

## **SAFE SCHOOL PROCEDURE**

### **A. Administrative Action**

- 1) The Superintendent shall assess current safety standards and procedures.
- 2) The Superintendent will accomplish the assessment of current standards and procedures, building principals and other Granby Public Schools' personnel who shall review current practices with appropriate police contacts, Granby Public Schools' insurer and Granby Public Schools' counsel in addition to other parties whom the Superintendent and Building Principals determine to have relevant information.
- 3) The Superintendent or his or her designee shall collect, review and disseminate an assessment report of current safety standards to the same individuals consulted during the information gathering process and to the School Committee.
- 4) The parties receiving the assessment report shall promptly review the report, meet, confer and make recommendations to the Superintendent and School Committee as to necessary changes to the existing safety and security practices of the Granby Public Schools.
- 5) The Superintendent shall issue a final report to all individuals involved in the assessment of current safety practices.
- 6) The process of assessing safety and security procedures shall be continuous; and a formal assessment as outlined in steps A 1 through 5 above shall occur not less than once every three (3) years.

### **B. School Committee Action**

- 1) The School Committee shall review the Superintendent's final report and discuss its contents with the Superintendent and other Granby Public Schools' administrators prior to making any changes to existing policies or procedure by duly recorded vote.

- 2) Prior to adopting recommendations or changes to existing policy the School Committee shall receive from the Superintendent or his/her designees an estimate of the costs, if any, associated with the implementation of the policy change or recommendation.
- 3) Factors to be considered in making requests for appropriations for safety and security devices, equipment and personnel include, but are expressly not limited to, the present system of advising students and staff of safety concerns; placement in school buildings of security devices such as, for example, locking doors, cameras, metal or motion detectors and other devices to monitor or restrict access to school buildings; increased use of personnel such as attendance or security officers; lighting; escort services for evening activities; placement of emergency telephone in designated locations, practices related to the regular inspection of and reporting on the condition of the premises; design or architectural features which advance or inhibit safety; procedures for maintaining an ongoing process for reporting complaints to local law enforcement officials and procedure for reference and criminal records checks of employees.

Adopted October 6, 2003

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