

INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan, Public Schools
Educating our students to reach their full potential

Series Number 506.1AR Adopted January 1998 Revised June 2013

Title Security in District Schools

To help increase the safety and security of district schools for students, staff and visitors, the guidelines described below will be followed in all district schools.

1. **Visitors**

- 1.1 All visitors must report to the office or visitor's desk and sign in when they first arrive at school during school hours.
- 1.2 All visitors must be given a name tag or badge to wear while they are in the building during school hours.
- 1.3 Staff are expected to question people in the building whom they don't recognize and who are not wearing a name tag or badge.

2. **Students and Staff** – Students and staff are instructed to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

3. **Building Security**

- 3.1 All but one outside door will be locked during the school day.
- 3.2 Close off portions of the building that will not be needed after the regular school day, as determined by a premises survey.
- 3.3 Signage
 - 3.3.1 Post signs on all unlocked doors of schools to welcome visitors to the schools, and instruct them to report first to the office or visitor's desk and wear a name tag or badge while they are in the building.
 - 3.3.2 Post signs on all locked doors to explain the door is locked for safety reasons and direct people to an unlocked door.

4. **After Regular School Hours** – Building supervision is provided in schools when community education and other after-school activities are taking place.

5. **High Schools** – In district high schools, the following steps will also be taken:

- 5.1 Require students to carry identification cards with them at all times in school or on school property, and
- 5.2 Station a person at the main entrance to greet visitors and direct them to the school office or visitor's desk.

6. **General**

6.1 Video cameras are placed in schools as a deterrent for misbehavior and to aid investigation of misbehavior. Students are subject to discipline and referral to law enforcement for incidents of misconduct caught on videotape.

6.2 Each school shall conduct the following emergency drills annually:

6.2.1 Five lockdown drills – three with students and two without students;

6.2.2 Five fire drills with students, and

6.2.3 One tornado drill with students.

6.3 Schools shall be available to law enforcement officials, as requested, for practice drills.

6.4 Schools and departments should not display their building layout on websites.

6.5 In the event of a major disaster covered by the media during the school day, in general, high school students should be permitted to see televisions and media throughout the day to observe and discuss the situation; middle school students should be permitted to see televisions and media for a relatively short time, and elementary school students should not be permitted to view television and other media.

7. **Communications** – All schools shall include security/safety information in student, parent and staff newsletters, handbooks and other publications.

8. **Background Checks** – The school district must perform criminal history background checks on everyone offered employment in the district, including all volunteer athletic and cocurricular coaches. The district exercises discretion when requiring background checks on selected other volunteer student and independent contractors considering such factors as the amount and duration of student contact.

Reference: -Minnesota Statute 121A.37, School Safety Drills
-Minnesota Statute 123B.03, Background check