

Policy Service

The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

P3516(a)

Business and Non-Instructional Operations

Safety

Safe and Secure School Facilities, Equipment, and Grounds

Goal: It is the goal of the Board of Education (Board) to ensure that all facilities, grounds, equipment, and vehicles meet accepted injury and violence prevention standards for design, installation, use, and maintenance.

Safety and Hazard Assessments: ~~Schools/District~~ The district shall develop and implement a written school security and safety plan to conduct regular safety and hazard assessments of all classrooms, buildings, school grounds, gymnasiums, playgrounds, sports-related equipment, and buses and other vehicles used to transport students.

The school security and safety plan shall be an all-hazards approach to emergencies at schools and shall include, but not be limited to:

1. Involvement of local officials, including the ~~First Selectman~~/Mayor/~~Town Manager~~, Superintendent of Schools, law enforcement, fire, public health, emergency management and emergency medical services, in the plan's development.
2. A command center organization structure based on the federal National Incident Management System and a description of the responsibilities of such command center organization.
3. A requirement that a school security and safety committee be established of each school, in accordance with the provisions of C.G.S. 10-22m.
4. Crisis management procedures.
5. A requirement that local law enforcement and other local public safety officials evaluate, score and provide feedback on fire drills and crisis response drills.
6. A requirement that the Board of Education submit annually reports to the Department of Emergency Services and Public Protection regarding fire drills and crisis response drills, conducted pursuant to C.G.S. 10-231.
7. Procedures for managing various types of emergencies.
8. A requirement that the Board of Education conduct a security and vulnerability assessment for each school in the district every two (2) years and develop a school security and safety plan for each school based upon the school security and safety plan standards developed by the Department of Emergency Services and Public Protection. (DESPP)

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9. A requirement that the Safe School Climate Committee of each school, established pursuant to C.G.S. 10-222k, collect and evaluate information relating to instances of disturbing or threatening behavior that may not meet the statutory definition of bullying and report such information, as necessary, to the district's Safe School Climate Coordinator and the school's security and safety committee.
10. A requirement that each school provide an orientation pertaining to the security and safety plan to each employee and provide violence prevention training as prescribed in the school security and safety plan. (The Department of Emergency Services and Public Protection is required to make such standards available to the Board of Education. The Department of Education is required to distribute such standards to all public schools.)

The Board will annually submit each school's security and safety plan to the Department of Emergency Services and Public Protection, with the required documentation, in the manner requested.

The plan shall include provisions for reporting hazards to appropriate staff, prompt repairs or upgrade of identified hazards and other shortcomings, and appropriate communication of repair/upgrade plans to staff, students and family members. **If needed repairs or upgrades are identified, there will be a timeline for completing them.**

The plan shall include inventories and locations of equipment and supplies necessary to carry out the plan. These supplies shall include lockdown kits or other equipment for each classroom, if deemed necessary to a school's safety and security plan.

Safety and hazard assessments shall be conducted **~~annually/other~~ quarterly** for building facilities and grounds and **~~annually/other~~ quarterly** for classrooms, gymnasiums, playgrounds, sports-related equipment, laboratories, and industrial arts facilities. The **~~school/district~~** shall report annually on safety and hazard assessments to **the Board and to** the Superintendent of Schools or his or her designee. Written inspection reports shall be kept on file for **10/other** years. **~~School/ District~~** shall correct, **in a timely manner**, identified hazards before used by students, staff, or community members.

Maintenance: **~~Schools/District~~** The **district** shall develop maintenance plans for all classrooms, buildings, school grounds, gymnasiums, playgrounds, sports-related equipment, and buses and other vehicles used to transport students. The plan shall include provisions for reporting maintenance needs to appropriate staff, schedules of maintenance activities, and communication of details to appropriate staff, students, and family members. Maintenance reports shall be kept on file for **10 /other** years.

Supervision of Students: All school-related activities shall be supervised by adults to enforce safety rules and prevent injuries. At least one adult trained in first aid, cardiopulmonary resuscitation, and infection control shall always be available when students are present on school grounds to respond to injuries and medical emergencies. All adults supervising playgrounds, athletic fields, gymnasiums,

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science classrooms, industrial arts classrooms and cafeterias shall have easy access to appropriate first aid supplies. Supervising adults shall be informed of any relevant medical guidance on file with the school concerning limits on the participation of individual students in physical activity. Such information will be treated with strict confidentiality.

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Safe and Secure School Facilities, Equipment, and Grounds (continued)

Staff Training: All school personnel, including bus drivers and athletic program coaches, shall receive adequate preparation and participate in professional development activities pertaining to the prevention and appropriate response to unintentional injuries and acts of violence at school. The professional development program shall provide information and/or training and include, but not limited to, the following topics:

- emergency response procedures, including the use of fire extinguishers;
- proper use of protective gear by students and staff when appropriate;
- identifying students in need of medical attention and referring them for appropriate services;
- administering first aid and cardiopulmonary resuscitation, (at least one person at each school site should hold current first aid and/or CPR certification) **including anaphylaxis**;
- methods of responding to bullying, sexual harassment, and threats of violence;
- identifying students who have been victims of crime or violent behavior and referring them for appropriate services; and
- maintaining student confidentiality.

Alternate language:

~~*The District will provide regular training and information to all school employees pertaining to the District's school emergency management systems and protocols, including violence prevention training and emergency response procedures.*~~

School Security and Safety Committee

Beginning with the school year commencing July 1, 2014, and each school year thereafter, each District school shall have a school security and safety committee under the jurisdiction of the Board. Such committee is responsible for assisting in the development of the school security and safety plan for the school and administering the plan.

Membership must consist of a local police officer, a local first responder, a teacher at the school, a school administrator, a mental health professional (guidance counselor, school counselor, social worker, school psychologist, school nurse, or child mental health specialist), a parent/guardian of an enrolled student and any other person the Board finds necessary.

Parents/guardians on the committee shall not have access to information about disturbing or threatening student behavior reported to the committee, as such access may compromise student confidentiality.

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Business/Non-Instructional Operations

Safety (continued)

Policy Evaluation: The *Principal, school health coordinator/other* shall regularly monitor, evaluate, and submit an annual report to the *School Health Advisory Council/Board of Education/other* on the implementation of this policy and its effectiveness in reducing injuries at school. The report shall include recommendations for improvements to the policy and its implementation.

Use of School Security Consultants

When determined necessary, the District will utilize qualified school security consultants operating in Connecticut. Such consultants used will be listed on the registry maintained by the Department of Emergency Services and Public Protection and published on its website.

- (cf. 3517 – Security of Buildings and Grounds)
- (cf. 4131/4231 – Staff Development)
- (cf. 4148.1/4248.1 – School Security and Safety Committee)
- (cf. 5142 – Student Safety)
- (cf. 6114 – Emergencies and Disaster Preparedness)
- (cf. 6114.7 – Safe Schools)

- Legal Reference:
- Connecticut General Statutes
 - 10-203 Sanitation
 - 10-207 Duties of medical advisers
 - 10-220f Safety Committee
 - 10-222k District safe school climate coordinator. Safe school climate specialist. Safe school climate committee
 - 10-222m School security and safety plans. School security and safety committees
 - 10-22n School security and safety plan standards
 - 10-231 Fire Drills
 - 29-389 Stairways and fire escapes on certain buildings.
 - 52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render
 - P.A. 13-3 An Act Concerning Gun Violence Prevention and Children’s Safety

Policy adopted:

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Accident Prevention and Reporting

The practice of safety shall also be considered a facet of the instructional plan of the district schools by virtue of educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, etc., appropriately geared to students at different grade levels.

Each building administrator shall be responsible for the supervision of a safety program for his/her school and the school Business Manager shall have overall responsibility for the safety program of the district. General areas of emphasis shall include, but not be limited to: in-service training; accident record-keeping; plant inspection; driver and vehicle safety programs; fire prevention; school site selection; and emergency procedures and traffic safety problems relevant to students, employees and the community.

Policy adopted:

Business and Non-Instructional Operations

Safety

Sex Offender Notification

The Board of Education recognizes its responsibility for the health and safety of the students enrolled within the district and for those youngsters receiving services or participating in programs or events of school district property. Therefore, the Board is desirous of taking appropriate precautionary measures in situations where the District has been advised by law enforcement officials that a convicted sex offender resides within the District.

Where school officials are advised that an individual convicted of a sexual offense resides within the school district, the District shall give notice in accordance herewith in order to minimize the possibility that the released and registered sex offender will come into contact with students within the district. In addition, the Board believes that cooperation with local law enforcement officials will best promote and protect the safety and well-being of its students.

Whenever information is received from local law enforcement officials pursuant to PA 98-111(CGS 52-102r) that a registered convicted sex offender is residing within the school district, such information may be disseminated after consideration of various factors to the following entities:

- a) Building Principals;
- b) Appropriate administrative and teaching staff;
- c) Security personnel and those monitoring persons visiting on school district property;
- d) Custodians;
- e) Athletic coaches;
- f) Supervisors of school related organizations or programs which regularly meet or are conducted on school district property;
- g) Bus drivers;
- h) PTA Presidents (limited information).

The Superintendent may also disseminate such information to such additional individuals or groups of individuals who, in the opinion of the Superintendent have a legitimate need to be notified of such information in order to protect the health, safety or welfare of school district students.

3516.4(b)

Business and Non-Instructional Operations

Safety

Sex Offender Notification (continued)

- (cf. 1110.1- Parent Involvement)
- (cf. 1212-School Volunteers)
- (cf. 1250-Visits to Schools)
- (cf. 1251-Loitering or Causing Disturbance)
- (cf. 1411-Relations with Law Enforcement Agencies)
- (cf. 3516-Safety)
- (cf. 3517- Security of Buildings and Grounds)

Legal Reference: Connecticut General Statutes

Public Act No. 98-111 An Act Concerning the Registration of Sexual Offenders.

United States Code, Title 42
14071 Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program Act.

Policy adopted:

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Business and Non-Instructional Operations

Safety

Sexual Offenders on School Property

Definitions

For the purpose of this policy, a sexual offender is defined in Connecticut General Statutes §54-250 through §54-261 and/or is required per these statutes to register on the state's sex offender registry. A *parent/guardian sexual offender* is an individual who meets this policy's definition of sexual offender and who has either parental or legal guardianship rights to a child attending a District school. A *non-parent/non-guardian sexual offender* is an individual who meets this policy's definition of sexual offender and who has no parental rights or legal guardianship rights to a child attending a district school.

School property includes all land within the perimeter of the school site and all school buildings, structures, facilities, computer networks and systems, and school vehicles, whether owned or leased by the school district, and the site of any school-sponsored activity.

Non-parent/Guardian Sexual Offenders

A non-parent sexual offender is prohibited from entering a District school except:

1. When he/she is a qualified voter and is entering school property solely for the purpose of casting his/her vote.
2. To attend an open meeting.

A non-parent sex offender who attempts to communicate electronically with a student while the student is on school property will be considered on school property without permission and will be in violation of this policy.

Parent/Guardian Sex Offenders

Parent/guardian sexual offenders are prohibited from entering school property except:

1. When he/she is a qualified voter and is entering school property solely for the purpose of casting his/her vote.
2. To attend an open meeting.
3. With the Superintendent's prior written approval in the following instances:
 - a. To transport his/her own child to and/or from school.
 - b. To attend a conference to discuss his/her student's progress, placement, or individual education plan (IEP).
 - c. Under other circumstances on a case-by-case basis, as determined by the Superintendent.

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Sexual Offenders on School Property

Parent /Guardian Sex Offenders (continued)

A parent/guardian sex offender who attempts to communicate electronically with a student other than his/her child while the student is on school property will be considered on school property without permission and will be in violation of this policy.

Student Sex Offenders

The Superintendent or his/her designee shall determine the appropriate educational placement for student sex offenders except those identified as having a disability. When determining educational placement, the Superintendent or his/her designee shall consider such factors as the safety and health of the student population. The Superintendent or designee shall develop guidelines for managing each student sexual offender in District schools. If the Superintendent or designee determines that, in the best interest of District schools, the student sexual offender should be placed in an alternative educational setting, the District shall pay for the costs associated with this placement.

A PPT/IEP team shall determine the educational placement of a student sexual offender with a disability. The student with a disability is entitled to all the due process procedures available to a student with a disability under the Individuals with Disabilities Education Act. The PPT/IEP team shall develop procedures for managing each student sexual offender with a disability that attends a District school. If the PPT/IEP team determines that the student sexual offender should be placed in an alternative educational setting, the District shall pay for the costs associated with this placement.

General Provisions

The Superintendent or his/her designee will inform the appropriate principal and other relevant District staff of the scope of the permission granted to each sexual offender.

Sexual offenders who receive permission to enter school property must immediately report to the individual or location designated in the Superintendent's or designee's written permission statement. The building Principal shall assign a chaperone to accompany the sexual offender while he/she is on district property. The only exceptions to these requirements are when the Superintendent grants permission to a parent/guardian sex offender to transport his/her child and when a student sex offender receives permission to attend a District school in which case the guidelines developed for this individual shall apply.

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Sexual Offenders on School Property

General Provisions (continued)

The Superintendent shall use the Connecticut sex offender registry law, in conjunction with policy #3516.4, to establish a system for identifying sexual offenders and will inform known sexual offenders of this policy. Lack of notification does not excuse sexual offenders from abiding by the requirements and prohibitions in this policy.

The Superintendent will contact law enforcement anytime a sexual offender violates this policy and will immediately revoke any privileges granted to the sexual offender under this policy.

Parents/guardian who are registered sex offenders shall receive a copy of this policy via registered mail.

(cf. 1110.1-Parent Involvement)
(cf. 1212-School Volunteers)
(cf. 1250-Visits to Schools)
(cf. 1251-Loitering or Causing Disturbance)
(cf. 1411-Relations with Law Enforcement Agencies)
(cf. 3516-Safety)
(cf. 3516.4-Sex Offender Notification)
(cf. 3517-Security of Buildings and Grounds)
(cf. 3517.1-Site and Building Access)

Legal Reference: Connecticut General Statutes
54-250 through 54-261 Registration of Sexual Offenders.
PA 07-143: An Act Concerning Jessica's Law and Consensual Sexual Activity
Between Adolescents Close in Age to Each Other.
PA 07-4, June 07 Special Session: An Act Concerning the Provisions of the
Budget Concerning Education.
United States Code, Title 42 14071 Jacob Wetterling Crimes Against Children
and Sexually Violent Offender Registration Program Act.

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