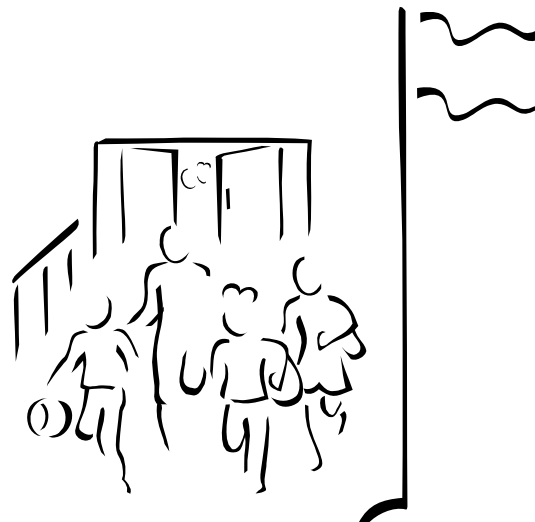


School Safety Plan

Sargent School District RE-33J



Updated 10-2011

Sargent Safety Plan Committee Members

Elementary Teacher

Secondary Teacher

School Counselor

School Nurse

Transportation Director

Academic Improvement Council Member

Elementary Principal

Junior/Senior High Principal

Superintendent

**Sargent School District RE-33J
School Safety Plan**

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District Mission

The Sargent School District shall strive to provide a safe environment and to help students, through numerous and varied experiences, acquire the knowledge, attitudes and skills necessary to become healthy, happy and productive adults; to help students become enthusiastic life-long learners who are able to manage change; and to help students to perpetuate and improve the democratic process and have an impact on their communities, their country and the world.

Introduction

The educational environment described above is predicated upon the safety of students and employees. The adoption of Senate Bill 133 in the 2000 legislative session enacted into law numerous requirements to provide the safest schools possible. In accordance with these requirements, the Sargent Board of Education has adopted and revised many policies referring to some aspect of the health and safety of students and staff. Student conduct and discipline, federal law regarding firearms, security of buildings, dress code, and respect for others are themes emphasized throughout.

Although numerous studies point out that public schools across America are far safer than communities and homes, the national publicity extended to recent tragedies in schools underscores the need for constant vigilance on the part of every school in regards to student and staff, safety. The National Association of Attorneys General and the National School Board Association have joined together in designing a web page, Keep Schools Safe, a Collection of Resources to Help Make Schools Safer, (www.keepschoolssafe.org/) which provides valuable information and resources regarding school safety.

The Board of Education has reaffirmed its ongoing commitment to safe, positive learning environments as shown in the current charge to the administration, faculty and students.

This plan is organized into the following sections:

- Current Provisions for Student and, Staff Safety
- Emergency Command
- Evacuation and Lockdown Procedures
- Communication
- Facilities
- Crisis Response Guidelines
- Areas for Ongoing Emphasis

Current Provisions for Student and Staff Safety

Board Philosophy and Policy. The philosophy of the Board of Education is that student and staff safety is the first priority of the Sargent School District. Numerous board policies refer to that commitment, as do student and staff handbooks.

Community Access. One of the major issues dealing with school security is the philosophy of community access. On the one hand, community groups expect to be able to use facilities for reasonable purposes on an after-school and evening basis. On the other hand, with such open access it is impossible to ensure that unauthorized persons are not frequenting buildings-with the potential for planting explosive devises or weapons. Current practice calls for allowing community access (as approved by the facilities coordinator) while advising night custodians and other school personnel to keep a close watch for unauthorized entry. They have been instructed to immediately call a supervisor or law enforcement to deal with unknown situations.

Safety Committee. A safety committee has been formed and will meet on a quarterly basis. The function of the committee will be to discuss matters of safety (i.e., safe playground equipment, locks on doors, loading and unloading students, use of parking lots, etc.) and review safety measures currently in place.

Employee Screening. All school employees are fingerprinted and undergo review by the Colorado Bureau of Investigation and the Colorado Department of Education in terms of criminal and child abuse activity. Informal background checks are also conducted on each potential employee. Previous employers are contacted and asked questions relating to the employee's performance and behavior characteristics. No person is hired who has in any way demonstrated behavior contrary to the highest standards of adult-child relationships.

Staff Conduct and Discipline. Board policy GBEB requires of all personnel: "Concern and attention toward their own and the school system's legal responsibility for the safety and welfare of students including the need to insure that students are supervised at all times." Any employee (administrator, teacher, support personnel, etc.) who fails to exercise attention to student safety and welfare is subject to disciplinary action.

Board policy also reinforces the legal obligation of every employee to report instances of suspected child abuse or neglect to social services or law enforcement authorities.

