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3 **A. Policy**  
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5 It is the policy of the Southwest Vermont Regional Technical School District [the District] to  
6 maintain a physical environment that is safe, clean and attractive. The District shall make every  
7 reasonable effort to ensure the safety of all students and staff while they are on the District  
8 premises.  
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10 **B. Definitions**  
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- 12 1. “Employees” refers to all persons who are currently engaged in active employment with  
13 the District, regardless of employment status (e.g., full-time, part-time, regular, term, and  
14 contract).  
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16 2. “District Premises” includes the school building and all adjacent property to the school  
17 building, as well as off-site program work areas under the direct control of District employees.  
18  
19 3. “Visitors” refers to all persons who are permitted to be on District premises including:  
20 a. parents or guardian of a student enrolled as a student in the District;  
21 b. persons employed or retained by the District who is on the premises for  
22 performing  
23 c. duties assigned by the District;  
24 d. persons who are generally invited by a staff member to attend an event on District  
25 premises, for the purposes of that event;  
26 e. persons whose presence is authorized by the Director or his/her designee;  
27 f. persons who are otherwise on the premises for a lawful purpose, such as attending  
28 an event for which the premises have been contracted, making a lawful delivery,  
29 attending an authorized school meeting, making a legitimate inquiry of the school,  
30 or using school grounds in a manner for which they were intended, or  
31 g. members of the Regional Governing Board.  
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33 **C. Implementation**  
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- 35 1. The Director/Superintendent or his/her designee, shall ensure school buildings are securely  
36 locked and regularly monitored against unauthorized access during regular school or work hours.  
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38 2. **All** visitors to the school shall report their presence at the main entrance of the school  
39 immediately upon arrival on the premises. All visitors shall be required to wear visitor  
40 identification during regular school or work hours while on District premises.  
41  
42 3. Employees shall be provided with a means of identification as employees of the District.  
43 Further procedures for maintaining security of the school will be developed by the Director. The  
44 procedures will be distributed to all employees who will have responsibility for compliance with  
45 these procedures.

1 4. Students who are found to have allowed unauthorized visitors into the school in violation of  
2 this policy shall be subject to the full range of appropriate school disciplinary action, up to and  
3 including suspension/expulsion.

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5 Cross References:

6 Weapons Prohibition – 5086C

7 Threats and Disruptions to School Operations – 5087C

8 Weapons Prohibition other than Students – 5089C

9 Discipline of Students – 5050C

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11 Legal References:

12 16 V.S.A. §§1481-1482

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Southwest Vermont Regional Technical School District	Date Warned	Date Adopted	Date Revised
	9/2016	10/17/2016	

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16 **Administrative Procedures**

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- 18 A. Entrance Doors will be locked at all times during the school day. Students should enter  
19 and exit (other than for program activities) only through designated doors.
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- 21 B. Classroom Doors should be locked when no staff/faculty member is present to supervise  
22 any students who might enter the classroom/lab area.
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- 24 C. Security Cameras may be utilized in any public areas of the District premises in order to  
25 ensure the safety of all who are present in these areas.
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- 27 D. Drills – Vermont State regulations require monthly drills throughout the academic  
28 calendar. At least one of four drills shall be a containment drill. Staff/faculty may not be  
29 informed prior to any drill.
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- 31 E. Classroom Safety Evac-Packs – All program areas are equipped with safety Evac-packs  
32 which contain student rosters, basic safety materials, and safety procedures. They should  
33 accompany the faculty/staff member when evacuating the building or moving to a secure  
34 site within the building during a containment drill/event.
- 35
- 36 F. AED Device and Other devices – These and other relevant devices, once installed, will be  
37 maintained and training will be provided for relevant staff/faculty.
- 38
- 39 G. Faculty and Staff Training -- Faculty/staff receive regular training on safety practices,  
40 such as use of the AED and CPR as well as updates on changes in safety procedures.