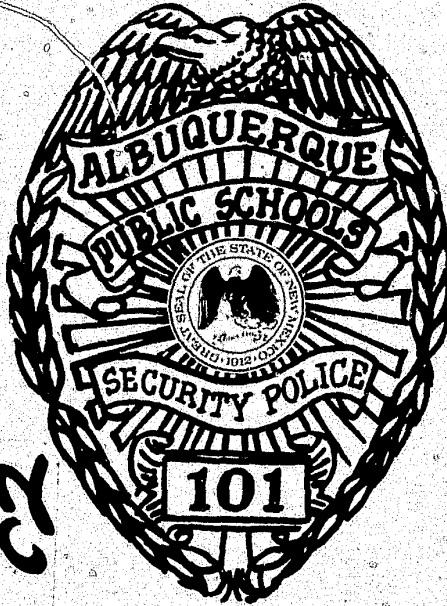




**ALBUQUERQUE
PUBLIC
SCHOOLS**

Security Services



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DARYL R. HARRELL
Director

JUL 23 1979

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FOREWORD

This handbook has been prepared in the hope that it will reflect the innerworkings of APS Security and serve as a guide to APS personnel and interested patrons.

I am proud of APS and I am proud of our APS Security personnel. They are well trained professionals and exist to protect students and Board of Education property as well as to assist APS employees in all matters of a security nature. Please call on them.

Third revision of the booklet - School Year
1978-79.

ALBUQUERQUE PUBLIC SCHOOLS

SECURITY DEPARTMENT

FUNCTIONS & RESPONSIBILITIES

HISTORY

Albuquerque Public School Administrative Notebook of October 16, 1970, reflects the office of the Executive Assistant will begin to concern itself with safety and security.

In October of 1970, the Superintendent of schools found it necessary to have men available who could respond to requests for assistance from principals and investigate losses resulting from burglaries, larcenies and other Board of Education property crimes.

Initially, APS had one former FBI Agent who served in the capacity of Executive Assistant to the Superintendent of Schools, an Albuquerque Police Department Lieutenant, and one person with nine years background in the Bernalillo County Juvenile Probation Department. Their duties were to check school buildings, investigate crimes against school property when such action was indicated, and look after the safety and security of the students and employees of the Albuquerque Board of Education.

As more schools were built and the school population and property values increased, it became necessary to expand the APS Security Department.

In the school year 1971-1972 due to the increased vandalism and burglary costs and the increased drug traffic, four detectives from the Albuquerque Police Department were assigned to assist in investigating crimes against Board of Education property, students and employees. These detectives served as liaison persons between the police department, juvenile court and the criminal courts. They also maintained a working relationship with the professional personnel of schools as well as parents and students.

All Detectives selected for the school detail have extensive knowledge of juvenile problems, public relations and skill in working with professional personnel. They have demonstrated thoroughness in handling criminal investigation; especially burglaries, larcenies and crimes involving rape, molesting, etc. On-the-job training helped the new school detectives to develop skill in counseling youth and working with the Bernalillo County Juvenile Correction Agencies.

By 1973 the school system had grown to 10 high schools, 22 junior high schools, 81 elementary schools. APS property was

valued at approximately \$94 million. Student enrollment as of school year 1978-79 was 83,000 and personnel employed by Albuquerque Public Schools was over 9,000.

Today the APS Security Police Department has a director, three Security Investigators under one Security Investigator Supervisor, six Tac Team officers with a Tac Supervisor, three Dispatchers with one Dispatch Supervisor, 15 Security officers under 2 Officers in Charge, eight Albuquerque Police Detectives under one Detective Sergeant assigned to the school detail, one Technical Assistant, and two secretaries.

Radio equipped vehicles and a base station are provided for the officers located at 724 Maple SE that operates on a 24 hr. basis.

It was determined that the general function of the school Police Officers and the APS Security Officers will be to promote good citizenship among students, foster an attitude of respect for the personal and property rights of others, cultivate within the students a spirit of law observe safeguard their moral and physical welfare, and protect the physical properties of the Board of Education. The school detectives and security officers are not a replacement for the assistant principal or school counselor, although they work cooperatively with them. These officers are not permitted to take any disciplinary action since this is a function of the administrative head of the school. The goal of the school detective and APS Security Officer is to use his

experience, technical training, and specialized skills toward crime prevention and juvenile rehabilitation.

