

SCHOOL SAFETY PLANS

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 Superintendent 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 Superintendent 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 Pupil Services staff, the Superintendent, City of Jefferson Police Department, Jefferson Fire and Rescue, and representatives from the Jefferson County Sheriff's Department.

2. Prior to proposing any updates to the District school safety plan, the Superintendent 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 Superintendent 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 once every two years following such initial training; and
 - c. As may additionally be authorized or directed by the Superintendent.
2. Newly hired employees, other than short-term substitutes, shall receive an orientation to the relevant school safety plan(s) within their first 60 days 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 Superintendent or relevant building principal. Any such additional training related to the school safety plan shall address any prioritized needs, risks, and vulnerabilities of the schools.

DISSEMINATION OF THE DISTRICT SCHOOL SAFETY PLAN

The Superintendent 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.

ADOPTED: September 25, 2000

REVISED: January 30, 2019

REVIEW DATE: January 30, 2019

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]

CROSS REF.: EBCB, Emergency Drills Involving Students
EBCD, Emergency School Closings and Delayed Starting Times