

<b>Bartlett City Board of Education</b>		<b>3021</b>
Descriptor Term: <b>SAFETY</b>	Descriptor Code: <b>Support Services</b>	Issue Date: <b>07/24/2014</b>
	Rescinds:	Revised: <b>05/25/2023</b>

1 *General*<sup>1</sup>

2 The Superintendent shall establish procedures to protect school property which shall  
3 include, but not be limited to:

- 4 1. Closing and securing teacher work areas when left unattended or at the end of the  
5 day;
- 6 2. Denying students permission to use the classrooms, laboratories, gymnasiums, or  
7 other school facilities or equipment without appropriate supervision;
- 8 3. Controlling the issuance of keys;
- 9 4. Developing programs that contribute to the proper care and use of school facilities  
10 and equipment; and
- 11 5. Ensuring that equipment purchased with federal funds is managed as directed by  
12 federal law.<sup>2</sup>

13 The principal shall call law enforcement officials in cases involving illegal entry, building  
14 damage, theft, or vandalism. The principal shall notify the Superintendent as soon as  
15 practical, but no longer than twenty-four (24) hours, after a case of vandalism, theft,  
16 building damage, and/or illegal entry. The Superintendent/designee is authorized to sign  
17 a criminal complaint and press charges.

18 In accordance with Board policy, the principal of each school shall develop procedures  
19 for keeping school facilities safe and free from hazards.

20 All staff members shall report current and potential hazards to their immediate  
21 supervisor(s).

22 Each principal is responsible for seeing that safety is a part of the instructional program  
23 of the school.

---

<sup>1</sup> TCA 49-6-805(3)

<sup>2</sup> 2 CFR § 200.31

1 The safety program shall include:

- 2 1. Fire prevention
- 3 2. Accident prevention
- 4 3. Warning systems
- 5 4. Emergency drills
- 6 5. Traffic safety
- 7 6. Safety inspections
- 8 7. First aid
- 9 8. Disaster preparation

10 Only students assigned to the school, the staff of the school, parents of students, and  
11 other persons with lawful and valid business shall enter onto the grounds or into the  
12 buildings of a school during the hours of student instruction. All staff members shall report  
13 all persons appearing to be improperly on school premises to the principal.<sup>3</sup>

14 The principal shall secure assistance from law enforcement officials when he/she deems  
15 it necessary in order to maintain order or security.

#### 16 **LAW ENFORCEMENT SERVICES<sup>1</sup>**

17 The Board may enter into collaborative partnerships with appropriate law enforcement  
18 agencies. Partnerships may include, but not be limited to, education and recreational  
19 programs, delinquency prevention, and mentoring initiatives.

20 The Board may enter into a memorandum of understanding (MOU) with the chief of a law  
21 enforcement agency to provide school policing. The MOU shall address, at a minimum,  
22 the following issues:

- 23 1. Any school resource officer (SRO) assigned under the MOU shall be in compliance  
24 with all laws, regulations, and rules of the Peace Officer Standards and Training  
25 Commission at the time of assignment and remain compliant throughout his/her  
26 assignment.
- 27 2. As a condition of assignment, any SRO shall participate in forty (40) hours of basic  
28 training in school policing within twelve (12) months of assignment. Every year  
29 thereafter, the SRO shall participate in a minimum of sixteen (16) hours of training  
30 specific to school policing. All training programs shall be approved by the Peace  
31 Officers Standards and Training Commission.<sup>4</sup>
- 32 3. Any SRO assigned under the MOU remains an employee of the law enforcement  
33 agency and is subject to that agency's direction, control, supervision, and  
34 discipline.
- 35 4. No SRO shall be assigned to a school, or continue in such an assignment, without  
36 the consent of the Superintendent.

---

<sup>3</sup> T.C.A. §49-6-2008(a)-(b)

<sup>4</sup> TCA 49-6-4217

- 1 5. In the event that more than one (1) SRO is assigned to a school district, the law  
2 enforcement agency shall designate one (1) of the SROs as the senior SRO. The  
3 duties of the senior SRO shall include, but not be limited to, the following:
- 4 a. Representing and carrying out the policies of the law enforcement agency  
5 assigning the SROs;
  - 6 b. Supervising the SROs in the performance of their duties;
  - 7 c. Consulting with the Superintendent regarding the best use of the available  
8 resources for school policing; and
  - 9 d. Resolving disputes between the SROs and students or staff members.
- 10 6. The MOU may be effective for any length of time, continuing until terminated by  
11 the parties, and may contain any reasonable notice requirement for the termination  
12 of the MOU. However, the MOU shall contain a provision allowing the  
13 Superintendent to suspend the active participation of any SROs in the event that  
14 the Superintendent believes that such suspension is best for the health, safety, or  
15 wellbeing of the students or staff members.

## 16 **CYBERSECURITY<sup>5</sup>**

17 The Superintendent/designee shall develop an administrative procedure regarding the  
18 district's cybersecurity plan to identify cybersecurity risks, implement mitigation planning,  
19 and protect cyberinfrastructure against cyberattacks and other cybersecurity threats and  
20 incidents. As used herein, "cyber security" means the art of protecting networks, devices,  
21 and data from unauthorized access or criminal use, and the practice of ensuring the  
22 confidentiality, integrity, and availability of information.

---

<sup>5</sup> TCA 49-6-805(9)