Within the general boundaries of the assigned functions, principals, directors, area superintendents, and assistant superintendents may request services and/or assistance from the APS Security Officers (842-3751).

PHILOSOPHY:

The Security Department exists for the purpose of providing support and protection for students and Board of Education employees and property. The purpose and primary focus is directed toward assisting the school principal in providing a safe and secure educational climate on the school campus during school hours and protecting school property at night and on weekends.

OBJECTIVES AND SERVICES PROVIDED TO ALBUQUERQUE PUBLIC SCHOOLS BY THE APS SECURITY DEPARTMENT:

1. To assist the school principal in maintaining an orderly campus,
2. To provide a means of assisting the principal in handling problems with outsiders, drug pushers, potential molesters, burglars, larcenists, bomb threats, truants, school bus

incidents, safety and security problems, disruptions, demonstrations, criminal trespass, child abuse, child neglect, vandalism, burglary, and weapons,

3. To provide avenues of preventing juvenile delinquency through coordination with the school detective detail and the Bernalillo County Probation Office,
4. To centralize security services in order that the continuity of service and prevention concepts will be maintained,
5. To provide security for all athletic events and activities wherein security officers are needed,
6. To provide security as necessary at Board of Education meetings and related functions,
7. To provide 24 hr. security for APS Board of Education property, i.e., patrol and respond to intrusion alarms,
8. To provide other security as directed by the Superintendent.

PERFORMANCE RESPONSIBILITIES:

The responsibilities of the District Security Department include but are not limited to the following:

1. Develop, implement, direct and evaluate the district security program recommending changes as necessary to the Superintendent and/or Department Heads.
2. Screen and provide training at the New Mexico Law Enforcement Academy for those security personnel who qualify and supervise and evaluate personnel of the district security staff.
3. Provide maximum security within available resources to reduce burglary and vandalism at all APS locations. This includes responsibilities to:
 - a. Consult with building principals and head custodians on methods to increase security in and around the premises of each school,
 - b. Determine the most practical locations for security devices such as intrusion alarms,
 - c. Schedule officers to provide maximum security day and night for APS campuses,
 - d. Work closely with local law enforcement agencies in order to achieve maximum coordination and cooperation with them,

- e. Establish routines for checking district facilities when not in use,
 - f. Maintain close liaison with local citizens with regard to school vandalism and burglary problems,
 - g. Perform security inspections,
 - h. Perform research and analysis to improve security measures,
 - i. Consult with librarians, upon request, to help combat problems of book theft, vandalism to media centers, and libraries,
4. Furnish security for district basketball and football games and district extra-curricular activities,
 5. Research drug abuse, student unrest and security matters to determine trends and propose preventive and corrective measures,
 6. Receive, investigate and maintain records of incidents on school property involving burglary, vandalism, narcotics, and demonstrations. Maintain liaison with law enforcement agencies regarding these matters,

Investigate incidents and threats harmful to the security of APS employees and students,

7. In cooperation with local civil defense authorities, develop and publish comprehensive defense and disaster plans for implementation at each location in event of a threat or emergency. Ensure that responsible officials are familiar with plans as they pertain to the responsibilities of the APS system,
8. Establish and administer rules and procedures regarding availability and custody of all keys to district facilities and recommend re-keying of any location by contacting the director of the Maintenance and Operations Department,
9. Supervise facilities and procedures for the storage of funds and records in each district building,
10. Consult with the Vocational Education director concerning systems and procedures for safeguarding district-owned tools, equipment and supplies,
11. Serve as a consultant to the APS Building Planning Department in planning and designing

new facilities to ensure reasonable standards of security are planned for each new facility,

12. Prepare the budget for the security services and administer allocated funds. This includes provision for uniforms, differential pay, specialized equipment, radio and vehicle repairs, contracted security, and overtime as well as a uniform budget and signs for crossing guards. The Albuquerque Police Department hires and trains crossing guards and APS furnishes uniforms and safety gear to crossing guards as well as student patrols,
13. Serve as a resource department to the Curriculum director and building principals, upon request, and address student groups and civic groups on aspects of school security,
14. Supervise the process of seeking restitution from parents of those who have damaged or stolen Board of Education property,
15. Perform other related tasks as requested by the Superintendent,

