

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 will 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 media and technology services is responsible for implementation of this policy, including all necessary reporting.

III. Program Oversight

A. The director of media and technology services will coordinate the district's security program. The director will:

- Ensure compliance with federal, state, and local laws related to safety and security.
- Ensure compliance with this policy and Policy 806 (Emergency Management).
- Develop and implement procedures and practices to enhance the charge of this policy at the district and site levels.
- Complete timely debriefs and/or after-action reports of safety and security events which have occurred in the district.
- Collaborate with stakeholders on all safety and security measures.

B. In compliance with Policy 806 (Emergency Management), all buildings will have a Building Emergency Response Team (BERT). This team should be composed of several members who do not have direct responsibility for supervision of students. Licensed teaching staff can make up some subset of the BERT but should not be the only members. The building administrator or a designee will serve as lead of this team. Annually, buildings will review and

train their members. A copy of this BERT team list will be shared with the superintendent's office and the director of media and technology services.

The District Emergency Response Team (DERT) will be established at the district level. This team will consist of all cabinet members. Additional members will include the director of buildings and grounds, the building and grounds manager, and the supervisor of transportation services. In the event of a crisis, the DERT may enlist additional staff members for support.

IV. District-Wide Responsibilities

- A. Doors to all buildings are locked during the school day except:
 - 1. The secured 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 their identification badge must obtain a temporary badge from the school office.
 - 2. All visitors are required to obtain a visitor badge that must 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 supervising the locker room any time persons under the age of 18 are using the locker room.
 - 2. All district groups or organizations will ensure an adult of appropriate gender supervises 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 their room and take other appropriate steps to ensure their personal safety.

V. Building Specific Responsibilities

- A. Each building will develop a plan addressing security issues unique to that site. The building plan may not contradict this policy.
- B. The building plan will be reviewed annually and any changes submitted to the director of media and technology services prior to the start of each school year.
- C. Each building plan will 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 media and technology services 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 implementation of this policy and the building plan.
- F. The building administrator will report all critical security incidents to the director of media and technology services.

VI. Responsibilities of the director of media and technology services.

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

Cross Reference:

Policy 806 (Emergency Management)

Policy 902 (Use of School District Facilities and Equipment)

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