



Security Policy

BACKGROUND

All properties (property line to property line) and buildings (the Facilities) of Alexandria Country Day School are owned by Alexandria Country Day School and the use of such Facilities is controlled by the School. Consistent with such structure, the Head of School is authorized by the Board of Trustees to oversee the use of all properties and Facilities.

The following sets forth the policy as to when additional security is required in connection with the use of the Facilities.

POLICY ON REQUIRED SECURITY:

1. Security personnel will be required at any specially scheduled event or activity that is permitted or approved under the Facilities Use Policy outside the School day or at which attendance is expected to be 100 or more persons. The number of security personnel will be determined by the Head of School based on the estimate of attendance. For the purposes of this policy, a “specially scheduled event or activity” means an event or activity that is outside of the ordinary course and principal purpose of the School, the School’s athletic program or the School’s intramural program.
2. The Head of School may require additional security at a specific event or activity that is permitted or approved under the Facilities Use Policy if the event is outside the School’s day or the event’s attendance is expected to be under 100 persons based on such factors as the Head of School or his/her designees may determine are appropriate for the specific event or activity.
3. If security personnel are required in connection with an event or activity of an outside organization under the Facilities Use Policy, the outside organization will be required to seek approval of the security personnel and will be required to pay for such security personnel.
4. Authorized security personnel under this policy will be one or more off-duty police officers from the Alexandria Louisiana Police Department (or such other police

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officers or security firms as the Head of School may approve). Rates for such security personnel, minimum hours of employment per event or activity and other terms of employment will be established from time to time by the School and the provider of security personnel.

5. Any security personnel working at the Facilities under the terms of this policy are independent contractors and not employees of the School.

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