

# Weakley County Board of Education



Monitoring:

Descriptor Term:

**Safety**

Descriptor Code:

3.201

Issued Date:

09/06/2018

1  
2 Within board policy, the principal shall develop procedures for keeping school facilities safe and  
3 free from hazards.

4  
5 All staff members shall report current and potential hazards to their immediate supervisors.

6  
7 Each principal is responsible for seeing that the practice of safety is a part of the instructional  
8 program of the school and that it is appropriately geared to students at different grade levels.<sup>1</sup>

9  
10 The program shall reflect an all-hazards preparedness and response approach to include, but not  
11 be limited to the following:

- 12  
13 1. Fire prevention  
14 2. Accident prevention  
15 3. Warning systems  
16 4. Emergency drills (fire, severe weather, earthquake, bomb threat, armed intruder (within  
17 the first thirty (30) days of the school year), lockdown, shelter in place, reunification,  
18 reverse evacuation, AED)  
19 5. Emergency closings  
20 6. Traffic safety  
21 7. Traffic and parking controls  
22 8. Safety inspections  
23 9. First aid  
24 10. A disaster preparedness plan for a nuclear or other major emergency

25  
26 Principals will log all executed drills. Copies of logs will be maintained for five (5) years.

27  
28 In order to help our facilities be safe and free from violence, the perimeter doors of the school  
29 buildings shall be locked at all times. Each school will ensure visitors access the building  
30 through the main entrance. Staff will require visitors obtain proper visitor identification.

31  
32 Interior classroom doors are to be kept locked and free from obstructions. No doors are to be  
33 propped open.

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35 Only students assigned to the school, the staff of the school, parents of students, and other  
36 persons with lawful and valid business on the school premises shall enter onto the grounds or  
37 into the buildings of the schools during the hours of student instruction.

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Legal References:

<sup>1</sup> TCA 49-6-1003

### 3.201 Safety

1 All visitors must sign in at the office. All staff members shall report to the principal any persons  
2 appearing to be improperly on school premises. Provisions will be made for staff, vendors,  
3 construction or maintenance workers to sign in if access to the building is required after hours.  
4

5 The principal shall secure assistance from law enforcement officials when s/he deems it  
6 necessary in order to maintain order or security during the school day or during extracurricular  
7 activities at the school.  
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9 In order to track visitors not only signing in but also signing out, a principal may request a  
10 government identification for all visitors OR keys in exchange for a visitor pass.  
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#### Cross References:

1.501 Visitors to the School  
3.200 Building and Grounds Management  
6.311 Care of School Property