

## **SAFE SCHOOLS POLICIES**

It shall be the policy of Sweetwater County School District #1 Board of Trustees to provide a safe, healthy, and orderly environment for all students, staff, visitors, and others present on school district property, grounds, and school sponsored functions. In creating this policy, it is necessary to be guided with considerations of an “All-Hazards” approach in creating a safe environment inside and outside our schools. An “All-Hazards” approach aims to incorporate all policies, building design, crisis management, staff responsibilities, student responsibilities, planning committees, and all other safety concerns. To accomplish this, regular review of best practices in school safety and subsequent updating of policies and procedures must occur on at least an annual basis.

The District shall comply with all safety requirements, rules, and regulations established by federal, state and local authorities.

Safe School Policies and an established All-Hazards Emergency Safety Plan shall apply to all Sweetwater County School District Number One schools. Each District staff member shall receive staff development training related to Safe School Policies and the All-Hazards School Safety Plan during the appropriate in-service day(s) and shall have access to a copy of All- Hazards School Safety Plan. A copy shall also be available for staff, students and others on the District’s website.

Violations of Safe School Policies, and procedures adopted by School Safety Teams or in the All-Hazards School Safety Plan are a violation of District Policy. Such violations will be subject to discipline of staff and/or students.

**File: EB.1**

**Building and Grounds Safety**

The District shall make efforts to include building and grounds safety measures that are nationally accepted as “best practices” that are financially feasible.

Each School Safety Team shall follow and utilize the district All Hazards Emergency Safety Plan with their building and grounds safety procedures. Any such procedures shall be distributed to staff each year or at any time a new procedure or measure is adopted. Appropriate communication and materials will be distributed to students and parents each year.

School Safety Teams shall include, as part of an initial and updated risk assessment, what buildings and grounds safety measures may be lacking and what may be improved and implemented.

Best practices, which shall be implemented in the District, include, but are not limited to:

- Creating “time barriers” utilized to allow students, staff and others time opportunities to seek safety in multiple safety hazard situations;
  - o The most effective time barrier is to secure buildings and classrooms, by providing locking mechanisms on doors both outside and inside buildings.
  - o District schools shall be locked or otherwise secured at any time outside of hours of operation.
  - o District classroom doors shall be locked at all times.
- Creating entry vestibules in new construction school buildings;
- Providing security cameras at school building points of entry and exit, as well as, other areas of concern;
- Numbering exterior doors and windows on both the exterior and interior of the building, as well as classrooms on the interior of the building in a systematic approach.

**File: EB.2**

**District and Community Safety Committee and District Oversight Team**

Major school and community crisis events are rare. In order to effectively respond to, manage, and recover from such an event, prior coordination, communication and training is imperative. Preparation for a potential major crisis event should involve coordination of schools, local agencies and any necessary community groups.

The District shall create a committee for the purpose of preparing for major crisis events as well as ensuring community and school safety standards and strategies are implemented in the District. This committee shall include members and agencies in the Sweetwater County School District Number One community.

The District and Community Safety Committee shall make every effort to have at least one member of the following agencies and groups serve on the committee for terms of two years:

- School Superintendent
- Human Resource Director
- Information Technology
- Facilities Director
- Transportation Representative
- Sweetwater County Fire District Number One
- Sweetwater County Sheriff's Office
- Rock Springs Police Department
- Rock Springs Fire Department
- Wyoming Highway Patrol
- Division of Criminal Investigations
- Department of Homeland Security
- Local Emergency Medical Technicians
- Local Mental Health
- Local Public Health
- Western Wyoming Community College
- City of Rock Springs

Individuals other than the Superintendent, Human Resource Director, Facilities Director, and Information Technology should be selected by the agency or group involved.

The District and Community Safety Committee shall be responsible for the following:

- Annual reviews of community and school safety standards, strategies, and procedures;
- Provide insight of modifications to school and community safety standards, strategies and procedures that can be and should be made based upon current best practices;
- Prepare and update Memorandums of Understandings between agencies, community groups and the District;

- Creating an All-Hazards School Safety Plan, containing procedures to include but not limited to:
  - o Interagency and Community Collaboration;
  - o Types of Emergency Responses;
  - o Organization and Assignment of Responsibilities;
  - o Planning and Preparation;
  - o Training and Exercises; and
  - o Hazard-Specific Planning
- Reviewing and updating the All-Hazards School Safety Plan when necessary, but in no event less frequently than bi-annually;
- Perform emergency response time analyses to assist in appropriate building design and deterrent measures;
- Share necessary information and assure first responders have available updated school maps and plans, building information, staff and student rosters, emergency contact rosters, and other necessary emergency information are readily available for local first responders.

