

Woodbridge Board of Education WBOE  
Policy Committee  
Thursday, May 2, 2013 6:00 PM

WBOE Policy Committee 6:00 PM May 2,  
2013 District Office Conference Room 40  
Beecher Road South

## **Agenda**

- I. **Call to Order**
- II. **Review Security Policy Packet**
- III. **Adjourn**



# Policy Update Service

Update Mailing No. 3

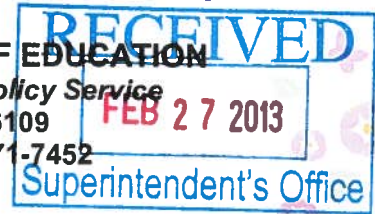
April 15, 2013

**CONNECTICUT ASSOCIATION OF BOARDS OF EDUCATION**

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This third issue of the Policy Update for the 2012-2013 school year is a "special issue" related to a single topic, school security, safety, and crisis management.

The Newtown tragedy has refocused our attention on the question of how best to protect the children and staff in our schools. An "all-hazards" approach to emergency planning and crisis management is advocated.

## Policy Topics

This publication contains policies and some administrative regulations pertaining to:

- Firearms on school property
- Security of buildings and grounds
- Site and building access
- Employee safety
- Identification badge system
- Video surveillance
- Crisis management
- Student safety
- School resource officers
- Fire and crisis response drills
- Emergency and disaster preparedness
- Safe schools

**SAMPLE POLICIES & REGULATIONS ARE INCLUDED.**

This publication is designed to provide information only and is not a substitute for legal advice from school district counsel.

# PLEASE NOTE:

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education.

The Update Service is a subscription service which provides a brief discussion of current policy issues of concern to Connecticut school districts. Sample policies, which reflect changes in state and federal law and judicial action affecting policy, are part of the newsletter.

The sample policies are intended to provide a basis for drafting policy which meets the needs of the local school district. The samples should always be considered as open to modification nor do they replace the advice of the district's legal counsel. Rarely does one policy statement reflect the needs and concerns of all districts.

To make the best use of the Update Service, it is suggested that a discussion on the various issues be held. The sample policies should be used to determine the areas for which policy should be developed or revised, to get ideas for what a policy should contain and as a starting point for editing, modifying and discussing the local district's positions.

If you have questions about Update Service, sample policies or about policy in general, please call CABE Policy Services Department at (860) 571-7446 or (800) 317-0033.

*As you are budgeting for the 2013-2014 school year,  
you should consider a policy project with CABE.*



## Connecticut Online Policy Service (COPS) and others

For more information, contact CABE's Policy Department.

CONNECTICUT ASSOCIATION OF BOARDS OF EDUCATION

## A Policy Perspective on School Safety and Crisis Planning

Threats to the safety of schools and those inside them come in all shapes, sizes, forms, and formats. Districts must be prepared to respond to a multitude of potential emergency situations in order to protect the safety and well-being of students and staff and to create a safe, secure, and positive learning environment. This responsibility must be the first priority of all boards of education.

The tragic shootings at the Sandy Hook Elementary School in Newtown have refocused Americans, especially those within the education community, on the question of how to best protect children in our schools. Board members' interest and concern for information about school safety plans and policies have been raised. Attention needs to be given to what has been done or should be done in school districts to ensure that plans and procedures are in place to provide a safe school environment. Prevention efforts are a priority. Violence, whether perpetrated by students or others, remains one of the most difficult issues facing all school districts. More and more individuals, including school children, have access to dangerous weapons and are using them at an alarming rate. Connecticut schools, we have sadly learned, are not exempt from violent episodes and the loss of lives.

However, we need to keep in mind that schools remain the safest place for children, and today's schools are considerably safer than they were twenty years ago. Over the last decade, the number of schools reporting an incident of violent crime fell by more than 20 percent. However, despite successful efforts by school districts to reduce gun violence in the schools, each year 3,000 children and teens are killed by guns and 15,000 are injured outside of schools. Therefore, the solution to preventing the killing of innocent youth cannot be solely the responsibility of the school community.

Recent events demonstrate that more attention and resources to improving school safety must be thoughtfully considered and sustained over time. All children have the right to live and learn in a safe and nurturing environment. Research demonstrates that learning is enhanced when children feel safe and have their physical and emotional needs met in a safe and healthy school environment.

The effects of violence include rising fear among students, a feeling of loss of control by teachers and administrators and calls for action from the community. What can school leaders do to reduce the risks to students and staff, recognizing that there is no fool-proof solution to this ever-growing problem? No single solution will keep children safe in schools. However improving school security measures, educating students, staff, and parents/guardians on school crisis plans, periodic drills, and an increase in responsive mental health services are essential to progress.



School boards may not be able to solve the underlying cause of violence but they are in a unique and influential position to deal with violence because they are responsible for ensuring students, teachers, staff and visitors that the schools are safe places in which teaching and learning can occur. Instructional programs can also be implemented which are designed to educate students about alternate, nonviolent means of dealing with their problems. It is appropriate and necessary to audit the district's safety and discipline policies and procedures to see if they are up-to-date, modified as necessary, and understood by all. Additional community input must be a part of the review, modification and implementation.

# A Policy Perspective on School Safety and Crisis Planning

(continued)

However, we must also face the reality that tragic violence, as we have seen recently, may not be preventable by the actions of the schools. Such violence is often the result of a complex mosaic of possible factors. Our awareness level of such factors, on the other hand, can be raised. While the value of many intervention strategies is still questionable, general consensus is that teachers and students will have to treat security issues and threats of violence even more seriously than previously.

School boards must address violence before it occurs. An effective safety and crisis response program, linked to an effective education program for both students and staff, can help prevent violent incidents and lessen their impact if they do happen. A number of key policy areas should be reviewed in board efforts to combat violence.

Boards of education throughout Connecticut have policies and procedures in place dealing with various aspects of school security. Emergency management plans should be developed within the four phases of emergency management: prevention-mitigation, preparedness, response and recovery. In addition, schools should collaborate closely with police, fire and emergency services personnel and community partners, including public and mental health professionals, who can assist with the development of plans that address a wide range of crises. Such collaboration must be maintained in the drills to practice the plans and any necessary modification.



Admittedly, our immediate concerns at this time revolve about the tragic shootings and how to increase security to prevent another such event. However, school emergency management plans must be developed embracing an all-hazard approach, to include appropriate emergency responses to such potential emergency situations, including but not limited to: fire, bomb threats, gas or chemical leaks, hazardous material release, weather-related emergencies, medical problems or school accidents, suicide, bus accidents, and violent actions.

It is essential to bring together emergency services personnel, community partners and school-based staff to form a district wide crisis response team as a key step in developing a strong plan. Schools and school districts need to coordinate their emergency management activities, plans and resources with federal, state, and local agencies to ensure alignment with and compliance to certain policies, initiatives and programs. Schools and school districts need to ensure that their emergency management plans are aligned with the U.S. Department of Homeland Security's National Incident Management System (NIMS). NIMS is a unified response plan used by first responders to prepare, coordinate, and execute responses to all types of emergencies.

In addition, as part of the emergency management plan development process, schools and school districts should establish an Incident Command System (ICS). The ICS is the response infrastructure designated under NIMS to facilitate effective and efficient incident management.

# A Policy Perspective on School Safety and Crisis Planning

(continued)

A comprehensive, multi-hazard emergency management plan should include district policies for a variety of incidents and potential emergencies. The aim of such policies is the fostering of a safe and nurturing school climate conducive to learning. Also, more educator training, with a stronger component on crisis preparedness, is needed. Policy, by itself, will not prevent the tragedy of Newtown. It is the manner in which district policies are implemented which provide the best opportunity for an appropriate response.

## Policy Implications



School districts have to be aware of and take action to prevent foreseeable dangers and to have a plan for those that are unforeseen and mitigate their effects as much as possible.

The entire education community must be involved in the efforts to protect staff, students and district facilities and resources. Through policy related to safety and security and the actions taken to implement them, boards can take the important steps to ensure that their districts are prepared for a variety of potential emergencies. Policies must be communicated to all and the implementation actions practiced and modified as deemed necessary. Crisis and emergency planning should be driven by policy directives in a number of areas.

A single policy, pertaining to just school security, is not the advocated approach. Many policies, starting with a district's mission statement, can speak to various issues pertaining to safety. The key ingredient is the manner in which the policies are thoughtfully implemented. Awareness and planning help to ensure the best and safest possible environment for everyone. Emergency and security plans must be collaboratively developed, easily understood, sufficiently detailed to be quickly implemented, practiced and periodically reviewed. It is through policy that the board states its desire for a safe, nurturing environment and appropriate response to a multitude of potential emergency situations. The administration bears the responsibility for developing the necessary plans and protocols to implement these policies.

As previously stated, a comprehensive, all-hazards approach to safety, security and crisis management is recommended, based initially upon board policy. This approach starts with a district's mission statement which speaks to the board's goal to provide a safe, secure, drug-free and welcoming environment for all students and those professionals who serve them.



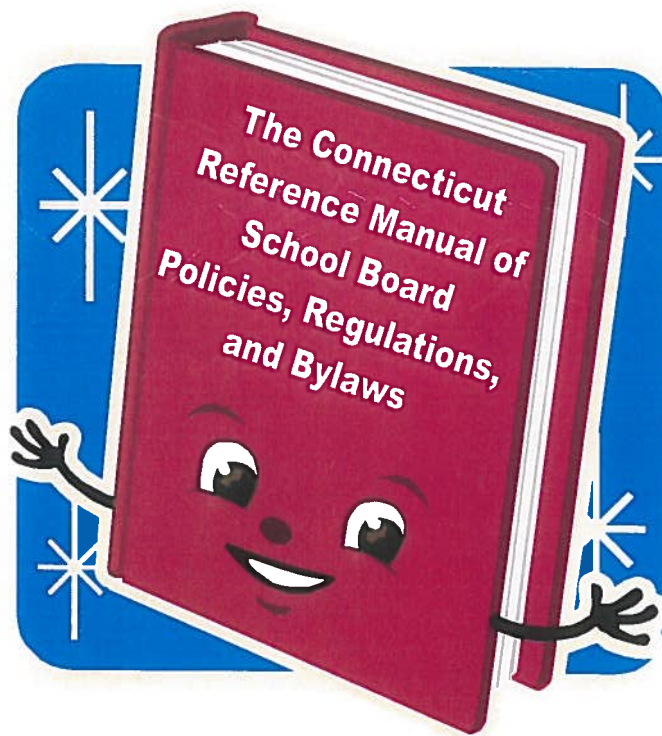
# A Policy Perspective on School Safety and Crisis Planning

(continued)

In this publication, some sample policies and administrative regulations, which have been updated, are provided pertaining to a number of topics which pertain to school security. Those that are in this document include the following, most of which are recommended for inclusion in a district's policy manual:

- #1700 Otherwise Lawful Possession of Firearms on School Property
- #3516 Safe and Secure School Facilities, Equipment and Grounds
- #3517 Security of Buildings and Grounds
- #3517.1 Site and Building Access
- #4148.1/4248.1 Employee Safety: Safety Committee
- #4148.2/4248.2 Employee Identification Badge System
- #5131.111 Video Surveillance
- #5131.7 Weapons and Dangerous Instruments
- #5141.6 Crisis Management Plan (Emergencies and Disaster Preparedness Plan)
- #5142 Student Safety
- #5142.4 School Resource Officer
- #6114 Emergencies and Disaster Preparedness
- #6114.1 Fire Emergency (Drills)/Crisis Response Drills
- #6114.7 Safe Schools

In addition, following is a list of other policies which should be considered in light of an "all-hazards" approach to school safety and school climate issues. These are available from the CABA Policy Service upon request. Many are also available online through the CORE Manual and are so designated.



## Additional Policies Related to "All-Hazards" Safety Planning

In addition to the policies published in this update, the following is a list of other policies which should be considered as part of an "all-hazards" policy approach to school safety issues.

1. #0100 Mission Statement (recommended)\*
2. #1316.1 Public Conduct at School Activities (optional)
3. #1411 Relations with Law Enforcement Agencies (recommended)\*
4. #1412 Relations with Fire Department (optional)\*
5. #3516.11 Hazardous Materials Communication (optional)\*
6. #3516.12 Asbestos Control (recommended)
7. #3516.4 Sex Offender Notification (recommended)\*
8. #3516.5 Sex Offender on School Property (recommended)\*
9. #3520.11 Electronic Information Security (recommended)\*
10. #3524 Hazardous Materials in Schools (optional)\*
11. #4147/4247 Employee Safety (optional)\*
12. #4147.1/4247.1 Occupational Exposure to Bloodborne Pathogens (recommended)
13. #4148/4248 Employee Protection (recommended)\*
14. #5114 Suspension/Expulsion/Due Process (recommended)\*
15. #5131 Conduct (recommended)\*
16. #5131.1 Bus Conduct (optional)\*
17. #5131.2 Assault (optional)
18. #5131.21 Terroristic Acts/Threats (optional)\*
19. #5131.4 School/Grounds Disturbances (optional)
20. #5131.6 Alcohol, Drugs and Tobacco (mandated)\*
21. #5131.8 Off-School Grounds Misconduct (recommended)\*
22. #5131.81 Use of Electronic Devices (recommended)\*
23. #5131.9 Gang Activity or Association (recommended)\*
24. #5131.91 Hazing (optional)\*
25. #5131.911 Bullying/Safe School Climate Plan (mandated)\*
26. #5131.912 Aggressive Behavior (optional)
27. #5131.913 Cyberbullying (recommended)
28. #5133 Behavior of Participants at Athletic Events (optional)
29. #5141.4 Child Abuse and Neglect (mandated)\*
30. #5141.5 Suicide Prevention/Intervention (mandated)\*
31. #5142.1 Relations with Non-Custodial Parents (optional)\*
32. #5142.2 Dismissal Precautions (optional)
33. #5144 Discipline/Punishment (mandated)
34. #5144.1 Use of Physical Force/Restraint (recommended)\*
35. #5145.12 Search and Seizure (recommended)\*
36. #5145.121 Vehicle Searches on School Grounds (optional)\*
37. #5145.122 Use of Dogs to Search School Property (optional)\*
38. #5145.123 Use of Metal Detectors (optional)\*
39. #5145.124 Breathalyzer Testing (optional)
40. #5145.5 Sexual Harassment (mandated)\*
41. #5145.51 Peer Sexual Harassment (optional)\*
42. #5145.52 Harassment (optional)
43. #6114.3 Bomb Threats (optional)\*
44. #6114.4 Natural Disasters and Emergencies (recommended)
45. #6114.6 Emergency Closings (recommended)
46. #6114.8 Pandemic/Epidemic Emergencies (optional)\*
47. #6164.11 Drug and Alcohol Use and Possession on School Property (mandated)\*
48. #6164.2 Guidance Services (optional)\*
49. #6164.3 Psychological Services (optional)
50. #6164.6 Social Work Services (optional)

\*Policy is available in the online Core Manual



POLICY SERVICES

# POLICY UPDATE SUMMARY

Update #3

April 15, 2013

The following chart has been developed and summarized for your convenience. Please note that this does not represent all of what is required in your policy manual, and although some sections in this update may not require policy language, they may be procedural and/or recommended.

Subject	Policy Number(s) Impacted	Policy Topic	Policy Required
School Safety and Crisis Planning	1700	Possession of Firearms	No. A recommended policy is provided.
	3516	Safe and Secure School Facilities, Equipment and Grounds	No. A new optional policy is provided.
	3517	Security of Building and Grounds	No. A revised optional policy is provided.
	3517.1	Site and Building Access	No. A revised optional policy is provided.
	4148.1/4248.1	Safety Committee	No. A revised optional policy and an administrative regulation are provided.
	4148.2/4248.2	Employee ID Badges	No. A revised optional policy and an administrative regulation are provided.
	5131.111	Video Surveillance	No. A revised optional policy and an administrative regulation are provided.
	5131.7	Weapons and Dangerous Instruments	Yes. A revised policy provided.
	5141.6	Crisis Management Plan	No. A revised recommended policy and a new administrative regulation provided.
	5142	Student Safety	No. A revised recommended policy and a new administrative regulation provided.
5142.4	School Resource Officer	No. A revised optional policy and an administrative regulation are provided.	

For an up-to-date list of “required” and “recommended” policies, visit us on our website at <http://www.cabe.org/page.cfm?p=279>



POLICY SERVICES

# POLICY UPDATE SUMMARY

(continued)

Update #3

April 15, 2013

The following chart has been developed and summarized for your convenience. Please note that this does not represent all of what is required in your policy manual, and although some sections in this update may not require policy language, they may be procedural and/or recommended.

Subject	Policy Number(s) Impacted	Policy Topic	Policy Required
School Safety and Crisis Planning (continued)	6114	Emergencies and Disaster Preparedness	No. A revised recommended policy is provided.
	6114.1	Fire Emergency and Crisis Response Drills	No. A revised recommended policy and administrative regulation are provided.
	6114.7	Safe Schools	No. A revised recommended policy and administrative regulation are provided.

For an up-to-date list of “required” and “recommended” policies, visit us on our website at <http://www.cabe.org/page.cfm?p=279>

## Community Relations

### Otherwise Lawful Possession of Firearms on School Property

Notwithstanding the otherwise lawful possession of firearms defined in Section 53a-3, (“any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver or other weapon, whether loaded or unloaded from which a shot may be discharged”) in or on the real property comprising school district property by persons who hold a valid state or local permit to carry a firearm and would otherwise legally traverse school property with an unloaded firearm for the purpose of gaining access to public or private lands open to hunting or for other lawful purposes, such entry onto school property by these persons for these purposes is prohibited by the Board of Education.

The issuance of a permit to carry a pistol, or revolver or other firearms does not authorize the possession or carrying of a pistol, or revolver or other firearms on school district property. The Board of Education prohibits such possession on school district property.

Students are prohibited by the Board of Education from possessing firearms for any reason, whether otherwise lawful or not, in or on the real property comprising the public or private elementary or secondary school or at a school sponsored activity as defined in Subsection (h) of Section 10-233a.

