

SAFE AND SECURE SCHOOLS PLAN

This safe schools plan is a comprehensive set of coordinated efforts both at the school and district level, all aimed at three components: prevention, intervention and, when necessary, enforcement. It is a constantly evolving document. These efforts involve making students accountable for their actions, staff training in crisis management and managing difficult students, crime prevention, threat assessment, bullying and violence prevention, physical security and police partnerships. The District believes that school safety is basic to a productive learning environment and optimum student achievement. This belief is codified in the District's Strategic Plan and in the Vision, Mission and Guiding Principles of the School Safety and Security Department.

Conduct Code: The District has a code of school conduct and discipline, which governs student behavior. In addition, schools and classrooms often devise individual rules of conduct. The policies that govern the conduct of students are posted on the District's website. The Board of Education has specifically expressed no tolerance for some specific types of behavior, including gang activity, possession and/or use of weapons and possession or use of illicit drugs or alcohol. When school officials observe these activities, they are obligated to take appropriate disciplinary actions as defined in the policies that govern the conduct of students. This does not mean a student will always be expelled for the behavior, but it does mean that some disciplinary action will be taken. However, state and federal law require expulsion in some instances.

**Supervision of
Students, Security
Of Buildings and
Grounds-
Security Staff:**

Campus security: Typically there are uniformed campus security officers at each high school and campus security officers at each middle school. Campus security officers are co-managed by building principals and District Security. These staff members help principals enforce the policies that govern the conduct of students as posted on the District's website, assist students in dealing with conflict and instances of sexual or racial harassment, monitor the campus for unwanted visitors and signs of danger or criminal activity. They provide security at athletic and other special events. All campus security staff members receive approximately 40 hours of training in crisis prevention, intervention, first aid, CPR, recognition of racial and sexual harassment, child abuse reporting, school law and juvenile law. Campus Security officers may request to carry a firearm in an open manner. In order to carry a firearm, the Campus Security Officers must complete a Peace Officer Standards and Training (P.O.S.T.) 40-hour firearms course and train on a regular basis.

District security patrols: The District employs armed district security officers. District security officers are police academy trained or equivalent. These officers patrol district grounds and buildings, respond to all burglar alarms, enforce district policies on campus and generally engage in the protection of lives and property at district facilities. These officers also respond to trouble or other calls for service at elementary schools and, if needed, at middle and high schools. In addition, they provide security at athletic events, special events and Board meetings as needed.

Crossing Guards: Crossing guards are stationed at locations selected by the District to protect students and ensure they cross the streets safely. The city traffic engineering office will assist (as requested) in reviewing any new locations/placements. Crossing guards are recruited and paid by the District, with partial reimbursement from the city. They are trained and managed by the Risk Management Department and building principals where they are assigned.

Professional security staff: The Security Department provides overall management and program leadership for school security issues and is the District liaison to the Police Department. In addition, Security Coordinators and a Security Operations Commander provide training and technical assistance to buildings for security and crime problems. These staff members monitor gang and hate group trends, provide specialized gang intervention, and conduct investigations of students charged with crimes of violence and weapons violations, in cooperation with the police and District Attorney. They also investigate some crimes that occur on district property and make referrals to the police department as necessary. They monitor crime trends and devise crime prevention programs.

Support staff: The Security Department has a support staff, which includes a Security Services Specialist and a Clerk-Dispatcher.

Specialized Investigations:

The Security Department conducts legally-required fingerprinting and background investigations on all non-licensed employees. The Department conducts investigations required by law on students charged with crimes of violence, investigations related to victim rights, internal criminal investigations (other than child abuse and sexual assault) and monitors police investigations of staff for serious violations. The Security Department is responsible for making legally-required notifications to the principals of students charged with criminal conduct. Threat assessments are conducted on students who have made or posed threats to other students or staff in conjunction with police and other agencies.

Training:

The Security Department provides training to security staff and other school and district staff in bully prevention, dealing with difficult adolescents, crisis management, gang recognition and interdiction, workplace violence, crime prevention, threat assessment and general school safety. All crossing guards are trained through the Risk Management Department. Professional staff is often called upon for training and presentations to outside agencies.

Open Schools and School Visitation:

In accordance with Board Policy KI and KFA, visitors are invited and encouraged in schools. While on school property, visitors must abide by all laws and Board policies, and regulations. Visitors must check in with the school office prior to visiting any part of the school.

Equipment and Facilities:

Security headquarters contains offices for the Security Operations Commander, security coordinators and patrol staff, as well as radio dispatch equipment, and video monitoring equipment. All school buildings are equipped with two-way radios

for communication within the building and with the central security office. District Security is connected with police, fire and emergency personnel via the City's public safety radio network. Campus security offices are located in each secondary building.

Police/Fire Partnerships:

Pursuant to an intergovernmental agreement (IGA) program, **School Resource Officers** are stationed in all five high schools. In addition, School Resource Officers are assigned to the nine middle schools. The officers assigned to the middle schools will divide their time amongst the nine middle schools. These officers perform community-policing and criminal investigation functions in cooperation with school security and administrative staff.