### **District Oversight Safety Team**

The District and Community Safety Committee will have designated members assigned as the Oversight Team which will provide oversight of all District School Safety Teams, and shall coordinate information sharing between all community, agency, and school safety groups. The Oversight Safety Team shall meet no less than once per quarter, and more frequently as necessary.

The Oversight Safety Team will consist of:

- Superintendent;
- Human Resource Director;
- Information Technology Director;
- Facilities Director;
- Transportation Representation;
- At least one member from each School Safety Team (in the event School Safety Teams have members that are part of more than one School Safety Team, such member may serve dual purposes for each school on the Oversight Safety Team);
- Sweetwater County Fire District Number One
- Sweetwater County Sheriff's Office
- Rock Springs Police Department
- Rock Springs Fire Department
- Wyoming Highway Patrol

Oversight Safety Teams shall be responsible for:

- Ensuring School Emergency Management Plans are consistent with the All-Hazards Emergency Safety Plan,
- Ensuring school specific safety procedures are consistent with District policies;
- Coordinating District wide training, exercises and drills;
- Relaying shared information back to their respective teams; and

- Providing oversight of individual school safety teams.

**File: EB.3**

**School Safety Teams**

Each school shall have a School Safety Team, which will consist of at least one individual from the following disciplines or specialties: administration (typically principal or vice principal), security (designated school resource officer for those schools with an officer), mental health (typically a school counselor), health (typically school nurse), instruction (teacher or administration with teaching background), custodial, and information technology. Parents/guardians and/or students may be involved when appropriate. School safety teams shall meet no less than once per quarter, monthly as necessary.

School Safety Teams shall be responsible for:

- Conducting an initial risk assessment for potential hazards or emergencies requiring a special response unique to the school (other than threat assessments), and update risk assessments bi-annually.
- Developing School Emergency Management Plans specific to the unique concerns or hazards presented in the school, consistent with the All-Hazards Emergency Safety Plan, and consistent with the results of the risk assessment;
- Develop school specific safety procedures as needed, consistent with District policies and the All-Hazards Emergency Safety Plan;
- Assemble school specific content for the emergency management kit and classroom emergency kits, if necessary. This should include roll calls of students, staff, and emergency contact information for both;
- Conduct training or ensure training takes place for staff, students and others of the All-Hazards Emergency Safety Plan, and other emergency drills;
- Ensure **relevant** staff are adequately trained in the Incident Command System; and
- Review training and exercises and modify or update plans as necessary.

All School Safety Team members as well as all members of the Oversight Safety Team shall be trained and familiar with the Incident Command System, established by the National Incident Management System (NIMS). All school staff should also receive an overview training of the use of the Incident Command System. Teams, in coordination with the School and Community Safety Committee shall establish individuals in specific Incident Command System roles. The Director of Human Resources or designee will act as the crisis spokesperson for all schools.

**File: EB.4**

**Safe School Climate**

The District is committed to promoting, enhancing and maintaining a safe and positive school climate. School climate is “the quality and character of school life,” that is “based on the patterns of people’s experiences of school life; it reflects the norms, goals, values, interpersonal relationships, teaching, learning and leadership practices, and organizational structures that comprise school life.”<sup>1</sup> Students, staff and other school community members should feel welcome, safe, and supported in the school environment in a positive school climate.

Positive school climates have been shown to improve school attendance, improve learning and academic achievement, and decrease staff turnover.

Efforts shall be made to include student curriculum designed to promote students social, emotional, ethical, civic and intellectual skills, knowledge and dispositions. In addition, specific efforts shall be made to include curriculum that addresses bullying behaviors, tendencies, safety concerns and reporting.

Counselors, teachers and administrators shall receive training in mental health awareness and development to improve relationships with students at all levels and provide a variety of prevention and intervention efforts for all students. Staff will also receive training related to character building, student responsibility, and anti-bullying. Schools and district level staff members shall coordinate efforts for students and families in need and collaborate with community agencies when appropriate.

Students, staff, parents, guardians, community members and others shall be made aware of ways to confidentially report concerns or threats to students, friends, family or community.

