

administrative guidelines

BOARD OF EDUCATION
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS

OPERATIONS
8410/page 1 of 1

SUSPICIOUS ADULT BEHAVIOR – ALERT MODE

The following guidelines should be followed in the event of a report of adult behavior which has been classified as being suspicious:

A. Persons witnessing suspicious behavior near a school building:

1. closely observe important features of the individual and/or the vehicle that is being driven. Write down details as soon as possible, especially the license plate number.
2. **Immediately** report concerns to the building administrator or building secretary.
3. Remain present as the building administrator/building secretary calls the police department. You may be needed to provide details of the event.

B. Building administrator/secretary:

1. When a person reports concerns of suspicious behavior, immediately contact the police department. Port Washington Police Department: 284-2611 / Saukville Police Department: 284-0444.
2. Report as many details as possible to the police department dispatcher, DO NOT attempt to interact with the suspicious individual – let the police make the first contact.
3. If the suspect remains at bay, seek advice from the police department. If they feel it is of imminent danger, contact the Superintendent: 268-6010 or the Superintendent's secretary: 268-6005. If neither are available, contact the Special Services Office: 268-6079.

C. District Office response:

1. Upon receipt of information that the police department has advised we go on Alert Mode, the individual receiving the call will inform the Superintendent, the Director of Special Services, and the Director of Business Services.
2. Telephone contacts will be made with each building administrator/secretary in the district. This will include the private/parochial schools in the district.
3. After receiving documented details of the suspect an Alert e-mail will be sent to all staff providing details with instructions on what to do if someone observes someone who fits the description. Unless there is immediate concern for the safety of children, the staff member will be directed to contact the office immediately.
4. The District Office will prepare a factual report based on the information offered by the police department. This report will be sent electronically to each building as soon as possible so that copies can be made and sent home with each child.

Approved: 8/18/04