

Buildings and Sites

Safety and Security of Students, Employees, Visitors, Buildings and Grounds

I. Purpose

This policy defines the security requirements for school district buildings and grounds in order to ensure the safety of students, employees and visitors.

II. General Statement of Policy

The school district strives to provide a safe and secure learning and working environment for all district learners, employees and visitors and to protect the physical assets of the district from damage or harm.

To ensure general security, access to buildings must be restricted to those who have legitimate business within the buildings or on the grounds of the school district. A district-wide security plan and individual building plans will be established and maintained. The director of buildings and grounds is responsible for implementation of this policy, including all necessary reporting.

III. Program Oversight

A. The director of buildings and ground will coordinate the district's security program. The director will facilitate a safety and security committee which is responsible for the following:

- Ensuring compliance with federal, state and local laws related to safety and security
- Ensuring compliance with this policy and policy 806 (Emergency Management)
- Developing and implementing procedures and practices to enhance the charge of this policy at the district and site levels
- Completing timely reflections of safety and security events which have occurred in the district

B. The safety and security committee will meet at least quarterly, and will include a representative from:

- Community Education
- District Media and Technology
- Building Principals (2, with the intent to choose one elementary and one secondary)

- Police liaison

IV. District-wide Responsibilities

- A. Doors to all buildings are locked during the school day except:
1. The main entrance access door to each school building;
 2. Any door under the direct observation of an employee or volunteer assigned the responsibility to monitor the door; and
 3. Doors leading to non-K–12 sections of the Edina Community Center.
- B. The main entrance to each building will be posted as the main entrance and a notice will be posted directing visitors to check in.
- C. All adults in the buildings during the school day must wear identification badges.
1. All employees are required to wear an official Edina Public Schools identification badge at all times. An employee who forgets his or her identification badge must obtain a temporary badge from the school office.
 2. All visitors are required to obtain a visitor badge that must be returned at the end of the visit or be dated in such a way as to make it obsolete at the end of the day.
 3. Each employee is responsible for approaching a visitor not wearing a visitor badge and offering to escort or direct that person to the building office.
- D. After-hours safety of students and employees:
1. Any non-district group or organization using school district facilities must provide adequate supervision to all group members in accordance with Policy 902 – Use of School District Facilities and Equipment. Adequate supervision includes an adult of appropriate gender present in the locker room any time persons under the age of 18 are using the locker room.
 2. All district groups or organizations must ensure an adult of appropriate gender is present in the locker room any time persons from district group or organization who are under the age of 18 are using the locker room.
 3. An employee who is in the building before or after normal building hours is encouraged to lock the door of his or her room and take other appropriate steps to ensure his or her personal safety.

V. Building Specific Responsibilities

- A. Each building must develop a plan addressing security issues unique to that site. The building plan may not contradict this policy.
- B. The building plan must be reviewed annually and any changes submitted to the director of buildings and grounds prior to August 1 of each year.
- C. Each building plan must address after-hours safety of students and employees who may be using the building.
- D. Any building may request a variance to the above responsibilities, in writing, to the director of buildings and grounds providing the rationale for the variance, how security will be maintained with the variance in place, and the process used by the building in determining the building variance need. The final decision to approve or disapprove the variance request will be made by the superintendent and reported to the school board.
- E. The building administrator is responsible for administration of this policy and the building plan.
- F. The building administrator must report all critical security incidents to the director of buildings and grounds.

VI. Responsibilities of the Director of Buildings and Grounds

- A. Must maintain a current set of building security plans.
- B. Must maintain a log of all reported security incidents.
- C. Must arrange for necessary training of employees to ensure proper implementation of this policy.

Cross Reference:

Policy 902 (Use of School District Facilities and Equipment)

Policy
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INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota