

NORTHERN LEHIGH SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: SAFETY

ADOPTED: March 10, 1997

REVISED: March 8, 2010

	705. SAFETY
1. Purpose	The Northern Lehigh School Board directs that the facilities of this district shall be maintained and operated in a safe condition.
2. Authority	Accidents are undesirable, unplanned occurrences which may be prevented and which often result in bodily harm, loss of school time, property damage, possible expensive legal action and even death. Thus, it shall be the policy of the Northern Lehigh School District to take every reasonable precaution for the safety of the students, employees, visitors and all others having business with this school district. The Northern Lehigh Board of Education believes that safety education and accident prevention are important to everyone concerned with our school not only as a protective measure during school hours, but also as an instructional means of developing an appropriate mode of behavior to minimize accidents at all times.
3. Delegation of Responsibility	<p>The Director of Support Services shall oversee procedures and guidelines governing school safety and the prevention of accidents and fire which shall include the requirements of law and the applicable regulations of various departments of state government. Guidelines and procedures will be reviewed annually.</p> <p><u>Regulations</u></p> <p>All entrances to all buildings are to be locked at all times while school is in session, unless a designated adult is present to monitor individuals who enter the building. Doors are never to be propped/wedged open or unlocked for either convenience or comfort. This is a serious offense and will be dealt with as a disciplinary manner.</p>
Pol. 907	Visitors are welcome on campus only for the purpose of conducting official business and are required to sign in at the main office. The district reserves the right to exclude anyone that they deem as potentially disruptive to the normal education process.
Pol. 907	Visitors and tardy students are to enter only through the front entrance of the building. All visitors and tardy students must sign in immediately at the main office. Visitors to a building must wear a Visitor Pass while in the building.

<p>Pol. 845</p> <p>Pol. 218, 233, 317, 417, 517</p> <p>4. Guidelines</p> <p>Title 34 Sec. 129.1001 – 129.1011 72 P.S. Sec. 1722-J 77 P.S. Sec. 1038.2</p>	<p>Only district employees with swipe cards may use doors that are magnetically locked throughout the day. However, it is the responsibility of those individuals to ensure that the door is secure upon entering or exiting.</p> <p>Swipe cards shall be used only by authorized individuals and shall never be loaned out.</p> <p>Loss of a swipe card must be reported immediately to the Director of Support Services. Refer to policy 845-IDENTIFICATION BADGE.</p> <p>The district reserves the right to enforce all aspects of this policy for the purpose of maintaining a safe and secure learning environment. Failing to observe the guidelines as outlined in this policy will result in disciplinary action. This disciplinary action may result in expulsion for students or termination for employees.</p> <p><u>Certified Safety Committee</u></p> <p>The safety committee shall be composed of a minimum of four (4) members, including two (2) district administrators and two (2) employee representatives.</p> <p>If the number of members on the safety committee exceeds four (4), the committee shall be composed of an equal number of administrators and employees unless otherwise agreed upon by both groups. The district administrators shall not constitute a majority of the safety committee.</p> <p>It shall be the responsibility of the safety committee to:</p> <ol style="list-style-type: none"> 1. Evaluate the current safety program 2. Establish procedures for conducting and documenting the findings of periodic inspections to locate and identify safety and health hazards. 3. Make recommendations to correct hazards. 4. Review, in a timely manner, incident and accident report and investigation forms. 5. Conduct follow-up evaluations on the effectiveness of new health and safety equipment or safety procedures. <p>A quorum of the safety committee members shall meet at least once a month.</p>
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The safety committee shall develop and maintain operating procedures, membership lists, committee meeting agendas, attendance lists and minutes of each meeting.

All decisions of the committee shall be made by majority vote of members present. The Superintendent or designee shall ensure that a qualified trainer provides all committee members with adequate, annual training in safety committee structure and operation, hazard detection and inspection, and accident and illness prevention and investigation.

The Superintendent or designee shall maintain written records of safety committee training.

References:

School Code – 24 P.S. Sec. 510, 1517, 1518

Department of Labor and Industry Regulations – 34 PA Code Sec. 129.1001 – 129.1011

Fiscal Code – 72 P.S. Sec. 1722-J

Certification of Safety Committee – 77 P.S. Sec. 1038.2

Board Policy – 218, 233, 317, 417, 517, 805, 845