appropriate employee access to FCPS facilities, as authorized by the Security and Emergency Management Department.

- e. Employees shall not loan their ID badge to another individual at any time.

4. Employer Responsibilities

- a. FCPS Security and Emergency Management shall issue all photo-identification badges.
- b. Security and Emergency Management will set staff access times based upon the custodial hours.
- c. FCPS custodial hours will be determined by the assignment to an elementary or secondary school.
 - i. Elementary hours will be 5:00 AM until midnight, Monday-Friday.
 - ii. Secondary hours will be 4:30 AM until midnight, Monday-Friday.
 - iii. Teachers will have access to the school 30 minutes after custodial hours begin and up to one (1) hour before custodial hours end.
 - iv. FCPS staff may have access on Saturdays, to their assigned school, at the main entrance, between the hours of 7:00 AM until 5:00 PM with permission of the building administrator.
 - v. Coaches may have access from 5:00 AM until midnight, Monday through Thursday, and 5:00 AM until 2:00 AM on Fridays, at the appropriate exterior doors, and 6:00 AM until 8:00 PM on Saturdays at the main entrance.
 - vi. Swipe card access on Sundays will be limited to administrators and custodians who are supervising outside user groups.
 - vii. Access on non-school days and weekends must be documented by a log which will record the staff member's name, date and time of entry and exit from the building. The log will be maintained at the main entrance of the building.
 - viii. Any request to modify the access times shall be submitted to the Office of Security and Emergency Management and by approval of the supervisor.

5. All lost FCPS employee ID badges shall be reported immediately to the Security and Emergency Management Department and to the local badge manager at their assigned school or facility.

- a. Lost badges are to be immediately reported by local badge manager using SchoolDude Maintenance Request software (icon on FCPS-networked computer desk top).
- b. Employee must complete Badge Replacement Form found on Inside FCPS Form Finder
http://formfinder.fcps.org/FormFinder%2FPayroll/PAY_Badge_Replacement.docx

to authorize payment of the replacement. A new ID badge will not be processed or issued by the Security and Emergency Management Department until this form is received.

6. Damaged or unserviceable ID badges should be forwarded to the local badge manager at their school or facility for replacement at no cost to employee via the Security and Emergency Management department.
7. The ID badge for all employees leaving FCPS employment (resignation, retirement, or involuntary termination) must be collected by the supervisor and returned by the local badge manager to the Security and Emergency Management department. The supervisor must immediately contact the Security and Emergency Management office by phone and email to deactivate building accesses, particularly for involuntary terminations.

E. System-wide Access Badge Permission

1. System-wide Access Control

ID badges programmed with system-wide access will be controlled by the Security and Emergency Management Department and shall be programmed for FCPS employees whose responsibilities require them to access multiple FCPS facilities.

2. Requests for System-wide Access

Requests for system-wide access must be initiated at the director level or higher. The request shall be submitted by memorandum to the supervisor of Security and Emergency Management.

VII. Surveillance Systems

A. Building Intrusion Alarm Systems

Operation

1. Building intrusion alarm systems shall be deactivated when buildings are occupied and activated when buildings are unoccupied.
2. Principals and program managers shall ensure that any staff authorized to enter their building, while the intrusion alarm is activated, are trained on proper procedures for deactivating and activating the intrusion alarm system.

B. Video Surveillance System

Video Surveillance System Purchase, Installation, and Maintenance

1. The Security and Emergency Management Department shall be authorized to purchase, install, maintain, and provide access to video surveillance equipment in FCPS buildings and on FCPS property to the extent allowable by law. No other agency or person shall be authorized to install video surveillance equipment in any FCPS building or on any FCPS property.

2. Operations of the Surveillance System
 - a. The Security and Emergency Management Department will provide annual training for FCPS administrators on the FCPS video surveillance system to view, retrieve, or copy images.
 - b. Video surveillance images are considered educational records and shall be managed and maintained in compliance with the Family Educational Rights and Privacy Act (FERPA) policies and guidelines.
 - c. Subpoenas for surveillance video shall be submitted to the Legal Services Office.

C. Unmanned Aircraft Systems (Drones)

In the interest of public safety, competitive equity, and student privacy, the use of drones is prohibited on FCPS property or at FCPS sponsored events unless approved for FCPS-related purposes and in accordance with federal regulations.¹ Requests for approval outlining the purpose and the educational objective must be submitted to the deputy superintendent.

FCPS assumes no liability for unauthorized use of drones.

Approved:

Original signed by

Theresa R. Alban
Superintendent

¹ All drones owned and/or operated by FCPS are to be registered with the Federal Aviation Administration (FAA) and flown in accordance with the FAA's promulgated regulations.