**File: EB.5**

**SCHOOL THREAT ASSESSMENT**

Threat Assessments have been recognized as a best practice in effective violence prevention tools. The District, in recognizing this, shall utilize threat assessments as a tool in preventing violence in our schools, and shall conduct threat assessments as part of its necessary safety policies. The goal of a threat assessment process is to “identify students of concern, assess their risk for engaging in violence or other harmful activities, and identify intervention strategies to manage that risk.” Threat assessments not only identify students at risk of becoming violent, but are also to be utilized as a resource for students and their families who face multiple stressors, which could lead to violence.

Each school shall establish a threat assessment team for intervention of individuals or groups whose behavior may pose a threat to the safety of school staff, students, or school property.

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<sup>1</sup> National School Climate Council, *National School Climate Standards: Benchmarks to Promote Effective Teaching, Learning, and Comprehensive School Improvement*, available at: <http://schoolclimate.org>.

Individuals of a particular threat assessment team (hereinafter “Team”) may serve on one or more teams. Team members may overlap as members of their School Safety Team or Intervention Teams.

Each Team shall:

- Provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self;
- Identify members of the school community to whom threatening behavior should be reported; and
- Implement school board policies for the assessment of and intervention with individuals whose behavior poses a threat to the safety of their schools, staff or students.

All school division staff, volunteers, and contractors shall report any expressed threat(s) or behavior(s) that may represent a threat to the community, school, student, staff or self.

In cases where determined to be appropriate, Teams shall follow established procedures for referrals to community or health care providers for evaluation or treatment.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement shall occur as required by school board policy and federal, state, and local laws and ordinances.

**\*\*Note:** Nothing in this policy shall preclude school division personnel from acting immediately to address an imminent threat. Further, nothing in this policy shall preclude the Team from notifying the Human Resource Director, Superintendent, or designee of any non-student individual or group posing a threat of violence or physical harm to self or others.

## **DEFINITIONS**

- A **threat** is a concerning communication or behavior that indicates that an individual poses a danger to the safety of the school, staff or students through acts of violence or other behavior that would cause harm to self or others. The threat may be expressed or communicated behaviorally, orally, visually, in writing, electronically, or through any other means. This is considered a threat regardless of whether it is observed by or communicated directly to the target of the threat or observed by or communicated to a third party, and regardless of whether the target of the threat is aware of the threat.
- A **threat assessment** is a fact-based process emphasizing an evaluation of observed or reasonably observable behaviors to identify potentially dangerous or violent situations, to assess them, and to manage/address them.
- **Aberrant behavior** is that which is atypical for the person or situation and causes concern for the safety or well-being of those involved. Aberrant behavior for an individual involves actions, statements, communications or responses that are unusual for the person or situation, actions which could lead to violence toward self or others, or are reasonably

perceived as threatening, or cause concern for the well-being of the person. These can include but are not limited to:

- Unusual social distancing or isolation of subject from peers and family members;
  - Sullen or depressed behavior from an otherwise friendly and positive person;
  - Out of context outbursts of verbal or physical aggression;
  - Increased levels of agitation, frustration and anger;
  - Confrontational, accusatory or blaming behavior;
  - Significant changes in appearance or demeanor;
  - An unusual interest in or fascination with weapons; and/or
  - Fixation on violence as means of addressing a grievance.
- A **low-risk threat** is one in which the individual, group or situation does not appear to pose a threat of violence or serious harm to the individual or others, and any exhibited issues and concerns can be resolved easily.
  - A **moderate-risk threat** is one in which the individual, group or situation does not appear to pose an immediate threat of violence, or serious harm to self or others, but exhibits behaviors that indicate a continuing intent and/or potential for future violence or serious harm to the individual or others, and/or exhibits other concerning behavior that requires intervention.
  - A **high-risk threat** is one in which the individual, group or situation appears to pose a threat of violence, exhibiting behaviors that indicate both a continuing intent to harm, and capacity to or efforts to acquire the capacity to carry out the plan; there may also be other concerning behavior exhibited that requires intervention.
  - An **immediate/imminent threat** exists when the individual, group or situation appears to pose a clear and immediate threat of serious violence toward self or others that requires containment and action to protect identified or identifiable target(s); this may also exhibit other concerning behavior that require intervention.
  - A **direct threat** is one in which the individual, group or situation poses a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures, or by the provision of support or services. The direct threat standard applies when the threat assessment team or school administration determines that a subject poses a direct threat, and administration also determines that applicable disciplinary procedures are not available or sufficient to mitigate the threat.

