



## Response/Action Required

May 16, 2024

To: Administrators & Supervisors  
From: Peter Scott, Deputy Superintendent  
Topher Ferreira, Director, Safety & Security  
Regarding: **Safety & Security Reminders – Building Access**

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First, thank you for your daily diligence in keeping your schools and district buildings safe and secure. We recognize your prioritization, attention paid, and problems already solved for areas that present security challenges in your schools and district buildings.

### Required Action:

As you reflect on the security and safety in and around your campuses and buildings, please continue to prioritize:

1. Ensuring all staff **wear identification badges** that are clearly visible
2. Reminding all employees in your building that we all must **approach adults who are not wearing a badge**.
  - Please re-equip / re-empower your staff to ask any adult without a badge their purpose in being on campus and redirect / escort to the front office.
3. Analyzing the current **assignment of staff who supervise** entry, exit, and common areas
  - and, in analyzing, consider whether redistribution of assignments would strengthen visibility and monitoring
  - Talk with your supervisor about any logistic challenges of assigning alternative supervisory support in those areas
4. **Hallway visibility**
  - For middle and high school buildings specifically: The EPS-EEA collective bargaining agreement prioritizes visibility in the hallways as critical to **expanding the supervision effect** beyond administrators and classified staff.
  - Sec. 9.01.A.5: *Secondary employees will regularly maintain visibility in hallways around their classrooms when students arrive or depart from school and in between classes.*
    - Please ensure secondary certificated staff are adhering to the expectation to regularly maintain visibility in the hallways around their classrooms when students arrive or depart from school and between classes.

Please incorporate the above tenets into your building plans, professional learning, and other venues where operational protocols are being communicated and enhanced.

Approved for Distribution

Peter Scott