

HOPKINTON SCHOOL COMMITTEE

School Safety and Security

In order to maintain the safe and orderly environment that is needed for a positive learning and working environment, the district must clearly delineate expectations for crisis prevention, preparedness, response, and recovery activities, and ensure that the staff is prepared to meet these expectations. Therefore, the Superintendent or his/her designee shall ensure that the district has up-to-date guides for crisis prevention and response, threat assessment, chemical safety, and continuity of operations, and is prepared to adhere to the requirements of each.

Because school safety is part of overall community safety, the Superintendent or his/her designee will continue to collaborate through the District Safety Committee and other means with the Police Department, Fire Department, Public Health Administrator, local faith based organizations, and other community organizations to plan for school safety.

All principals are responsible for implementing the provisions of the district crisis guide, including facilitating regular meetings with their school's Crisis Response Teams to practice table-top drills, incorporate feedback from district-initiated drills, and otherwise prepare for situations that may be unsafe for students, staff, and school visitors. Principals will immediately notify the Superintendent about any safety or security concern in their schools. If the safety issue involves the school facility or grounds, the principal will also notify the Director of Buildings and Grounds, and if the issue concerns school buses, the Director of Finance.

Diagrams of school facility interiors will not be made public. School administrators will share diagrams only with emergency responders, except in circumstances such as necessary to assist an electrician or other trades person in an installation. In these circumstances, the recipient of the plan will sign an agreement that the plan will not be shared and will be returned when the plan is no longer needed.

The district will maintain a warning system utilizing telephone and electronic means to quickly inform families of emergency situations.

This policy works in conjunction with other district policies and their associated laws including Bullying Prevention, Non-Discrimination, Sexual Harassment, Student Conduct: Possession Of Weapons or Controlled Substances, or Assault Of Educational Personnel; Criminal Offender Record Information, Student Conduct on School Buses, Bus Safety, Bus Accidents, and Student Drug/Alcohol Abuse Prohibited and will be updated to include other policies as necessary when they are developed.

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| First Reading | September 15, 2011 |
| Second Reading | October 6, 2011 |
| Third Reading | - |

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| Adopted | Originally adopted May 31, 2000 |
| Policy Amended | April 14, 2003, October 6, 2011 |
| Legal References | 950 C.M.R. 32.00 M. G. L. c. 66, § 1 (2006 ed.) |
| Policy Cross Reference | AC, Nondiscrimination ACAB, Sexual Harassment ADDA, Criminal Offender Record Information EEAE, Bus Safety EEAEC, Student Conduct on School Buses EEAEE, Bus Accidents JICFB, Bullying Prevention JICH, Student Drug/Alcohol Abuse Prohibited JICI, Student Conduct: Possession Of Weapons or Controlled Substances, or Assault Of Educational Personnel JLF, Mandated Reporting of Suspected Child Abuse and Neglect |
| Procedure Reference | |