



Report of Violation Policy 511 - Safety of Facilities

Employee's Name:

School/Department:

Building and/or door # left unsecured:

Principal Reporting:

Date:

- **This policy applies from 30 minutes before school starts until 30 minutes after the end of the school day:**
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Please check the violation that applies:

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A gate or other access point that restricts the entrance to or exit from the exclusive zone, was left open or unlocked, when students were on campus.

☐

A non-exempted school classroom or other instructional space was left unlocked, when occupied by students. (Excluding during class transitions)

Please check one:

☐

This is the employee's first violation of School Board Policy 511, Safety of Facilities.

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This is the employee's second or subsequent violation of School Board Policy 511, Safety of Facilities. (Please provide the Letter of Caution showing the initial incident was addressed.)

Please submit this completed form to:
Ben Carter, Manager
Office of Professional Standards
Bwcarter@volusia.k12.fl.us