16. Serve as liaison with local Chief of Police regarding police detectives assigned to APS and other matters as necessary,
17. Patrol district buildings and grounds to prevent fire, theft, vandalism and illegal entry,
18. Conduct patrol inspections of doors, windows and gates to determine they are secure,
19. Report any unusual conditions or malfunctioning of heating, plumbing or electrical systems to M & O shops,
20. Patrol school grounds to detect unauthorized persons or vehicles, check cars for parking authorization, determine if vehicles are parked in restricted areas, such as near fire hydrants, in fire lanes, or driveways and check exterior lighting and emergency access routes,
21. Direct traffic contiguous to or on school property, exercise crowd control, and take measures necessary to maintain order at all APS functions day or night.
22. Work with school staff in conducting school activities such as dances, athletic events, play nights, etc.,

23. Consult with and actively assist school principals in dealing with day-to-day campus problems involving drug abuse, assaults, thefts, disturbances, trespassers, truants and acts of misconduct,
24. Assist school principals in obtaining needed M & O services to correct existing safety and security deficiencies, and installation of alarm systems, fences, gates, locks, and the repair of same,
25. Provide assistance to all APS administrators and supervisors in matters of security,
26. Handle assigned internal affairs investigations, misconduct and/or thefts by APS employees,
27. Communicate with parents and/or guardians with reference to violations of school regulations and/or civil law,
28. Assure students of the Albuquerque Public Schools are afforded safety when transported by bus. Assure the students follow rules and regulations governing their conduct as prescribed by the Director of Transportation while on school buses, (see Appendix A page 31)

29. Prepare reports of incidents relating to offenses or violations of the students rights and responsibilities document that may occur on or contiguous to school property,
30. Assure that Chapter II of the Board of Education Policy on Students Rights and Responsibilities is not violated. The chapter is as follows:

II. STATEMENT OF PROHIBITED ACTIVITIES AND DISCIPLINARY PROCEDURES:

A. Some Enumerated Prohibitions of Student Misconduct:

1. A person shall not by any conduct, act, force or threat deprive another of the exercise of his rights and responsibilities, nor shall he engage in any conduct which causes a material and substantial disruption of any lawful mission, process or function of the school.
2. Students must obey the instruction of school authorities. At school sponsored off-campus events, students shall be governed by school rules and regulations and are subject to authorities of the school and authorized chaperones.

3. All persons must upon request identify themselves to proper school authorities on school premises or at school-sponsored events and must report to a school office upon request. Schools will require identification cards. Items which are used to disrupt the educational process may be temporarily removed from the student's possession.
4. Damage or destruction of school or private property; a student shall not intentionally cause or attempt to cause substantial damage to school or private property either on the school grounds or during a school activity, function, or event off school grounds. If a student should cause willful damage to school property, the Board may seek restitution from the students or parents.
5. Assault or physical abuse of a student or other person; a student shall not intentionally cause or attempt to cause physical injury to any person or behave in such a way as could reasonably cause physical injury to another. Neither self defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under these rules.

6. Weapons and dangerous instruments; a student shall not possess, handle, or transmit any object that can reasonably be considered a weapon without authorization of the principal.
7. Narcotics, alcoholic beverages and stimulant drugs; a student shall not possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind. The school official in charge will immediately remove from contact with other students anyone under the influence of alcohol or drugs and thereupon shall contact the parent or legal guardian. Use of the drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.
8. Repeated school violations; a student shall not repeatedly fail to comply with school policies and directions of teachers, teacher aides, principals, or other authorized school personnel during any period of time when he is properly under the authority of school personnel.

9. Violations of state and municipal laws; any violation of state or municipal criminal laws on school grounds will subject the student to disciplinary action by school authorities regardless of whether or not a criminal complaint is filed. The state law requires that a student under the age of eighteen (18)-years attend regularly scheduled classes unless officially excused as prescribed by law and Board of Education Policy 7 and 8.

Functions of the APS Security Department

The Albuquerque Public Schools Security Department is a professional organization dedicated to policing APS properties. The focus of activity is directed toward providing a positive educational climate, preventing juvenile delinquency as well as protecting teachers, students, and Board of Education property. The organization serves as liaison between APD, the Bernalillo County Sheriff's Office and the New Mexico State Police. Department functions are accomplished as follows:

INVESTIGATORS are responsible for the investigation of criminal acts occurring on school property, such as indecent exposure, arson, sex offenses, child abuse, burglary, vandalism and outsiders on campus.

