

BENJAMIN FRANKLIN CLASSICAL CHARTER PUBLIC SCHOOL POLICIES & PROCEDURES

NO. 0029

Title: **Safety**

Effective Date: June 9, 2011

Submitted By: Governance Committee

Approved By: Board of Trustees

Version: 1

1 Purpose

- 1.1 The purpose of this policy is to establish the requirement for a Safety Plan and procedures for its upkeep and communication.

2 Scope

- 2.1 This policy applies to all BFCCPS faculty, staff and volunteers, during the established school hours.

3 Responsibility

- 3.1 The BFCCPS Board of Trustees is responsible for interpreting the provisions of this policy.
- 3.2 The Head of School (HOS) is responsible for the implementation and adherence of the provisions of this policy.

4 Definitions

- 4.1 Safety Plan- the internal document that defines specific roles, responsibilities, and steps for all school safety procedures (lockdown, evacuation, and fire drill).

5 Procedure

- 5.1 The Safety Plan shall comply with State and Town guidelines.
- 5.2 The HOS shall assess the Safety Plan every six months.
- 5.3 The HOS shall update the Board of Trustees on any changes to the Safety Plan at least annually, and as needed throughout the year.
- 5.4 The HOS shall review the school Safety Plan with all employees and volunteers annually, and as needed throughout the year.
- 5.5 All employees and volunteers are required to follow their specific role and responsibilities as outlined in the Safety Plan.

5.6 Any questions or concerns regarding the Safety Plan should be addressed to the HOS.

6 Applicable Forms

7 Related Policy and Procedures