Student Conduct and Discipline. The district implemented a handbook entitled "School Policies Important to Students and Parents" it is published and distributed annually to all students in grades K, 7 and 9 and those students new to the district. Parent signatures indicating receipt are required and kept on file. These policies speak to the obligation of students to exercise due caution and respect in their relationships to each other and to district employees and outline consequences for any failure to abide by these rules.

The instructions are very specific in relation to any type of weapon possessed by a student on school grounds or at school activities.

There is no tolerance for any type of violent act on school grounds, activities or buses.

Student Use of the Internet. Student use of district-provided internet services will be monitored. District personnel will report any evidence of irresponsible, threatening, or obscene use.

Pro-Active Student Training Strategies. Both the elementary and secondary schools emphasize with parents and students the importance of respect and tolerance for others through handbooks, open houses, and parent and student conferences. Activities to increase levels of respect and personal responsibility include a Discipline Summit held in 2001 and a secondary student assembly with Attorney General Ken Salazar in 2004 pertaining to awareness and prevention of bullying; assemblies continue to be scheduled periodically.

Each school has a trained counselor to address issues that require extra attention. The counselor is alert for those children that may feel alienated from their peers or parents. Teachers and students are advised to refer any student in that category. Additional mental health services are available to work with these students as well. Teachers handle minor incidents involving student misconduct but refer to principals those students needing more instruction in conduct and behavior responsibilities.

Emergency Command

The building principal closest to the emergency will be designated as the Administrator in Command. In the absence of the building principal, the superintendent or the other principal will assume the role. In the event that the building principal is not present, office personnel will immediately call 1) law enforcement (if danger is imminent), 2) the superintendent, and 3) the other principal.

The Administrator in Command will be given a broad range of discretion allowing for his/her professional judgment in handling the emergency. This shall include decisions regarding lockdown or evacuation of buildings.

Evacuation and Lockdown Procedures

The principals have procedures in place to communicate with staff in the event of evacuation and lockdown. The principals will review with the building staff at the beginning of each school year the procedures for fire drill, evacuation and lockdown so that all staff will be aware of the process.

In the event of a lockdown the principal or the principal's designee will communicate with staff via the intercom or other means to put the plan into effect.

In the event of an evacuation, the teachers will walk with their students to the nearest exit (following fire drill exits) and proceed to the parking area west of the elementary building (south of old gym). The principals will develop a means of taking attendance to ensure that all students are evacuated from the building. The principals will also develop a sign-out form for parents to use if they choose to pick-up their child(ren).

If evacuation from the school grounds is necessary, students will load buses with their teachers at the parking area west of the elementary building (and south of old gym), as instructed by the principal and/or transportation director. Students will be taken to the Sargent Transportation facility located on the 8 Mile Road. Students may either be returned to school or released to their parents. High school students and other staff members who have vehicles at the school will be required to ride buses to evacuate. This is necessary for their safety and so that a students and school personnel can be accounted for.

Communication

Procedures set forth in Board Policy KDEA and KDEA-R, Crisis Management Communications, will be followed in communicating about the emergency.

Hazardous Materials

Procedures set forth in Board Policies EBAB, EBAB-R, EBAB-E, Hazardous materials and Emergency Response Plan, will be followed in inventorying, identifying, tracking, purchasing, storing and disposing of hazardous materials.

Facilities

School facilities have been reviewed in terms of safety considerations. The following pages detail the results of those reviews.

<i>Sargent Elementary School</i>

School Office. The school office is located in the front entryway at the bottom of the stairwell with limited visibility. A convex mirror assists visibility. Visitors to the school are required to check in at the office and secure a building pass.

Exit/Entry Doors. Exit and entry doors are locked during the school day except front entryway.

Communication. There is an intercom system that reaches all classrooms. It is a two-way system that allows teachers to call the office. It also allows the office to hear what is going on in the classroom. Phones are located in each classroom.

Fire Alarm System. The system operates well at decibels that inform of the need for evacuation. Fire drills will be conducted during the school year.

Playground. The playground is well-supervised during recess. Two-way radios are being used to connect the office and the playground.

Supervision. Students are supervised on the playground or in the cafeteria before school. Teachers supervise recess and walk their students to load the buses after school.

Night Checks. During the school year, a custodian is on duty until 10 p.m. Local law enforcement checks outside doors and windows occasionally. School officials are called if anything is amiss.

Student Loading and Unloading. The loading/unloading zone for school buses is located between the two school buildings, immediately west of the elementary gym/shop building. Teachers walk their students to the buses to load.

Staff Access. All teachers have keys to the outside entrance doors of the school, the stairwell doors and their classroom door.

Sargent Junior/Senior High School

School Office. The school office is located at the entry area of the building. Visitors are required to check in at the office.

Exit/Entry Doors. Exit and entry doors are locked during the school day, and visitors must enter through the main office.

Communication. There is an intercom system that reaches all areas. It is a two-way system that allows teachers to call the office. It also allows the office to hear what is going on in the classroom. Phones are located in each classroom and the cafeteria.