**Optional if the Board wants to permit possession of a weapon  
at a school-sponsored activity:**

*The Board allows the lawful possession of a firearm or deadly weapon at a school-sponsored activity held on school property or elsewhere when such possession is deemed a critical part of the activity, such as at a school-sponsored rifle club. Such possession must be strictly regulated and appropriately supervised by school personnel at the activity. The manner in which the firearm or deadly weapon is brought to and from the activity must insure that the weapon or dangerous instrument is not carried on school buses or available to students at any time other than during the approved activity.*

(cf. 5114 - Suspension/Expulsion/Exclusion/Removal)

Legal Reference: Connecticut General Statutes  
29-28 Permit for sale at retail of pistol or revolver. Permit to carry a pistol or revolver. Confidentiality of name and address of permit holder. (as amended by PA 98-129)  
29-33 Sale, delivery or transfer of pistol and revolvers. Documentation requirements. Waiting period. Exempted transactions. Penalty. (as amended by PA 98-129)  
52a-3 Definitions.  
53a-217b Possession of a weapon on school grounds: Class D felony. (as amended by PA 01-84)

Policy adopted:

rev. 7/98

rev. 11/01

rev. 4/13

*Another version to consider.*

## **Community Relations**

### **Otherwise Lawful Possession of Firearms on School Property**

The Board of Education (Board) prohibits the possession of weapons, firearms, realistic replicas of firearms, or dangerous instruments of any kind on school property, on school transportation, or at school sponsored activities. "School sponsored activities" means activities sponsored, recognized or authorized by the Board and include activities conducted on or off school property. "Weapons," "firearms" and "dangerous instruments" include, but are not limited to, weapons as defined in Connecticut General Statutes Section 29-38, firearms and destructive devices as defined in 18 U.S.C. Section 921, pistols, revolvers, rifles, shotguns, machine guns, deadly weapons, dangerous instruments or martial arts weapons as defined in Connecticut General Statutes Section 53a-3, or any other instrument, article or substance which under the circumstances in which it is used, or attempted or threatened to be used, is capable of causing physical injury. This can include, but is not limited to, motor vehicles, fire crackers, fireworks of any kind or other items not commonly thought of as weapons. "Realistic replicas of firearms" include any nonfunctional imitation of an original firearm, provided such imitation could reasonably be perceived to be a real firearm. The issuance of a permit to carry a weapon or firearm does not authorize the possession or carrying of such on school property, on school transportation or at school sponsored activities.

Any weapon, firearm, realistic replica of a firearm or dangerous instrument on school property, on school transportation or at a school sponsored activity may be seized by an employee of the school system under the power granted to the Board to maintain order and discipline in the schools and to protect the safety of students, staff and the public. Every employee seizing any weapon, firearm, realistic replica of a firearm or dangerous weapon shall report the incident to the building Principal or his/her designee immediately and shall deliver the seized item to the Principal or his/her designee, together with the name(s) of the persons involved, witnesses, location and circumstances of the seizure. If any employee knows or has reason to suspect that a person has possession of such an item, but the item has not been seized, the employee shall report the matter to the Principal or his/her designee immediately, and the Principal or his/her designee shall take such action as is appropriate.

The Principal or his/her designee shall report all violations of this policy to the Superintendent or his/her designee and the local law enforcement agency. If the person violating this policy is a student, such violation shall also be reported to the student's parent(s) or legal guardian(s) if possible. Students violating this policy shall be disciplined in accordance with the Board's discipline policy, school rules and state law.

## Community Relations

### Otherwise Lawful Possession of Firearms on School Property (continued)

The foregoing policy shall not apply to the lawful possession of a weapon, firearm, realistic replica of a firearm or dangerous instrument by a person for use in a program approved by the Board, and in accordance with an agreement between such person and the Board, or by a peace officer while engaged in the performance of his/her official duties. "Peace officer" means a member of the Division of State Police within the Department of Public Safety or an organized local police department, a chief inspector or inspector in the Division of Criminal Justice, a sheriff, deputy sheriff or special deputy sheriff, a conservation officer, as defined in Connecticut General Statutes Section 26-5, a constable who performs criminal law enforcement duties, a special policeman appointed under Connecticut General Statutes Section 29-18, 29-18a or 29-19, an adult probation officer, appointed under Connecticut General Statutes Section 54-104, an official of the Department of Correction authorized by the Commissioner of Correction to make arrests in a correctional institution or facility, any investigator in the investigation unit of the Office of the State Treasurer or any special agent of the federal government authorized to enforce the provisions of Title 21 of the United States Code.

(cf. 5114 – Suspension/Expulsion/Exclusion/Removal)

Legal Reference: Connecticut General Statutes  
29-28 Permit for sale at retail of pistol or revolver. Permit to carry a pistol or revolver. Confidentiality of name and address of permit holder. (as amended by PA 98-129)  
29-33 Sale, delivery or transfer of pistol and revolvers. Documentation requirements. Waiting period. Exempted transactions. Penalty. (as amended by PA 98-129)  
52a-3 Definitions.  
53a-217b Possession of a weapon on school grounds: Class D felony. (as amended by PA 01-84)

Policy adopted:

cps 3/08

*A succinct version of this policy to consider.*

## **Community Relations**

### **Otherwise Lawful Possession of Firearms on School Property**

Persons other than law enforcement officers are prohibited by the Board of Education from possessing firearms for any reasons, whether otherwise lawful or not, in or on the real property comprising the school district or at a school-sponsored activity as defined in subsection (h) of section 10-233a.

(cf. 5114 – Suspension/Expulsion/Exclusion/Removal)

Legal Reference: Connecticut General Statutes

29-28 Permit for sale at retail of pistol or revolver. Permit to carry a pistol or revolver. Confidentiality of name and address of permit holder. (as amended by PA 98-129)

29-33 Sale, delivery or transfer of pistol and revolvers. Documentation requirements. Waiting period. Exempted transactions. Penalty. (as amended by PA 98-129)

52a-3 Definitions.

53a-217b Possession of a weapon on school grounds: Class D felony. (as amended by PA 01-84)

Policy adopted:

cps 10/11

*A new policy to consider.*

## **Business/Non-Instructional Operations**

### **Safety**

#### **Safe and Secure School Facilities, Equipment, and Grounds**

**Goal:** It is the goal of the Board of Education (Board) to ensure that all facilities, grounds, equipment, and vehicles meet accepted injury and violence prevention standards for design, installation, use, and maintenance.

**Safety and Hazard Assessments:** *Schools/District* shall develop and implement a written plan to conduct regular safety and hazard assessments of all classrooms, buildings, school grounds, gymnasiums, playgrounds, sports-related equipment, and buses and other vehicles used to transport students. The plan shall include provisions for reporting hazards to appropriate staff, prompt repairs or upgrade of identified hazards and other shortcomings, and appropriate communication of repair/upgrade plans to staff, students and family members.

Safety and hazard assessments shall be conducted *annually/other* for building facilities and grounds and *monthly/other* for classrooms, gymnasiums, playgrounds, sports-related equipment, laboratories, and industrial arts facilities. The *school/district* shall report annually on safety and hazard assessments to the Superintendent of Schools or his or her designee. Written inspection reports shall be kept on file for *10/other* years. *School/District* shall correct identified hazards before used by students, staff, or community members.

**Maintenance:** *Schools/District* shall develop maintenance plans for all classrooms, buildings, school grounds, gymnasiums, playgrounds, sports-related equipment, and buses and other vehicles used to transport students. The plan shall include provisions for reporting maintenance needs to appropriate staff, schedules of maintenance activities, and communication of details to appropriate staff, students, and family members. Maintenance reports shall be kept on file for *10/other* years.

**Supervision of Students:** All school-related activities shall be supervised by adults to enforce safety rules and prevent injuries. At least one adult trained in first aid, cardiopulmonary resuscitation, and infection control shall always be available when students are present on school grounds to respond to injuries and medical emergencies. All adults supervising playgrounds, athletic fields, gymnasiums, science classrooms, industrial arts classrooms and cafeterias shall have easy access to appropriate first aid supplies. Supervising adults shall be informed of any relevant medical guidance on file with the school concerning limits on the participation of individual students in physical activity. Such information will be treated with strict confidentiality.

## Business/Non-Instructional Operations

### Safety

#### Safe and Secure School Facilities, Equipment, and Grounds (continued)

**Staff Training:** All school personnel, including bus drivers and athletic program coaches, shall receive adequate preparation and participate in ongoing professional development activities relating to preventing and responding appropriately to unintentional injuries and acts of violence at school. The professional development program shall include at a minimum the following topics:

- emergency response procedures, including the use of fire extinguishers;
- proper use of protective gear by students and staff when appropriate;
- identifying students in need of medical attention and referring them for appropriate services;
- administering first aid and cardiopulmonary resuscitation;
- methods of responding to bullying, sexual harassment, and threats of violence;
- identifying students who have been victims of crime or violent behavior and referring them for appropriate services; and
- maintaining student confidentiality.

**Policy Evaluation:** The *Principal, school health coordinator/other* shall regularly monitor, evaluate, and submit an annual report to the *School Health Advisory Council/Board of Education/other* on the implementation of this policy and its effectiveness in reducing injuries at school. The report shall include recommendations for improvements to the policy and its implementation.

Legal Reference: Connecticut General Statutes

10-203 Sanitation

10-207 Duties of medical advisers

10-231 Fire Drills

29-389 Stairways and fire escapes on certain buildings.

Policy adopted:

cps 4/13

*Other versions to consider.*

## **Business/Non-Instructional Operations**

### **Safety**

#### **Version A**

The Board shall guard against accidents by taking necessary precautions to protect the safety of students, employees, visitors and others present on district property or at school-sponsored events.

The Board shall comply with all safety requirements established by governmental authorities and insist that its staff adhere to recommended safety practices pertaining to the school plant, special areas of instruction, student transportation, school sports, etc.

The Director of Management and Personnel shall be responsible for originating and enforcing safety regulations and procedures in school buildings and on school grounds. It shall be the responsibility of the Director of Management and Personnel to see that all staff members are kept informed of current state laws and regulations regarding health and safety as well as the recommendations of local fire and civil defense officials.

Building Principals shall be responsible for the supervision of a safety program and shall direct all personnel to cooperate with state, local and insurance officials in the completion of fire safety inspections.

#### **Version B**

It is the policy of the Board of Education that all employees are entitled to work under the safest possible conditions in the many occupations they represent. To this end, every reasonable effort shall be made to provide and maintain a safe and healthy workplace, safe equipment, proper materials and to establish and insist upon safe methods and practices at all times. The Board shall comply with all safety requirements established by governmental agencies and insists that all staff members adhere to recommended safety practices.

Accidents which injure people, damage machinery or equipment and destroy materials or property cause needless suffering, inconvenience and expense.

The Director of Finance, Operations and Management shall be responsible for originating and enforcing safety regulations and procedures in all school facilities and on school grounds. The Director of Finance, Operations and Management shall contact the Board's insurance carrier for the purpose of conducting periodic audits regarding safety procedures and loss prevention. These audits shall serve as the basis for establishing and enforcing safety precaution measures. Further, the Director of Finance, Operations and Management is responsible for keeping all staff members informed of current state laws and regulations regarding health and safety as well as the recommendations of local and civil defense officials.

District safety rules and regulations are developed for employee protection. These rules and regulations are to be considered directive in nature and applicable to all employees.

## **Business/Non-Instructional Operations**

### **Safety (continued)**

#### **Version C**

The Superintendent shall institute procedures for safeguarding students, personnel and plant.

All accidents involving the staff occurring on school property shall be reported to the Business Manager on the prescribed form, giving details of the accident.

#### **Version D**

The Board shall guard against accidents by taking necessary precautions to protect the safety of students, employees, visitors and others present on district property or at school-sponsored events.

The Board shall comply with all safety requirements established by governmental authorities and insist that its staff adhere to recommended safety practices pertaining to the school plant, special areas of instruction, student transportation, school sports, etc.

The Business Manager shall be responsible for originating and enforcing safety regulations and procedures in school buildings and on school grounds. It shall be the responsibility of the Business Manager to see that all staff members are kept informed of current state laws and regulations regarding health and safety as well as the recommendations of local fire and civil defense officials.

Building Principals shall be responsible for the supervision of a safety program and shall direct all personnel to cooperate with state, local and insurance officials in the completion of fire safety inspections.

The Business Manager shall be responsible for originating and enforcing safety regulations and procedures in all school facilities and on school grounds. The Business Manager shall contact the Board's insurance carrier or OSHA for the purpose of conducting periodic audits regarding safety procedures and loss prevention. These audits shall serve as the basis for establishing and enforcing safety precaution measures. Further, the Business Manager is responsible for keeping all staff members informed of current state laws and regulations regarding health and safety as well as the recommendations of local and civil defense officials.

District safety rules and regulations are developed for employee, student, and visitor protection. These rules and regulations are to be considered directive in nature and applicable to all.

All accidents involving the staff occurring on school property shall be reported to the Business Manager on the prescribed form, giving details of the accident.

**Business/Non-Instructional Operations**

**Safety (continued)**

Legal Reference: Connecticut General Statutes

10-203 Sanitation

10-207 Duties of Medical advisers

10-231 Fire Drills

29-389 Stairways and fire escapes on certain buildings.

Policy adopted:

*Sample policy to consider.*

## **Business/Non-Instructional Operations**

### **Security of Buildings and Grounds**

Buildings constitute one of the greatest investments of the school district and the community. It is in the best interest of students and taxpayers to protect that investment adequately.

Security includes:

1. Developing crisis response plans, in partnership with other community groups, including law enforcement, fire safety officials, emergency medical services, as well as health and mental health professionals.
2. Training and practice necessary and essential for implementation of the crisis response plan.
3. Controlling access to school grounds and facilities.
4. Minimizing fire hazards.
5. Reducing the probability of faulty equipment.
6. Guarding against the chance of electrical shock.
7. Keeping records and funds in a safe place.
8. Protecting against vandalism and burglary.

The Superintendent of Schools is directed to establish such rules and regulations as may be needed to provide for security as outlined above.

Legal Reference: Connecticut General Statutes

29-389 Stairways and fire escapes on certain buildings.

Policy adopted:

rev 4/13

*An optional sample policy to consider.*

## **Business/Non-Instructional Operations**

### **Security of Buildings and Grounds**

#### **Site and Building Access**

#### **Identification Badges-Employees**

The Board of Education recognizes the importance of providing a safe environment for all District students and staff. To promote a safe environment, the District requires all employees, volunteers and visitors (and students) to wear a District issued, approved identification badge.

**Required Identification:** All employees, while carrying out regular employment duties, will display identification badges in plain view. (optional: Student ID cards/badges will be provided to every student at the elementary/middle/high school level which authorizes a student to be on campus. Such cards will help staff in identifying students as well as trespassers. [and can be used to permit entry into the school building]).

**Issuing Identification Badges:** Identification badges will be provided to all employees (and students). The initial badge, clip or lanyard will be provided to all employees (and students) at no cost to the employee (or student). ID badges will be replaced as necessary due to normal use, to make the photo current or for changes in employment (or student) status.

**Visitors/Volunteers:** All visitors/volunteers are required to check in to the main office or security desk to obtain a visitor's badge. Volunteer and visitor badges may be permanent and lent to the person or disposable. A log shall be maintained of all visitors/volunteers in the building. When visitors/volunteers leave the building, they must return the badge to the office or security desk.

All visitors shall display the visitor's badge while they are in the school building whether or not there are students within the building at the time of the visit. This section of this policy pertains to, but is not limited to, all individuals who are not school employees including delivery personnel, sales persons and construction or repair workers. No visitor's badge will be required at sporting events, open-houses, or other events as determined by the building or district administration.

Visitors that do not comply with this policy shall be escorted from the property. Staff members who observe someone entering District facilities without proper identification are required to confront the person or immediately report this circumstance to the administration or a member of the security staff (or School Resource Officer).

## **Business/Non-Instructional Operations**

### **Security of Buildings and Grounds**

#### **Site and Building Access**

#### **Identification Badges- Visitors/Volunteers (continued)**

Visitors, after reporting to the main office, will register (name, address, telephone number and the nature of the visit) and will be given a temporary identification badge. Visitors are required to submit a driver's license or other government issued photo ID to assure proper identification and check-out by the visitor. Such ID will be returned upon the return of the temporary badge.

**Optional:** *Visitors are not permitted to wander through the building, but must report, or be escorted to, the designated area and then back to the main office.*

**Lost or Stolen Badges:** In the event the identification badge is lost or stolen, the District will provide a replacement at no cost to the employee or student. Each additional identification badge requested will cost the employee or student \$4.00 per badge. If a badge is lost or stolen, contact the [Business Manager] [Personnel Office][Security Officer] immediately.

(cf. 1250 – Visits to the School)  
(cf. 3516 – Safety)

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules, policies and procedures.

Policy adopted:

cps 4/03  
rev 4/13

*An optional policy to consider.*

## **Personnel -- Certified/Non-Certified**

### **Employee Safety**

#### **Safety Committee**

The Board of Educational shall establish a school district safety committee to increase staff and student awareness of safety and health issues and to review the adequacy of emergency response procedures at each school in the District. Parents and high school students shall be included in the membership of the committee.

The Board believes the involvement of key community stakeholders is central to success in developing and implementing a comprehensive emergency readiness plan. Therefore, membership in the school district safety committee shall also include representatives from local law enforcement, fire department, emergency medical services, public health, child protective services, social services, local businesses, and area places of worship. The collaborating team shall assess need and guide development of the emergency management plan and assist in its implementation and review.

It is critical that the District, when developing a plan to prepare for, prevent, respond to and recover from incidents, regardless of cause, size or complexity, understand and utilize in a school emergency situation the consistent approach embodied in the National Incident Management System (NIMS) offered by the U.S. Department of Homeland Security.

**NOTE: C.G.S. 10-220f specifically states that boards of education MAY establish a district safety committee for the reasons cited in the policy above. Be aware that the formation of such a committee is a local option and is not mandated by statute.**

Legal Reference: Connecticut General Statutes

10-220f Safety committee

PA 98-252 An Act Concerning Revisions to the Education Statutes and the Registration of Interpreters for the Deaf and Hearing Impaired. (Sec. 67)

Policy adopted:

cps 1/99  
rev 1/13  
rev 4/13

*A revised sample regulation to consider.*

## **Personnel -- Certified/Non-Certified**

### **Employee Safety**

#### **Safety Committee**

#### **PURPOSE:**

To establish a Safety Committee and to give the Chairman and Committee the specific and general authority to advise and act in designated matters relating to the on-the-job safety to the employees of the school District and emergency response and crisis management programs.

#### **A. Committee Membership:**

The Committee shall be composed of one member from each bargaining unit, the Director of Maintenance and the Business Manager. In addition, the Safety Committee shall also include representatives from the police and fire departments, emergency medical service, public health, child protective services, social services, local business and religious organizations when developing strategies to enhance emergency response and crisis management programs.

