

Operational Services

Safety

Summary: The District will promote the safety and security of everyone on Woodland School District 50 property and at District events. The district shall maintain a comprehensive safety and security plan that includes coordination with law enforcement and fire officials, emergency medical services personnel, and the Board Attorney.

Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. An annual inspection of all school facilities for security weaknesses shall be made by the Superintendent, or designee School Principal, Director of Operations and Facilities and a representative of the local police department. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

- 1) An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;
- 2) Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
- 3) A school safety drill plan;
- 4) Instruction in safe bus riding practices; and
- 5) A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building- regarding the use of any available cellular telephones.

Crisis Plan

The Superintendent or designee shall develop guidelines implementing a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis management plan shall specifically include but not be limited to provisions for:

1. Injury prevention
2. Bomb threats
3. Weapons and explosives on campus
4. School safety drill program
5. Fire emergency and drill procedures
6. Tornado protection
7. Instruction in safe bus riding practices
8. Emergency aid
9. Homeland Security threat levels
10. Post crisis management
11. Responding to medical emergencies at an indoor and outdoor physical fitness facility (AED usage)

The plan shall specify members of the District and school critical response teams and delineate the responsibilities of each member of the team.

Emergency Plans

Pursuant to the School Safety Drill Act, there shall be at least three evacuation drills with one of them requiring participation by the local Fire Department. An exit drill should be conducted early during the school term and the remaining drill should be scheduled to avoid severe winter weather.

The goal of exit and practice drills is to secure rapid evacuation of the building in an orderly manner and without panic, injury or loss of life in the event of actual fire.

The teaching, custodial and office staffs shall be well rehearsed prior to the beginning of each school term to assure their familiarity with designated responsibilities and primary and alternative evacuation routes. Substitute teachers shall likewise receive instruction about their responsibilities.

The Superintendent or designee shall assign to a member of his/her staff the responsibility of monitoring the effectiveness of fire drill performance in each school.

In addition to the 3 evacuation drills, the following drills shall occur:

- A minimum of 1 bus evacuation drill
- A minimum of 1 severe weather or shelter-in-place drill

When contacted by the appropriate local law enforcement agency with a request to conduct and participate in a law enforcement drill, the Superintendent or appropriate designee must conduct a law enforcement drill during the academic year. The law enforcement drill must be conducted according to the District's comprehensive safety and crisis plan and it may be conducted on days and times that students are not present in the school.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone. A school bus driver is prohibited from operating a school bus while using a cellular telephone, except: (1) during an emergency situation, (2) to call for assistance if there is a mechanical problem, (3) where a cellular telephone is owned by the School District and used as a digital two-way radio, and (4) when the school bus is parked.

Convicted Child Sex Offender and Notification Laws

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the School Principal of his or her presence at the school, or
2. Has permission to be present from the School Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the School Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification law and the Child Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact

person for purposes of these laws. The Superintendent and School Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or School Principal determines advisable.

All contracts with the School District that may involve an employee or agent of the contractor having any contact, direct or indirect, with a student, shall contain the following:

The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9, or who is listed in the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database. The contractor shall obtain a fingerprint based criminal history records check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall check if an employee or agent is listed on the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database.

Warning System

As required by The Illinois Life/Safety Code, all District schools and buildings are protected by a standard fire alarm system, equipped with automatic detectors. The standard fire alarm system shall be installed in the school for the purpose of notifying occupants of conditions due to fire or other causes which necessitate the immediate vacating of the school or building. The system shall also transmit the alarm to any available municipal fire department by direct private lines or through an approved central system.

School personnel shall be familiar with the method of operating the manual system. It also is important that students understand the dangers and consequences of experimentation with and false use of these safety devices.

A tornado alert shall be announced at the appropriate time by the School Principal or the School Principal's designee to all school occupants. Tornado alert procedures developed by the Principal and reviewed periodically shall be followed by school occupants.

