

**Rite of Passage
Policy and Procedure**

Policy Number:	600.550	
Policy Name:	Safety & Security-LSSA	
Creation Date: 8/17/2022	Author: TBJ	
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Policy:

Lake Granbury Academy promotes a safe and secure environment with established rules that are designed to protect students, staff, and visitors. The safety and security of the campus is paramount to a successful and stress-free learning environment. Policy and procedures are in accordance with the Texas Education Code Sec. 37.115 which defines “Harmful, threatening, or violent behavior” as verbal threats, threats to self-harm, bullying, cyberbullying, fighting, the use or possession of a weapon, sexual assault, sexual harassment, dating violence, stalking, or assault, by a student.

Through a combination of safety procedures, safety checks, and training, Lake Granbury Academy will ensure that the campus is safe for students, staff, and visitors.

Procedures:

Classroom and Exterior Doors

All classrooms, instructional areas, and external doors will remain locked during the instructional day. Only authorized staff or students and/or visitors accompanied by an authorized staff will be allowed into the classroom or educational area.

1. Prior to the beginning of class, teachers will greet the students and accompanying staff at the door.
2. Students will enter the classroom one at a time in an orderly manner and quietly take a seat at their assigned desk.
3. Once all students have entered the classroom the teacher will shut the classroom door and ensure that it is locked.
4. Staff/Coaches assigned to the classroom will monitor the door for safety purposes and address any staff or students attempting to gain entry once instruction begins.
5. Under no circumstances should a staff or teacher allow a student into the classroom that is “out of area” or causing a disruption in the hallway.
6. When class is not in session the teacher will ensure the door remains locked whether they are working in or out of the classroom.
7. At the end of school, before leaving for the day, the teacher will ensure the classroom door is locked.
8. The principal or designee will conduct weekly, random door checks that include the classrooms, instructional areas, and exterior doors leading into the school area. Checks will be documented on the form provided by TEA “Campus Level Exterior Door Weekly Sweep Tool”.
9. If a classroom is being used while school is not in session, staff will follow the same outlined procedures in 1 through 7.

Key Control:

1. Staff and teachers will secure their keys in their assigned lock box or at the secure control center. Under no circumstances should personal keys be brought into the secure area of the school.
2. When entering the facility, they will retrieve their school keys from the appropriate area. Assigned school keys should remain on the premises and only stored in teacher/staff assigned secure location.
3. An emergency key to access the classroom will be maintained on the shift supervisor or designee key ring.

Training:

1. All Lake Granbury Academy employees will complete the ALICE Training and documentation will be maintained in their employee training file. ALICE training links will be sent out annually.
2. School personnel will also take the “School Behavioral Threat Assessment” online course recommended by TEA and training documentation will be maintained in their employee training file.
3. All new employees will receive training on campus safety procedures during pre-service.
4. The principal or designee will conduct annual safety training that includes campus safety procedures, responsibilities regarding access control procedures, and staff responsibilities during a security breach.

Threat Assessment Team

1. Lake Granbury Academy will establish a “Threat Response Team” with representation from the school.
2. The “Threat Response Team” will be comprised of members that have experience in counseling, behavior management, mental health and substance abuse, classroom instruction, special education, school administration, and program operations.
3. The team is responsible for assessing and reporting individuals who make threats of violence or exhibit harmful, threatening, or violent behavior. Gather and analyze data to determine the level of risk and appropriate intervention, including referring a student for mental health assessment and implementing an escalation procedure in accordance with ROP policy and procedure.
4. If the team identifies a specific risk, they will notify the superintendent and/or program director immediately.
5. A list of Team members will be maintained by the superintendent, HR, and program director.
6. All threats assessed by the team will be documented and include description of each threat, outcome, disciplinary action taken, action taken by law enforcement, and referral to or change in counseling, mental health, special education, or other services, incidents of uses of restraint, and arrests.

7. A list of the number of personnel trained in suicide prevention, grief & trauma-informed practices, mental health or psychological first aid for schools, training relating to the safe and supportive school program, or any other program relating to safety .

