

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 and mitigation
  - b. Emergency preparedness
  - c. Emergency response
  - 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. An individualized safety plan for each school building and facility that is regularly occupied by students. The individualized safety plan shall also address any real property related to the relevant school building or facility that is regularly occupied by students.
4. The process for reviewing the methods for conducting drills required to comply with the plan, including but not limited to procedures that facilitate the School Board's review of written evaluations of each drill of students in the proper response to a school violence event.

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

The Board shall review and 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 meeting agenda as needed to meet the requirements of state law.

Prior to presenting the District safety plan for Board approval or re-approval (including any amendments to the plan) the District Administrator or his/her designee 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 the SRO, building principals, and buildings and grounds staff. 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 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. Building principals 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 every three years following such initial training.
2. Newly hired employees, other than short-term substitutes, shall receive an orientation to the relevant school safety plan(s) within their first 6 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 or building administration. 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 schematics of District buildings/facilities are filed with law enforcement personnel and with the state Office of School Safety, as required by law.

### **Cross References:**

**Adoption Date:** 6/18/2007

**Revised Date:** 12/16/2019