



Book	Policy Manual
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Title	SCHOOL SAFETY AND REPORTING OF CRIME STATISTICS
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#### 8420 - **SCHOOL SAFETY AND ~~EMERGENCY PREPAREDNESS~~REPORTING OF CRIME STATISTICS**

The Board recognizes that its responsibility for the safety of students extends to its reaction to possible natural and man-made disasters and that such emergencies are best met by preparedness, planning, and training as determined by the Superintendent consistent with the Board-approved school safety plan.

Each school shall develop a school safety plan in accordance with State requirements, and each school's safety plan shall be reviewed annually by the Board. The plan contains guidelines and procedures to address school violence and attacks, threats of school violence and attacks, bomb threats, fire, weather-related emergencies, intruders, parent-student reunification, and threats to non-classroom events, including recess, concerts and other performances, athletic events, and any other extracurricular activity or event. The plan shall contemplate the use of tools to mitigate threats of school violence, including video surveillance, school resource officers, metal detectors, and other such preventative safety measures in addition to responsive measures.

The school safety plan shall include the manner of scheduling, conducting, and reviewing required drills, including fire drills, tornado or other hazard drills, school safety incident drills, and school violence drills. Each school safety plan shall specify for each type of required drill how many and how frequently they will be conducted for each building in compliance with State law requirements for the performance of such drills. The plan shall designate the responsible administrator for each building for assuring that required drills are completed, reviewed, and reported as required by law. Records of drills and related reports shall be maintained for a period of not less than seven (7) years, consistent with Board Policy 8310 - Public Records.

The Board must submit the following to the Wisconsin Office for School Safety prior to January 1st of each year:

- A. A copy of its school safety plan;
- B. The date(s) of the required annual school violence event drill or drills conducted in accordance with each building's school safety plan during the previous year;
- C. Certification that the Board reviewed a required written evaluation of the drill or drills;
- D. The date of the most recent school training on school safety and the number of attendees;
- E. The most recent date the Board reviewed and approved the school safety plan;
- F. The most recent date the Board consulted with a local law enforcement agency to conduct on-site safety assessments.

School administrators and staff are mandatory reporters of suspected child abuse and neglect pursuant to 48.981 (2)(a), Wis. Stats. The Board also requires all employees to receive training regarding mandatory reporting of school violence threats pursuant to 175.32(2) and (3), Wis. Stats. If the threat constitutes a serious and imminent threat to the health or safety of a student or school employees or the public, it shall be reported to law enforcement. A good faith standard exists for reporting threats made by an individual seen in the course of professional duties. These obligations and procedures are covered by Board Policy 8462 - Child Abuse and Neglect, as well as Policy 8462.01 - Threats of Violence. All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the school safety plan.

The Superintendent shall develop guidelines for the handling of all emergency evacuations. A crisis procedure checklist includes at least the following:

- A. ☐ Assess life/safety issues immediately.
- B. ☐ Provide immediate emergency medical care.
- C. ☐ Call 911 and notify policy/rescue first. Call the Superintendent second.
- D. ☐ Convene the crisis team to assess the situation and implement the crisis response procedures.
- E. ☐ Evaluate available and needed resources.
- F. ☐ Alert school staff to the situation.
- G. ☐ Activate the crisis communication procedure and system of verification.
- H. ☐ Secure all areas.
- I. ☐ Implement evaluation and other procedures to protect students and staff from harm. Avoid dismissing students to unknown care.
- J. ☐ Adjust the bell schedule to ensure safety during the crisis.
- K. ☐ Alert persons in charge of various information systems to prevent confusion and misinformation. Notify parents.
- L. ☐ Contact appropriate community agencies and the District's public information office, if appropriate.
- M. ☐ Implement post-crisis procedures.

In response to public records requests for school safety documents, after consultation with the District legal counsel and local law enforcement authorities, the Superintendent shall redact such information that may be sensitive safety or security information that is in the public's interest to remain confidential.

**~~[DRAFTING NOTE: The following section is only required for District's operating high school grades. This section implements the reporting provisions of 118.124, Wis. Stats.]~~**

### **Annual Crime Statistics Reporting**

Annually, prior to July 31, the Board shall report in a manner directed by the Department of Public Instruction (DPI) crimes specified below that occurred during school hours, during a school-sanctioned event, during the transportation of students to or from school, and occurred on property owned or leased by the District on which the high school is located or on any form of transportation provided by the school or District.

The report shall only contain those occurrences that were reported to law enforcement and for which a charge or citation was issued.

The following category of occurrence must be reported if all of the above apply: homicide, sexual assault, burglary, robbery, theft, battery, substantial batter, aggravated battery, arson, use or possession of alcohol, a controlled substance, or a controlled substance analog, possession of a firearm, municipal ordinance violation of disorderly conduct.

Covered incidents should be included in the annual report after the District becomes aware of the charge or citation, and has obtained sufficient information to determine that the incident is covered by the reporting requirement. School administrators who become aware of credible information regarding a potentially covered incident shall ~~( )~~ notify the Superintendent who notify the **(X )** Principal, who will notify the Superintendent and **[END OF OPTIONS]** will request pertinent information from the involved law enforcement agency.

The Superintendent shall determine, based on receipt of appropriate documents, whether any incident is a reportable incident and shall compile the report for the Board's review. All conduct confirmed as requiring reporting on or before June 30 shall be reported on the next July 31 annual report. Incidents identified for reporting after June 30 shall be reported on the following year's annual report. The DPI's guidance may be consulted to determine whether information must be further evaluated and whether any incident requires reporting. The guidance can be found here: [https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/118.124\\_School\\_Guidance.pdf](https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/118.124_School_Guidance.pdf).

The Board shall approve the report prior to submission. The report may not include the identity of any students.

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Legal 118.07, 118.124, 175.32(2), (3), 48.981(2)(a), Wis. Stats.

Cross References [ag8430 - TELEPHONING OF BOMB THREATS](#)

[ag8420 - EMERGENCY PROCEDURES](#)

**Last Modified by Ellen Suckow on October 28, 2025**