Fire Alarm System. The system operates well at decibels that inform of the need for evacuation. Fire drills will be conducted during the school year.

Parking Lot. The parking lot is monitored at peak periods. The proximity of the parking lot can create traffic confusion and hazards with students crossing the street.

Supervision. Teachers are on duty before school, at lunch time and after school.

Night Checks. During the school year, custodians are on duty until 10 p.m. Local law enforcement checks outside doors and windows occasionally. School officials are called if anything is amiss.

Security Lights. Security lights are strategically placed around the building and grounds.

Student Loading and Unloading.

The loading/unloading zone for school buses is located between the two school buildings, immediately west of the elementary gym/shop building.

Staff Access. All teachers have keys to the outside entrance door of the school and their classrooms.

Transportation

Policies are in place regarding student conduct on school buses and other safety issues.

All route and field trip buses have cell phones to be used in emergency situations.

Field trip guidelines call for safety issues to be considered prior to approval.

The district (by reason of the successful passing of a mill-levy override ballot question) is currently replacing older buses on a regular cycle, providing for a fleet of newer/safer vehicles to transport students.

Small vehicle drivers must attend a 3-4 hour hands-on training with the transportation director and pass a written test initially and annually thereafter (required to transport students). Bus drivers must obtain a CDL along with 40 hours of classroom instruction as well as the following requirements: MVR's are checked annually, pre-employment as well as random drug and alcohol testing, current first aid training and DOT physical, annually complete a driving evaluation, two emergency evacuation drills and pass the CDE written test, complete 6 hours of in-service training and to qualify to drive trips out of the Valley, complete mountain training.

Safety rules for transportation workers have been promulgated.

Food Service

Food service workers are often the first ones to open a dark building and they have been advised to avoid entering darkened buildings alone. The first workers to arrive wait for someone to accompany them.

Safety rules for food service workers have been promulgated.

Maintenance and Custodial Services

Maintenance and custodial workers bear the brunt of night-time security and have been instructed to seek help with, and challenge if necessary, any unauthorized persons in buildings. Safety rules for maintenance and custodial workers have been promulgated.

Crisis Response Guidance

Background. There is no one-size-fits-all solution to crisis. District personnel have been advised to use best judgment and common sense when faced with emergency situations. Each school should have guidelines specific to crisis response printed and distributed to appropriate personnel. The following is offered as additional guidance:

- Extreme violence must be immediately reported to law enforcement. Then the superintendent's office should be called. If there's no time to call district personnel, the dispatcher can be instructed to call.
- Principals are to inform staff of any potential for violence among students or parents.
- All faculty and staff should be advised to use the "buddy" system when using buildings at night or on weekends.
- All incoming transfer students should be thoroughly screened.
- All threats or "tips" of threats will be taken seriously. Appropriate intervention will be rendered under the direction of the principal and/or counselor.

Bomb Threats. Board policy EBCC governs the response to bomb threats. All responses shall aim toward first insuring the safety of students and personnel. District personnel shall cooperate fully with law enforcement in planning and carrying out procedures for dealing with bomb threats. All personnel, including office staff and custodians, shall be given instructions for carrying out their responsibilities in the event of such situations.

Crisis Response Team. A crisis response team is in place in the district. Its purpose is to assess the crisis, determine appropriate levels of response, and make assignments related thereto. Team members include faculty, support personnel, counselors and other mental health professionals, clergy and school administrators.

Child Abuse or Neglect. Violence or neglect in the home is a serious issue and shall be reported to the Department of Social Services or law enforcement as per current board policy.

Weapons in School. Board policy JICI prohibits the carrying, bringing, using of possessing a dangerous weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Expulsion is mandatory along with referral to law enforcement for appropriate criminal charges.

Hazing. Board policy J-FCF prohibits hazing in any form.

Areas for Ongoing Emphasis

- Emphasis on identification and help for those students feeling alienated from their peers, teachers or parents. Early warning signs include:
 - social withdrawal and excessive feelings of rejection, isolation and being alone
 - being a victim of violence
 - feelings of being picked on and persecuted
 - low school interest and poor academic performance
 - expression of violence in writings and drawings (including internet web sites)
 - patterns of impulsive and chronic hitting and uncontrolled anger
 - intimidating, and bullying behaviors and history of discipline problems past
 - history of violent and aggressive behavior
 - intolerance for differences and prejudicial attitudes drug and/or alcohol use
 - affiliation with gangs
 - inappropriate access to and use of firearms serious threats of violence

- Continued improvement of student behavior expectations.
- Continued emphasis on programs for increasing student respect, tolerance and courtesy
- Continued orientation for custodial employees regarding building security at night.
- Continued emphasis on clean and attractive buildings.
- Continued emphasis on safety of students as they are dropped off and picked up.