A. Purpose

To establish processes, procedures, and protocols for the security of and access to Frederick County Public Schools (FCPS) facilities and grounds.

B. Background

In accordance with the FCPS Strategic Plan, it is an expectation that all students will learn in safe environments. The Safety and Emergency Management Department (SEMD) has developed training and resources to ensure this goal. Standard operating procedures outlined in this Regulation are intended to guide the protocols developed through collaboration with security and emergency management experts.

C. Definitions

1. "Badge Manager" or ""Key Manager" is defined to mean a designated individual at each school or facility who is responsible for local ID badge and building keys management.

2. "Building Access" is defined to mean the process of regulating outside entry to a facility or to secured interior spaces.

3. "Community Member" is defined to mean any individual who resides in or owns a business, property, or land in Frederick County.

4. "Community User Groups" is defined to mean an approved organization for use of FCPS facilities that has submitted proof of a 501(c)(3) non-profit status and an acceptable certificate of insurance.

5. "Contractor" is defined to mean a person providing specific goods or services through a formal agreement, or contract, with FCPS.

6. "Employee" is defined to mean certificated and non-certificated personnel whether benefited or non-benefited who are employed by FCPS.

7. "FCPS-Sponsored Activity" is defined to mean any FCPS or school-sponsored activity or event, on or off school property, in which a student participates or attends, including, but not limited to, a field trip, athletic event, or graduation activity.

8. "Parent" is defined to mean a biological or adoptive parent, a court-appointed custodian or guardian, a foster parent, or a caregiver (as defined by the Education Article of the Maryland Annotated Code or as designated by the United States Department of Health and Human Services, Office of Refugee Resettlement).

9. "Parent and Community Groups" are defined as affiliated organizations that are separate legal entities from FCPS. Examples included but not limited to are; Parent Teacher Associations (PTAs), Parent Teacher Student Associations (PTSAs), Foundations, and Booster Club organizations.

10. "Perimeter" is defined to mean facility and site boundary designations subject to security protocols.

11. "Photo-Identification Badge" or "Photo ID Badge" or "ID Badge" is defined to mean a proximity style card displaying the FCPS logo, the employee's name, and the employee's photo, used for access to assigned buildings and visibly worn by staff as identification.

12. "School Property" or "School Grounds" is defined to mean any school, including a charter school, or other FCPS facility, including grounds owned or operated by FCPS, FCPS buses and other FCPS vehicles, chartered vehicles, and the facility and/or grounds of any FCPS-sponsored activity involving students.

13. "Surveillance" is defined to mean electronic systems that may include, but are not limited to, fire alarms, burglar alarms, alert beacons, access control, and interior/exterior building security cameras.

14. "Visitor" is defined to mean any individual who is not regularly assigned to a designated site in the capacity of an employee or student, including but not limited to, an FCPS employee assigned to another facility, parent, child, community member, volunteer, and contractor.

15. "Volunteer" is defined to include parents, caregivers, and other family members of FCPS students, as well as other members of the community interested in the education of children, who are willing to donate their time and energies to support FCPS students.

D. Procedures

1. **Perimeter Security and Management**
   a. **Property Perimeter (*i.e.*, parking lots, athletic fields, and outlying buildings)**
      i. Property lines shall be clearly defined by Facilities Services.
      ii. Exterior lighting shall be in good working order.
      iii. Bushes and shrubs shall be trimmed to provide clear line of sight and prevent concealment.
      iv. Signage shall mark visitor parking locations.
      v. Outlying buildings shall be locked when not in use.
      vi. All exterior gates shall be unlocked during school hours or when pre-approved facility use is granted by FCPS. They shall remain closed and locked at all other times.
   b. **Exterior Building Perimeter**

i. All exterior and portable doors shall remain secured at all times. Except at the official opening time, only designated entrance doors shall be opened and the entry of students shall be supervised.
ii. At the designated start time for classes to begin, all exterior and portable doors shall again be secured, and the main entrance visitor entry protocol shall be followed:
    1. Building administrators shall design safe passage protocols for travel to and from portables, including approved measures for access.
    2. Any exterior doors which are utilized to allow entry of visitors for extracurricular activities or use by Community User Groups or Parent and Community Groups shall be supervised at all times, as discussed and coordinated between the school administration and the Community User Group or Parent and Community Group in accordance with FCPS Regulation 203-01, *Rental of School Facilities* (formerly 100-01).
iii. Signage on at least one door at each exterior entrance shall direct visitors to the main entrance.
iv. Functionality of all exterior doors leading to the interior of the school will be inspected and documented on a semi-annual basis. Any necessary repairs will be made in an expedient manner with the affected door secured until repairs are completed.
v. Physical conditioning of the doors themselves will be inspected and documented on a quarterly basis. Any repairs will be made in an expedient manner with the affected door secured until repairs are completed.