ON-SITE SECURITY OFFICERS are assigned (as manpower is available) to secondary schools and other APS property to assist the principal in enforcing the law and Board of Education policies in order to assure the best possible educational climate for the students. They also supervise and assist contract security guards in furnishing security for night athletic events and activities in the event the Security Department does not have enough available manpower.

PATROL SECTION is responsible for property and building security during daytime, nighttime, weekends, and holidays, as well as responding to alarms from the electronic surveillance system.

D.A. LIAISON is responsible for bringing the apprehended criminal in school actions before the District Attorney's office for prosecution and/or counseling with probation officers.

TAC TEAM is a highly mobile daytime team charged with apprehending and bringing to prosecution pushers and drug users, maintaining surveillance on school bus incidents which disrupt the educational climate of a school. The team also assists the patrol officers in providing security for athletic events and other night, day or weekend activities.

DISPATCHERS are responsible for receiving assistance calls on a 24 hour basis and

dispatching appropriate units to respond. Dispatchers constantly monitor the new electric surveillance system and direct security units, APD officers and Sheriff's officers to the scene of an alarm or disturbance.

INCIDENT CATEGORIES WORKED BY SECURITY OFFICERS

The following information is submitted in connection with the duties and responsibilities of security officers. This category break-down also includes Board of Education Policy, i.e., Chapter II of the Student's Rights and Responsibilities document mentioned on page 12 of this report.

The following will define the incidents investigated by the Albuquerque Public School's Security Office in school related matters.

All incidents, codes and sections referred to herein apply county wide but APS Security investigations are confined to school related problems.

Arson
Assault and Battery
Burglary
Criminal Trespass
Drugs and Drinking
Demonstration and Disruptions
Internal Affairs (Employee thefts or misconduct)
Robbery
Larceny
Shakedown of Students - Extortion

Safety and Security Hazards
Sex Offenses
Vandalism
Weapons and Explosives
Bomb Threats
Bus Incidents
Stolen Property
Truants
Child Abuse or Neglect

In order to further point out the wide range of security responsibilities, the following items are identified:

LAND AREA AND BUILDINGS

APS owns 2996 acres of land in Bernalillo County spread over 1243 square miles, 77 square miles of which are in Sandoval County, APS has 135 buildings sites, 505 of which are metal portables.

DISTANCE BETWEEN SITES

Between sites there is an average of 1.5 to 2.0 miles (ground distance). The variance in distance is from .25 miles to 8. miles.

ENTRANCES AND EXITS TO BUILDINGS (average)

High Schools - 88 outside doors
Middle-Schools - 36 outside doors

This average does not include the 775 doors which are in the aforementioned 505 portable buildings.

MAN-HOURS REQUIRED TO CHECK A BUILDING

Considering the various numbers and types of building styles, styles of fencing, lighting and location, the estimated time required by a security officer to check a building is 20 to 30 minutes.®

NUMBER OF AVAILABLE NIGHT PATROL OFFICERS PER SHIFT DURING THE SCHOOL YEAR AND METHODS OF PATROL

Due to requests by principals to furnish a security officer for daytime campus protection, the night shift patrol has approximately four officers on duty from 5:00 p.m. to 1:00 a.m. and graveyard patrol is on duty from 1:00 a.m. to 8:00 a.m. Patrol duties are broken into 10 districts with an average of 20 Board of Education sites in each district.

INTRUSION ALARMS SYSTEM

Ninety-five schools have some kind of an alarm. All schools by 1980 will be on the new electronic surveillance system which alerts the security dispatcher within two seconds of intrusion. Our security officers have apprehended many burglars and vandals before they have had time to do much damage. We need your help to make our security system work more efficiently.

The following items are set out for your information and compliance. Principals, please advise your personnel to keep the information "in the family." If you prefer, Mr. Harrell will speak to your personnel at faculty and/or principals' meetings

or other groups.

1. The new system requires no key switches.
2. The system is turned on and off at a central location.
3. Personnel, i.e., teachers, staff custodians will call the Security Office (842-3751) if they are going to be in the building after normal working hours and on weekends. Security along with the Sheriff's Office and the Albuquerque Police Department waste a great deal of manpower and gasoline responding to alarms that have been set off by our own employees.