### **THREAT ASSESSMENT TEAM**

Each threat assessment team shall include at least one person with expertise in mental health (typically a school counselor), instruction (typically a teacher or administrator with teaching experience), individual school administration (typically a principal or vice principal); and law enforcement (typically a school resource officer). Other school staff or community resource individuals may serve as regular members on the team, or be consulted during the threat assessment process as appropriate or as deemed necessary by the team.

Each team shall have a designated team leader; generally this should be the principal or vice principal of the team, but may be another individual as the team deems necessary. The identity



and contact information of each team leader shall be made known to all staff, students, parents and guardians of individuals attending such school. The identity and contact information of each team leader shall also be listed on the school's website.

Team members shall work collaboratively with each other, with other school staff, and if appropriate with community resources to support the purposes of the team and the safety of the school and its students and staff.

Unless it is not possible to do so, all Team members should be involved with the assessment and intervention of individuals whose behavior poses a threat to the safety of school staff or students.

Team members shall actively, lawfully, and ethically communicate with each other, with other school administrators, with school staff who have a need to know particular information to support the safety and well-being of the school, and with its students.

Each team may adopt additional procedures, provided that such is consistent with District policies. In the event a Team adopts additional procedures, such shall be in written form and distributed to all team members prior to implementation.

Teams shall meet quarterly to review procedures and practices. The team will also meet upon receipt of, or knowledge of, a potential threat.

### **DISTRICT THREAT ASSESSMENT TEAM**

The District shall establish a threat assessment team, for educating the school teams and the assessment of individuals or groups whose behavior may pose a threat to the safety of school staff or students. This team shall include the Superintendent, Human Resource Director, Facilities Director, Director of Special Services, elementary principal, secondary principal, designated representative(s) of community mental health and other necessary community services, school district mental health, school psychologists, and designated representative(s) of local law enforcement;

The District team is charged with:

- Providing oversight to school level Teams;
- Ensure that procedures are maintained for effective information sharing between the district, community mental health, and law enforcement agencies;
- Assess the effectiveness of the threat assessment process throughout the District; and
- Recommend changes to policies and procedures as necessary, to ensure the threat assessment process utilized reflects currently accepted best practices.

## **PROCEDURES**

### **Student Threat Assessment**

Upon a preliminary determination that a student poses a threat of violence or physical harm to self or others, the Team shall immediately report its determination to the Human Resource Director, or other designated district employee (Director or Assistant Director of Special Education or the Superintendent). The school threat assessment team designee shall immediately attempt to notify the student's parent or legal guardian, unless will impede or escalate the situation.

Threat assessments are performed for safety purposes of the school, students, staff, and others. Consequently, threat assessments shall be performed with or without permission of the threat maker, the target of the threat, and the parents/guardians of either.

### **Identifying and Reporting Threats**

When an individual or group makes a threat or engages in concerning communications or behaviors that suggest a potential dangerous situation, these policies as well as any Team specific procedures shall be followed.

**\*\*Note:** An individual or group does not have to make a direct or indirect threat for a threat assessment to take place. Reports to the Team may also be made for concerns of an individual or groups based on aberrant behaviors which give rise to safety concerns.

Threats of self-harm by students also require compliance with Wyoming Statutes. For any individual, when threats of self-harm are accompanied by threats to harm others, or investigation suggests the existence of a threat to others, the threat assessment team shall be notified and take appropriate action to prevent acts of violence. The Team shall work collaboratively with other entities involved in the case.

All school district employees, volunteers, and contractors shall be required to report immediately to the school's Team Leader any expression made by a student, staff or school visitor (or potential visitor) of intent to harm themselves or another person. Such reports shall also be made for concerning communications, or concerning behaviors that suggest an individual may intend to commit an act of violence against a school, student or staff. Students shall be encouraged to report any and all threats.

Any person who believes that a person or situation poses a clear and immediate threat of serious violence that requires containment shall notify school security and/or law enforcement consistent with any adopted procedures related to critical incident response.

### **Assessing Threats**

When a threat is reported, the Team Leader shall initiate an initial inquiry and/or triage and in consultation with the Team make a determination of the seriousness of the threat as expeditiously as possible in accordance with District policies and Team specific procedures.