#### **B. Committee Responsibilities:**

The Safety Committee shall be responsible for the following matters:

- 1) To develop and implement a comprehensive emergency prevention, readiness, response and recovery program utilizing the tenets of the National Incident Management System (NIMS).
- 2) To develop safe employee work habits and safe attitudes.
- 3) To focus employee attention on specific causes of employee accidents.
- 4) To develop components for the employee safety and school security training program.
- 5) To give employees an opportunity to participate in accident prevention activities.
- 6) To provide a channel of communication between employees and management.
- 7) To improve employee and public relations.
- 8) To implement employee safety and security procedures and programs.
- 9) To comply with OSHA and other Federal or State-mandated safety policies.
- 10) To develop and recommend to appropriate management personnel, procedures and policies which further the purposes of this Committee.

## Personnel -- Certified/Non-Certified

### Employee Safety

#### Safety Committee (continued)

##### C. District Policy:

It is the policy of the Board of Education that every employee is entitled to work under safe working conditions.

To this end, every reasonable effort will be made to provide a safe and secure learning and working environment, prevent accidents and to preserve employee health and safety on the job.

Management personnel are responsible for ensuring that safety and security procedures established by the Committee, special rules issued by administration and any other applicable safety and security instructions are consistently enforced. In addition, they are responsible for providing adequate safety instruction and security and job training to every employee under their supervision.

All employees are responsible for promptly reporting to their supervisor any hazardous condition or procedure that affects them, their fellow workers, students or the general public.

All employees are responsible for assisting in the conduct of accident investigations and for performing job safety analysis to identify and correct hazardous conditions in order to prevent accidents.

All employees are encouraged to submit written suggestions on improving safe and secure working conditions and work procedures. Suggested improvements will be evaluated by the Committee and, if adopted, will be included in revised procedures which will be referred to the respective management personnel for implementation.

Employees shall identify unsafe conditions and unsafe procedures, so they can be corrected.

Employees are responsible for immediately reporting unsafe conditions to their supervisor.

All accidents must be reported to the supervisor immediately, whether or not a personal injury or property damage is involved.

## **Personnel -- Certified/Non-Certified**

### **Employee Safety**

#### **Safety Committee (continued)**

#### **D. Committee Meetings:**

The Safety Committee will meet on a quarterly basis on the call of the Chairperson. Meeting dates will be posted in all work locations.

The Safety Committee is NOT a grievance committee.

All suggestions or recommendations to improve on-the-job safety and school security may be submitted to supervisors or to any Committee member for consideration.

Regulation approved:

rev. 4/13

*Another version of this regulation to consider.*

## **Personnel -- Certified/Non-Certified**

### **Employee Safety**

#### **Safety Committee**

#### **Scope and Mission**

To advise and assist the administration in promoting and ensuring a safe, secure, and healthful work and learning environment for staff, students, and visitors in all school-related activities on or off school property.

#### **Duties and Responsibilities**

- Serve as a means for discussion and sharing ideas about safety, security, and health issues;
- Review the adequacy of the school's emergency response plans and other proposed or existing safety and health related policies and procedures;
- Monitor general safety, security and health training needs, adequacy, and effectiveness;
- Analyze injury data and trends;
- Promote and recognize safe behaviors and proactive safety and security activities by staff, students and visitors;
- Increase awareness and maintain a positive interest in safety, security, and health issues and good safety and health practices by everyone in the school environment;
- Review investigations of injuries, safety inspection results, and similar reports;
- Review, recommend, implement, and/or track corrective actions necessary to prevent recurrence of injuries, breaches of building security, and address areas for improvement;
- Meet regularly and publicize committee activities;
- Train committee members in their duties and general safety, security, and health principles;
- Perform other safety and health related duties as may be necessary or assigned.

## Personnel -- Certified/Non-Certified

### Employee Safety

#### Safety Committee

##### Committee Structure and Membership

Administration/Board of Education	2	Cafeteria	1
Certified Staff	1	Custodial/Maintenance	1
Non-Certified Staff	1	Transportation /Bus Co.	1
Athletics/PE	1	Parent (not school employee)	2
Nurse	1	High School Student	1

One student representing the high school shall serve as a regular member and attend meetings to provide student input and perspective.

When the attention of the committee is focused on issues of school security and the development of a crisis management plan, the committee shall be expanded to include representatives from the police and fire departments, emergency medical service, public health, child protective services, social services, local business and religious organizations to enhance emergency response and crisis management programs.

Regular members shall serve two year terms, with approximately half rotating each year. Members may serve consecutive terms. Only persons willing to make a commitment of time and effort to ensure an effective and successful committee should serve on the committee. Names of members shall be permanently posted in locations accessible to school personnel, students, and parents.

The regular members shall select a Chairperson and Assistant Chairperson to serve one year terms. Either the Chairperson or Assistant shall be an administration member, the other a school employee member. The Chair shall rotate each year between administration and employees.

#### Committee Meetings

The Committee should meet once every two months during the school year, but shall meet no less frequently than once every three months. The proposed agenda for each meeting shall be posted in fulfillment of FOI requirements. Minutes shall be posted. A quorum shall consist of either the Chairperson or Assistant Chairperson and four other regular members. Substitutes attending for a regular member will not count toward the quorum.

Reasonable time will be provided for Committee meetings and related activities.

## Personnel -- Certified/Non-Certified

### Employee Safety

Legal Reference: Connecticut Administrative Regulations

Sections 31-40v-1 through 31-40v-11

P.A. 98-252, Section 67

*Note 1: In reference (a), the Connecticut Workers Compensation Commission requires workplace safety and health committees in which the number of "employee" members equals or exceeds the number of "employer" members. The regulation also encourages the rotation of Chairperson between employee and employer members. Reference (b) is currently an authorization for Boards of Education to create school district safety committees "to increase staff and student awareness of safety and health issues and to review the adequacy of emergency response procedures at each school." It also authorizes parents and high school students to be included in the membership of such committees. The requirements of reference (a) and the public policy expressed in reference (b) are both incorporated into this sample charter.*

*Note 2: This is a sample charter for a school safety and health committee and, with modifications, could serve as a model for a district-wide safety and health committee. Each school should develop its own charter, customizing it to its unique needs, interests, and circumstances.*

Regulation approved:

cps 1/99

rev 4/13

*A sample policy to consider.*

## **Personnel -- Certified/Non-Certified**

### **Employee Safety**

#### **Employee Identification Badge System**

To help ensure the protection of staff and students and reduce the possibilities of theft, vandalism and loss of District property, all District employees shall be issued and wear identification badges when on District property.

***Alternate language:*** The Board of Education desires to make all facilities within the school District safe and secure for all employees, students and visitors. The implementation of an employee and visitor identification badge system will enhance the safety and security within school buildings and on school grounds.

These badges will also serve as key for entrance to designated buildings. The badges will include employee pictures and may not be transferred or loaned.

The District's photo identification badge system will serve as an instant identification system for security purposes and will assist parents and other visitors to school locations in identifying school employees. Employees will display the identification card at all times in the performance of their duties on District property.

A badge system, with appropriate designation but without photograph, shall be used for visitors to schools during regular school hours and for substitutes and/or temporary employees.

The Superintendent is directed to develop administrative regulations as necessary to implement this policy.

Policy adopted:

cps 3/04

rev 4/13

*A sample regulation to consider.*

## **Personnel -- Certified/Non-Certified**

### **Employee Safety**

#### **Employee Identification Badge System**

Staff members issued an identification badge will be subject to the following requirements:

1. Identification badges are the property of the District for use by employees. Any employee who duplicates or lends his/her identification badge will be subject to disciplinary action;
2. All identification badges are to be worn in plain sight (at or above the waist and in clear view at all times during the regular school day) when the employee is engaged in the performance of District duties while on District property;
3. Under no circumstances may an employee permit their ID badge to be used by another person;
4. A report of a lost or stolen badge must be made to the appropriate administrator immediately, upon arrival at the school or building, at which time they will be given a temporary badge for the day;
5. Employees who repeatedly report to work without their identification badges, or refuse to wear the badge, will be subject to disciplinary measures;
6. An identification card lost, stolen or damaged due to circumstances beyond the employee's control will be replaced by the District at no cost to the employee. Other replacement costs will be charged to the employee;
7. Identification badge requests must be made directly to the Superintendent's office;
8. The appropriate administrator will be responsible for collecting staff identification badges at the end of the assigned work shift in the event of employee resignation, non-renewal, non-extension or termination;
9. The District will not disclose the identification badge or card of an employee without the written consent of the employee if;
  - a. The badge or card contains the photograph of the employee;
  - b. The badge or card was prepared solely for internal use by the District to identify employees.

The District will not disclose a duplicate of the photograph used on the badge or card.

## Personnel -- Certified/Non-Certified

### Employee Safety

#### Employee Identification Badge System (continued)

Any employee who observes someone who is not wearing a district issued ID or visitor badge is required to confront that individual or immediately report this circumstance to the administration or a member of the security staff (School Resource Officer).

Anyone who terminates his/her employment with the District is to immediately return his/her badge to the appropriate school District administrator.

Temporary identification cards will be issued to all other employees or persons entering the building on official business, including, but not limited to:

1. Daily substitutes
2. Student teachers
3. College student teacher advisors
4. Other substitute employees

Temporary identification cards issued to student teachers and other long-term personnel will be issued at the beginning of service and collected upon the completion of the assignment.

School District employees are not permitted to ignore this identification badge requirement or allow or assist any person to enter or use school facilities when they do not have a valid ID card.

Regulation approved:

cps 3/04  
rev 4/13

*An optional policy to consider.*

## **Students**

### **Conduct**

#### **Video Surveillance (Version 1)**

The Board of Education recognizes the District's responsibility to maintain order, and discipline, safety and security on school property and in school vehicles. The Board also desires to afford students and staff privacy in respect to the records maintained by the District. The Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in protecting the health, welfare and safety of its students and staff. The students and staff of the District recognize that their security and safety depends upon the capacity of the District to maintain discipline, control building access, and that a certain amount of restraint upon the activities of students and building visitors is assumed and expected.

The Board of Education having carefully weighed and balanced the rights of privacy of students and staff against the District's duty to maintain order, and discipline, safety and security finds that it is appropriate to provide for the use of video camera surveillance in its transportation vehicles and on school grounds as follows:

1. The District shall notify its students, staff and the public that video surveillance may/will occur on any school property or on any transportation vehicle. The District shall incorporate said notice, in such places as, but not limited to, in the student handbook, District calendar, staff handbook and District website;
2. The use of video surveillance equipment on transportation vehicles shall be supervised by the District transportation supervisor. The use of video surveillance equipment on school grounds and on other District property shall be supervised and controlled by the building administrator or other responsible administrator;
3. The use of video recordings from surveillance equipment shall be subject to the other policies of the District including policies concerning the confidentiality of student and personnel records;
4. Video surveillance shall only be used to promote the order, safety and security of students, staff and property.

#### **Version #2**

The Board authorizes the use of video cameras on District property to ensure the health, welfare, security, and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. (or: In consultation with the safety planning committee and relevant staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras.)

Cameras shall not be placed in areas where students, staff and community members have a reasonable expectation of privacy.

## Students

### Conduct

#### Video Surveillance (Version 2) (continued)

The Superintendent or designee shall notify staff and students through student/parent and staff handbooks, District calendar, District website or by other means that video surveillance may/will occur on district property. A notice will also be posted at the main entrance of all District buildings.

*Alternative language: Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous locations at affected buildings and grounds. These signs shall inform students, staff, and visitors that surveillance may occur and shall state whether the District's system is actively monitored by school personnel. The Superintendent or designee shall also provide prior written notice to students and parents/guardians about the District's surveillance system, including the locations where surveillance may occur, explaining that the recordings may be used in disciplinary proceedings, and that matters captured by camera may be referred to local law enforcement, as appropriate.*

Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

*Alternate language: To the extent that any images from the District's surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, board policy, administrative regulation, and any applicable bargaining agreements.*

Audio shall not be part of the video recordings made, reviewed or stored by the District.

(cf. 4112.6/4212.6 – Personnel Records)

(cf. 5125 – Student Records)

(cf. 5131.1 – Bus Conduct)

(cf. 5131.11 – Video Cameras on School Buses)

(cf. 5131.5 – Vandalism)

(cf. 5145.12 – Search and Seizure)

Legal Reference: Family Educational Rights and Privacy Act, sec. 438, 20 U.S.C. sec. 1232g (1988).

#### Policy adopted:

cps 4/99  
rev 4/08  
rev 4/13

*Another version of this optional policy to consider.*

## **Students**

### **Conduct**

#### **Video Surveillance**

District surveillance cameras will only be utilized in public areas where there is no “reasonable expectation of privacy.” Audio recordings shall not be utilized by School District employees without the express permission of the Superintendent or his/her designee; such prohibition does not preclude the use of audio recordings by law enforcement officials in accordance with their official duties and/or as otherwise authorized by law.

To further the Board’s objective, the District-wide Safety Committee/Team shall meet as appropriate and/or deemed necessary to develop, implement and review District and building level safety practices and crisis management and response plans. The Committee/Team shall also make recommendations to the Superintendent regarding the implementation and use of surveillance cameras as authorized by the Board of Education. The Superintendent shall retain final decision-making authority regarding the recommendations of the Safety Committee/Team; and he/she shall notify the Board as to the procedures to be implemented with regard to the use of surveillance cameras by the School District.

In determining the most appropriate use and implementation of surveillance cameras in the schools, school buses and/or on school grounds, the District-wide Safety Committee’s/Team’s recommendation will be guided by, at a minimum, the following considerations:

- Demonstrated need for the device at designated locations;
- Appropriateness and effectiveness of proposed protocol;
- The use of additional, less intrusive, means to further address the issue of school safety (e.g. restricted access to buildings, use of pass cards or identification badges, increased lighting, alarms);
- Expense involved installing and maintaining the use of surveillance cameras at designated locations, including school buses and/or on school grounds;
- The possibility of linking “live” the video surveillance system with local law enforcement monitoring.

Any video recording used for surveillance purposes in school buildings, school buses and/or on school property, shall be the sole property of the District; and the Superintendent or his/her designee will be the custodian of such recordings. All recordings will be stored on the hard drive for up to 23 days. If it is necessary to download any file it will be stored on CD-ROM and secured to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations. Requests for viewing a video recording must be made in writing to the Superintendent or his/her designee and, if the request is granted, such viewing must occur in the presence of the District’s designated custodian of the recording. Under no circumstances will the District’s video recording be duplicated and/or removed from District premises unless in accordance with a court order and/or subpoena.

## Students

### Conduct

#### Video Surveillance (continued)

Appropriate signage will be posted at entrances to the school campus and/or at major entrances into school buildings notifying students, staff and the general public of the District's use of surveillance cameras.

Students and staff will receive additional notification, as appropriate, regarding the use of surveillance cameras in the schools, school buses and/or on school grounds. Such notification may include, but is not limited to, publication in the District calendar, employee handbook, and student handbook. Such notification does not preclude, as deemed appropriate by administration, the discussion of the use of surveillance cameras with staff and students to heighten awareness and help foster a sense of security.

(cf. 4112.6/4212.6 – Personnel Records)

(cf. 5125 – Student Records)

(cf. 5131.1 – Bus Conduct)

(cf. 5131.11 – Video Cameras on School Buses)

(cf. 5131.5 – Vandalism)

(cf. 5145.12 – Search and Seizure)

Legal Reference: Family Educational Rights and Privacy Act, sec. 438, 20 U.S.C. sec. 1232g (1988).

#### Policy adopted:

cps 4/08

rev 4/13

*An administrative regulation to consider/modify.*

## **Students**

### **Conduct**

#### **Video Surveillance**

##### **Video Surveillance System Operation**

1. The Board or its administrators may use video surveillance: 1) to monitor and protect District property; 2) to foster the safety and security of students, staff, and visitors while at work or participating in school functions; 3) in response to specific inquiries and proceedings relating to law enforcement; and 4) when warranted, for specific student discipline. Videotapes may not be used for any other purposes.
2. Video cameras will be utilized on school grounds and on buses as recommended by building administration and approved by the Superintendent. The District shall notify students, staff, and the public that video surveillance may occur on school property. Such notification will occur through incorporation in the school parent/student handbooks, District and school websites and through clearly written signs displayed near the main entrance of each school. Cameras may only be installed on buses with prior notice to drivers.
3. Video recording equipment will be installed prominently. Equipment should not monitor areas where the students, employees and public have a reasonable expectation of privacy, such as locker rooms and adult and student restrooms. Video recording equipment may be in operation 24 hours per day, and monitored "live" by local law enforcement personnel.
4. The use of video surveillance equipment on school grounds shall be supervised and controlled by the building Principal and/or School Resource Officer and on the school buses by the Superintendent or Transportation Supervisor. The building Principal operates the system and maintains the recordings. Any further delegation should be limited and should include only administrative staff.
5. Video recordings should only be reviewed where there is a need to do so, either because an incident has been reported or is suspected to have occurred. Examples of such include, but are not limited to: incidents of property damage, theft, trespassing, personal injury, or student, staff or visitor altercations, etc.
6. Administrative staff and School Resource Officer assigned to the video surveillance system will be required to review and apply these regulations in performing their duties and functions related to operation of the system. All staff and students shall be made aware of the Board's video surveillance policy. The regulations shall be incorporated into training and orientation programs. It shall be the responsibility of the Superintendent and school administration to review and update the regulations periodically.

## **Students**

### **Conduct**

#### **Video Surveillance**

##### **Video Surveillance System Operation (continued)**

7. Audio shall not be a part of the video recordings made, reviewed, or stored by District staff.
8. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or video camera equipment and will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with District policies.
9. The District shall provide reasonable safeguards including, but not limited to, password protection, well managed firewalls and controlled physical access to protect the surveillance system from hackers, unauthorized users and unauthorized use.
10. Video monitors shall be located in administrative offices at the school. Video monitors shall not be located in an area that enables public viewing. Local law enforcement personnel shall also have the ability to monitor the system. Parental requests to inspect video surveillance must be made in writing.
11. Video surveillance equipment will be used in accordance with all Board of Education policies including the District's nondiscrimination policy.

