

BUILDING AND GROUNDS SECURITY

Section 1. Property Access

Section 1.1 In general, Hawthorn is not open to the public unless Hawthorn has specifically opened a building or property for public use or for an event to which the public is invited. Members of the public may contact the school during the regular business hours established by the Head of School.

Section 1.2 The Head of School or designee will set hours when parents/guardians may drop off and pick up their students. Hawthorn is not responsible for the supervision of students except during regular school hours or other times designated by Hawthorn.

Section 1.3 All Hawthorn employees and volunteers are required to maintain security on Hawthorn grounds, enforce building access rules and take action when doors are left unsecured or security is otherwise compromised.

Section 2. Firearms and Other Weapons

Section 2.1 No person shall carry a firearm, a concealed weapon or any other weapon readily capable of lethal use into Hawthorn, on Hawthorn grounds, onto any school transportation or onto the premises of any function or activity sponsored or sanctioned by Hawthorn, except for authorized law enforcement or security officials. Adults and students may possess weapons on school property for the limited purpose of facilitating or participating in a school-sanctioned firearm-related event, as long as the weapons are neither concealed nor carried onto school transportation or onto the premises of any other school-sponsored activity. Approval must be requested from the Head of School and granted in advance.

Section 2.2 The prohibition against the possession of a weapon while on Hawthorn property applies to weapons present in any and all vehicles parked on Hawthorn property, regardless of whether such weapon is concealed or openly displayed, and regardless of whether such vehicle is owned and/or operated by a student, parent, visitor, vendor or any other person or entity, except as otherwise explicitly provided herein.

Section 2.3 Any person who possesses a weapon in violation of this policy will be asked to leave. In addition, Hawthorn administrators may report the incident to law enforcement officials, ban the person from school property or school events or seek other legal remedies. Possession of weapons by students is governed by the Student Discipline and Weapons in School policies.

Section 3. Vandalism

Section 3.1 The Board may seek all legal redress against persons found to have committed incidents of willful or malicious abuse, destruction, defacing and/or theft of Hawthorn's property.

Section 3.2 Hawthorn visitors, students and members of the staff are urged by the Board to cooperate in reporting incidents of vandalism to property belonging to Hawthorn, as well as the name(s) of the person or persons believed to be responsible.

Section 3.3 The Head of School shall be authorized to sign a complaint, press charges and pursue civil action against perpetrators of vandalism to Hawthorn property. Restitution for the damages caused will be sought from such —and, in the case of minors, from their parents/guardians—under the laws of this state. Students found guilty of willfully defacing or injuring any Hawthorn property shall pay for the damages caused thereby and may be suspended or expelled as provided by law.

Section 4. Emergency Drills

Section 4.1 As part of the implementation of Hawthorn’s crisis intervention plan, the Head of School or designee has the responsibility for developing and maintaining Hawthorn’s emergency preparedness plans and emergency drill schedules.

Section 4.2 The Head of School or designee will develop emergency drills for fires, tornados, earthquakes, bomb threats, and armed intruder/active shooter situations. Instruction on emergency drills shall be given early in the school year, and emergency drills shall be held regularly throughout the year. Hawthorn will conduct emergency drills as required by law and will ensure that the number of emergency drills conducted are sufficient to give instruction and practice in proper actions by staff and students during lockdown, shelter-in-place and evacuation. Emergency exit procedures will be posted near the doors in the building.

Section 4.3 The Head of School or designee will schedule and execute emergency drills. Hawthorn will cooperate and coordinate emergency drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committees. Pursuant to law, armed intruder / active shooter drills will be conducted and led by law enforcement professionals.

Section 5. Security Records

Section 5.1 In accordance with law and Hawthorn policy, Hawthorn has closed records pertaining to security guidelines, policies and response plans; structural plans of real property; security systems; and access and authorization codes for security systems. Other security-related records will only be provided to members of the public upon request when required by law.

Adopted November 18, 2019