Upon notification of threatening behavior or communications, the School Principal, Threat Assessment Team Leader, or other designated school administrator receiving such information shall notify law enforcement in accordance with School Board policies on critical incident response.

**\*\*Note:** In accordance with All Hazard Response protocol, appropriate school responses may also include actions such as evacuation, lockdown, and shelter-in-place.

If there is no reasonably apparent direct or immediate threat present, or once such a threat is contained, the Team Leader shall ensure that the situation is triaged to determine if the full Team should be involved. This triage shall include at a minimum, unless deemed by the Team as unnecessary or inappropriate:

- Review of the threatening behavior or communication;
- Review of school and other records for any prior threat, violence, or other relevant history or interventions with the individual(s) involved;
- Conducting timely and thorough interviews of the individual(s) who reported the threat, the recipient(s) or target(s) of the threat, other witnesses who have knowledge of the threat, and the individual or group who allegedly engaged in the threatening behavior or communication. The purpose of each interview is to gain details and evaluate the individual or group's threat in context, so the meaning of the threat and intent of the individual can be determined.

Members of a Team may request any information regarding the individual investigated as allowed by law when a preliminary determination by the Team finds an individual poses:

- 1) a threat of violence to self or others;
- 2) exhibits significantly disruptive behavior or;
- 3) a need for assistance.

#### No Identifiable or Low Risk Threat:

If it is determined that the threat is not identifiable or is a low risk threat, and the Team determines that no further assessment, intervention, or monitoring is required at the time to prevent violence:

- The incident shall be reviewed and adequately documented in a permanent file.
- If the individual or group about whom the report was made is determined to not pose a threat but could benefit from or is in need of some type of assistance, the Team Leader shall ensure that the individual or group is referred to the appropriate school or community-based resources.

In instances where the threat is deemed low risk, or requires further intervention to prevent violence or serious harm, a designated administrator, shall notify the target and/or parent and/or guardian of any student who is the target or recipient of a threat.

In cases involving no risk threats, the designated school administrator may exercise discretion in notifying concerned parties

Moderate or High Risk Threat:

If it cannot be determined with a reasonable degree of confidence that the alleged threat is no threat or a low threat, then a more thorough assessment shall be undertaken by the Team to determine the nature and degree of any safety concerns and to develop strategies to prevent violence and reduce risk. Until such assessment has taken place, the District may order that the subject of the threat assessment not be present on District property or grounds. The assessment may include but shall not be limited to:

- Mental health evaluations of the individual(s) performed by professionals designated by the District;
- Reviews of the individual(s) records to include academic, mental health, disciplinary, threat assessment documentation, or any other relevant school records;
- Assessment of relevant medical or mental conditions of individual;
- Assessment of relevant legal or illegal medications or drugs or alcohol used by individual and/or substance/alcohol use/abuse history;
- Interviews and/or consultation of staff, students, parents/guardians, agencies or any other relevant person who has knowledge of the individual or group;
- Interviews of the individual(s);
- Interviews of the target or recipient of the threat(s);
- Search of individual's person and/or property if relevant to threat.

Based on information collected, the Team shall determine strategies to mitigate the threat and provide intervention and assistance to those involved, as needed.

Upon a determination that a student poses a threat of violence or physical harm to self or others, the Team shall immediately report its determination to the Human Resource Director or other designated administrator. The School Principal or other designated school administrator shall notify the student's parent or legal guardian as soon as possible thereafter.

In instances where the threat is deemed moderate risk or high risk, or requires further intervention to prevent violence or serious harm, a designated administrator, shall notify the target and/or parent and/or guardian of any student who is the target or recipient of a threat.

The incident shall be reviewed and adequately documented in a permanent file.

Immediate or Direct Threats:

Certain types of threats require immediate notification to law enforcement. The administrator, or other designated school personnel shall immediately report to the local law enforcement agency any of the following occurring on school grounds, school property, or at a school sponsored function:

- Battery that results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or other serious wounding of any person, or stalking of any person;
- Threats of any of the above batteries against students, school personnel, or other individuals regularly present on school grounds;
- Threats of harm to self;
- Illegal carrying of a firearm onto school property;
- Illegal conduct involving firebombs, explosive materials or devices, hoax explosive devices, explosive or incendiary devices, chemical bombs, or similar devices on school property, a school bus, or at a school-sponsored activity; or
- Threats, whether considered real or false, to bomb a person or area on school grounds, school property, or at a school sponsored function;
- Other crimes that have occurred or are in progress.