##### **Storage/Security**

1. Video recordings will be stored for a minimum of five school days after initial recording, where upon if the Principal and/or designee know no reason for continued storage, such recordings will be released for erasure. The vehicle for storage will be dependent upon the type of system installed, which could vary from school to school and with the introduction of new technology.
2. Video recordings held for review of property or student incidents will be maintained in their original form pending resolution. Recordings will then be released for erasure, copied for authorized law enforcement agencies, or retained as necessary as part of the student's record in accordance with established procedures and applicable law.

## Students

### Conduct

#### Video Surveillance (continued)

#### Requests to View Video Surveillance

Requests to review video recordings shall comply with all applicable state and federal laws and with Board Policy. All requests for review of video recordings that are considered an educational record will be as follows:

1. All viewing requests must be submitted in writing. Requests for viewing will be limited to those parents/guardians, students and/or District officials with a direct interest in the proceedings as authorized by the Principal and only the portion of the video recording concerning the related specific incident will be made available for viewing.
2. Written requests for viewing may be made to the Principal within five school days of the date of recording. (note: The number of days may need to be altered based upon the system used by the district.)
3. Approval/denial for viewing will be made within five school days of receipt of the request and so communicated to the requesting individual. (note: same as #2)
4. Video recordings will be made available for viewing within three school days of the request approval.
5. Actual viewing will be permitted only at school-related sites including the school buildings, or District office.
6. All viewing will include the building Principal or his/her designee.
7. A written log will be maintained of those viewing video recordings including the date of viewing, reasons for viewing, date the recording was made, location at school or central office, and signature of the viewer.
8. Video recordings will remain the property of the District and may be reproduced only in accordance with the law, including applicable Board policy and regulations.
9. Time lines may be altered for requests for viewing which arise at the end of a school year or prior to vacation periods.

#### Student Records

1. Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws and District Board policies related to record maintenance and retention.
2. Parents/students and the public will not be specifically notified when a video camera is in use.

#### Regulation approved:

cps 4/08

rev 4/13

**Video Surveillance Notification to Post on School Property**

The Board of Education has authorized the use of electronic surveillance systems on school property and on school buses transporting students. The system will be used to monitor student behavior and building visitors in order to promote and maintain a safe and secure environment for all students and staff. Students and parents are hereby notified that the content of the surveillance system may be used in a student disciplinary proceeding. Surveillance content will be routinely erased on a periodic basis or be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view surveillance contents used in a disciplinary proceeding involving their child.

In addition, visitors to the school site should be aware that local law enforcement officials monitor the video surveillance

*A mandated policy to consider.*

## Students

### Weapons and Dangerous Instruments

The Board of Education determines that possession, concealment, and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district. Possession and/or use of any dangerous or deadly weapon, firearm, or destructive device in any school building on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited.

Such weapons include but are not limited to any pistol, revolver, rifle, shotgun, air gun or spring gun; slingshot; bludgeon; brass knuckles or artificial knuckles of any kind; knives having a blade of greater than two inches, any knife the blades of which can be opened by a flick of a button or pressure on the handle, or any pocketknife where the blade is carried in a partially opened position; martial arts weapon; destructive device.

**Alternate language:** A “dangerous weapon” is any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious injury. A “deadly weapon” is any instrument, article or substance specifically designed for and presently capable of causing death or serious injury.

Pursuant to federal law, the term firearm includes, but is not limited to, any weapon designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or destructive device. A student who violates this policy will be reported to law enforcement authorities.

A “destructive device” is considered any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

The possession or use of any such weapon or devices will require that the proceedings for the suspension and/or expulsion of the student involved will be initiated immediately by the principal. If the student is found to have possessed a firearm or other dangerous weapon as defined in Connecticut General Statutes 53a-3 in violation of 29-35 or 53-206, in or on the real property of a school or at any school activity as defined in Connecticut General Statutes 10-233a, he/she must be expelled for one calendar year. The Board of Education or hearing board may modify the period of expulsion on a case by case basis. To comply with federal law, any finding of an exception shall be reduced to writing. All legal restrictions and requirements will be adhered to pertaining to special education students.

The Board shall consider a student's conduct off school grounds that is seriously disruptive of the educational process or is violative of publicized policies of the Board as grounds for expulsion.

## Students

### Weapons and Dangerous Instruments (continued)

*Additional optional language to consider:*

Weapons under the control of law enforcement personnel are permitted. The Superintendent may authorize other persons to possess weapons for courses, programs and activities approved by the District and conducted on District property.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone" is defined by federal law, means in/on school grounds or within 1,000 feet of school grounds.

"Gun-Free School Zone" signs will/may be posted in cooperation with city/town officials as appropriate. Violations, unless otherwise excepted by law or this policy, shall be reported to the appropriate law enforcement agency.

(cf. 5114 - Suspension/Expulsion)

(cf. 5145.12 - Search and Seizure)

Legal Reference: Connecticut General Statutes  
 10-221 Boards of education to prescribe rules.  
 10-233a through 10-233f - Expulsion as amended by PA 95-304  
 53a-3 Definitions.  
 53a-217b - Possession of firearms and deadly weapons on school grounds  
 53-206 Carrying and sale of dangerous weapons.  
 PA 94-221 An Act Concerning School Discipline and Safety.  
 Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q)  
 (2006)  
 GOALS 2000: Educate America Act  
 18 U.S.C. 921 Definitions.  
 USCA 7151 – No Child Left Behind Act  
 Youth Handgun Safety Act, 18 U.S.C. §§ 922(x), 924(a)(6) (2006)  
 Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7117

Policy adopted:

rev 5/03

rev 4/13

*A recommended policy approach to consider.*

## **Students**

### **Crisis Response**

#### **Crisis Management Plan (Emergencies and Disaster Preparedness Plan)**

It is the policy of the \_\_\_\_\_ Board of Education (Board) to maintain a safe, orderly, civil, and positive learning environment, and to be prepared, in so far as possible, to prevent and respond to unexpected crises quickly and appropriately. While the very nature of a crisis may make preparation difficult, the Board believes that staff and students should be ready to respond quickly and appropriately to emergency situations.

The Board of Education recognizes that all District staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster.

The Superintendent or designee shall develop and maintain an emergency disaster preparedness and response plan and administrative procedures which details provisions for responding handling to emergencyies situations and disasters and the role that local emergency service providers shall play in crisis preparedness and incident management, and which shall be included in the District's comprehensive school safety plan. This shall include the establishment of a school crisis team and consultation and cooperation with law enforcement, fire department, and emergency rescue squads to create a community public service committee.

Examples of school crises include, but are not limited to, fire, bus accidents, nuclear disaster, criminal acts, civil disturbances, disease epidemic, physical injury, death, presence of intruders on school premises, hazardous material spills, weather-related emergencies, natural disasters, bomb threats, or terrorist activities.

or

In developing the District and school emergency plans, the Superintendent or designee shall collaborate with local and state emergency responders, including local public health administrators.

The Superintendent or designee shall also develop and maintain emergency plans for each school site.

*Note: The U.S. Department of Education has published Practical Information on Crisis Planning, which is available on its web site, to provide guidance for schools in developing crisis plans. This document recommends that districts work with city and county emergency planners to help integrate resources and that school staff participate in local emergency planning so that the district perspective is addressed by the local government. In addition, as part of the Pandemic Influenza Planning Checklist, the U.S. Department of Health and Human Services and the Centers for Disease Control and Prevention recommend that local public health administrators be involved in the district's planning process.*

## Students

### Crisis Response

#### Crisis Management Plan (Emergencies and Disaster Preparedness Plan) (continued)

The Superintendent or designee shall use state-approved Standardized Emergency Management System guidelines, be compliant with the National Incident Management System (NIMS), and incorporate the National Incident Command System when updating district and site-level emergency and disaster preparedness plans.

The crisis management plan shall be developed within the context of the four recognized phases of crisis management:

- **Mitigation/Prevention** addresses what schools and the district can do to reduce or eliminate the risk to life and property.
- **Preparedness** focuses on the process of planning for the worst case scenario.
- **Response** is devoted to the steps to take during a crisis.
- **Recovery** pertains to how to restore the learning and teaching environment after a crisis.

Crisis management must be viewed as a continuous process in which all phases of the plan are being reviewed and revised. The plan must be continuously updated based upon experience, research and changing vulnerabilities.

Schools shall collaborate closely with law enforcement, fire and emergency services personnel and community partners, including public health and mental health professionals who can assist with the development of a plan that addresses a wide range of crises.

The District crisis response team is responsible for:

- Initiating, building and maintaining relationships with community partners;
- Conducting safety and security needs assessments;
- Establishing and updating the emergency management plan;
- Assisting in the establishment of individual school-based crisis response teams, to include community partners and school-based personnel; and
- Developing training activities and conducting emergency exercises to support and improve the plan.

At a minimum, school and school district emergency management plans shall outline procedures for faculty, staff and students for the following three primary responses:

- **Evacuation** when it is safer outside the school than it is inside the school.
- **Lockdown** when there is an immediate threat of violence in, on or in the vicinity of the school.
- **Shelter-in-place** when students and staff must remain in a school building for extended periods of time during an event such as a chemical spill or terrorist attack.

## Students

### Crisis Response

#### Crisis Management Plan (Emergencies and Disaster Preparedness Plan) (continued)

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs.

**Note:** The Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center is a hub of information and services available to assist in emergency management planning and preparedness. The website is <http://rems.ed.gov>.

- (cf. 5141.22 – Communicable/Infectious Diseases)
- (cf. 5142 – Student Safety)
- (cf. 6114 – Emergencies and Disaster Preparedness)
- (cf. 6114.6 – Emergency Closings)
- (cf. 6114.8 – Pandemic/Epidemic Emergencies)

- Legal Reference:
- Connecticut General Statutes
  - 10-154a Professional communications between teacher or nurse and student.
  - 10-207 Duties of medical advisors.
  - 10-209 Records not to be public.
  - 10-210 Notice of disease to be given parent or guardian.
  - 10-221 Boards of education to prescribe rules.
  - 19a-221 Quarantine of certain persons.
  - 52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.
  - The Family Educational Rights and Privacy Act of 1974, (FERPA), 20 U.S.C. 1232g, 45 C.F.R. 99.

#### Policy adopted:

cps 1/07  
rev 4/13

*An administrative regulation to accompany this policy. This administrative regulation is not a crisis management plan but contains the issues local districts must address in developing a plan or in the recommended review of an existing plan. (This is a reworking of our previous sample.)*

## **Students**

### **Crisis Response**

#### **Crisis Management Plan (Emergencies and Disaster Preparedness Plan)**

##### **Components of the Plan**

*Note: The following administrative regulation must be modified to reflect district practice and the unique needs of each school and district.*

The Superintendent or designee shall ensure that District and school site plans address, at a minimum, the following types of emergencies and disasters:

1. Fire on or off school grounds which endangers students and staff.
2. Natural disasters.
3. Environmental hazards.
4. Attack or disturbance, or threat of attack or disturbance, by an individual or group.
5. Bomb threat or actual detonation.
6. Biological, radiological, chemical, and other activities, or heightened warning of such activities.
7. Medical emergencies and quarantines, such as a pandemic influenza outbreak.

*Note: As part of its Pandemic Influenza Planning Checklist, the U.S. Department of Health and Human Services and the Centers for Disease Control and Prevention recommend that a district's emergency and disaster preparedness plan include procedures for dealing with medical emergencies, such as a pandemic flu outbreak.*

The Superintendent or designee shall ensure that the District's procedures include strategies and actions, which are compliant with the National Incident Management System (NIMS) used by all first responders at all levels, for prevention/mitigation, preparedness, response and recovery, including, but not limited to, the following:

1. Regular inspection of school facilities and equipment and identification of risks.
2. Instruction and practice for students and employees regarding emergency plans, including:
  - a. Training of staff in first aid and cardiopulmonary resuscitation.
  - b. Regular practice of emergency procedures by students and staff.

## **Students**

### **Crisis Response**

#### **Crisis Management Plan (Emergencies and Disaster Preparedness Plan)**

##### **Components of the Plan (continued)**

3. Specific determination of roles and responsibilities of staff during a disaster or other emergency, including determination of:
  - a. The appropriate chain of command at the District and, if communication between the District and site is not possible, at each site. (Use of the National Incident Command System)
  - b. Individuals responsible for specific duties.
  - c. Designation of the Principal for the overall control and supervision of activities at each school during the emergency, including authorization to use his/her discretion in situations which do not permit execution of prearranged plans.
  - d. Identification of at least one person at each site who holds a valid certificate in first aid and cardiopulmonary resuscitation.
  - e. Assignment of responsibility for identification of injured persons and administration of first aid.
  
4. Personal safety and security, including:
  - a. Identification of areas of responsibility for supervision of students.
  - b. Procedures for evacuation of students and staff, including posting of evacuation routes.
  - c. Procedures for release of students, including a procedure to release students when reference to the emergency card is not feasible.
  - d. Identification of transportation needs, including a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety.
  - e. Provision of a first aid kit to each classroom.
  - f. Arrangements for students and staff with special needs.
  - g. Upon notification that a pandemic situation exists, adjustment of attendance policies for students and sick leave policies for staff with known or suspected pandemic influenza or other infectious disease.
  
5. Closure of schools, including an analysis of:
  - a. The impact on student learning and methods to ensure continuity of instruction.
  - b. How to provide for continuity of operations for essential central office functions.

## **Students**

### **Crisis Response**

#### **Crisis Management Plan (Emergencies and Disaster Preparedness Plan)**

##### **Components of the Plan (continued)**

6. Communication among staff, parents/guardians, the Board of Education, other governmental agencies, and the media during an emergency, including:
  - a. Identification of spokesperson(s).
  - b. Development and testing of communication platforms, such as hotlines, telephone trees, and web sites.
  - c. Development of methods to ensure that communications are, to the extent practicable, in a language and format that is easy for parents/guardians to understand.
  - d. Distribution of information about District and school site emergency procedures to staff, students, and parents/guardians.
7. Cooperation with other state and local agencies, including:
  - a. Development of guidelines for law enforcement, fire department, and medical emergency responder involvement and intervention.
  - b. Collaboration with the local health department, including development of a tracking system to alert the local health department to a substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease.
8. Steps to be taken after the disaster or emergency, including:
  - a. Inspection of school facilities.
  - b. Provision of mental health services for students and staff, as needed.

#### **Examples of Items to Consider for Crisis Management Plan In Relation to the Four Phases of Emergency Management for Schools**

##### **1. Prevention-Mitigation Phase**

- a. Prevention is the action schools and districts can take to decrease the likelihood that an event or crisis will occur.
- b. Mitigation actions are steps that eliminate or reduce the loss of life or property damage for events that cannot be prevented.
  - i. Assess and address the safety and integrity of facilities, security, culture and climate of the schools and is considered an ongoing process, directly linked to the other three phases.
  - ii. Correlate with bullying policy and school climate plan.
  - iii. Work with community partners to conduct an assessment of school buildings, grounds, and surrounding community.

## Students

### Crisis Response

#### Crisis Management Plan (Emergencies and Disaster Preparedness Plan)

##### Components of the Plan (continued)

- c. Examples of items to build into the crisis management plan:
  - i. Fencing hazardous areas.
  - ii. Anchoring outdoor equipment.
  - iii. Installing building access control measures (e.g. buzz-in systems, photo ID cards, security cameras, and alarm systems with multiple activation locations).
  - iv. Conducting school vulnerability assessments (e.g. campus entry points, buffer zones).
  - v. Establishing wellness programs.
  - vi. Correlate with policies pertaining to health, safety and security.

## 2. Preparedness Phase

- a. Preparedness is designed to strengthen the school community by coordinating with community partners through:
  - i. Developing an emergency plan and protocols
  - ii. Adopting the Incident Command System
  - iii. Addressing the needs of persons with disabilities
  - iv. Conducting staff training and drills.
- b. Elements to be addressed:
  - i. All-hazards emergency procedures
  - ii. Emergency supplies
  - iii. Incident Command System to facilitate effective response
  - iv. Student accountability procedures in the case of an emergency
  - v. Family reunification plans (contact information, notification procedures, appropriate identification)
  - vi. Training and exercises (tabletop exercises and full-scale exercises)
  - vii. Recovery planning
  - viii. Communication with the media and parents/guardians
  - ix. Annual review and revision

## 3. Response Phase

- a. Involves what must be done during response to an emergency:
  - i. Activating the crisis management plan and the Incident Command System
  - ii. Coordinating with first responders
  - iii. Adapting to an evolving situation
  - iv. Deciding on response strategies
  - v. Accounting to students-reunifying with parents/guardians
  - vi. Communicating with parents/guardians and the media

## Students

### Crisis Response

#### Crisis Management Plan (Emergencies and Disaster Preparedness Plan)

##### Components of the Plan (continued)

- b. Consideration of which primary response to use based upon the specifics and the severity of the situation:
  - i. Evacuation
  - ii. Lockdown
  - iii. Shelter in place
- c. Response Action: Evacuation
  - Use when locations outside the building are safer than inside the school.
  - Identify multiple evacuation routes in coordination with community partners.
  - Determine how teachers will account for students.
  - Ensure teachers, administrators and staff members have appropriate “Go-kits.”
- d. Response Action: Lockdown
  - i. Use when there is an immediate threat of violence in, or immediately around, the school.
  - ii. Lock all exterior doors.
  - iii. Ensure public safety officials can enter the building.
  - iv. Determine policy about closing blinds, turning off lights, use of status cards.
  - v. Staff and students to move to an area not visible from windows or doors.
- e. Response Action: Shelter-in-Place
  - i. Use when students and staff must remain indoors during an extended period of time.
  - ii. Close all windows and turn off all heating and air conditioning systems.
  - iii. Provide accommodations for eating, sleeping, and personal hygiene. Have staff activate family emergency plans.
  - iv. Provide communications to students and staff (plain language vs. codes).
  - v. Discourage external cellular communications by students and staff during emergencies.
  - vi. Provide for review/debriefing of the incident.

#### 4. Recovery Phase

- a. Designed to assist students, staff, and their families in the healing process and to restore educational operations in the schools.

