

**SAFETY DURING SCHOOL HOURS - SECURING GATES**

It is the policy of the Governing Board to provide for a safe and secure school campus. During school hours, employees and students need to be assured that schools are not open to unknown visitors, intruders or distractions that impede learning. Fences with lockable gates are constructed around the entire perimeter of each school in order to protect the school campus during times when school is in session.

In order to create a consistent security procedure for all of Santee schools, it is the policy of the Santee School District Board that all school principals or their designee are responsible to establish guidelines to secure all school gates in the following manner:

1. All gates to school campuses shall be locked at the start of the school day.
2. Gates will remain locked and secured until student dismissal.
3. When school is not in session and students are not on campus, a procedure shall be developed by the school principal to lock the school premises.
4. The Principal shall designate which staff shall have keys to the gates. Once these keys are distributed, any staff member who opens a gate(s) during school hours for ingress and/or egress is responsible for locking the gate(s) during school hours as they transition in and out of the school. It is advisable for the Principal to have an inventory of staff keys on site.
5. District office personnel (Administration) are responsible for disseminating keys to league coaches as assigned to specific schools. All league personnel shall be advised by District Office personnel of the gate lock policies of the Santee School District.