After reporting to law enforcement, the Human Resource Director and/or Superintendent shall be notified as soon as possible.

The administrator, other designated school personnel, or law enforcement shall as soon as possible, also report any act noted above to the parents or guardians of any minor student who is alleged to have committed the act, after the incident has been reported to local law enforcement. All communication will be under the advisement of law enforcement.

The target(s) of an immediate or direct threat shall be notified and taken to a place of safety as soon as possible. The parents/guardian of any minor student shall be notified as soon as possible.

When a threat is determined to be an immediate or direct threat, the District is not required to permit the student to participate in or benefit from the services, programs, or activities of the District. A determination that a person with a disability poses a direct threat may not be based on generalizations or stereotypes about the effects of a particular disability and must be based on an individualized assessment, based on reasonable judgment relying on current medical evidence or on the best available objective evidence, to determine the nature, duration, and severity of the risk, the probability that the potential injury will actually occur, and whether reasonable modifications of policies, practices, or procedures will mitigate the risk.

The incident shall be reviewed and adequately documented in a permanent file.

#### Intervening, Monitoring, and Resolving Threats

If it is determined that an individual or group poses a threat of violence, the Team shall develop, implement, and monitor an individualized plan to intervene with, address and make every attempt to reduce the threat. The documentation of such shall be maintained in a permanent file. If a threat assessment has been conducted, a log entry will be entered in PowerSchool with a TA and the date. Previous threat assessments are all filed in the Human Resource Office.

In the event it is determined that an individual poses a moderate, high, immediate or direct threat to the school, staff or students, a student posing such a risk shall not be allowed to return to school until the Team completes a full risk assessment, unless 504 or IEP restrictions determine otherwise.

The Team shall assist individual(s) within the school who have engaged in threatening behavior or communication, as well as any impacted staff or students, in accessing appropriate school and community-based resources for support or intervention.

For each case the Team finds to be any level of risk, a member of the Team shall be designated as a case manager to monitor the status of the individual or group of concern. The case manager shall notify the Team of any change in status, response to intervention or referrals, or additional information that would be cause for a re-assessment or change in intervention strategies.

An Initial Threat Assessment Intervention Plan meeting shall be held within seventy-two (72) hours or as soon as possible upon the completion of the assessment that determines the threat risk is moderate or higher. At the initial meeting, the student, Team members (to consist of at a minimum, the administrator or other designated personnel, one mental health team member, and one instructional team member), a school psychologist and parent or guardian shall be present.

Updates regarding the case shall be documented in the individual's risk assessment documentation and kept in the student's file. These updates shall be made until the case is resolved and the individual or group is no longer assessed to pose a threat to the school, its staff or students. Resolution and closure of the case shall be documented in the individual's risk assessment documentation and kept in the student's file.

#### Non-Student Threats

In the event a threat is reported and the individual or group reported to have made the threat is not a student, an administrator, or other designated school personnel, shall report the threat to the appropriate authorities and the Human Resource Director or designee.

Files shall be maintained by the District of any individual or group who poses any level of threat to the safety of school, staff or students. These files shall be accessible by any threat assessment team in the event the same individual or group poses another threat to the District in the future.

In the event a threat is reported and the individual or group reported to have made the threat is an employee(s), an administrator, or other designated school personnel, shall report the threat to the appropriate authorities and to the Human Resource Director or designee. Documentation shall be placed in a threat assessment file located in the Human Resource office.

**File: EB.6**

**Student and Staff Building and Grounds Entry**

The atmosphere of our school buildings, grounds and buses are to be welcoming, accepting, and safe. In order to balance the importance of these concerns, school buildings and grounds shall remain opened, but secure, to both students and staff during regular operating hours. All doors to the buildings will remain locked and secured at all times, with the exception of the front entry doors if the building has a vestibule. Schools and grounds shall be locked at all other times outside of operating hours; access may be granted outside of operating hours for activities, special purposes or events. School district vehicles shall be secured at all times.

Each school safety team may create additional procedures of entry to the school, provided such follows policy. In the event additional procedures are created, such shall be communicated to all staff and students at the beginning of each school year, or at such time the procedures are released. In addition, such procedures shall be made available on the District website, specific to the school adopting the procedures.

