

SUBJECT: SAFETY AND SECURITY

The Board of Education of the Elmira City School District hereby declares that it is the policy of this School District to provide a safe and secure environment to all those persons, students, staff and visitors, who lawfully enter upon District property or who travel in District vehicles for the purposes of the District. Bringing firearms, knives, other weapons, alcohol, or prohibited drugs onto school property is forbidden. Fighting or harassing an individual is prohibited.

It shall be the responsibility of the Superintendent to establish and carry out written regulations that will:

- a) Identify those staff members who will be responsible for the effective administration of the regulations;
- b) Provide staff time and other necessary resources for the effective administration of the regulations;
- c) Establish periodic written review of the activities of the staff to insure compliance with applicable laws and regulations;
- d) Provide an on-going mechanism for the effective review of safety and security concerns of the staff, students and affected public;
- e) Provide for semi-annual reports to the Board of Education regarding the significant aspects of safety and security of the District.
- f) Provide for the use of technology to promote safety and security within the school environment.

Labor Law Section 27-a

Access to District Facilities

When employed, an individual will be provided a key(s) or Personal Identification Number (PIN) to freely allow his/her access to his/her work areas. Regardless of the methodology (key operated or touch pad operated) by which an employee is provided access, the key or PIN is for that employee's exclusive use.

All employees will be provided a key or PIN to allow access to school facilities. The PIN is a Personal Number which may not be assigned or disclosed to anyone except in the case of an emergency. The key is provided to allow exclusive admittance to work areas of the employee provided with the key. The unauthorized disclosure of a PIN, or the lending of a key, may be grounds for disciplinary action.

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*In the case of an emergency, the employee is expected to use his/her best judgment as to whether to provide a key or PIN to appropriate individuals responding to the emergency.

An employee is responsible for assuring that his/her personal work area(s) or areas of responsibility are secured and locked when the individual leaves his/her work area. Leaving an area unsecured, may be grounds for disciplinary action.

The Superintendent is to establish procedures for the distribution of keys and PINs that assure accountability. If an employee lends or loses a key or discloses his/her PIN, he/she is to immediately report said occurrence to his/her Building Principal or the Supervisor of Buildings, Supervisor of Transportation, Supervisor of School Lunch Programs or Assistant Superintendent for Management Services as is most appropriate.

Student Safety

All staff who are made aware of physical and/or verbal threats to students must immediately report these threats against students to the next level of supervisory authority for prompt action. The immediate supervisor must then inform the Superintendent/designee, including any action taken, after learning of such threats to students.

The District shall disseminate this policy to all employees in order to ensure staff awareness.

Hazard Communication Standard

All personnel shall be provided with applicable training to comply with the New York State "Right-to-Know" Law and the Hazard Communication Standard.

The Superintendent/designee shall maintain a current record of the social security numbers of every employee who handles toxic substances.

Rules and regulations will be developed to insure District implementation of this policy which shall include awareness information, employee training and record keeping.

New York State Labor Law
12 New York Code of Rules and
Regulations (NYCRR) Part 820 Article 28
Occupational Safety and Health
Administration (OSHA)
29 Code of Federal Regulations (CFR) 1910.1200

Adopted: 1/12/99
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