**School Safety Policy**

**XXXX Public Schools**

The XXXX School Committee and the members of the School Department are committed to providing a safe, orderly, and productive learning environment for all members of the school community. This policy is adopted as required by M.G.L. c.71 S37H for purposes of notifying members of the public students, teachers, and other staff of the District’s Standards and Procedures to assure school building security and safety of the students and school personnel. This policy is intended to be in accordance with standards for classroom safety adopted by the Board of Education pursuant to M.G.L. c.69, S1B which standards are incorporated by reference herein.

The district and each school will have a Crisis Response Team in place and meet during the school year to prepare for emergency events. The Superintendent and the District’s Safety Coordinator will meet with local public health, mental health, public safety, Mayors’ office, law enforcement and emergency services personnel monthly to prepare for emergency situations.

The administration, staff, and students in each school building shall strive to create an educational environment which is safe and secure in order to facilitate learning and teaching and preserves the physical and mental well being of all lawful occupants of the building. A dedicated note taker will be used in the event of a crisis situation. This is to document all people involved and decisions that were made.

The Superintendent or the District’s Safety Coordinator shall assess safety standards and procedures every two years. Each Principal, or designee, will conduct an assessment using the Safety Review Checklist each September. If any areas are determined to be of concern, they will be forwarded to the Superintendent. Ongoing training will take place for all staff, and possibly students, related to school safety.

Each school will conduct safety drills during the school year, in addition to Fire Drills. At least one drill of either Shelter-in-place or Lock Down will be conducted. In a two year period of time, a Lock Down Drill needs to be completed. In addition to, an Evacuation drill, where students report to a predetermined relocation area. Surveys will be conducted on each drill and the results are to be forwarded to the District Safety Coordinator. School based teams will meet with the Safety Coordinator to discuss changes they may be needed to the plans in place.

The district will also have a Crisis Recovery Team to handle the issues related to emotional support during and after a traumatic event. The team will be comprised of guidance counselors, adjustment councilors, and school psychologists. The team will work with students, staff, and parents.

In cases where individual students are in crisis or at risk, all personnel will cooperate in providing supports as needed to stabilize the students’ learning situation. In cases where a crisis occurs that affects the entire school community, such as a death or disaster, staff will collaborate under direction of the building administrator in addressing whatever related issues arise.

By implementing the same practices and security measures at each of the many school buildings and facilities, it will create *standardization* which will insure clear and established procedures in dealing with similar emergency incidents which will enhance the response of the faculty and emergency service providers to meet the safety needs of the students, faculty, and community at large.

**Copies of the School Crisis Flip Chart will be distributed to all Principals and Assistant Principals and all staff that are responsible to keep it in a convenient place to follow its established protocols. Each protocol specifically states the roles of the building administrators, school crisis team, school nurse and all the community emergency service providers.**

The ***School Emergency Operations Plan,*** which provides additional established protocols, is on file in the Office of the Superintendent and in each building principal’s office.