

P2360 PUPIL SAFETY AND PROTECTION

BOARD POLICY

The entire staff of a school is responsible for cooperating in an effort to provide all pupils an educational environment that is safe, peaceful, and secure.

Administrative Implemental Procedures:

1. The principal shall appoint a committee whose members shall include both certificated and non-certificated staff. This committee shall have the responsibility to draft a plan, subject to the approval of the principal, with procedures and strategies to deal with violence in the school. The plan should include provisions for training all staff to recognize, anticipate, respond to, and report incidents of violence in accordance with K.S.A. 72-6141 et seq. Problems contributing to school violence, dynamics of pupil behavior, and associated legal issues should also be addressed. The plan should utilize the Security Incident Report Form for reporting violent incidents in addition to the Pupil Behavior Report. This training will be followed by ongoing in-service on these issues for all staff.
2. Principals and staff members shall devise strategies to improve supervision in the school, particularly in high-risk areas such as restrooms, lunchrooms, remote halls, locker rooms, and playgrounds. Principals will also work with all staff to help them be more visible in all areas of the school.
3. Principals, with the assistance of appropriate staff members, will provide training for all pupils which will assist them to recognize assault and/or battery and intimidation, understand that this behavior is unlawful as well as in violation of school rules; understand that they are not to retaliate with similar behavior and understand that they must report any such incident immediately to any adult on the staff. Further, the training shall include techniques of conflict resolution and strategies to avoid victimization. This training shall be provided for all pupils at the beginning of each school year and should be appropriately reinforced by all staff members throughout the year. Newly enrolled pupils will receive training at the direction of the principal.
4. Using input from both certificated and non-certificated staff, the principal shall develop procedures to assist pupils who report incidents of violence. All staff members must be made aware that they have the responsibility to follow these procedures with all pupils, regardless of whether the pupil is assigned to them at that time or at any time in accordance with BOE Policy 2351 - *Safety and Security Incident Reporting*. Procedures for all staff members when pupils report to them as victims of violence are as follows:
 - a. Accept pupil's report of violence.
 - b. Offer the pupil first aid, provide privacy, and emotional support.
 - c. Notify an administrator immediately.
 - d. Assist the pupil in identifying perpetrators.
 - e. Assure pupil of confidentiality and protection from retribution to the extent possible.

In addition to the above, administrators will provide:

- a. Timely notification of parent/lawful custodian
- b. Assistance in working with law enforcement.

5. The district shall prepare information explaining expectations for pupil behavior, the consequences for infractions and, in particular, the procedures in administrative implemental procedure 4 above that are required of staff members when assisting pupils who may encounter violence. Suggestions to parents with regard to cooperation with school rules and positive attitudes toward school should also be included, as well as telephone numbers of the district parental liaison. This information should be available in the home languages of most of the pupil population and should be distributed to parents at enrollment or included with the first newsletter of the year. It should also be available at all times in the school offices.
6. In order to avoid serious injuries, heavy TV and audiovisual carts shall not be moved by elementary and middle school pupils. Use of such equipment should be planned ahead so it can be moved by an adult before and after class.

Administrative Responsibility: Safety Services Department

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