

Minnesota Transitions Charter School

School District #4017



Safety and Security District Guidelines

Minnesota Transitions Charter School (MTCS) strives to provide the best learning environment and work experience for all students and employees. MTCS recognizes that the safety and security of every individual who is within the school environment, either as a student, staff member, or as a visitor, is of the utmost importance. The district wants to ensure that as many of the elements of safety and security for our district stakeholders are addressed and supported. Throughout this document there will be many references to best practices, guidelines, recommendations, and strategies that will be implemented and followed to ensure that each school building is as safe and secure as possible. Aside from following the district's formalized safety and security policies, which can be found on the district website, the district has established practices and procedures that are implemented throughout the school year in each of the school buildings. This document outlines those practices and procedures which are supported and implemented across the district.

Crisis Preparedness

Each building in the district has established crisis preparedness plans. The Building Directors conduct annual training with the staff in each building regarding the implementation of the crisis preparedness plans specific to their building. These plans are reviewed at a minimum annually and following any crisis incident to determine if any modifications or changes are warranted.

The crisis preparedness plans include the following:

1. Crisis Specific Procedures
2. Evacuation Procedures
3. Lockdown Procedures
4. Tornado Procedures
5. Building Map
6. Crisis Team Resources (Building Team Contacts, District Contacts, Emergency Contacts)

Every building will have a Crisis Team identified and trained regarding the crisis preparedness plan, implementation, and support response. This team will be reviewed and identified annually.

The District will establish, annually, a District Crisis Team who are responsible and available to support the district buildings in the event of a crisis. This team will be reviewed and identified annually.

Family Communication

The District will communicate with all stakeholders when a crisis occurs, to ensure that families are informed regarding the specific situation, how it impacts their child, and what steps the district is taking to support the crisis occurring.

The District also supports the education and needs of families outside of the school environment and provides tools and opportunities for families to develop their own crisis plans at home.

Example: Resources - Family / Home Plans: <https://www.ready.gov/kids>

District Policies

The formalized, board adopted district procedures regarding the safety and security of our buildings can be found on the district website at: <https://mtcs.org/policies/>.

School Bus Safety

[MTCS Student Transportation Policy](#)

Visitors

[MTCS Visitors to School Buildings and Sites Policy](#)

MN State Statutes

MTCS is knowledgeable of and maintains safety and security practices that align with the Minnesota state statutes: <https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Pages/policy-minnesota-statutes.aspx>