c. **Building Interior (*i.e.*, classrooms, offices, hallways, stairwells, cafeteria, gymnasium, and auditorium)**
    i. All classroom doors and doors leading into other instructional spaces shall have a locking functionality on them and will be secured (*i.e.*, locked and closed) at all times, unless directly supervised by a staff member.
    ii. Storage rooms, closets, Facilities Services (FS) staff work areas, maintenance areas, gymnasiums and auditoriums, and other areas with doors that have the capability to be secured will be closed and locked when not in use and supervised by a staff member.
    iii. Door windows, hallways, and stairwells shall be unobstructed, except during emergency procedures.
    iv. Hallways, stairwells, and restrooms shall be checked periodically.

2. **Visitor Security and Management – Visitor Entry Protocol.** Principals and building managers shall be responsible for implementing the visitor entry protocol detailed below in D(2)(a)-(j).
    a. Buildings must have signage directing visitors to ring the main entrance buzzer to request entry.
    b. Prior to allowing entry, staff shall monitor visitors and request the following:
        i. The individual's full name; and
        ii. Reason for visit.
    c. Staff shall direct approved visitors to the main office for sign in.
    d. Staff shall direct visitors who are denied access off School Property.
    e. Staff shall verify visitor appointments, if a visitor has an appointment.

f. Visitors shall be entered into the visitor management system. If the electronic visitor management system is unavailable, staff must use a paper log to record all visitor information.
g. Visitors not recognized by staff shall show identification. A government-issued photo identification is required.
h. All visitors shall be issued a visitor ID badge except:
    i. FCPS employees displaying an FCPS-issued ID badge.
    ii. Visiting Local Education Agency (LEA) employees displaying their LEA-issued ID badge.
    iii. Maryland State Board of Education employees displaying their state-issued ID badge.
    iv. Emergency Responders (*i.e.*, Police, EMS, Fire personnel) in uniform or displaying their agency-issued badge.
    v. Department of Social Services (DSS), Adult Protective Services (APS), and Child Protective Services (CPS) personnel displaying their agency-issued badge.
i. Visitors are required to wear their visitor ID badge for the entirety of their visit.
j. Visitors shall be escorted by a staff member at all times while in the building.
k. All contractors and service providers' paperwork shall be reviewed by staff.
l. Visitors shall return their visitor ID badge to the main office and sign out with staff when leaving.

3. **Trespassing**
    a. The Superintendent, a school principal, or a person designated in writing by the Superintendent or school principal, or a School Resource Officer (SRO), if a school has an SRO, may deny access to the building or school grounds to any person who:
        i. 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.
        ii. 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.
        iii. Acts in a manner that disrupts or disturbs the normal educational functions of the institution.
    b. Administrative personnel, authorized employees, and persons designated under D(3)(a) above may demand identification and evidence of qualification from any person who seeks to use or enter School Property or School Grounds, as defined in this Regulation.

4. **Building Access Security and Management**
    a. **Key Control Individual Building Master Keys**
        i. Property issued to employees must be done so in compliance with FCPS Regulation 200-46, *Property Assigned to FCPS Employees – Procedures for Issuance and Return*.
        ii. Building master keys will be tracked utilizing the electronic key log form, which is available online at: https://admin.fcps.org/security/key-manager.
        iii. Principals and building managers shall be accountable for approving the assignment of building master keys at their facilities, and they may identify key managers who will be responsible to issue building master keys. They shall maintain a current list of those assignments.

iv. An updated copy of the list that is required by D(4)(a)(iii) above will be available to the principals/building managers, the director of SEMD, and the Lock Shop.

v. **Lost or Stolen Keys**

1. Anytime a building master key is lost or stolen, the key holder shall report the loss in writing immediately to the appropriate key manager.
2. The key manager shall complete a Lost Key Report Form and notify the principal or building manager. The key manager shall also provide notification to SEMD and the Lock Shop via email at safetysystems@fcps.org.

vi. No door lock shall be keyed off the building master key.