**File: EB.7**

**School Staff Identification**

For the safety and security of employees and students, all staff members shall wear District provided identification badges at all times staff are on school grounds for employment purposes, or at school sponsored activities for employment purposes.

Identification badges shall be easily visible and worn on a lanyard or clip apparatus at or above the waist.

In the event a staff identification badge is misplaced, destroyed, or is otherwise unavailable to a staff member, such shall be reported to administration within twenty-four hours of discovery; if the identification badge is electronic, the District shall deactivate the badge as soon as possible after notification. A temporary badge shall be provided to staff until another badge can be supplied.

The failure of an employee to comply with this policy may result in disciplinary action.



**File: EB.8**

**Visitor and Community Entry**

The District recognizes that the community and other visitors will be present on school grounds and at school functions. Parents and Guardians are encouraged to visit their children's school(s).

For the safety of students and staff, all visitors, including parents, guardians, community members and others shall require identification prior to entry during regular operating hours.

Each school shall have a single designated entry point for visitors that is clearly marked. For schools with entry vestibules, the designated entry point for visitors shall be the vestibule. Visitors who gain access from any other entry point shall be immediately directed to the designated entry point and shall not be allowed further access.

Upon or prior to entry, adult visitors shall provide identification in the form of a driver's license, passport, or other acceptable government photo identification. Photo identification will then be processed through the District's screening system prior to entry. Visitors who are granted access will be issued a badge or other identification, which shall be worn by the visitor in a manner that is easily seen at all times while on school grounds. Visitors may be denied access to school grounds related to any violation of federal, state, or local law, or for other safety concerns. Visitor identification shall include the date, name, and destination.

Parents or guardians visiting during operating hours for times other than lunch are encouraged to inform the child's classroom teacher of the day and time of a particular visit to avoid conflicts with the school or classroom's schedule. A teacher's first responsibility is to the children; teachers are unavailable to converse at any length with visitors, including visiting parents or guardians. If a conference is desired, arrangements should be made with the teacher for an appointment with the parent or guardian either before or after school hours.

Any unauthorized person on school grounds or at school sponsored activities shall be immediately reported to the administrator security, or other designated staff. Any staff member who notices an unauthorized person shall immediately request that the person either leave the premises or report to the designated entry point. Any unauthorized person on school grounds or at a school sponsored activity refusing to follow this policy shall be reported to law enforcement.

First responders who are responding for an emergency situation or for scheduled drills are exempt to visitor entry policy requirements.

Each school safety team may create additional procedures for entry/access to their school, provided such are consistent with policies.

**\*\* A copy of file EB.8 shall be displayed or otherwise provided at each designated visitor school entry point.**

**File: EB.9**

**Emergency Training, Preparation and Drills<sup>2</sup>**

The District will use the adopted All Hazards Plan to be used in emergency circumstances. This protocol currently utilizes specific actions to be taken in a multitude of emergency situations: Lockout, Lockdown, Evacuate, Shelter, and Hold (In Place).

By establishing a standard response to any variety of emergencies, students, staff, and emergency responders become familiar with the same protocol being used to keep persons safe during an emergency, which decreases confusion and panic.

All students and staff shall be informed of and trained in the adopted All Hazards Plan on at least an annual basis. Further training shall be made available as recommended by the plan. Information on the All Hazards Plan shall be available on the District website. In addition, the District will make efforts to ensure local emergency responders (to include police, fire, and EMS) are familiar and trained.

Parents, guardians, frequent school visitors, and community members are asked to familiarize themselves with the All Hazards protocol. Training will be provided to parents and others when needed.

Students and all staff shall participate in drills.

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<sup>2</sup> Fire Protection drills are addressed in Wyoming Statute 35-9-505, entitled “Applicability; fire and safety drills required in schools; supervision of drills.” This statute shall be considered in scheduling safety drills. Subsection (b) of this statute states:

In every public and private school in Wyoming, there shall be a fire drill at least once every month. Safety drills may be used in lieu of fire drills if approved by and coordinated with the local fire department provided fire drills are conducted at each school not less than four (4) times during any one (1) academic year and further provided the school’s fire alarm is tested at each fire or safety drill. A safety drill includes any organized response to a potential threat to the health and safety of the student population. The school administration shall supervise and administer this subsection and shall determine the types of safety drills appropriate for each school. In localities where a paid fire department is maintained, a fire department member shall be requested to be in attendance at each fire or safety drill conducted within a school for the purpose of instruction and constructive criticism.