

SCHOOL DISTRICT OF WAUZEKA-STEUBEN**SAFETY PROGRAM****Safe and Healthful Facilities and Long-Range Planning**

The Board of Education of the School District of Wauzeka-Steuben is committed to providing as safe an environment as reasonably possible for students, employees, and citizens while they are present on District premises or participating in District-sponsored activities. It shall be policy to take every reasonable precaution for the safety of the students, employees, and visitors. Safety education and accident prevention will be conducted as an instructional means of developing an appropriate mode of behavior to minimize accidents at all times.

The District must also be prepared to respond to a crisis in an organized and timely manner. A crisis is an event that is extraordinary, and therefore, cannot be predicted. Crisis situations are caused by specific events including, but not limited to: severe weather conditions, a fire, the sudden death of a student or staff member, willful violence, a terrorist act, a serious vehicular accident or a bomb threat.

District safety plans developed with involvement from Board members, administrators, staff, law enforcement, and other community agencies, students, parents/legal guardians, and other interested parties as deemed appropriate and necessary should be in place.

The District safety plan shall be consistent with District policies and legal requirements, and shall include the following:

1. Measures to prevent violence, disruptions, and unsafe conditions;
2. Intervention strategies to help maintain a safe environment, keep problems isolated, and deter them from reoccurring; and
3. Crisis management and response plans.

District safety plans shall be reviewed and updated annually. A current copy of the Crisis Response Plan shall be located in each classroom and the District Office. District employees shall be made familiar with the Crisis Response Plan. Staff in-service training may also be provided.

The District Administrator or designee shall provide reports to the Board regarding District safety plans, needs, and issues. Students, staff, and District residents will be made aware of district efforts to improve and maintain safety protocols.

1. It shall be the responsibility of the District Administrator or his/her designee to be the safety coordinator and execute this policy. The primary responsibility of the safety coordinator is to develop and keep updated a total safety program which will include maintenance procedures and custodial services.
2. The District shall comply with all regulations, state codes, and orders of the Department of Industry, Labor and Human Relations and the Department of Health and Social Services and all applicable local safety and health codes and regulations.
3. The facility shall be inspected at least annually by an agency with personnel of high safety expertise to give site assistance in hazard recognition, and follow-up evaluation. Potential or demonstrated hazards to safety and health and hazardous conditions shall be corrected, devices installed, or special arrangements made to provide for a safe and healthful facility.

4. All accidents involving staff, students, and visitors must be reported to the safety coordinator. All injuries involving more than first aid treatment will be reported immediately. These more serious accidents will be personally investigated by the school nurse.
5. All student accidents will be filled out on the District's accident form and maintained and/or filed in the Principal's office. Serious staff injuries will be reported on a Workman's Compensation form and filed with the Business Official/Bookkeeper.
6. A long-range plan shall define the patterns, and the schedule for maintaining the District-operated facilities at a level of the standards established for safe and healthful facilities. This plan shall be subject to annual Board review.

Pupil Safety

1. A standard first aid kit will be available and maintained in the nurse's station, the physical education office, the weight room, the kitchen, the tech. ed. office, the District office, and the custodian's room. Items in the first aid kit will be identified by the school nurse.
2. At least once each month, the Principal and/or designee, will provide pupils with proper methods of departure from the building in case of fire, weather permitting.
3. Bus drills will be conducted to ensure the pupil's knowledge of emergency escape procedure.
4. Safety drills will be conducted at least twice annually to ensure that the students are familiar with proper procedures and methods of evacuation to safe locations in the event of a tornado or other hazard.
5. The Principal and/or designee will fill out the necessary reports as requested by the State Superintendent of Public Instruction, the Department of Industry, Labor and Human Relations, and with local authorities. Copies of such reports will be filed in the District Office.

Legal References: Wisconsin Statutes Sections §§ 101.055, 101.12(6), 115.33, 118.07, 120.12(26) & (35), 121.02(1)(i); PI 8.01(2)(i), Wisconsin Administrative Code

Cross References: Policies 363.2 Internet Safety and Acceptable Use, 453.1 Emergency Nursing Services, 751 Transportation Services, 830 Use of Facilities and Grounds, 832 Weapons on School Premises, 860 Visitors to the Schools

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