vii. No doors may be modified to prevent them from closing, locking, or securing.

viii. No door locks may be modified to prevent egress from the space, unless in an emergency.

ix. **Return of School or Building Master Keys**

1. Return of FCPS property shall be in accordance with FCPS Regulation 200-46, *Property Assigned to FCPS Employees – Procedures for Issuance and Return*.
2. Building master keys shall be returned to the appropriate key manager and documented in the electronic key log.
3. It shall be the responsibility of the principal, building manager, or key manager to collect the master key from an employee changing assignments or separating from service with FCPS.

b. **Systemic Grand Master Keys**

i. Grand master keys shall be controlled by SEMD, and shall only be issued to FCPS employees whose responsibilities require them access to multiple FCPS facilities.

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

iii. **Request for System-wide Grand Master Keys**

1. Requests for issuance of system-wide grand master keys must be initiated at the director-level or higher.
2. Requests must be submitted to Key and Lock through SEMD's approved work-order system.
3. The Safety Systems supervisor shall review each request and approve those deemed appropriate.
4. Requests requiring further consideration shall be forwarded to the director of SEMD for final approval or denial.

iv. **Return of System-wide Grand Master Key**s

1. Return of FCPS property shall be in accordance with FCPS Regulation 200-46, *Property Assigned to FCPS Employees – Procedures for Issuance and Return*.
2. It shall be the responsibility of the employee's director or supervisor to collect the grand master key from an employee changing assignments or separating from service with FCPS.
3. Collected grand master keys shall be returned to SEMD for inventory.

v. **Lost/Stolen or Damaged Grand Master Keys**

1. If a grand master key is lost or stolen, the key holder shall report the loss in writing immediately to the appropriate key manager.
2. The key manager shall complete the Lost Key Report Form and notify the principal or building manager. The key manager shall also provide notification

to SEMD and the Lock Shop via email at safetysystems@fcps.org.

3. Damaged or unserviceable grand master keys should be listed on a work order to the Lock Shop for replacement with the approval of the director of SEMD.
4. The damaged grand master key shall be returned to the Lock Shop prior to replacement.

c. Employees, Community User Groups, and Parent and Community Groups are prohibited from placing non-FCPS-issued locks on FCPS facilities, outbuildings, and gates.

d. **ID Badges**

i. Unless an exception is granted as determined and provided by the director of SEMD, photo ID badges are required for all FCPS employees.

ii. Photo ID badges will remain the property of FCPS and will be returned utilizing the procedures as outlined in section II(D) of FCPS Regulation 200-46, *Property Assigned to FCPS Employees – Procedures for Issuance and Return*, upon the employee's exit from the system.

iii. **Temporary Badges.** Temporary access badges may be issued as approved by the director of SEMD.

iv. **Employee Responsibilities**

1. All employees issued an FCPS ID badge may not begin work until the ID badge has been obtained.
2. All employees shall visibly display an FCPS-issued ID badge when present on School Property.
3. Facilities Services (FS) staff and Transportation Department mechanics are exempt while wearing an issued uniform with an FCPS patch and performing work that could result in their injury if wearing a badge.
4. Employee ID badges shall be programmed and/or changed to allow appropriate employee access to FCPS facilities, as authorized by SEMD.
5. Employees shall not loan their ID badge to another individual at any time.

v. **Employer Responsibilities**

1. Only SEMD shall issue FCPS ID badges.
2. SEMD will set staff access times based upon FS staff hours.
   a. FCPS FS staff hours will be determined by the assignment to an elementary or secondary school.
   b. Elementary hours will be 5:00 AM until midnight, Monday through Friday.
   c. Secondary hours will be 4:30 AM until midnight, Monday through Friday.
   d. Teachers will have access to the school 30 minutes after FS staff hours begin and up to one (1) hour before FS staff hours end.
   e. 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.
   f. 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 10:00 PM on Saturdays at the main entrance.

g. Swipe card access on Sundays will be limited to administrators and FS staff who are supervising Community User Groups or Parent and Community Groups.