Building and Grounds Inspections

All employees must be directed to maintain a constant vigilance so as to detect and report potential hazards to their immediate supervisor. Custodians, District maintenance staff, and Facility Managers play a key role as they perform their daily or weekly maintenance tasks. All other personnel share the responsibility of reporting hazardous conditions that develop within the building or on the school's grounds.

Accident Prevention

The safety of every student is a matter of serious concern at all times. Schools and the grounds should be regularly inspected for health, fire and safety hazards. The school staff should be alert to hazardous practices or situations, especially when students are moving about within the buildings or on the playgrounds. Rules and understandings should be developed which will help reduce the possibility of accidents.

Procedures shall be established for care for a student who has suffered an accident, ranging from those requiring simple cleansing to those for whom professional assistance is required. For any but minor occurrences, the parent should be contacted.

School Safety Drill Plan

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event.

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act (105 ILCS 128/):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
 - a) The system shall be tested regularly in order to insure its reliability. All equipment and devices used in the installation of the system shall be tested by, and bear the label of approval of a nationally recognized testing laboratory.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators or school support personnel, or a parent/guardian.
5. The District shall have a safety program promoting the safety of everyone on District property or at a District sponsored event. In order that the Board can monitor this goal's achievement, the Superintendent or designee shall make regular reports to the Board of Education containing relevant information. Schools and buildings shall be designed or modified to meet all required safety codes. Facilities shall be maintained in good condition in order to minimize the possibility of accidents.

Annual Review

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the Ill. State Board of Education (ISBE). 29 Ill.Admin.Code Part 1500.

Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District. The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH. This policy does not create an obligation to use an AED.

Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and

3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the IDPH. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

Unsafe School Choice Option

The unsafe school choice option provided in State law permits students to transfer to another school within the district in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or such a student's parent/guardian, may request special accommodations from the Superintendent or designee.

Lead Testing in Water

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Ill. Plumbing License Law and guidance published by the IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

Emergency Closings

The Board of Education authorizes the Superintendent to cancel or to terminate the school session on any day in the event of hazardous weather or any other emergency that threatens the health or safety of students, and staff members, or school property. The Superintendent shall, whenever possible, notify Board of Education designated radio and/or television stations of school closings.

Fire Prevention

The District shall comply with the provisions of The School Code relating to safety requirements for schools and with the further specifications of the Illinois State Board of Education, which are generally known as The Life/Safety Code for Schools. Protective measures shall be taken to insure no fire hazards exist in and around the buildings of the District.

Regulations covering such matters shall include but not be limited to the use and storage of combustible materials, smoking in the buildings, the use of electrical equipment and good housekeeping practices, and shall be disseminated and the responsibility for their observance shall be clearly fixed by the Superintendent or designee.

School Bus Safety

Students shall be provided with instruction in safe bus riding practices at least twice (once in the Fall and once in the Spring) during each school year. The instruction shall include guidelines for appropriate student behavior while riding a school bus.

Traffic Safety Guards

The Board of Education may employ traffic safety guards for the purpose of directing traffic upon school grounds and on or along streets and highways or portions thereof within a radius of one mile from such school grounds.

The Board of Education may share the costs of employing traffic safety guards with a unit of local government or accept employment of traffic safety guards from a unit of local government. The costs for employing traffic safety guards shall be paid from one of the following District funds: Education, Transportation, Operations, Buildings and Maintenance.

Student Insurance

The Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage and any contract is between the parents/guardians and the company. Students participating in athletics, cheerleading, or pompons must have school accident insurance unless the parents/guardians state in writing that the student is covered under a family health insurance plan.

Annual Review

The Board or its designee will annually review each school building’s emergency operations and crisis response plan(s), protocols, and procedures, as well as each building’s compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the Ill. State Board of Education (ISBE). 29 Ill.Admin.Code Part 1500.

LEGAL REF.: 105 ILCS 5/10 20.25/10-20.57, 5/18-12, and 5/18-12.5.
105 ILCS 128/, School Safety Drill Act, Ill.Admin.Code Part 1500.
210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.
225 ILCS 320/35.5, Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

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