Naturally, you will set the alarm off even if you call in, but security will know it is an authorized entry. If you will follow the procedures listed below, it will assist Security in monitoring the system.

1. Call 842-3751. The dispatcher is on duty 24 hrs.
2. Give the dispatcher the following information:
 - a. your name
 - b. APS employee number
 - c. length of time you expect to be in the building.

This gives Security an idea when the building should be empty and, if you are overdue, Security may come to the location to see if you are having problems. If you have access to a telephone in the building, call and tell Security you are leaving.

We realize these procedures will take a little extra effort, but our intent is to continue to reduce unauthorized entry into our APS facilities and to reduce acts of burglary and vandalism.

Our Security Department will maintain and respond to the system once all installations are complete. Any inquiries regarding maintenance and operations of the system should be directed to the APS Security Office.

Please require identification of any person(s) at your location who advises you he/she is there to work on the alarm system. If you are not satisfied with what you learn, call 842-3751 and Security will send someone to assist in identifying the person.

Some schools are still on the old telephone "dialer" system and will remain so until the new system is completed.

Please forward to the Security Office the names of personnel in your charge who have been given responsibility of turning the dialer alarm on and off at your location. Do this as soon as possible.

OVERTIME FOR EXTRA-CURRICULAR ACTIVITIES
(Security Officers required)

✓ Please be advised that APS Security will furnish security officers for protection of Board of Education property, APS Personnel, and assist the principals with daytime security of students. APS Security Officers also furnish security for all athletic events.

In the past, Security has furnished personnel for all types of extra-curricular activities. The Superintendent has advised that the school must pay for security for their extra-curricular activities.

The procedure is as follows:

1. Fill out the standard building usage form (AC-11) indicating thereon the need for a number of security officers to furnish security at a specified school event.
2. Forward the form to the Accounting Office ten days prior to date activity will take place.
3. The individual school will be expected to pay for the security officers at the rate of time and a half their regular salary. This rate will vary according to which officer is available for the assignment. You may call the Security Department for an estimated cost prior to the event.

4. If the activity will draw a high concentration of students, a minimum of two security officers will be required. Activities such as dances, bon fires, play nights, and music festivals.
5. If the activity runs over the amount of time requested of the security officers, the officer will request the "contract form" be amended and approved by the person in charge of the activity.
6. The following activities are a sample of overtime activities worked by APS Security Officers.

Football
Relief Dispatch
Driver Ed. Registration
Special Campus Patrol
School Bus Problems
Wrestling Matches
State Gymnastics
Gymnastics (boys and girls)
Trackmeets
Baseball Games
Graduations
PTA Meetings
Carnivals
Music Festivals
Music Concerts
Drama Night
Youth Symphony
Board of Education Meetings
Special Surveillance
Club Dinners
Play Nights
Basketball Games
Child Abuse Cases

The Superintendent has directed that the school pay for all security services which are not athletic events. (Call APS Security at 842-3751 for information).

RESPONSE TIME

Unless it is an exceptionally busy day, our units will respond to your school within five to eight minutes.

We, who are embroiled in security work for APS, are totally aware of the importance of response time. "When you need an assist, you need it now." We would like to be there in advance. Hopefully we could help you prevent an incident rather than help you "clean up" after an incident has occurred.

We realize there are times when prevention is just not possible.

However, it will help us to respond more quickly and more efficiently if you will advise your assistant principal, secretaries and/or those persons who might call us that certain information is very important prior to our dispatching a unit.

EXAMPLE:

Give the following information to whomever answers the telephone at the Security Office:

1. Potential Molesters, Indecent Exposures, descriptions of person, description of car, color, etc., direction of travel, what happened, anyone injured.

2. Outsider on Campus- how many, last known location on campus, car involved, direction, description of outsider(s), what they did and to whom.
3. Expected Fight During or After School - How many involved, location, car involved, cause of fight.

It is not possible to list information needed for every incident because of the obvious variations. However, please give us as much information as you can when calling. For example, if a car is involved our units responding might see the vehicle leaving the school area as they are coming in. Our chances of catching the subjects quickly are only as good as the information given to us on the first phone call.