3. 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.
4. Reports from the Access Control Software should be requested using SEMD's approved work-order system. Only requests that originate from the employee's supervisor, a site administrator, or Badge Manager will be considered and provided to the employee's supervisor, Badge Manager, or site administrator, or employee's supervisor.
5. **Requests for Modification of Access**
   a. Employees shall submit requests for modifications of access to their supervisor.
   b. The supervisor shall forward the request through the supervisory chain to the badge manager for the location where access is being requested.
   c. If the badge manager approves the request, the badge manager shall submit a work order through SEMD's approved platform for processing such requests.
   d. The security technician responsible for the access control system shall review the work order and approve or deny the request.
   e. If the badge manager disagrees with the security technician's determination, the badge manager may request a review by the director of SEMD for a final decision.
   f. **Coaches.** Coaches shall submit access modification requests to the athletic director or an administrator at the facility where access is being requested.

vi. All lost ID badges (*i.e.*, Staff ID, Facilities Temp, Athletics Temp) shall be reported immediately to SEMD by the local badge manager at the staff member's assigned school or facility.
   1. Lost badges are to be immediately reported to the staff member's supervisor, who will notify the facility's local badge manager.
   2. The local badge manager will submit a request to SEMD using SEMD's approved work-order system.
   3. Employees must complete and submit a Badge Replacement Form to authorize payment of the replacement. The completed form can be emailed to SEMD.
   4. A new ID badge will not be processed or issued by SEMD until this form is received.

vii. Defective ID badges that are not physically damaged due to negligence should be forwarded to the local badge manager at the employee's assigned school or facility for replacement at no cost to the employee via SEMD.

viii. **Separation from Services**
   1. The ID badge for all employees separating from service with FCPS (*i.e.*, resignation, retirement, or termination without cause) must be collected by the employee's supervisor and returned by the local badge manager to SEMD.
   2. The Office of Human Resources is responsible for notifying SEMD when an

employee's access needs to be deactivated, including situations requiring immediate action (*e.g.*, terminations without cause.

e. **System-wide Access Control ID Badge Permission**
   i. System-wide access control ID badges programmed with system-wide access will be managed by SEMD.
   ii. The system-wide access control ID badges shall be programmed only for employees whose responsibilities require them to access multiple FCPS facilities and/or supervise students.
   iii. **Requests for System-wide Access**
      1. Requests for system-wide access must be initiated at the director-level or higher.
      2. The request shall be submitted by memorandum to the director of SEMD.

5. **Surveillance Systems**
   a. **Building Intrusion Alarm Systems Operation**
      i. Building intrusion alarm systems shall be:
         1. Deactivated when buildings are occupied; and
         2. Activated when buildings are unoccupied.
      ii. Principals and building or facility 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.** Procedures related to video surveillance is provided in FCPS Regulation 209-02, *Retention, Access, and Disclosure of FCPS Video Recordings*.
   c. **Unmanned Aircraft Systems (Drones)**
      i. In the interest of public safety, competitive equity, and student privacy, the use of drones is prohibited on School Property or at FCPS-sponsored activities unless approved for FCPS-related purposes, and in accordance with federal regulations.
      ii. Requests for approval outlining the purpose and the educational objective must be submitted to the Chief Operating Officer.
      iii. FCPS assumes no liability for unauthorized use of drones.

E. Related Information

1. **Board Policy**
   a. Policy 111, *School and Workplace Safety*
   (https://apps.fcps.org/legal/documents/111)

2. **FCPS Regulations**
   a. Regulation 106-01, *Service of Process*
   (https://apps.fcps.org/legal/documents/106-01)
   b. Regulation 200-46, *Property Assigned to FCPS Employees – Procedures for Issuance and Return*
   (https://apps.fcps.org/legal/documents/200-46)
   c. Regulation 203-01, *Rental of School Facilities*
   (https://apps.fcps.org/legal/documents/203-01)

d. Regulation 209-02, *Retention, Access, and Disclosure of FCPS Video Recordings* (https://apps.fcps.org/legal/documents/209-02)
e. Regulation 410-01, *Reporting and Response for School Emergency Incidents* (https://apps.fcps.org/legal/documents/410-01)
f. Regulation 413-01, *Volunteers* (https://apps.fcps.org/legal/documents/413-01)

3. **FCPS Resources**
   a. **Forms**
      i. Badge Replacement Form (https://apps.fcps.org/forms/staff-accounting/8)

4. **Maryland Statutes**
   a. Md. Code Ann., Educ. § 26-102 (https://fcps-md.info/MD_Educ_Code_26-102)

F. Regulation History (Maintained by Legal Services)

Responsible Office	Safety and Emergency Management Department
Adoption Dates	07/01/87
Review Dates	
Revision Dates	08/02/22; 02/04/26; 03/03/26; 09/23/26; 11/09/26