## **Students**

### **Crisis Response**

#### **Crisis Management Plan (Emergencies and Disaster Preparedness Plan)**

##### **Components of the Plan (continued)**

- b. Four primary components to be addressed:
  - i. Physical/structural recovery
  - ii. Business/fiscal recovery
  - iii. Restoration of the learning environment
  - iv. Psychological/emotional recovery
- c. Issues to be addressed
  - i. Assessment and repair of facilities
  - ii. Possible need for alternate school sites
  - iii. Payroll and financial systems
  - iv. Record management
  - v. Returning normalcy to the school environment
  - vi. Identification of those needing psychological/emotion support and development of short and long-term interventions as needed

Regulation approved:

cps 1/07

rev 4/13

*A recommended policy to consider.*

## Students

### Student Safety

The Board of Education (Board) shall strive to build safe, supportive, and academically challenging school learning environments in partnership with students, staff members and families. The Board shall develop and adopt a mission statement that promotes a safe and secure environment for learning. Such mission statement shall emphasize respect, caring, and high academic achievement.

The Board shall ensure that all facilities, grounds, equipment, and vehicles meet acceptable injury and violence prevention standards for design, installation, use and maintenance.

Student safety shall be a priority of all school district personnel through close supervision of students in all school buildings and grounds and through special attention to:

1. Maintenance of safe school environments through conducting regular safety and hazard assessments of all school facilities, school grounds, sports-related equipment and vehicles used to transport students.
2. Safe practices by school personnel and students – particularly in instructional areas or in extracurricular activities presenting special hazards.
3. Development of school programs and activities consistent with appropriate abilities and limitations of students at each age level.
4. Offering safety education to students germane to particular subjects, such as laboratory courses in science, industrial arts, and health and physical education.
5. Appropriate first aid care for students in case of accident or sudden illness.
6. Adequacy of emergency response procedures at each school in the District (first aid, cardiopulmonary resuscitation, infection control security).
7. Development, adoption and implementation of a code of conduct and other appropriate rules that are designed to promote health and safety and prevent unintended injury, harassment, bullying and other forms of violence. Such code shall prohibit the use and possession of alcohol, tobacco and other drugs and weapons and dangerous instruments at school.
8. Training exercises for all school staff designed to help them maintain a positive climate for learning and to effectively enforce safety and discipline rules.
9. Requiring the District and its individual schools to have safety plans which serve as a guide to address the various safety needs in the school, such as lockdown procedures, evacuations, drills and safety protocols, and personnel assignments.
10. Conducting regular audits (at least annually) to evaluate and analyze the effectiveness of each school's safety and security plans. First responders, local law enforcement and the entire school community shall be involved in this process.

## Students

### Student Safety (continued)

11. Communicating with parents/guardians and community members about school-level emergency preparedness protocols to the greatest extent possible.
12. Providing regular training for all school employees on the Districts' school emergency management systems and protocols.
13. Creating a partnership between schools, local law enforcement and appropriate community agencies, including mental health, to prevent and reduce school violence.

#### *Optional language:*

*The Board shall establish an advisory committee to review specific policies, regulation, plans and procedures in order to ensure a comprehensive and effective program to increase student and staff awareness of safety and health issues and to review emergency response procedures at each school in the district. Members of the safety committee shall include a Board member, the Superintendent of Schools or his/her designee, appropriate school personnel, a high school student, parents, law enforcement personnel, first responders and other community representatives. All members shall be appointed by the Board.*

(cf. 0100 - Mission Statement)

(cf. 5131/5144/5114 - Conduct/Discipline/Suspension/Expulsion)

(cf. 5131.21 - Terroristic Threats/Acts of Violent Behavior)

(cf. 5131.6 - Drugs/Alcohol and Tobacco)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5131.911 - Bullying/Safe School Climate Plan)

(cf. 5141.21 - Administering Medications)

(cf. 5141.22 - Communicable and Infectious Diseases)

(cf. 5141.3 - Student Health Assessments and Immunizations)

(cf. 5141.4 - Child Abuse and Neglect)

(cf. 5141.5 - Suicide Prevention)

(cf. 5141.6 - Crisis Management Plan)

(cf. 6142.1 - Family Life and Sex Education)

(cf. 6114 - Emergencies and Disaster Preparedness)

(cf. 6114.7 - Safe Schools)

(cf. 6114.8 - Pandemic/Epidemic Emergencies)

Legal Reference: Connecticut General Statutes  
 PA 98-252 An Act Concerning Revisions to the Education Statutes.  
 10-220f Safety committee.

Policy adopted:

rev 4/13

*A sample regulation which is a crisis management plan to consider, which must be modified to fit the local situation.*

## **Students**

### **Student Safety**

#### **Procedures for Handling Crises, Emergencies**

The following guidelines are designed to ensure the health and safety of all \_\_\_\_\_ students during an emergency and/or crisis. The health and safety of students during a crisis require:

1. The immediate and effective response to the actual emergency if such an emergency has occurred on, in, or near school property during school hours (i.e., violent intruder, disruptive demonstration).
2. The immediate and effective response to the psychological trauma resulting from such an emergency.

The communication of accurate information is central to the effective response to the crisis or the trauma resulting from a crisis. The groups of people that require accurate information include the Superintendent/central administration, Principal/building administration, law enforcement and other first responders, staff, students, and parents/guardians. If the Superintendent/central administration first becomes aware of the emergency, they will then advise building administration. If the Principal/building administration first becomes aware they are to advise central administration. Depending on the emergency, it may be necessary to first contact law enforcement, fire personnel and other first responders. If staff first becomes aware, they will inform the Principal who will, in turn, advise the Superintendent/central administration (or first responders, depending upon the emergency). Staff, students and parents will require accurate and timely information.

The Principal shall determine whether the emergency requires the utilization of an evacuation, lockdown or shelter-in-place response.

The School Crisis Resource Team (SCRT) is an advisory team to the Principal/building administration. The SCRT is composed of: nurse, psychologist, social worker and other appointed by the Principal. (could also include a school resource officer)

#### **The Role of School Personnel**

The Principal of each school is responsible for developing a plan of action to be used in the event of an emergency and for providing the Superintendent with a copy. The plan should specify which members of the school staff will be responsible for notifying the appropriate administrative officers and the policy, if required, and which members will be assigned supervision of key areas of the school plant.

As part of the overall plan, the Principal must become acquainted with police department personnel who may serve the school for the purpose of developing effective communications and working relationships.

## **Students**

### **Student Safety**

#### **Procedure for Handling Crises and Emergencies**

##### **The Role of School Personnel (continued)**

If an emergency and/or crisis should occur on, in, or near the school site, the Principal or his or her designee must take the following action immediately:

Report the incident to the police if the situation in the Principal's judgment is serious enough to warrant police assistance.

Request emergency medical assistance if required.

Determine whether a lockdown, evacuation or shelter-in-place response is required and provide such information quickly to school staff and students.

In the event first responders (law enforcement, police) are called to the building, the National Incident Command System shall be utilized.

The Principal should be prepared to answer factual questions regarding the incident (e.g., who, when, where, how, etc.) to the news media. The Principal should not make statements to the news media unless he or she has had adequate time to assess the situation and checked with Superintendent or designee.

If an emergency and/or crisis is in progress, faculty and staff should make every effort to retain students under their immediate control (lock down, shelter-in-place, evacuation). Movement of classes should cease until the situation permits the orderly movement of students from class to class. Selected teachers and other key staff personnel should be assigned to supervise areas of major concern.

Additionally, the Principal should take the following steps:

Discourage students from using the school telephone, cellular telephones and other electronic devices and instruct office personnel to make calls to homes to report any emergencies which students may have.

Designate one person to answer all incoming calls and relate to callers the facts of the incident as the Principal instructs.

Prepare a written report of the incident as soon as possible. The report should be forwarded to the Superintendent.

Take the necessary follow-up action to carry out the administrative directives.

## **Students**

### **Student Safety**

#### **Procedure for Handling Crises and Emergencies (continued)**

##### **The Role of Police**

In the event a police officer is called to any public school to investigate an incident which involves a student enrolled in the school, he or she will determine the following:

- the nature of the incident under investigation;
- the extent of injuries, if any, and if the injuries sustained were a result of the incident under investigation;
- the extent of disciplinary action taken by the particular school regarding the incident.

In those cases where it is determined that the disturbance or incident is of a minor nature, the investigating officer will request that any form of disciplinary action be handled by the Principal.

If, however, it is determined that a felony has been committed or that a severe injury has occurred, the officer will initiate an immediate investigation and make arrests whenever possible.

If a police officer is called to investigate an emergency/crisis which involves an expelled student, a student on suspension, or a person who is not a student, the officer will determine:

- the nature of the incident being investigated;
- the extent of injuries, if any, and if the injuries sustained were a result of the incident being investigated;
- the action taken by the particular school regarding the incident.

If the officer determines that either a state or local law has been violated by a suspended or expelled student, the officer will immediately prepare a report of the incident and, in addition, take the necessary action to alleviate the situation.

In situations where the nature of a complaint by school personnel to police is trespassing (not to be confused with disturbing the peace, property damage, etc.), it is the prior responsibility of the school Principal to advise the trespasser that he or she is in violation and that he or she must immediately leave school property or the administrator will request police assistance. Police assistance should be summoned if the Principal's warning fails to cause the trespasser to leave or if the Principal is in doubt that the person so warned intends to leave the premises peacefully.

## Students

### Student Safety

#### Procedure for Handling Crises and Emergencies

##### The Role of Police (continued)

Upon the arrival of the police officer(s), a suspended or expelled student who is found to be trespassing will be arrested, and the name of the Principal or his or her designee will be used as the complainant in the offense report prepared by the investigating officer.

In the event of incidents which occur outside the jurisdiction of the school and its personnel, the investigating officer will complete an offense report and take the necessary action regardless of the enrollment status of the student.

Any ranking police officer at the scene of an incident may, at his or her discretion, change or modify any part of the police officer's procedure described in this section to suit the circumstances surrounding any particular incident with notification to his or her commanding officer.

##### Action Plan Format

1. The person in charge during a crisis event is the school Principal/or head teacher if Principal is not present. (unless the crisis event is such that first responders are called and the Incident Command System is activated)
2. The school safety management team will include the Principal,  
\_\_\_\_\_  
\_\_\_\_\_
3. The Superintendent, Police Department, Fire Department as needed will be alerted to the problem by the Principal and/or secretary.
4. The school office (unless the nature of the emergency prevents this) will serve as the command post for the crisis situation. The school secretary will log the events.
5. The school management safety team will meet quarterly to review the procedure to follow in case of a crisis.

##### Implementation of Procedures for Plan During Crisis

1. Mobilize team immediately.
2. Notify Superintendent and other agencies as needed.

## Students

### Student Safety

#### Procedure for Handling Crises and Emergencies

##### Implementation of Procedures for Plan During Crisis (continued)

3. Once assembled:
  - A. Collect/compare facts
  - B. Make early assessment of situation (Evacuate or lock down the school as appropriate)
  - C. Assign tasks
    1. Designate one person to answer all incoming calls and relate to callers the facts of the incident as the Principal or designee instructs.
  - D. Develop time schedule from available information
  - E. Be supportive
  - F. Maintain calm
  - G. Encourage flexibility
  
4. The Principal will announce "Code Blue" over the P.A. system. This code will set in motion the following crisis procedures.
  - A. All classes stay in their room until an all clear is indicated. (Lock Down)
  - B. Specials do not move classes if the emergency extends beyond the time the class period ends.
  - C. All teachers who do not have any classes assigned to them at the time immediately report to \_\_\_\_\_ to be ready to assist if called upon. If not called upon, they are to remain in \_\_\_\_\_ until an "all-clear" is indicated.
  - D. During this time, teachers in class are to run things as "usual". Teachers will lock their classroom door. Do not attempt to visit your neighbor, etc., to find out what is happening. As soon as possible, staff will be informed of the incident.
  - E. As an overall part of this procedure, all exterior doors in the building, except the office, will be locked after the arrival of the students. All traffic must go through the main door on arrival at the building. A video-surveillance, buzz-in system will be used for all school visitors.
  - F. All students/staff will remain in lock down until an "all clear" is given. The code will be "end code blue". The Principal will then announce to the students/staff the nature of the incident.
  - G. Prepare a written report of the incident as soon as possible. The report should be forwarded to the Superintendent.

## Students

### Student Safety

#### Procedure for Handling Crises and Emergencies

##### Implementation of Procedures for Plan During Crisis (continued)

5. Should the crisis occur during lunch and/or recess period the following will occur:

Previous plan of action 1-4 goes into effect.

If the students are:

#### **LUNCH:**

If a situation occurs during lunch time and/or noon recess:

- A. Students eating would remain in the cafeteria.
  - B. Their regular classroom teacher would report to the cafeteria to assist in their supervision as long as the emergency remains.
  - C. A regular classroom teacher, who may be on duty, will then report to his class at this time.
  - D. Any aides on duty are to remain there.
  - E. No other lunch shifts will begin until the emergency has passed.
6. If the children are out at play the school bell will ring for an extended period of time (Code Blue Bell).
- A. Students would line up IMMEDIATELY at their line up location.
  - B. Staff on duty would monitor the students as they line up for pick up.
  - C. Teachers would immediately pick up their children.
  - D. Return all students to their room and lock the door.
  - E. ALL exterior doors are to remain locked.
  - F. Students/staff would remain at their safe locations until the "all clear" - "End Code Blue" signal is given.
  - G. The Principal would then inform the students/staff of the nature of the emergency situation.

## Students

### Student Safety (continued)

#### Procedure for Handling Psychological Trauma Subsequent to a Crisis or Emergency

Subsequent to an emergency or crisis, the building Principal convenes the School Crisis Resource Team (SCRT). The SCRT acts as an advisory panel to the Principal. The initial objective of the SCRT is to gather all factual information relating to the emergency. The team then evaluates the impact of the crisis on staff and students and generates corrective strategies. The Director of Pupil Personnel Services will provide additional psychologists, social workers, nurses or other specialists to the effected schools as needed and/or requested.

The steps taken by the SCRT will depend upon the emergency. The following are provided as examples of SCRT activities and is not intended to be exhaustive.

#### Suggested SCRT procedures

- Delegate appropriate responsibilities among team members.
- Prepare and distribute a written statement of facts for staff.
- Decide where and when to share information with students.
- Develop special plans for classes directly affected.
- Meet with identified classes by room or in assembly to review facts, inform them of crisis counseling centers, discuss feelings, encourage them to be supportive of each other and discuss feelings with parents.
- Develop appropriate support systems within the school (e.g., counseling crisis centers, groups for students, staff).
- Prepare and distribute letter to send home to parents to let them know what is being done at school.
- Decide when it is appropriate to contact certain parents individually.
- Identify students who may be at risk.
- In cases of death, obtain funeral information and share it; plan memorial services. (It is suggested that, in the case of suicide, memorial services not be held in the school building.)
- Assess long-term effects on school.
- Schedule faculty meetings before and after school day. Guidelines for initial and follow-up faculty meetings are provided below.

It is important that staff receive accurate and timely information about the emergency or crisis. While a written statement of facts may be prepared for staff and distributed during the day, a faculty meeting should be held as quickly as possible. Additional faculty meetings should be held as needed.

## **Students**

### **Student Safety**

#### **Procedure for Handling Psychological Trauma Subsequent to a Crisis or Emergency (continued)**

##### **Guidelines for an Initial Faculty Meeting**

1. Distribute written statement of facts. Dispel rumors if necessary.
2. Inform faculty that all police and media contact concerning the crisis should be directed to the building administrator.
3. Announce funeral arrangements, if applicable.
4. Give faculty an opportunity to react, ask questions, and express feelings.
5. Give staff support, if needed. Encourage staff to be supportive of one another.
6. Discuss when and where students will be presented with the information. Address how the particularly affected classes will be handled.
7. Give teachers the option to have another staff person help with class discussions should they be uncomfortable doing it alone (e.g., guidance counselor, social worker, other crisis team member). Students can be allowed to vent feelings, if necessary and comfortable in class, but the goal is to return to normal routine in class and school as soon as possible.
8. Discuss and hand out guidelines for class discussion. Clinical staff person describes feelings students may be experiencing and offers suggestions on how to handle these.
9. Review warning signs.
10. Review how to access which students may be more at risk at the time of crisis.
11. Discuss the support systems that have been developed and the referral process.
12. Let staff know the plan for the school day.
13. Arrange for a follow-up faculty meeting.

##### **Guidelines for a Follow-Up Faculty Meeting**

1. Review the day, get feedback from staff.
2. Give staff an opportunity to share and express feelings.
3. Set up staff support group, if appropriate.
4. Gather names of students or classes needing additional support.
5. Discuss next steps to be taken.

The SCRT advises the Principal on which students require assistance and define the form of the assistance. A class discussion of the emergency is frequently important.

## **Students**

### **Student Safety**

#### **Procedure for Handling Psychological Trauma Subsequent to a Crisis or Emergency (continued)**

##### **Guidelines for a Class Discussion**

1. Prepare students for the serious nature of the information they are about to receive. State that you have something sad, unhappy, painful, or upsetting to tell them.
2. Announce the facts.
3. Allow students to react, discuss, and share feelings and possible fear for their own safety.
4. Ask students what they have heard prior to class meeting. Dispel rumors with honest, factual discussion. Share your feelings, if you are comfortable.
5. If you can't answer all of their questions, find out what they want to know. Follow up.
6. Listen to students, be supportive, and don't lecture or argue. Respect their responses; take them seriously.
7. Convey a feeling of acceptance for the different reactions expressed. Reactions may range from no reaction at all to degrees of sadness, loss, guilt, anger, or disbelief.
8. If students wish to discuss more than you are comfortable with, refer those students to designated staff or request some assistance for your class.
9. Let students know what support systems are available should they wish to talk further.
10. Encourage students to be supportive of each other and to aid each other in seeking help.
11. Refer students who are having strong reactions or who you feel are at risk to support staff. If necessary, ask for help or get another student to act as an escort.
12. Discuss ways in which students can express their feelings and concerns.
13. Help keep communication open. Encourage students to share feelings with their families.
14. Do not allow for glorification of the event. Particularly in the event of suicide, the staff should convey the true tragedy of the situation.

## **Students**

### **Student Safety**

#### **Procedure for Handling Psychological Trauma Subsequent to a Crisis or Emergency**

##### **Guidelines for a Class Discussion (continued)**

Crisis counseling may either be suggested by the SCRT or referred by the classroom teacher. The school psychologist, social worker and nurse are available to provide such services. Additional pupil personnel staff are available through the Director of Pupil Personnel Services. The Director of Pupil Personnel Services or his/her designee will coordinate staff.

Communication of factual information to parents is essential. All efforts will be made to accurately communicate with parents.

##### **Procedures for Handling School Bus Accidents**

Subsequent to a school bus accident, the building Principal or his/her designee must take the following action immediately:

- a. Notify the Superintendent of Schools
- b. Notify the Business Director
- c. Notify the Transportation Coordinator
- d. Call parents of students on bus/van

The bus driver will call the Bus Company and the police will be notified.

Upon resuming school, the building Principal will convene the School Crisis Resource Team (SCRT), if appropriate. The SCRT acts as an advisory panel to the Principal. The initial objective of the SCRT is to gather all factual information relating to the bus accident and evaluate the impact of the accident on students and staff and generate corrective strategies.

The building Principal will follow steps and procedures set forth under suggested SCRT procedures, guidelines for an initial faculty meeting and follow-up meeting, as well as guidelines for a class discussion.

**Students**

**Student Safety**

**Procedure for Handling Psychological Trauma Subsequent to a Crisis or Emergency**  
(continued)

**Resource Services School System**

Superintendent	List Telephone Numbers
Assistant Superintendent	
Special Services	
Transportation	
Business Services	
Human Resources	

**County Agencies** List Telephone Numbers

Police Department

Fire Department/Emergency

Department of Human Services

Regulation approved:

cps 4/13

*A sample policy to consider.*

## **Students**

### **Safety**

#### **School Resource Officer**

In order to make schools more orderly, safer and secure, the district [will] [may] employ police officers to deliver security services as school resources officers (SROs).

The utilization of school resource officers in district schools is to accomplish the following goals:

- To provide a safe learning environment and help reduce school violence.
- To improve school/law enforcement collaboration.
- To improve perceptions and relations among students, staff and law enforcement officials.
- To collaborate with designated members of the school and District staff and with local law enforcement, fire service, public safety and emergency management agencies, and parents/guardians in the development of school safety/crisis plans.

#### **Alternative language:**

It is understood and agreed that the Board of Education and the Police Department officials share the following goals and objectives with regard to the School Resource Officer (SRO) Program in the schools:

1. To foster educational programs and activities that will increase student's knowledge of and respect for the law and the function of law enforcement agencies;
2. To encourage SROs to attend extra-curricular activities held at schools, when possible;
3. To act swiftly and cooperatively when responding to major disruptions and flagrant criminal offenses at school, such as: disorderly conduct by trespassers, the possession and/or use of weapons on campus, the sale and/or distribution of controlled substances, and riots;
4. To report serious crimes that occur on campus and to cooperate with the law enforcement officials in their investigation of crimes that occur at school; and
5. To cooperate with law enforcement officials in their investigations of criminal offenses which occur off campus.
6. To be involved in the development of District and school safety/crisis plans.

## Students

### Safety

#### School Resource Officer (continued)

Duties include, but are not limited to:

1. The observation and reporting of any unlawful act;
2. The prevention of theft or misappropriation of any item of value;
3. The control of access to premises being protected;
4. The maintenance of order and safety at public activities;
5. Protection of District property, students, staff and persons and property on or about District property or while attending district-sponsored activities.

#### Optional Language:

6. [Investigating and documenting specific incidents;]
7. [Assistance in identifying, intervening and communicating with at-risk students;]
8. [Provision of crime prevention education;]
9. [Promotion of a positive student attitude towards law enforcement;]
10. [Operating as a liaison between the community and the District.]

The Superintendent of Schools will develop administrative regulations as necessary to implement this policy.

#### Alternative language:

The Board will work in cooperation with the law enforcement agency/police department in the placement of school resource officers in its high/middle/elementary schools. The objectives and qualifications of resource officers will be determined by the police department and shall be subject to approval by the Board.

- (cf. 5114 – Suspension/Expulsion; Student Due Process)
- (cf. 5131 – Student Conduct)
- (cf. 5131.2 – Assault)
- (cf. 5131.21 – Terrorist Acts/Threats)
- (cf. 5131.4 – School Grounds Disturbances)
- (cf. 5131.41 – In-School Disturbances)
- (cf. 5131.5 – Vandalism)
- (cf. 5131.6 – Drugs, Tobacco, Alcohol)
- (cf. 5131.61 – Inhalant Abuse)
- (cf. 5131.612 – Surrender of Physical Evidenced Obtained from Students)

## Students

### Safety

#### School Resource Officer (continued)

- (cf. 5131.7 – Weapons and Dangerous Instruments)
- (cf. 5131.8 – Off School Grounds Misconduct)
- (cf. 5131.9 – Gang Activity or Association)
- (cf. 5141.6 – Crisis Management)
- (cf. 5142 – Safety)
- (cf. 5144 – Use of Physical Force)
- (cf. 5145.11 – Questioning and Apprehension)
- (cf. 5145.12 – Search and Seizure)
- (cf. 5145.121 – Vehicle Searches on School Grounds)

- Legal Reference:** Connecticut General Statutes
- 4-176e through 4-180a. Contested Cases. Notice. Record.
  - 10-233a through 10-233f. Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, and PA 98-139.
  - 53a-3 Definitions.
  - 53a-217b Possession of Firearms and Deadly Weapons on School Grounds.
  - PA 94-221 An Act Concerning School Discipline and Safety.
  - GOALS 2000: Educate America Act, Pub. L. 103-227.
  - 18 U.S.C. 921 Definitions.
  - Title III - Amendments to the Individuals with Disabilities Education Act.
  - Sec. 314 (Local Control Over Violence)
  - Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994.
  - P.L. 105-17 The Individuals with Disabilities Act, Amendment of 1997.
  - Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.*

#### Policy adopted:

cps 2/02  
rev 4/13

## **Students**

### **Safety**

#### **School Resource Officer**

##### **Duties - Example One:**

1. To prevent juvenile delinquency through close contact with students and school personnel.
2. To establish liaison with school principals, faculty and students.
3. To establish and maintain liaison with school security personnel and other SROs assigned to school campuses.
4. To inform the students of their rights and responsibilities as lawful citizens.
5. To provide liaison between students and social agencies which provide needed services.
6. To act as a liaison resource to the Principal in investigating criminal law violations occurring in the school or on school property.
7. To assist administration and faculty in formulating criminal justice programs.
8. To formulate educational crime prevention programs to reduce the opportunity for crimes against persons and property in the schools.
9. To participate in meetings of the parent-teacher associations as requested.
10. To participate in campus activities, student organizations, and athletic events when invited and feasible.
11. To be aware at all times of the responsibility to improve the image of the uniformed law enforcement officer in the eyes of the students and the community.

##### **Duties - Example Two:**

1. Abide by school board policies and shall consult with and coordinate activities through the school principal but shall remain fully responsive to the chain of command of the law enforcement agency in all matters relating to employment and supervision.
2. Develop expertise in presenting various subjects; particularly in meeting federal and state mandates in drug abuse prevention education and shall provide these presentations at the request of school personnel in accordance with the established curriculum.

## **Students**

### **Safety**

#### **School Resource Officer**

##### **Duties - Example Two: (continued)**

3. Encourage individual and small group discussions about law enforcement related matters with students, faculty and parents.
4. Refrain completely from functioning as a school disciplinarian. The School Resource Officer is not to be involved in the enforcement of disciplinary infractions that do not constitute violations of the law.
5. Attend meetings of parent and faculty groups to solicit their support and understanding of the School Resource Officer Program and to promote awareness of law enforcement functions.
6. Serve as a member of the School Student Services Committee and will be familiar with all community agencies that offer assistance to youths and their families such as mental health clinics, drug treatment centers, etc.
7. Confer with the Principal to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students at school related activities.
8. Perform duties as determined by the Principal other than those regularly assigned to school personnel such as lunchroom or hall duty. (Nothing herein is intended to preclude the SRO from being available in areas where interaction with students is expected.)
9. Abide by school board policy and applicable law concerning interviews should it be necessary to conduct formal law enforcement interviews with students or staff on school property or at school functions under the jurisdiction of the Board.
10. Take law enforcement action as necessary and notify the Principal of the school as soon as possible; whenever applicable advise the Principal before requesting additional enforcement assistance on campus and undertake all additional law enforcement responsibilities at the Principal's direction.
11. Give assistance to officers in matters regarding the duties of SROs whenever necessary.
12. In order to assure the peaceful operation of school-related programs, SROs will whenever possible, participate in or attend school functions.

## **Students**

### **Safety**

#### **School Resource Officer**

##### **Duties - Example Two: (continued)**

13. Reaffirm their roles as law enforcement officers by wearing their uniforms, unless doing so would be inappropriate for scheduled school activities. The uniform will also be worn at events where it will enhance the image of officers and their ability to perform their duties.
14. Coordinate with the Principal and be responsible for law enforcement and security activity at extra-curricular events as determined by the Principal.
15. Serve as a member of the School/District Safety Advisory Committee, be familiar with all community agencies that offer assistance to youths and their families such as mental health clinics, drug treatment centers, etc., and assist in the development and implementation of safety/crisis plans for the District and individual schools.

##### **Duties - Example Three:**

1. To protect lives and property for the citizens and public school students.
2. To enforce Federal, State and local criminal laws and ordinances, and to assist school officials with the enforcement of Board of Education policies and administrative regulations regarding student conduct.
3. To counsel public school students in special situations, such as students suspected of engaging in criminal misconduct, when requested by the Principal or the Principal's designee or by the parents/guardians of the student.
4. To investigate criminal activity committed on or adjacent to school property.
5. To answer questions that students may have about Connecticut criminal or juvenile law.
6. To assist other law enforcement officers with outside investigations concerning students attending the school(s) to which the SRO is assigned.
7. To provide security during the regular school day and for special school events or functions at the request of the Principal or his/her designee.

## **Students**

### **Safety**

#### **School Resource Officer (continued)**

#### **Duties - Example Four: (An expanded version of Example Two)**

1. Abide by Board policies and shall consult with and coordinate activities through the Principal but shall remain fully responsive to the chain of command of the law enforcement agency in all matters relating to employment and supervision.
2. Refrain completely from functioning as a school disciplinarian. If the Principal or his/her designee believes an incident is a violation of the law, he/she shall contact the School Resource Officer who shall then determine whether law enforcement action is appropriate.
3. Develop expertise in presenting various subjects such as understanding the laws, the police officers and the police mission.
4. Encourage individual and small group discussions about law enforcement related matters with students, faculty and parents/guardians.
5. Attend meetings of parent and faculty groups to solicit their support and understanding of the Police School Resource Program and to promote awareness of law enforcement functions.
6. Make themselves available for conferences with students, parents, and faculty members to assist them with problems of a law enforcement or crime prevention nature. (Nothing herein requires that confidential information obtained be disclosed.)
7. Serve as a member of the School Student Services Committee and will be familiar with all community agencies which offer assistance to youths and their families such as mental health clinics, drug treatment centers, etc., and may make referrals when appropriate.
8. Confer with the Principal to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students at school-related activities.
9. Perform duties as determined by the Principal other than those regularly assigned to school personnel such as lunchroom or hall duty. (Nothing, herein, is intended to preclude the SROs from being available in areas where interactions with students is expected.)

## **Students**

### **Safety**

#### **School Resource Officer**

##### **Duties - Example Four: (continued)**

10. Abide by Board policy concerning interviews should it become necessary to conduct formal police interviews with students or staff on property or at school functions under jurisdiction of the public schools.
11. Take law enforcement action as necessary and notify the Principal of the school as soon as possible; whenever practicable advise the Principal before requesting additional enforcement assistance on campus and undertake all additional law enforcement responsibilities at the Principal's direction.
12. Given assistance to police officers in matters regarding the duties of Resource Officers whenever necessary.
13. Promote citizen awareness of law enforcement efforts, to assure the peaceful operation of school-related programs, and to build support with students, Police School Resource Officers, will whenever possible participate in or attend school functions.
14. Reaffirm their roles as law enforcement officers by wearing their uniforms, unless doing so would be inappropriate for scheduled school activities. (The uniform will also be worn at events where it will enhance the image of the officers and their ability to perform their duties.)
15. Coordinate with the Principal for extra duty security and be responsible for security and law enforcement activity at extra-curricular events as determined by the Principal.
16. File reports as required by the county Juvenile Task Force.
17. Obtain approved purchase order from the county Juvenile Task Force before charging materials or supplies.

*Another version of this policy to consider.*

## Students

### Safety

#### School Resource Officer

The Board Supports the assignment of School Resource Officers to schools in \_\_\_\_\_, as appropriate, and with Board approval.

The Superintendent should ensure that guidelines are established regarding the role of the School Resource Officer(s). These guidelines should include at a minimum:

- A protocol for police access to and intervention with students;
- A plan to communicate the role of the School Resource Officer to staff, students and parents;
- A plan to annually assess the success of the School Resource Officer program which will be presented to the Board;
- A plan to ensure appropriate data is collected, analyzed and reported on at least an annual basis to the Board.
- A plan pertaining to the involvement of the School Resource Officer in enhancing school building security.

#### Legal Reference:

Connecticut General Statutes

4-176e through 4-180a. Contested Cases. Notice. Record.

10-233a through 10-233f. Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, and PA 98-139.

53a-3 Definitions.

53a-217b Possession of Firearms and Deadly Weapons on School Grounds.

PA 94-221 An Act Concerning School Discipline and Safety.

GOALS 2000: Educate America Act, Pub. L. 103-227.

18 U.S.C. 921 Definitions.

Title III - Amendments to the Individuals with Disabilities Education Act.

Sec. 314 (Local Control Over Violence)

Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994.

P.L. 105-17 The Individuals with Disabilities Act, Amendment of 1997.

*Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.*

#### Policy adopted:

cps 6/10

rev. 4/13

*A sample regulation to consider/modify.*

## **Students**

### **Safety**

#### **School Resource Officer**

The School Resource Officer (SRO) provides a visible presence in the District's schools allowing students to develop a trust with law enforcement while linking district and community safety concerns and making District property inhospitable to criminals.

**The duties of the SROs shall include, but not be limited to:** *(also see appendix to the Policy for a listing of possible duties.)*

1. The observation and reporting of any unlawful act;
2. The prevention of theft or misappropriation of any item of value;
3. The control of access to premises being protected;
4. The maintenance of order and safety at public activities;
5. Protection of District property, students, staff and persons and property on or about district property or while attending district-sponsored activities.
6. [Investigating and documenting specific incidents;]
7. [Assistance in identifying, intervening and communicating with at-risk students;]
8. [Provision of crime prevention education;]
9. [Promotion of a positive student attitude towards law enforcement;]
10. [Operating as a liaison between the community and the District.]

#### **Training of School Resource Officers will include the following areas:**

1. The law regarding arrest;
2. Search and seizure;
3. Appropriate use of force;
4. Fire detection and reporting of safety issues;
5. Notification of public authorities;
6. Reporting of incidents and preparation of necessary reports;
7. Deportment and ethics;
8. Knowledge of criminal and school law;
9. District policies and regulations;
10. Knowledge of the National Incident Management System (NIMS) and the National Incident Command System.
11. First aid and CPR; and
12. Self-defense tactics.

## **Students**

### **Safety**

#### **School Resource Officer (continued)**

The basic qualifications of School Resource Officers shall include the following:

1. Shall be a commissioned officer with a minimum of two years of law enforcement experience;
2. Shall possess a sufficient knowledge of all applicable Federal and State laws and Board of Education policies and regulations;
3. Shall be capable of conducting in depth criminal investigations;
4. Shall possess an even temperament and be able to set a good example for students; and
5. Shall possess communication skills that would enable the officer to function effectively within the school environment.

#### **Chain of Command:**

As employees of the Police Department, SROs shall follow the chain of command as set forth in the Police Department's policies and procedure manual.

In the performance of their duties, SROs shall coordinate and communicate with the Principal or his/her designee of the school to which they are assigned.

#### **Dress Code:**

SROs shall/shall not be required to wear a departmental issued uniform.

#### **Transporting Students:**

SROs shall not transport students in their vehicles except:

- When the students are victims of a crime, under arrest, or some other emergency circumstances exist; and
- When students are suspended and sent home from school pursuant to school disciplinary actions if the student's parent or guardian has refused or is unable to pick up the child within a reasonable time period and the student is disruptive/disorderly and his/her continued presence on campus is a threat to the safety and welfare of other students and school personnel.

## **Students**

### **Safety**

#### **School Resource Officer**

#### **Transporting Students:** (continued)

If circumstances require that an SRO transport a student, then school officials must provide a school official or employee of the same gender of the student to be transported to accompany the officer in the vehicle.

Students shall not be transported to any location unless it is determined that the student's parent, guardian or custodian is at the destination to which the student is being transported. SROs shall not transport students in their personal vehicles.

SROs shall notify the school Principal before removing a student from campus.

#### **Investigation, Interrogation, Search and Arrest Procedures:**

The standard operating procedures for the investigation of crimes and interrogation, search and arrest of students are as follows:

1. **Interrogation Procedures:** In the event a serious crime (as defined below) is committed at school or at a school activity, the Principal or Assistant Principal with the assistance of the SRO should:
  - Question any witnesses to determine that a crime was committed and who committed the crime. The SRO shall have the general authority to question or interrogate any student at school who may have information about criminal misconduct or the violation of the conduct policies of the Board of Education. As a general rule, the interrogation should be conducted in cooperation with and in the presence of a school official but when immediate action is necessary or in an emergency situation, the SRO may interrogate a student without the presence of a school official.
  - Question the person suspected of committing the crime. As a general rule, the suspect should not be arrested or placed "in custody" during the initial interview or interrogation. The suspect shall be informed generally of the purpose of the investigation and given an opportunity to present informally his/her knowledge of the facts. If the suspect wishes to remain silent, to contact his/her parents or an attorney, or to end the interview, the questioning should cease and the suspect's request should be granted unless there is a reasonable cause to detain the student for questioning.

## Students

### Safety

### School Resource Officer

#### Investigation, Interrogation, Search and Arrest Procedures: (continued)

2. If a student is detained, placed in custody or arrested, the student must be advised prior to further questioning by a SRO:
  - That he/she has the right to remain silent;
  - That anything he/she says can be used against him/her in a court of law;
  - That he/she has a right to have a parent, guardian or custodian present during questioning;
  - That he/she has a right to talk with an attorney before you ask any questions and he/she has a right to have his/her attorney present with him/her during questioning;
  - That if he/she cannot afford to hire an attorney, one will be appointed for him/her by the court before any questioning if he/she wishes; and
  - That if he/she decides to answer now without an attorney present, he/she will still have the right to stop answering questions at any time. He/she also has the right to stop answering questions at any time until he/she talks to a lawyer.
  - That if the suspect is a minor, the child's parent, guardian, or custodian shall be contacted and invited to be present during the interview and the accused shall be advised of his/her rights.