It is understood that the caller will not always have access to all the information requested, but we should have as much as can be given. It will assist us in bringing the matter into sharp focus so our units can better assist you.

RECOVERY OF STOLEN EQUIPMENT

When stolen equipment is recovered by the APS Security Office and returned to a school, an equipment movement form should be initiated by the school and sent to the Property Department so the items can be restored to the proper inventory record.

TRAINING

Each security officer receives on-the-job training and after his probationary period, attends the New Mexico Law Enforcement Academy in Santa Fe. After graduation and certification by the Law Enforcement Academy, each security officer is commissioned by the Bernalillo County Sheriff's Office and the Sandoval County Sheriff's Office which gives the individual security officer powers of arrest anywhere within the two counties.

K-9 Patrol

The APS Security Office has two K-9 units. The dogs are trained for building searches and to sniff out bombs. When an intrusions alarm is received from a location at night and open doors or windows are located and identified as possible points of entry, the dog handler searches the building with the help of his dog. The K-9 and handler will also respond upon request when a bomb threat has been received by a school or APS facility.

SCHOOL WATCH PROGRAM

The APS Security Department also promotes an ongoing school watch program which is updated each summer. A sample memo to patrons is as follows:

'Albuquerque Public Schools instituted a "School Watch" program approximately four years ago and it has met with much success. We are grateful and thank you for participating in this program. Now we are asking concerned parents and citizens,

particularly those living in close proximity to our public schools and other facilities, again to help us with this program. You can help by being alert for any signs of break-in and/or vandalism or suspicious activity occurring on school grounds or other properties of APS. When such acts are observed or heard, please telephone this information to our Security Department immediately. The number is 842-3751. Enclosed find a sticker with this number on it. The sticker is prepared for your convenience and can be attached to your telephone.

"When calling our Security Department, you need not give your name or address. We are interested in preventing crime and/or apprehending the guilty who have committed crimes on school property.

"We appreciate your participation in this effort aimed at the reduction of property crimes against our public schools and other APS facilities. If you have any questions regarding the program, please call the Security Office or write to the Albuquerque Public School Security Office, P.O. Box 25704, Zip, 87125."

REPORTING VANDALISM and BURGLARY

1. After a complete survey of the total damages by the principal or his assistant, call the Security Office at 842-3751.
2. The Security Office will institute all paper work and assign a case number which when reported to M&O will be converted into the work order number and all necessary crafts will be assigned to repair the vandalism.
3. M & O will be called promptly after your report is made. They will be notified by means of the Code-A-Phone. This assures you of 24 hour reporting service.
 - a. Repair crews are dispatched during the early morning, which means any calls received after 12:00 p.m. will be assigned to a work crew the following morning.
 - b. In cases of an emergency, every effort will be made to send a repair crew to the location.

4. A copy of the report listing stolen items will be forwarded to Equipment Accounting and to the Associate Superintendent for Instruction as necessary.
 - a. In order to obtain replacement for stolen items, you are to submit direct purchase requisition(s) with a notation on the requisition that it is for replacement and the incident has been reported to security on such and such date. This is to be sent to the Associate Superintendent for Instruction and use cost account 12.7002 for equipment.
 - b. In order to obtain replacement for supplies, you are to submit direct purchase requisition(s) with a notation on the requisition that it is for replacement. Send this to Nelle Guinn.

NATURAL DISASTER

In the event of a disaster such as flood, blizzard, fire, earthquake, windstorm, tornado, etc., the Director of Security will assume responsibility for directing the activities of all security personnel and custodians on duty at the time.

Each school principal in the APS system will prepare his own emergency preparedness plan for his individual building. Under the threat of a natural disaster, each principal shall exercise his own judgement and put into effect his emergency plan.

It is noted that the Security Office shall furnish such support as is necessary. The principal and Director of Security will make necessary decisions and support personnel will act accordingly.

