

BENJAMIN FRANKLIN CLASSICAL CHARTER PUBLIC SCHOOL POLICIES & PROCEDURES

NO. 0029

Title: **Safety**

Effective Date: June 9th, 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 Related Policy and Procedures

7 Appendix