

**SCHOOL POLICIES
HOPKINS SCHOOL DISTRICT 270
1001 HIGHWAY 7
HOPKINS, MINNESOTA 55305**



**Excellence.
Every School.
Every Student.
Every Day.**

**DISTRICT CODE: 853
SECURITY**

Policy reflects Minnesota statute and aligns with other District 270 policies.

Hopkins School District 270 is committed to providing a safe, and secure environment for all staff, students and visitors. In this regard, the Board directs the administration to develop and implement security procedures at each District facility and to address security concerns on an ongoing basis.

The District defines “security” as “an environmental state in which students, staff, and visitors are reasonably free from harm or the threat of harm, and District properties are reasonably free from vandalism or theft.” The District defines “security concerns” as “actions or events that impact a secure environmental state, and require response action.”

Approved: October 10, 1996

Revised: March 6, 2014

Reviewed: May 16, 2017

Regulations begin on next page.

**DISTRICT CODE: 853 - REGULATIONS
SECURITY**

I. SECURITY MANAGEMENT PROGRAM

- A. Each District facility will develop and implement a Security Management Program.
- B. A “Security Management Program” is an administrative framework of policies, procedures and guidelines implemented to effectively identify and respond to security concerns. Each District facility will include their Security Management Program in their Crisis Management Plan.

II. PROGRAM ADMINISTRATION

- A. The District will designate the supervisor of Buildings and Grounds as the “Security Program Manager.” The Security Program Manager will ensure that facility-specific Security Management Programs are developed and implemented. The Security Program Manager will also ensure that facility-specific Programs are consistent with District Security Policy and comply with federal, state, and local laws and regulations.
- B. Each facility administrator, in cooperation with the Security Program Manager, will be responsible for developing and implementing the facility-specific Security Management Program.
- C. Each facility-specific Security Management Program will be reviewed and approved by the supervisor of Buildings and Grounds, and director of Community Education prior to implementation.
- D. District students, staff and visitors will participate in and comply with the requirements of the facility-specific Security Management Program.

III. REQUIRED ELEMENTS OF THE SECURITY MANAGEMENT PROGRAM

- A. Provisions for responding to emergency security concerns.
- B. Provisions for identifying and recording security concerns.
- C. Provisions for planning response actions for identified security concerns, and periodically reviewing and updating the response action plans included in the facility Crisis Management Plans.
- D. Provisions for communicating Program requirements.

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- E. Provisions for training staff, students and visitors to effectively participate in and comply with Program requirements.
- F. Provisions for assessing need and providing supplies, equipment and/or contracted services.
- G. Provisions for operating and maintaining a secure environment. To include at least the following:
 - 1. District employees receive photo identification badges provided by the District, and must be visible while on the job anywhere in the District.
 - 2. All tenant employees and contract employees receive photo identification badges provided by the District and must be visibly worn on the job anywhere in the District. It is expected that all individuals provide District or personal identification when so asked by Hopkins School District employees.
 - 3. All District visitors will enter facilities through designated entrances and will check in with facility personnel and register as a visitor. All visitors not here for approved organizational meetings or public events will visibly wear facility issued identification showing they are a visitor to the facility. All visitors will leave through the same entrance and return their identification.
 - 4. All exterior doors on all facilities will be locked and secured from outside intrusion at all times except:
 - a. Staffed main entrances
 - b. Approved community use between 6:00 p.m. and 10:00 p.m. on weekdays and anytime on weekends
 - c. Approved use of facilities for public events
 - d. Approved use of community centers, activity centers and athletic centers by approved organization membership

To the greatest extent possible, exceptions will be limited only to those doors needed and unaffected areas of facilities will otherwise remain secured.