#### Search Procedures:

If the Principal or his/her designee has reasonable grounds for suspecting that a search of a student or a student's possessions will uncover evidence that the student has violated or is violating either the law or the rules of the school, the Principal or his/her designee may search the student's pockets, pocket book, book bag, desk, locker, vehicle or any similar location within the student's control. When requested by school officials, the SRO shall assist with the search in order to protect the safety of all persons involved in the search. If the search uncovers evidence of criminal misconduct, the evidence may be held for or turned over to the SRO.

School officials shall not conduct a "strip search" without a search warrant. A strip search is defined as a search of a student's person, which requires the student to remove his/her clothing in order to determine if any evidence is concealed within the student's undergarments or on the body. The term does not include the removal of outer garments such as coats, hat, shoes etc. If there is probable cause to believe that a student has concealed or is concealing evidence of criminal misconduct within his/her undergarments, the SRO should assist the school official in obtaining a warrant to search the student.

## **Students**

### **Safety**

#### **School Resource Officer (continued)**

##### **Reporting of Serious Crimes:**

If the investigation uncovers evidence of a crime as defined in statute, the school official shall notify the SRO, the student's parent/guardian and the Superintendent's office.

##### **Bomb Threats:**

School officials, the SRO and fire safety officials shall cooperate in the implementation of procedures in the event of a bomb threat. In all cases, such incidents shall be reported by the Principal to the Superintendent's office and to the SRO.

##### **Controlled Substances:**

School officials shall notify the SRO in all cases involving the possession, sale or distribution of controlled substances at school or school activities.

Any controlled substances or suspected controlled substances confiscated by school officials shall be turned over to the SRO for proper identification and eventual disposition.

##### **Riots and Civil Disorders:**

In the event a riot or civil disorder occurs on a school campus, the Principal and the SRO shall discuss and agree upon a response to the situation.

If, in the opinion of the Principal and SRO, additional law enforcement personnel are needed to restore and/or maintain order, the SRO will contact the appropriate law enforcement agency and request that assistance. The Principal or his/her designee also shall notify the Superintendent.

The Principal or his/her designee shall be prepared to respond to questions from the news media, parents and other members of the public as soon as order is restored.

If deemed necessary by school and law enforcement officials, the media and the public may be restricted to an area off campus away from the disturbance until order is restored.

The SRO or officer in charge shall consult with the Principal about the need or decision to arrest and/or remove students and other persons from the campus. However, law enforcement officials shall have the authority to arrest and remove any person who commits a crime in their presence.

The names of any students arrested and removed from campus should not be released to the news media until their parents have been notified and in no event shall the names of juvenile students who have been removed from campus be released to the news media.

**Students****Safety****School Resource Officer (continued)****Education Records:**

School officials shall allow SROs to inspect and copy any public records maintained by the school including student directory information. However, law enforcement officials may not inspect and/or copy confidential student education records except in emergency situations.

If some information in a student's cumulative record is needed in an emergency to protect the health or safety of the student or other individuals, school officials may disclose to the SRO that information which is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety; the need of the information to meet the emergency situation and the extent to which time is of the essence.

If confidential student records information is needed, but no emergency situation exists, the information may be released only upon the issuance of a search warrant or subpoena to produce the records.

Regulation approved:

cps 2/02

rev 4/13

*Another regulation to consider.*

## **Students**

### **Safety**

#### **School Resource Officer**

The School Resource Officer (SRO) provides a visible presence in the District's schools allowing students to develop a trust with law enforcement while linking district and community safety concerns and making District property inhospitable to criminals.

#### **School Resource Officer Duties and Activities (SRO)**

Community Resource Officers who are assigned to one or more schools as an SRO shall be concerned with activities such as the following:

- (1) Coordinate with the Office of the Principal for administrative control and to receive assignments;
- (2) Be a visible law enforcement figure dealing with law enforcement mailers originating at the school;
- (3) Act as a classroom resource for law enforcement, using approved materials;
- (4) Act as a resource for students, enabling them to be associated with a law enforcement role model in a school environment;
- (5) Be available to teachers, parents and students for conferences on an individual basis dealing with individual problems or questions, particularly in the area of substance abuse;
- (6) Adopt and maintain a motivated proactive approach to crime and other school problems;
- (7) Be responsive to the needs of school community, including the student body, school faculty and staff, and others as the need arises;
- (8) Be responsive to the needs of fellow officers, youth officers, the juvenile courts, juvenile probation officers, and any youth service component of the town or other agencies in dealing with school community issues and problems;
- (9) Appear before the parent-teacher and other groups associated with the school and speak on a variety of topics, particularly related to school safety and welfare;
- (10) Maintain high visibility and close working relationships within the school community to establish student and staff contacts; determine the incidence or crime and other problems at school and generate innovative responses or referrals for problem resolution;
- (11) Document all activities and provide the department and the principal's office with monthly statistical or activity reports;
- (12) Avoid serving as a school disciplinarian--that is a school responsibility;
- (13) If an incident involves a crime or when police assistance is requested, take immediate action, then coordinate immediately with the office of the principal;

## Students

### Safety

#### School Resource Officer (continued)

- (14) Coordinate all cases originating on school property or at school sponsored events. The department will notify the SRO of cases worked off school property or with other agencies involving students, but the SRO will not normally be actively involved in those investigations;
- (15) The SRO will normally be contacted by other department officers and agencies who interview, interrogate or arrest students at school and the SRO will normally advise on any school policy affecting such actions;
- (16) The SRO and principal shall develop plans and strategies to prevent or minimize situations that would tend to provoke student unrest;
- (17) The SRO will normally consult with the principal and other concerned staff or faculty members and seek guidance in regard to implementing programs at school;
- (18) The SRO's immediate supervisor is the troop commander or a designee;
- (19) The SRO is first and foremost a law enforcement officer, which status will be continuously reinforced;
- (20) The SRO is not an errand runner for the school and any conflict shall be referred to the troop commander for resolution;
- (21) The SRO is a law enforcement officer working with the Principal's office and shall be in the complete uniform of the day, which includes a firearm and uniform attachments and equipment as worn by any other trooper. Suitable civilian attire may be worn for special events as specifically approved by the principal and the troop commander;
- (22) The SRO shall notify the troop commander of all major activities contemplated or performed and any issues of importance as they arise.

#### The basic qualifications of School Resource Officers shall include the following:

1. Shall be a commissioned officer with a minimum of two years of law enforcement experience;
2. Shall possess a sufficient knowledge of all applicable Federal and State laws and Board of Education policies and regulations;
3. Shall be capable of conducting in depth criminal investigations;
4. Shall possess an even temperament and be able to set a good example for students; and
5. Shall possess communication skills that would enable the officer to function effectively within the school environment.

## **Students**

### **Safety**

#### **School Resource Officer (continued)**

##### **Chain of Command:**

As employees of the State Police/local police department, SROs shall follow the chain of command as set forth in the State Police/local police department policies and procedure manual.

In the performance of their duties, SROs shall coordinate and communicate with the Principal or his/her designee of the school to which they are assigned.

##### **Dress Code:**

SROs shall be required to wear a departmental issued uniform, unless deemed inappropriate.

##### **Transporting Students:**

SROs shall not transport students in their vehicles except:

- When the students are victims of a crime, under arrest, or some other emergency circumstances exist; and
- When students are suspended and sent home from school pursuant to school disciplinary actions if the student's parent or guardian has refused or is unable to pick up the child within a reasonable time period and the student is disruptive/disorderly and his/her continued presence on campus is a threat to the safety and welfare of other students and school personnel.

If circumstances require that an SRO transport a student, the SRO will follow State Police/local police department protocols to document transportation.

Students shall not be transported to any location unless it is determined that the student's parent, guardian or custodian is at the destination to which the student is being transported. SROs shall not transport students in their personal vehicles.

SROs shall notify the school Principal before removing a student from campus.

## Students

### Safety

#### School Resource Officer (continued)

#### Investigation, Interrogation, Search and Arrest Procedures on Campus:

The standard operating procedures for the investigation of crimes and interrogation, search and arrest of students are as follows:

2. Interview Procedures: In the event a serious crime (as defined below) is committed at school or at a school activity, the Principal or Assistant Principal in conjunction with the SRO should:
  - Question any witnesses to determine that a crime was committed and who committed the crime. The SRO shall have the general authority to question or interrogate any student at school who may have information about criminal misconduct or the violation of the conduct policies of the Board of Education. As a general rule, the interview should be conducted in cooperation with and in the presence of a school official but when immediate action is necessary or in an emergency situation, the SRO may interview a student without the presence of a school official.
  - Question the person suspected of committing the crime. The suspect shall be informed generally of the purpose of the investigation and given an opportunity to present informally his/her knowledge of the facts. If the suspect wishes to remain silent, to contact his/her parents or an attorney, or to end the interview, the questioning should cease and the suspect's request should be granted unless there is a reasonable cause to detain the student for questioning. All interviews will be in accordance with state laws.
  
6. If a student is detained, placed in custody or arrested, the student must be advised prior to further questioning by a SRO:
  - That he/she has the right to remain silent;
  - That anything he/she says can be used against him/her in a court of law;
  - That he/she has a right to have a parent, guardian or custodian present during questioning;
  - That he/she has a right to talk with an attorney before you ask any questions and he/she has a right to have his/her attorney present with him/her during questioning;
  - That if he/she cannot afford to hire an attorney, one will be appointed for him/her by the court before any questioning if he/she wishes; and

## **Students**

### **Safety**

#### **School Resource Officer (continued)**

#### **Investigation, Interrogation, Search and Arrest Procedures on Campus: (continued)**

- That if he/she decides to answer now without an attorney present, he/she will still have the right to stop answering questions at any time. He/she also has the right to stop answering questions at any time until he/she talks to a lawyer.
- That if the suspect is a minor, the child's parent, guardian, or custodian shall be contacted and invited to be present during the interview and the accused shall be advised of his/her rights.

#### **Search Procedures:**

If the Principal or his/her designee has reasonable grounds for suspecting that a search of a student or a student's possessions will uncover evidence that the student has violated or is violating either the law or the rules of the school, the Principal or his/her designee may search the student's pockets, pocket book, book bag, desk, locker, vehicle or any similar location within the student's control. Another adult will be present. When requested by school officials, the SRO shall assist with the search in order to protect the safety of all persons involved in the search. If the search uncovers evidence of criminal misconduct, the evidence may be held for or turned over to the SRO.

School officials shall not conduct a "strip search." A strip search is defined as a search of a student's person, which requires the student to remove his/her clothing in order to determine if any evidence is concealed within the student's undergarments or on the body. The term does not include the removal of outer garments such as coats, hat, shoes etc. If there is probable cause to believe that a student has concealed or is concealing evidence of criminal misconduct within his/her undergarments, the SRO will conduct the search in accordance with State Police policies and procedures and applicable state laws.

#### **Reporting of Serious Crimes:**

If the investigation uncovers evidence of a crime as defined in statute, the school official shall notify the SRO, the student's parent/guardian and the Superintendent's office.

#### **Bomb Threats:**

School officials, the SRO and fire safety officials shall cooperate in the implementation of procedures in the event of a bomb threat. In all cases, such incidents shall be reported by the Principal to the Superintendent's office and to the SRO.

## **Students**

### **Safety**

#### **School Resource Officer (continued)**

##### **Controlled Substances:**

School officials shall notify the SRO in all cases involving the possession, sale or distribution of controlled substances at school or school activities.

Any controlled substances or suspected controlled substances confiscated by school officials shall be turned over to the SRO for proper identification and eventual disposition.

##### **Riots and Civil Disorders:**

In the event a riot or civil disorder occurs on a school campus, the Principal and the SRO shall discuss and agree upon a response to the situation.

If, in the opinion of the Principal and SRO, additional law enforcement personnel are needed to restore and/or maintain order, the SRO will contact the appropriate law enforcement agency and request that assistance. The Principal or his/her designee also shall notify the Superintendent.

The Principal or his/her designee shall be prepared to respond to questions from the news media, parents and other members of the public as soon as order is restored.

If deemed necessary by school and law enforcement officials, the media and the public may be restricted to an area off campus away from the disturbance until order is restored.

The SRO or officer in charge shall consult with the Principal about the need or decision to arrest and/or remove students and other persons from the campus. However, law enforcement officials shall have the authority to arrest and remove any person who commits a crime in their presence.

The names of any students arrested and removed from campus should not be released to the news media until their parents have been notified and in no event shall the names of juvenile students who have been removed from campus be released to the news media.

##### **Education Records:**

School officials shall allow SROs to inspect and copy any public records maintained by the school including student directory information. However, law enforcement officials may not inspect and/or copy confidential student education records except in emergency situations.

## **Students**

### **Safety**

#### **School Resource Officer**

#### **Education Records (continued)**

If some information in a student's cumulative record is needed in an emergency to protect the health or safety of the student or other individuals, school officials may disclose to the SRO that information which is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety; the need of the information to meet the emergency situation and the extent to which time is of the essence.

If confidential student records information is needed, but no emergency situation exists, the information may be released only upon the issuance of a search warrant or subpoena to produce the records.

Regulation approved:

cps 1/09

rev. 4/13

*A revised and recommended sample policy to consider.*

## **Instruction**

### **Emergencies and Disaster Preparedness**

The Board of Education recognizes that the health, welfare and safety of its students and employees are dependent upon sound emergency preparedness planning. All employees of the school system are responsible for doing everything in their power to promote the safety of all of the students at all times. District staff shall be prepared to respond immediately and responsibly to any combination of events which threaten to result in a disaster as well as to a disaster when it occurs.

The Superintendent or his/her designee shall use state-approved Standardized Emergency Management System guidelines, be compliant with the National Incident Management System (NIMS), and incorporate the National Incident Command System when updating District and site-level emergency and disaster preparedness plans.

#### **Alternative language:**

The Board of Education recognizes its obligation to students, staff and the community to be prepared to deal with various emergencies as they arise, ensuring to the greatest extent possible the safety of District students, staff and visitors.

The administration shall require the Building Principal to maintain procedures for fire, civil defense, and other emergencies, in accordance with the District's plan and to insure the maintenance of the fire alarm system and regular and emergency exits of all buildings. All building site plans must be compliant with the National Incident Management System (NIMS), and incorporate the National Incident Command System.

The District will cooperate with local law enforcement, fire department and civil defense authorities and other civic agencies in the event of a declared emergency situation.

or

The Superintendent shall develop and maintain an emergency preparedness plan which shall make provisions for handling a variety of foreseeable emergencies, including terroristic activity. The emergency plan shall be kept current. The Superintendent shall use state-approved Standardized Emergency Management System guidelines, be compliant with the National Incident Management System (NIMS), and incorporate the National Incident Command System when updating District and site-level emergency and disaster preparedness plans.

Governmental agencies and bodies vested with the responsibility for directing and coordinating emergency services on local and state levels shall be included in the preparation and implementation of the plan.

The plan shall specify procedures to be taken in the District in the event of an emergency. As appropriate, the Board shall enter into cooperative agreements with other governmental entities to assure proper coordination and support during emergencies. At the beginning of each school year, parents and staff of each school shall receive a written summary of relevant sections of the plan relevant to that school.

## **Instruction**

### **Emergencies and Disaster Preparedness**

#### **First Aid**

At least one person at each school site should hold current first aid and/or CPR certification.

(cf. 5141.6 – Crisis Prevention/Response)

(cf. 5142 – Student Safety)

(cf. 6114.1 – Fire Emergency/Crisis Response Drills)

(cf. 6114.3 – Bomb Threats)

(cf. 6114.6 – Emergency Closings)

(cf. 6114.7 – Safe Schools)

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules

10-231 Fire drills

52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

Policy adopted:

rev 10/03

rev 4/13

*Another version of this recommended policy on this topic to consider*

## **Instruction**

### **Emergencies and Disaster Preparedness**

#### **Emergency Plans**

The Board of Education, using a committee composed of the Superintendent, each building Principal, the business manager, the director of finance and other designated personnel, shall develop and maintain the District's emergency plans. The committee shall rely on community leadership, such as law enforcement personnel and other first responders, in the development and planned review of the plan. Such plans shall utilize an all hazards approach. The district-level and site-level emergency and disaster preparedness plans shall be compliant with the National Incident Management System (NIMS), and incorporate the National Incident Command System.

A Crisis Plan will be developed by the local officials and the Safe School committee which will ensure an established set of directives to guide the actions of those involved and responsible for the safety of students and property. The crisis management plan is to be developed within the context of the four recognized phases of crisis management, (1) mitigation/prevention, (2) evacuation, (3) lockdown, and (4) recovery. Special drill activities related to fire safety and other emergencies will be planned and implemented by each Principal, in association with the Superintendent, director of maintenance, the police, the fire marshal or other civil authorities, to ensure orderly movement and placement of students to the safest available space(s) should an emergency occur, including, but not limited, to the following:

- Severe weather
- Fire
- Flood
- Terrorism
- Missing student(s)
- Suicide
- Threatening person(s)
- Weapons/explosives found on school site
- Any other situation the Safe Schools Committee deems appropriate

The Superintendent, or his/her designee, is responsible for maintaining communication with other community agencies in order to share information on preparedness and planned procedures. It shall also be the responsibility of the Superintendent to ensure that the schools work in cooperation with these other agencies during such emergencies.

Emergency preparedness should be discussed with teachers and students as deemed necessary by the building administration. Each classroom shall have posted a copy of rules, lock down, evacuation and shelter-in place signals, evacuation routes, and procedures to be followed for fire and tornado emergencies, terrorist attacks, and emergency evacuations. All District personnel shall make themselves familiar with these procedures.

## **Instruction**

### **Emergencies and Disaster Preparedness**

#### **Emergency Plans (continued)**

(cf. 5141.6 – Crisis Prevention/Response)

(cf. 5142 – Student Safety)

(cf. 6114.1 – Fire Emergency/Drills)

(cf. 6114.3 – Bomb Threats)

(cf. 6114.6 – Emergency Closings)

(cf. 6114.7 – Safe Schools)

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules

10-231 Fire drills

52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

Policy adopted:

cps 10/03

rev 4/13

*Hamden's recent version of this policy.*

## **Instruction**

### **Emergencies and Disaster Preparedness**

The Board of Education recognizes its obligation to students, staff and the community to be prepared to deal with various emergencies as they arise, ensuring to the greatest extent possible the safety of District students, staff and visitors.

