

The Board of Education recognizes the importance of providing a safe and secure school environment for students, staff members, and families. Schools must have appropriate school measures in place to create a safe environment for occupants, and to protect school property. A safe and productive educational and workplace setting is achieved through cooperation and shared responsibility. Employees are encouraged to be concerned about working in a safe environment, support and participate in District safety initiatives, and report any safety concerns to their direct supervisor.

A District School Safety/Crisis Action Plan shall be established as required by state law. The District level Safety Plan will include individual school building level Safety Plans which meet the unique needs of each building and are consistent with District level planning, expectations, and legal requirements. Safety plans will be reviewed annually both at the building and district level and by the Board as appropriate and required under state statute.

Appropriate staff members such as school administrators, teachers, pupil service professionals, mental health professionals, and/or other appropriate personnel will be called upon to assist in developing, reviewing, and implementing District and school-level safety plans. In addition, relevant community agencies including law enforcement officials, firefighter/EMT professionals, emergency government officials, and others as appropriate will be called upon to assist in developing, reviewing, and updating school safety and security plans. On-site safety assessments will be performed annually in consultation with local law enforcement at school buildings that are regularly occupied by students.

District employees shall be informed of their responsibilities regarding the implementation of school safety plans. In addition to participating in any safety drills that are required by law or conducted according to the relevant school Safety Plan, employees shall also participate in any other additional in-service or other training opportunities related to the Safety Plan and/or safety-related procedures, as may be arranged and directed by the building principal. All students shall be educated about appropriate school safety and security measures on an annual basis and shall be expected to participate in school safety and security drills throughout the school year.

School Violence Drills, Staff Training, and Mandated Reporting

1. In addition to tornado, fire, and other safety-related drills conducted, at least annually each school building regularly occupied by students will participate in a drill concerning proper response to a school violence event following the school Safety Plan in effect.
2. School Safety Plan training will be provided to identified persons within the District-based upon the District's prioritized needs, risks, and vulnerabilities of the schools.
3. Every school district employee is to receive training as provided by the Department of Public Instruction governing the reporting of a threat of school violence. A school employee is to receive such training within the first six months after commencing employment with the District, and at least once every five years following the initial training.

4. All school employees are considered mandatory reporters. Any mandated reporter who believes in good faith that there is a serious and imminent threat to the health or safety of a student, school employee, or the public, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, must report it. The person must immediately inform a law enforcement agency, by telephone or personally, of the facts and circumstances contributing to the belief that there is a serious and imminent threat to the health and safety of the student(s), school employee(s), or the public.
5. State law prohibits the requirement for an employee to contact a school administrator, school official, or any other person before calling “911” or making contact directly with a law enforcement agency about a serious and imminent threat.

General guidelines specifying procedures for emergency prevention and mitigation, preparedness, response, and recovery will be included in the Safety Plan. Safety Plans will be submitted to local law enforcement as they are created and/or reviewed and updated.

Door Security / Identification Measures to Enhance Building Safety

- Exterior doors at each school building will remain locked throughout the day, except during specific designated times approved by the building principal. Access to the building during the instructional day will be limited to the use of an intercom and buzzer system. Employees who use their keys or fobs to gain or allow access to District facilities are responsible to ensure that doors remain secure – unattended doors are not to be propped open.
- Visitors will present themselves for visual inspection and not be given entrance without stating their name and purpose for entering. Office personnel will defer to the building principal or his/her designee if there is any question or concern regarding a visitor.
- Visitors who are provided access to District buildings shall be issued identification which shall be displayed at all times while on the premises of a District building.
- All employees of the Williams Bay School District will be issued a picture I.D. card, provided by the District, which must be worn at all times while at work. Failure to display the picture I.D. card may result in corrective action taken by the administration.

LEGAL REFERENCE: Wisconsin Statutes, Sections 118.01 (2) (d) 8, 121.02 (1)(i), 255.30

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October 9, 2017

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