Officers visit our elementary schools on a time available basis for stranger safety talks, special programs and red ribbon week.

Reporting of criminal conduct: In accordance with state law, criminal events occurring on school campuses are reported to the police department, through the school resource officers or the security department.

The Security Department offers a program that provides a confidential reporting mechanism for students who observe criminal activity or who are concerned about someone who might harm themselves or others.

Emergency communications: The District security department is connected to the Pikes Peak Regional Radio Communications Network, including local police and fire departments for use in an emergency. This is an intergovernmental agreement (IGA) program and is also governed by memoranda of understanding with specific agencies.

Regional Emergency Management: A District 11 Security Department staff member serves as a representative with the Pikes Peak Regional Office of Emergency Management as needed. The District is regularly invited and participates in training, exercises and emergency operations planning.

Other Programs:

Crisis planning, prevention and management: Training on the early warning signs and crisis planning has been ongoing since fall, 1998. The District Crisis Plan Manual was delivered to all buildings in late 1997, and is continually updated. This manual is available for review at the Security Department. Additionally, schools have developed individualized crisis plans and crisis/safety training for students and staff that are reviewed annually by the District Security Department. Documentation of these reviews is on file at the District Security Department. The District Security Department has also provided quick reference guides for schools. These documents may be reviewed at the school or at the Security Department. Post trauma assistance is available either through existing building staff, special district teams, or by referral to other agencies. The Security Department develops and maintains the Emergency Operations Plan and chairs the Emergency Crisis Operations Team (ECOT), which convenes in times of major crises. Additionally, a Security Department staff member sits on several local crisis planning committees and task forces with local emergency management officials.

Canine interdiction program: The canine detection program for detecting drugs and alcohol is in full operation. The program is very effective in detecting contraband items on campus. A canine team goes to randomly selected schools throughout the year to inspect student lockers and vehicles for drugs and alcohol.

School Security Audits: The security department conducts audits of the crisis plans, emergency procedures, crisis training and crime prevention efforts at every school annually. Reports of these audits are maintained on file at the Security Department office.

Bully prevention: The School Board policy concerning bullying (JICDE) is attached to this safe schools plan.

The District has adopted a bully prevention program for use in elementary and middle school. A baseline climate survey will be completed by each school to determine current needs and directions for program development. The District has adopted a bully prevention/anti-violence program for use in high schools. The program curriculum will be delivered to 9th and 10th graders in health classes, but the implementation will be school-wide. A baseline survey to determine current attitudes and perceptions of bullying and other violence will be completed.

Student threat assessment: Threat assessment begins at the school level, with principals, school mental health providers (who consist of school psychologists, school social workers, and school counselors), assistant principals as well as security personnel, all receiving training in the early warning signs of violence and specific instruction in the threat assessment process. The threat assessment procedure is contained on the crisis response page for District staff on the District's intranet.

Violence prevention: All of the above efforts are, of course aimed at the prevention and reduction of violence in and around our schools.

Staff Safety Protocol:

Reporting Procedures: In addition to procedures otherwise required, the following procedures will be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or alleged criminal offense by a student directed toward a teacher or District employee.

These same procedures will be followed in instances of damage by a student to the personal property of a teacher or District employee occurring on school District premises, on school vehicles or at school activities.

1. The teacher or employee will notify the building Principal or designee as soon as possible.
2. The Principal or designee will contact the local law enforcement agency and District Security to report the incident.
3. District Security will follow up and file a written incident report.

4. The Principal or designee will conduct an informal hearing, and if warranted will suspend the student for at least three days but no more than five days, with referral to the Office of Student Support and Wellness - for further disciplinary action in accordance with established policies and procedures. (See Policies JK and JKD/JKE)
5. If applicable, the employee will file an Employee Accident or Illness Report with the Risk Management Department.
6. The incident will be recorded in the student's behavior record.
7. A copy of this regulation will be posted in each school building.

**Parent/Guardian
Communication:**

1. Information on emergency procedures is placed on the District website.
2. Protocols for notifying parents/guardians of emergencies are in place.

Adopted March 2003
Revised May 9, 2012
Reviewed September 14, 2016
Revised May 30, 2018
Revised September 12, 2018
Revised January 15, 2020
Revised September 9, 2020

LEGAL REF.: C.R.S. 9-1-101 through 9-1-106
C.R.S. 22-3-101 through 22-3-104
C.R.S. 22-32-109.1
C.R.S. 22-32-110(1)(k)
C.R.S. 22-32-124(2), (3)
C.R.S. 24-10-106.5

CROSS REF.: ADD, Safe and Secure Schools
EB, Safety Program
EBCA, Disaster Plans
ECA/ECAB, Security/Access to Buildings
JICDA, Code of Conduct
JICDE, Bullying Prevention and Education
JIH, Student Interrogations, Searches, and Arrests
JK, Student Discipline
JKD/JKE, Student Suspension/Expulsion/Denial of Admission
JLCE, First Aid and Emergency Medical Care
KLG, Relations with Law Enforcement Authorities