TRAILERS ON BOARD OF EDUCATION PROPERTY

APS has a "Live on Campus" program designed to assist in protecting Board of Education property. On a no cost basis, the owner may place his/her mobile home on a pre-designated campus site where there has been a continued high rate of vandalism. Mobile homes are presently located at the following sites:

Cibola High School
Rio Grande High School
Valley High School
Harrison Mid School
Roosevelt/A. Montoya School
Ernie Pyle Mid School
Truman Mid School
Taylor Mid School
Polk Mid School
Sandoval Elementary School
Rio Rancho Elementary School
Alameda Elementary School
Alvarado Elementary School
Navajo Elementary School
San Antonito Elementary School
Maintenance and Operations Complex

BUS TRANSPORTATION: IN-DISTRICT
DISCIPLINE AND CONTROL

This directive assures cooperation and continuity between Principals, the Office of Transportation, and APS bus contractors, and implements Board of Education Policy 7.7 Transportation.

The Office of Transportation will monitor this provisions of this directive. Bus routes, bus schedules, and revisions thereto will be established by the Director of Transportation in consultation with the Principals and bus contractors involved. The Office will furnish a copy of the bus routes and schedules to all Principals before the beginning of the school year. Principals, in turn, are responsible for providing copies to the students in their schools.

The Principal is responsible for maintaining discipline while students are being transported to and from school on school buses as well as while they are loading and unloading. It is the responsibility of the bus driver to report to the Principal, students who are in violation of the guidelines for good conduct established for transported students. These consist of but are not limited to the following:

1. Student Conduct. A person shall not by conduct, act, force, or threat, deprive another of the exercise of his rights and responsibilities nor shall he engage in any conduct which causes a material and substantial disruption of any lawful mission

process, or function of the school bus or driver. Students who ride the buses must obey the instructions of the bus driver and must, upon request, identify themselves to the bus driver as well as school authorities. Assigned seating and/or attendance rosters should be maintained in those cases where the Principal considers it necessary to the orderly transportation of students.

2. Damage or Destruction of Bus or Private Property. A student shall not intentionally cause or attempt to cause damage to bus or private property, or steal or attempt to steal private property either on a bus or while waiting to board or while leaving a bus. If a student should cause willful damage to bus property, the Board may seek restitution from the student or parent.
3. Smoking. Smoking on buses while they are transporting students will not be permitted.
4. Assault or Abuse of Student, Driver or Other Person. A student shall not intentionally cause or attempt to cause verbal abuse or physical injury to another. Neither self-defense nor action undertaken on the reasonable belief that protection of another person on a bus is necessary to be considered an intentional act under these rules.

5. Weapons and Dangerous Instruments. A student shall not possess, handle, or transmit on a school bus any object that can reasonably be considered a weapon. This includes, but is not limited to firecrackers, cherry bombs, knives, guns, etc.
6. Narcotics, Alcoholic Beverages, and Stimulant Drugs. While on a school bus a student shall not possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
7. Repeated Bus Violations. A student shall not repeatedly fail to comply with bus policies and directions on bus drivers or public school employees during any period of time when he is properly under the authority of school municipal.
8. Violations of State and Municipal Laws. Any violation of State or Municipal criminal laws on school buses will subject the student to disciplinary action by school authorities.

At no time will a bus driver put a student off a bus enroute to or from school. If a disciplinary situation arises whereby a student behavior is endangering the safety of other passengers, and bus is enroute to school, the driver will continue the route to school and report the situation to the principal, contractor, and the Transportation Office. If a like situation arises enroute from school, the driver will deliver the student to his designated bus stop. He

will then inform the student that his riding privileges have been temporarily suspended until the matter has been reported to the Principal, Contractor, and the Transportation Office. If a situation arises where the driver requires assistance from an APS Security Officer, they will respond to a request. If the Security Officer cannot respond immediately, contact the Transportation Office. The school Principal, in cooperation with the Transportation Office, may temporarily suspend a student's privilege of riding a school bus for a period not to exceed three (3) days. If after a three-day suspension the situation has not been satisfactorily resolved, the Principal will call a meeting with the parents, the bus driver, the student, and other interested officials as appropriate to discuss the seriousness of the violation. Repeated violations of the regulations will lead to permanent suspension of bus privileges.

If in the judgement of the Principal, the driver is not fulfilling his/her responsibility, the matter should be referred immediately to the Transportation Office. If in the opinion of the Transportation Office the Principal is not fulfilling his/her responsibility, the matter should be brought immediately to the attention of the Deputy Superintendent.

If either the Office of Transportation or the Principal requires assistance to fulfill his responsibilities, the Security Office should be contacted.

Each student rides a bus should be furnished with a copy of the current "School Bus Transportation Handbook for Students."

END