

administrative guidelines

BOARD OF EDUCATION
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS

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STUDENT SAFETY

Facility Safety

The safety of students shall be assured through close supervision of students in all school buildings and on school grounds during school hours. Special attention shall be given to the following:

- A. Maintaining a safe school environment which is inspected regularly by the building custodian, the building principal, and the district safety coordinator. School personnel have a responsibility to report suspected safety problems to the proper authority.
- B. Close observation of safe practices on the part of all school personnel and students, particularly in those areas of instruction or extra-curricular activities which offer special hazards.
- C. Special instruction for students as germane to particular subjects such as lab courses in science, shop courses, and health and physical education classes.
- D. Providing, through the services of the school nurse or trained school personnel, such first aid care as needed in case of accident or sudden illness.
- E. School personnel are encouraged to become certified in First Aid and Cardiopulmonary Resuscitation. Courses in both will be offered as needed.
- F. Students are required to wear safety equipment and clothing deemed appropriate to the instructional or extra-curricular activity. Students are expected to conform with established safety procedures when participating in hazardous activities. Safety requirements will be based on national, state and local requirements. Reasonable judgment is expected of supervisory personnel. Failure to comply may result in removal from the respective activity.

Personal Safety

In addition to the above safety measures, school personnel are expected to be on the lookout for suspicious strangers loitering in or near school buildings. The principal is to be notified and the police should be called if the circumstances seem to warrant it. It is the responsibility of the principal to notify the other principals of the district (public and Parochial) and central administration.

Elementary staff should instruct students not to accept gifts or rides from strangers, and to notify school authorities, their parents, the police, or other adults of any suspicious persons. A protective behaviors curriculum will be established and offered to children in grades K-8.

In the event of a custody situation, the district personnel are instructed not to get involved in family conflict. It will be the responsibility of the parents to provide a copy of any restraining order issued by the courts. This order will be kept in the principal's confidential file.

District personnel are to contact the local police in the event a restraining order is violated.

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Crisis Manual

The school district crisis manual shall become part of these guidelines to further protect the health and safety of students. The manual is reviewed and revised as needed coordinated by the Director of Student Services.

Student, Staff, and Department Handbooks

The safety procedures outlined in all other school district student, staff, and department manuals shall be reviewed by the responsible administrator and shall become part of these guidelines.

Approved: 8/18/04