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## **School Safety and Security Program**

### **I. Safety and Security Staff Training**

- A. The district recognizes that trained safety and security staff know when to informally interact with students to reinforce school rules and when to enforce the law. Prior to assigning any safety and security staff to work on school property when students are expected to be present, the district and its contractors must either:
  - 1. Confirm that the safety and security staff have completed the training series documentation provided by the Educational Service District (ESD); or
  - 2. Require the safety and security staff to complete the Educational Service District training series required by law.
- B. All training requirements must be completed in accordance with RCW 28A.320.124 and include:
  - 1. Constitutional and civil rights of children in schools, including state law governing searches and interrogations of youth in schools;
  - 2. Child and adolescent development;
  - 3. Trauma-informed approaches to working with youth;
  - 4. Recognizing and responding to youth mental health issues;
  - 5. Educational rights of students with disabilities, the relationship of disability to behavior, and best practices for interacting with students with disabilities;
  - 6. Collateral consequences of arrest, referral for prosecution, and court involvement;
  - 7. Resources available in the community that serve as alternatives to arrest and prosecution and pathways for youth to access services without court or criminal justice involvement;
  - 8. Local and national disparities in the use of force and arrest of children;
  - 9. De-escalation techniques when working with youth or groups of youth;
  - 10. State law regarding restraint and isolation in schools, including RCW 28A.600.485;
  - 11. Bias-free policing and cultural competency, including best practices for interacting with students from particular backgrounds, including English learner, LGBTQ, immigrant, female, and nonbinary students;
  - 12. The federal Family Educational Rights and Privacy Act (FERPA) requirements, including limits on access to and dissemination of student records for non-educational purposes; and
  - 13. Restorative justice principles and practices.
- C. In addition to classroom training:

1. All safety and security staff must complete two days of on-the-job training with experienced staff within the first year of working on school property when students are expected to be present; and
  2. Safety and security staff who are not school resource officers must complete at least six check-in trainings with experienced staff within the first year of working on school property when students are expected to be present.
- D. The Director of Safety & Security will maintain training documentation for all district and contracted safety and security staff.

## **II. Roles and Responsibilities**

- A. Safety and security staff will be integrated into the school community through active participation in faculty meetings, student assemblies, and other school activities as appropriate.
- B. The Director of Safety & Security and building administrators will collaborate to ensure that safety and security staff support a positive, inclusive learning environment.
- C. Safety and security staff shall not participate in formal school discipline decisions or processes; these remain the responsibility of school administrators.
- D. In emergency situations where immediate action is necessary to prevent harm or substantial disruption, safety and security staff may act without prior administrative direction.

## **III. Complaint Resolution Process**

- A. The district recognizes the importance of establishing a simple and effective means for resolving concerns that may arise related to safety and security staff.
- B. Parents, guardians, and adult students may submit a written complaint alleging improper conduct by safety and security staff that directly aggrieves them.
- C. The following procedure applies:

### Step One:

1. The complainant will submit a written complaint to the school principal or their designee within ten (10) calendar days of the incident.
2. The written complaint must include:
  - a. The facts upon which the complaint is based;
  - b. Reference to any district policies or procedures allegedly violated; and
  - c. The remedy sought.
3. The principal or designee will meet with the complainant and attempt to resolve the concern.
4. If no written appeal is filed within ten (10) calendar days of this meeting, the complaint is considered resolved.

Step Two:

1. If the complainant wishes to appeal, they may submit a written appeal to the superintendent or designee within ten (10) calendar days of the Step One meeting.
  2. The superintendent or designee will meet with the complainant within ten (10) calendar days of receiving the appeal.
  3. A written decision will be provided to the complainant within ten (10) calendar days of that meeting.
  4. The superintendent's decision will be final.
- D. Copies of complaint resolutions will be maintained by the Director of Safety & Security and the superintendent's office for reporting purposes.

**IV. Annual Data Collection and Reporting**

- A. Each year, the district will collect and maintain the following data related to safety and security staff:
1. The total number of safety and security staff working in the district and in each school building, and the number of days per week each staff member works;
  2. The name of any law enforcement agency or private organization providing safety and security services;
  3. A description of each incident involving safety and security staff that resulted in student discipline, use of force, or arrest, including:
    - a. The student's race, ethnicity, and other demographic information; and
    - b. Whether the student has an Individualized Education Program (IEP) or Section 504 plan;
    - c. The number of complaints related to job duties or student interactions filed against safety and security staff; and
    - d. Any additional information required by the Office of the Superintendent of Public Instruction (OSPI).
- B. The district will annually submit to OSPI:
1. All agreements with law enforcement agencies or security guard companies; and
  2. The data collected under this section, in the time and manner required by OSPI.
- C. The Director of Safety & Security will ensure the accuracy of data collection and coordinate with district administration for public reporting as required by law.

**V. Review of Agreements with Law Enforcement or Security Providers**

- A. The district will annually review and adopt agreements with any law enforcement agency, governmental entity, or security guard company supplying safety and security staff to work on school property.
- B. The review process will involve parent, student, and community input consistent with Policy 4311.
- C. All agreements must clearly define duties, responsibilities, complaint processes, evaluation methods, and training requirements.

**VI. Implementation and Oversight**

- A. The superintendent or designee will ensure implementation of this procedure.
- B. The Director of Safety & Security will coordinate all district safety and security activities and maintain oversight of compliance with training, data collection, and reporting requirements.
- C. School administrators will collaborate with the Director of Safety & Security to ensure that the presence of safety and security staff supports a safe, inclusive, and positive school environment.