

World Learner School



Policy: **349 Safety and Security Policy**

Effective: **1.17.13**

Revised: **8.24.15, 10.24.16, 8.22.17, 9.24.18**

I. PURPOSE

Parents, citizens, alumni, and other adult visitors are welcome and encouraged to visit our school. World Learner School recognizes the multiple benefits of a partnership that needs to exist for students to succeed in our school, and visits are in appropriate vehicle and enhance that partnership.

II. GENERAL STATEMENT OF POLICY

World Learner School will adhere to general policy and specific procedures to ensure safety and security of students and employees. The WLS Board recognizes the importance of establishing and maintaining proper safety and health standards and procedures for all students and staff. The school board also endorses all current safety requirements, regulations, and the implementation of safe work practices that assist in providing and maintaining a healthy, safe, and secure environment for students, staff, and community users. As employees, staff members are expected to observe those who may be strangers to the school and refer them to the office to register during school hours or to report suspicious individuals and activities on school grounds before, during, or after school hours. In addition, the Director or designated staff reserve the power to decline to give permission for or to withdraw permission for parents, citizens, alumni, and other members of the public to visit the schools of the district if such action is deemed necessary to ensure the physical or emotional safety of the students of the district or to prevent disruption of the district's educational programs.

Legal References: Minnesota Statute 123B.09, Subd. 1 (School Board Powers)

Safety and Security Procedures

Visitor Identification

Visitors must first come to the office in compliance with the building's school visitor procedure and so that they may be directed to the teacher, student, or class they wish to see. They will be shown every courtesy.

All visitors will wear a badge or button so that students and staff will be aware that they have checked in with the office. The office will make every effort to see that classes are not interrupted while in session for the admission of guests.

For the protection of everyone, teachers and staff are asked to courteously direct all visitors who are not wearing a visitor's badge or button to the office. For the same reason, all agents, repair persons, etc., must report to the building office and receive a visitor's badge or button before approaching any person within the building.

Parents wishing a conference with a teacher should not expect to interrupt the teacher's class but should telephone or email the school in advance to arrange an appointment.

In the event of an emergency that requires that parents have immediate contact with their student, parents may either call or go to the office to:

1. Explain the circumstances of the emergency; and
2. Request that their student be called to the office to meet with them and/or talk to them on the telephone.

Employee Procedures to Assist with Security

Employees who see visitors without a district-issued visitor identification badge will refer those persons to the school office to register.

Employees will report strangers or suspicious individuals observed in District 112 buildings or on school grounds.

All employees that have been issued a key to the building must maintain possession and control of that key at all times. Under no circumstances should employees borrow or share the key with other school employees or community members.

Administration will develop a key issuing and control system that identifies all key holders. The key control system must be updated each time an employee is added or removed from the building. Keys must be accounted for annually by all staff to be inventoried in the key control system on or prior to the last scheduled workday for such staff.

Propping open any exterior door is not allowed under any circumstances.

After Hours Security Procedures

After normal school hours and on weekends, all exterior entrances to buildings will be locked with the exception of one designated entrance to support after school activities. Depending on the level and type of after-hours activities, additional exterior doors may need to be unlocked to support those activities but only if previously approved by the Director.

All after hours activities must provide for security supervision. Activity leaders are required to follow all district security procedures and monitor their group to insure that security procedures are followed.

Propping open any exterior door is not allowed under any circumstances.