All employees of the school system are responsible for doing everything in their power to promote the safety of all of the students at all times.

District staff shall be prepared to respond immediately and responsibly to any combination of events which threaten to result in a disaster when it occurs.

The Superintendent shall develop and maintain an emergency preparedness plan which shall make provisions for handling a variety of foreseeable emergencies, including terroristic activity. The emergency plan shall be kept current. Governmental agencies and bodies vested with the responsibility for directing and coordinating emergency services on local and state levels shall be included in the preparation and implementation of the plan.

The plan shall specify procedures to be taken in the District in the event of an emergency. As appropriate, the Board shall enter into cooperative agreements with other governmental entities to assure proper coordination and support during emergencies.

The administration shall require the Building Principal to maintain procedures for fire, civil defense, and other emergencies, in accordance with the District's plan and to insure the maintenance of the fire alarm system and regular and emergency exits of all buildings.

### **First Aid**

At least two (2) staff members in each school site should hold current first aid and/or CPR certification in addition to the school nurse.

(cf. 5141.6 – Crisis Prevention/Response)

(cf. 5142 – Student Safety)

(cf. 6114.1 – Fire Emergency/Drills)

(cf. 6114.3 – Bomb Threats)

(cf. 6114.6 – Emergency Closings)

**Instruction**

**Emergencies and Disaster Preparedness**

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules

10-231 Fire drills

52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

Policy adopted:

cps 6/04

HAMDEN PUBLIC SCHOOLS  
Hamden, Connecticut

*This sample letter contains some issues on which parents/guardians are deeply concerned. The purpose of this sample letter is to generate ideas for a similar letter designed to meet a district's specific circumstances and plans.*

**Letter to Parents Regarding Student Safety**

\_\_\_\_\_ PUBLIC SCHOOLS  
\_\_\_\_\_, Connecticut

Date

Re: Student Safety

Dear Parents:

The District's top priority is student safety. In addition to physical safety, the District is concerned with the emotional well-being of students and will help students cope with an emergency or disaster and its aftermath. Our emergency and disaster response plans are as follows:

**Safety Plans**

The District has plans for the four phases of emergency and disaster management:

1. **Preparedness** – planning for an emergency or disaster event;
2. **Response** – planned response to an emergency or disaster event;
3. **Recovery** – the process of returning to normal operations; and
4. **Mitigation** – steps taken to minimize the effects of an emergency or disaster.

These plans are covered in each school's site-based safety plan. In addition, the District has a Safety Program Coordinator. Each school also has a Crisis Management Team.

**Communications**

The District monitors the Homeland Security Office and other emergency preparedness resources. The District will disseminate emergency information via its website, information hotline, through the media and by telephone contact.

**Emergency Responses**

Emergency responses will depend on the circumstances and may include evacuation, shelter-in-place or lockdown. For evacuation purposes, each school has at least one off-campus site where students and staff assemble. If the threat is chemical or biological in nature, to avoid contamination, we ask that no one enter or leave the building until it is safe to do so.

In the event your child's school is evacuated, the school will attempt to notify you as soon as possible at the home and/or emergency numbers provided previously to the school. The news media will also be notified.

All students at \_\_\_\_\_ School will go to \_\_\_\_\_. You may pick-up your child at this location after notifying the school official in charge. Additional instructions will be given in the event of an evacuation, including alternative methods to return your child home.

**Cooperation and Assistance Request**

During any emergency or potential disaster and for the safety of all students and staff, we request that you follow the instructions of the District's Safety Program Coordinator as well as the Building Principal. These instructions will be widely disseminated.

Defamatory or disruptive behavior will only lessen our response effectiveness.

If you have any questions, please feel free to contact the District office or your child's Principal.

Thank you for your understanding, cooperation and support.

Website Address: \_\_\_\_\_

Information Hotline Number: \_\_\_\_\_

Sincerely,

Superintendent of Schools

*A recommended sample ~~optional~~ policy to consider.*

## **Instruction**

### **Fire Emergency (Drills)/Crisis Response Drills**

A fire drill shall be held at least once a month in each school building. The initial fire drill must be held not later than thirty days after the first day of each school year. A crisis response drill shall be substituted for one of the required monthly school fire drills every three months. Each Building Principal shall prepare a definite fire emergency plan, and furnish to all teachers and students information as to route and manner of exit. Fire drills shall be planned in such a way as to accomplish the evacuation of school buildings in the shortest possible time and in the most efficient and orderly fashion.

The format of the crisis response drill shall be developed in consultation with the appropriate local law enforcement agency. Further, a representative of the law enforcement agency may supervise and participate in any of the required crisis response drills. Such drills shall incorporate the basic protocols of lockdown, evacuation and shelter-in-place responses. The activation and utilization of the Incident Command System shall also be a part of the crisis response drills.

Principals shall keep a record of all fire and crisis response drills held in their schools, stating the date the drill was held and the time required for the response protocols utilized in the drill. ~~evacuation of the building.~~ They shall furnish such reports to the Superintendent or his designate as may from time to time be required.

(cf. 5141.6 – Crisis Management Plan)

(cf. 5142 – Student Safety)

(cf. 6114 – Emergencies and Disaster Preparedness)

Legal Reference: Connecticut General Statutes

10-231 Fire drills. (as amended by PA 00-220 and PA 09-131)

Policy adopted:

rev 6/00

rev 7/09

rev 4/13

## **Instruction**

### **Fire Emergency Drills/Crisis Response Drills**

In the event that fire is discovered in any of the school plants, the Fire Department shall be called immediately following giving the signal to evacuate the building.

The Principal of each school shall hold at least one fire drill each month in which all students, teachers and other employees shall be required to leave the school building. The initial fire drill must be held not later than thirty days after the first day of each school year.

A crisis response drill shall be substituted for one of the required monthly school fire drills every three months. Such drills shall incorporate the basic protocols of lockdown, evacuation and shelter-in-place responses. The activation and utilization of the Incident Command System shall also be a part of the crisis response drills.

The format of the crisis response drill shall be developed in consultation with the appropriate local law enforcement agency, the fire department and other community first responders. Further, a representative of the law enforcement agency may supervise and participate in any of the required crisis response drills.

1. Students, during an evacuation response, must leave the building in an orderly and rapid manner and teachers are required to check to ascertain that no student remains in the building.
2. Real emergencies often call for alternate exits to be used. Teachers must be prepared to select and direct their classes to these alternate exits in the event the designated escape route is blocked.
3. A record shall be kept in the Principal's office of each fire and crisis response drill conducted. A copy of the record shall also be filed in the Office of the Superintendent.

Principals and teachers shall recognize that the essential element in any emergency is prevention of panic. Principals and teachers shall afford students such confidence as clarity of direction and supervision can contribute.

Legal Reference: Connecticut General Statutes

10-231 Fire drills (as amended by PA 00-220 and PA 09-131))

Regulation approved:

rev 6/00  
rev 7/09  
rev 4/13

*Another version of this regulation, which only speaks to the issue of fire drills.*

## **Instruction**

### **Fire Drills/Crisis Response Drills**

Fire drills will be held at least once a month during the school year. The initial fire drill must be held not later than thirty days after the first day of each school year. Directions for egress of students from rooms are posted in each room.

A crisis response drill shall be substituted for the required fire drill once every three months in each District school. The local Police Department must be involved in the development of the crisis response drill format. A member of the Police Department may supervise and participate in the drill.

#### **1. Ringing the Fire Alarm**

All fire alarms shall be rung by the Principal or someone designated by him/her. **NO OTHER PERSON** may ring the alarm, except as noted below.

If the fire alarm rings at any time and the Principal has not been responsible for ringing it, the Fire Department will respond immediately, since it will be assumed that there is a fire.

If a fire is discovered by an adult, he or she should sound the alarm without delay. If a student discovers a fire, he/she should notify the nearest adult who will ring the alarm.

#### **2. General Rules**

##### **a. Teacher and School Personnel**

- (1) During a fire drill all school personnel are to leave the building. The classroom teachers should be the last persons to leave their classrooms.
- (2) Teachers are responsible for the safe conduct of the students from their rooms to places of safety outside the building.
- (3) Teachers should instruct students to walk quietly to the exits. Classes then shall proceed to a safe distance from the building. Teachers and students should be positive they know where to go and how to get there.
- (4) Teachers should check that their whole class is out of the building. Windows and doors are shut by the teacher when rooms are emptied.

## Instruction

### Fire Drills (continued)

#### General Rules (continued)

(5) Teachers should take their marking book with them during every fire drill, so that a roll may be taken.

(6) The custodian checks the building.

#### b. Students

(1) When the fire alarm sounds, all students should stop what they are doing; stand; form in line and walk out the proper exit in an orderly fashion.

(2) Any student not in the classroom should immediately join the nearest line of students and pass with that line. The student then becomes the responsibility of the teacher who is in charge of that line.

(3) No student is to go back into the building until the outside bell is rung signaling that it is safe to return.

(4) Students are not to run, shove or monitor exit doors.

(5) Silence must be maintained so that students may hear the teacher's directions.

(6) Students and teachers should stay as low as possible to avoid the inhalation of smoke.

### 3. Fire Drill Procedures

Building administrators are responsible for fire drill procedures in their own school. These procedures should be known by all staff and teachers.

Legal Reference: Connecticut General Statutes

10-231 Fire drills (as amended by PA 00-220 and PA 09-131)

Regulation approved:

cps 1/00

rev. 7/09

*A recommended policy with a suggested regulation to consider.*

## **Instruction**

### **Safe Schools**

The Board of Education is committed to the prevention of violence against people or property in the schools or at school activities, whether by students, staff or others. While committed to the protection of each person's constitutional rights, including due process rights, the Board does not condone lawlessness. Any individual committing violent acts in or on school property will be disciplined according to applicable Board policy and regulations.

Staff members who implement this or any other Board policy will receive the full support of the Board and the administration.

The Board shall establish an advisory committee to review specific policies, regulations, plans and procedures in order to ensure a comprehensive and effective program to prevent and punish vandalism and violence occurring in the schools and on district property. Simultaneously with the work of the committee, the Superintendent of Schools and appropriate school administrators shall review the practices at each school and shall submit a separate report to the Board including any findings and recommendations on the implementation of committee suggestions on these and other policies, regulations, plans and procedures concerning safety. Members of the advisory committee\* shall include a Board member, the Superintendent of Schools, appropriate school personnel, a student representative, parents, and other community representatives. All members shall be appointed by the Board.

The advisory committee shall examine the policies, regulations, plans and procedures concerning:

1. student conduct and discipline;
2. the maintenance of public order on school property;
3. the banning of weapons on school property;
4. drug and alcohol abuse;
5. school emergency management;
6. coordination efforts with law enforcement agencies;
7. searches and seizures by school officials;
8. training for staff and students in conflict resolution and violence prevention; and
9. building security measures including procedures governing visitors to the schools and access to school buildings.

## Instruction

### Safe Schools (continued)

The advisory committee shall review these and other policies, regulations, plans, and procedures, as directed, to ensure that they are:

1. consistent with law and regulation;
2. clear, complete and enforceable; and
3. appropriately disseminated to students, staff, parents and are available to the general public.

The advisory committee shall report its findings and recommendations to the Board prior to public release. Final reports shall be delivered to the Board at a meeting scheduled by the Board to receive the report.

Any official policy level action is the sole discretion of the Board. The Board is in no way obligated to follow committee recommendations. The Board has the right to accept, reject or modify all or any part of a committee recommendation.

\*Districts may also want to use shared decision-making committees for conducting this review in individual school buildings.

In the development of an emergency management plan, a district crisis response team shall be assembled that includes a variety of professionals with expertise in emergency management, (e.g., police, fire and emergency services personnel), and include community partners such as public and mental health professionals and school based staff. The district teams shall work closely with school-based crisis response teams to develop district-wide and building-specific emergency management plans. Such plans shall be compliant with the National Incident Management System (NIMS) and incorporate the National Incident Command System.

The crisis management plan shall be developed within the context of the four recognized phases of crisis management:

- **Mitigation/Prevention** addresses what schools and the District can do to reduce or eliminate the risk to life and property.
- **Preparedness** focuses on the process of planning for the worst case scenario.
- **Response** is devoted to the steps to take during a crisis.
- **Recovery** pertains to how to restore the learning and teaching environment after a crisis.

Crisis management must be viewed as a continuous process in which all phases of the plan are being reviewed and revised. The plan must be continuously updated based upon experience, research and changing vulnerabilities.

## Instruction

### Safe Schools (continued)

- (cf. 5131 - Conduct at School and Activities)
- (cf. 5131.5 - Vandalism)
- (cf. 5131.6 - Drugs/Alcohol and Tobacco)
- (cf. 5131.8 - Out of School Misconduct)
- (cf. 5131.9 - Gang Action by or Association)
- (cf. 5132 - Dress and Grooming)
- (cf. 5141.6 - Crisis Management Plan)
- (cf. 5146 - Child Abuse and Neglect)
- (cf. 5142 - Student Safety)
- (cf. 5147 - Suicide Prevention)
- (cf. 5143 - Student Health Assessments and Immunizations)
- (cf. 5144 - Administering Medications)
- (cf. 5145 - Communicable and Infectious Diseases)
- (cf. 5114 - Suspension/Expulsion/Exclusion/Removal)
- (cf. 6114 - Emergencies)
- (cf. 6161.11 - Drugs/Alcohol and Tobacco)

- Legal Reference:
- Connecticut General Statutes
  - 4-176e through 4-185 Uniform Administrative Procedure Act.
  - 10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.
  - 10-221 Boards of education to prescribe rules.
  - 10-233a through 10-233f re in-school suspension, suspension, expulsion. (As amended by PA 95-304, An Act Concerning School Safety).
  - 52-572 Parental liability for torts of minors. Damage defined.
  - 53a-3 Firearms and deadly weapons.
  - 53-206 Carrying and sale of dangerous weapons.
  - 53a-217b Possession of firearms and deadly weapons on school grounds.
  - PA 94-221 An Act Concerning School Safety.
  - PA 95-304 An Act Concerning School Safety.
  - PA 97-290 An Act Enhancing Educational Choices and Opportunities.
  - GOALS 2000: Education America Act.
  - 18 U.S.C. 921 Definitions.
  - Title III - Amendments to the Individuals with Disabilities Education Act.
  - Sec. 314 (Local Control Over Violence).
  - Elementary and Secondary Education Act of 1965 as amended by the Gun Free Schools Act of 1994.
  - New Jersey v. TLO.*, 469 U.S. 325; 1055. CT. 733.

Policy adopted:

rev 4/13

*Suggested regulation pertaining to security at athletic events.*

## **Instruction**

### **Safe Schools**

#### **School Athletic Event Security Strategies**

Some athletic events, such as widely attended high school football and basketball games may be considered high risk in terms of security. In such situations, the following strategies may be employed if deemed necessary.

- Provide adequate adult supervision and staffing. Factors to consider in determining what is “adequate” include:
  - The anticipated size of the crowd;
  - The size of the facilities and grounds (including parking lots) used for the event;
  - Past history of incidents at similar events;
  - “Intelligence” information received about current conflicts at the school and in the community that could spill-over into the event, and other related considerations.
- Events with larger crowds should employ sworn law enforcement officers. (School districts with their own school police and/or school resource officers (SROs) should give priority to using these officers.)
- Deploy police, security personnel, and school staff in a manner which provides adequate coverage to the facilities being used for the event. This includes at ticket gates, perimeter entrance/exit points, parking lots, common areas (restrooms, concession stands, etc.), on the playing grounds/inner field perimeter, in the stands, and at other key locations. Have police in uniform and security staff in clearly identifiable clothing.
- Train police, security personnel, and staff on techniques for monitoring crowds (and not the athletic event on the field), verbal de-escalation skills, procedures for handling fights and riots, handling emergency medical situations, evacuation procedures, tasks related to specific operations (ticket-taking procedures, concession stand operations, etc.), and emergency guidelines.
- Equip staff with two-way radios. Issue school cell phones to select staff assigned to the event.
- Review policies related to admission, limitations of items that can be carried in, right to search spectators at admission point (metal detector scans, bag searches, etc.), no passes out and back in once admitted, spectator conduct, and other security protocols. Post rules outside and inside of admission gates, and elsewhere in the facility. Enforce the rules in a firm, fair, and consistent manner.

## Instruction

### Safe Schools

#### School Athletic Event Security Strategies (continued)

- Establish procedures for advance ticket sales and on-site ticket sales. Have staff ticket-selling and ticket-taking procedures with adequate police, security, and ticket-taking staff at admission gates. Stop ticket sales after a designated time.
- Maintain separate locker rooms for home and visitor teams. Have team buses pick-up and drop-off at opposite sides of the playing facility to avoid interaction before and after the game.
- Separate spectator seating into clearly designated areas, i.e., home team in bleachers on one side and visiting team on other side.
- Administrators and safety officials from the schools playing a given event should communicate with each other in advance of the event to discuss procedures, safety concerns, security practices, emergency guidelines, investigation into rumors and any recent incidents which could result in conflicts, and associated logistics.
- Secure perimeter doors of schools and gate off sections of the building not used for the actual athletic event in a manner which is in accordance with fire safety regulations.
- Create a plan for parking procedures, traffic flow, parking lot staffing during entire game and related issues. Advise students in advance to coordinate pick-ups by parents outside of the parking lots on the perimeter of the grounds.
- Evaluate lighting in stadiums, athletic facilities, parking lots, and perimeter around the school and event grounds.
- Establish code of sportsmanlike conduct and educate players, coaches, cheerleaders, the band, students, parents, and others on the code in advance of the game.
- Have P.A. announcers make announcements at the beginning of the game and at other times, as necessary, regarding sportsmanlike conduct behavioral expectations.
- Have clear procedures, roles, and responsibilities for clearing and locking down facilities upon completion of the game.
- Establish written emergency guidelines. Test and exercise the written guidelines to make sure they would work in an emergency. Train all staff involved in supervising events on the guidelines.

## **Instruction**

### **Safe Schools**

#### **School Athletic Event Security Strategies (continued)**

- Administrators and safety personnel from both schools involved in the event should coordinate information in advance and review security procedures and written emergency guidelines.
- School administrators and safety personnel should coordinate with emergency medical personnel in advance of the event.
- Staff assignments with roles and responsibilities in the event of an emergency should be clearly delineated.
- Create emergency communications procedures and protocols to be engaged in the event of an emergency incident at the event.

Regulation approved:

cps 1/08