

## **Additional Guidance on Increased School Security Measures.**

### **After the school day/weekends:**

- “In loco parentis” responsibilities end after school is dismissed and after students have had a reasonable amount of time to leave school property. As a general rule of thumb, this will be about twenty minutes after school has been dismissed, unless there are scheduled school-sponsored activities, such as practices and clubs. Unless there are scheduled activities or rentals, the main entrance should be locked after students have departed.
- Day care providers will monitor their assigned door. Parents who use that entrance do not have to sign in if they are just dropping their child or picking up their child, as long as they are not staying in the school.
- Please do not request that daycare accept deliveries after school hours.
- The school does not have “in loco parentis” responsibility for activities that are conducted as a result of building rentals. Below are listed the facility use guidelines and contract requirements:

**“The applicant agrees that it shall be responsible for the conduct and control of all participants and spectators, and shall ensure that use of the ... facility is in compliance with all applicable federal, state, municipal, and School District safety regulations. The applicant agrees to provide adequate adult supervision during the use of the facility.**

- 1. A responsible adult will be in charge of children at all times. Due to supervision concerns, the designated adult must arrive with or before participants.**
  - 2. Groups must bring a copy of the completed Agreement for Non-School Use of School Facilities to all events. This will serve as identification to the custodian, security staff, or other district staff.**
  - 3. Groups will remain in the approved areas only and will not venture into any other areas.**
  - 4. Start and end times will be strictly adhered to, or overtime charges will be assessed at a minimum of one hour or actual time, whichever is greater.**
  - 5. Rental areas will be left in the same or better condition as when you arrived. Please clean up all trash, wash and dry tables as needed and return furniture and other items to their original place.**
  - 6. Groups will provide their own supplies. There will be no use of any school materials.**
  - 7. Food and drink are allowed only in tiled areas. No food or drink of any kind is allowed on carpeted areas or in gyms.”**
- These requirements mean that renters are required to provide reasonable safety and security for the building. In general this may be interpreted to mean that the renter is responsible for the safety and security of participants in their activity. They may be required to use only certain doors, be restricted to certain areas, etc.
  - Buildings are encouraged to use security gates and other measures to restrict or control movement of rental users, where feasible.
  - At activities that are public in nature, such as festivals, carnivals or activities such as parent-teacher conferences and back-to-school nights, parents are expected to

maintain control and supervision of their children and “in loco parentis” responsibilities do not apply. School may, however, take appropriate measures to provide for the security of the building and participants. As an example, high schools routinely employ school security staff at sporting events and extra-curricular activities. In elementary schools, if a large crowd is expected, principals may want to consider employing school security staff. Schools are expected to pay the cost of security staff employed for these types of activities, except for recognized major sporting events where the Security Department has budgeted funds for this purpose. Contact a security manager to discuss any particular needs

- Principals may not “opt out” of building rentals, unless the rental interferes with a school related function. Contact the facility use coordinator for additional information.
- The security department has standard signs available for school entrances, which direct visitors to report to the office. We are ordering signs that indicate a picture ID may be required, and will provide those to schools when they arrive. We are requesting that only these signs be posted on the doors and that all other signs, art work, flyers, etc be removed from the front door glass.