

The District shall develop and maintain a school safety plan that includes all of the following:

1. General guidelines specifying procedures for:
 - a. Emergency prevention
 - b. Emergency preparedness
 - c. Emergency response and mitigation
 - d. Recovery from emergencies
2. Guidelines and procedures to address at least each of the following situations:
 - a. Fire and weather-related emergencies;
 - b. School violence and attacks;
 - c. Threats of school violence and attacks, including bomb threats affecting any District facilities or activities;
 - d. Threats to non-classroom events, including recess, concerts and other performances, athletic events, and any other extracurricular activity or event;
 - e. Intruder situations;
 - f. Parent-student reunification.
3. The process for reviewing the methods for conducting drills required to comply with the plan, including but not limited to procedures that facilitate the Board of Education's review of written evaluations of each drill of students in the proper response to a school violence event.

PERIODIC UPDATING, REVIEW AND BOARD OF EDUCATION APPROVAL OF THE SCHOOL SAFETY PLAN

The Board of Education, or assigned committee of the Board of Education, shall annually review the School Safety Plan. The Board of Education shall formally approve the District's school safety plan at least once every three (3) years. The District Administrator shall, on a timely basis, ensure that the review and possible approval of the plan is placed on a Board of Education meeting agenda as needed to meet the requirements of state law.

Prior to presenting the District safety plan for Board of Education approval or re-approval (including any amendments to the plan) the District Administrator shall coordinate and oversee an administrative review of the plan and, if deemed necessary or appropriate, propose updates to the plan, in compliance with the following:

1. Input into the administrative review and updating process shall be obtained from appropriate stakeholders and subject matter experts, including at least representatives from law enforcement, principal, members of the District's teaching, student services, and buildings and grounds departments. However, the process need not involve any type of formal committee structure.
2. Prior to proposing any updates to the District school safety plan, the District Administrator or his/her designee shall, in consultation with a local law enforcement agency, conduct an on-site safety assessment of each school building, site, and facility that is regularly occupied by students, as required under state law.

SAFETY PLAN TRAINING

The Board of Education authorizes the District Administrator to define school safety plan training requirements and opportunities that meet the following minimum requirements and any additional training requirements that may be specified directly in the school safety plan:

1. The principal and any designated site-specific school safety officers shall participate in school safety plan training that address any prioritized needs, risks, and vulnerabilities of the schools:
 - a. Upon initial employment or initial assignment to their role;

- b. At least annually following such initial training; and
 - c. As may additionally be authorized or directed by the District Administrator or his/her designee.
2. Newly hired employees, other than short-term substitutes, shall receive an orientation to the relevant school safety plan(s) within their first three (3) months of service. The administration shall determine the safety and emergency information that will be provided to short-term substitutes.
 3. In addition to participating in any safety and violence response drills that are required by law or conducted pursuant to the relevant school safety plan, employees shall also participate in any other additional in-service or other training opportunities related to the school safety plan and/or safety-related procedures, as may be authorized or directed by the District Administrator or principal. Any such additional training related to the school safety plan shall address any prioritized needs, risks, and vulnerabilities of the schools.
 4. Authorized volunteers who are serving in a role that is substantially similar to a role that is also often filled by a District employee, such as a volunteer coach or activity advisor, shall receive an initial orientation to relevant portions of the District's school safety plan and participate in such other training activities as directed by the administration.

DISSEMINATION OF THE DISTRICT SCHOOL SAFETY PLAN

The District Administrator or his/her administrative-level designee shall ensure that:

1. A copy of the District's current school safety plan is filed with the state Office of School Safety, as required by law; with appropriate law enforcement, fire, and other emergency response agencies; and with any other persons or entities that may be specified in state law or within the plan.
2. Blueprints or other acceptable schematic of District buildings/facilities are filed with law enforcement personnel and with the state Office of School Safety, as required by law.
3. A current copy of the District-wide and the facility-specific school safety plans shall be kept in the main District Office and in the main administrative office of each school/facility that is regularly occupied by students.
4. A reference or summary document derived from the District school safety plan shall be placed in each classroom or otherwise made readily available to all staff members.

Legal References:

Wisconsin Statutes

Section 115.01(10) [school days and school closings due to inclement weather or other conditions affecting health or safety]

Section 118.07 [health and safety requirements, including school safety plans, safety drills, and related staff training]

Section 175.32 [mandatory reporting of threats of school violence]

Adoption: 11-12-18