

Westford Public Schools recognize that student safety is critical to an environment conducive to learning. The Superintendent, or his/her designee, shall develop and recommend to the School Committee procedures that provide for the safety of students.

All WPS employees are responsible for promoting the culture of a safe school to students at all times. Every school employee shall receive training in appropriate emergency procedures.

Each school administrator, in conjunction with the Westford Police, Fire Department, Bus Contractor and other regulatory agencies, shall coordinate and maintain crisis plan procedures for fire, civil defense, bus evacuations, lockdowns and other emergencies.

Students shall be instructed in the importance of smooth working emergency procedures with drills in each procedure to be held at least yearly.

All exterior doors of each school shall be locked during operational hours. Access is only granted through a single entrance, following recognition by a main office staff member.

It is the responsibility of the Principal or designee to arrange for adequate supervision of the school building, playground and activities during normal school hours. Special attention shall be given to the prevention of accidents.

At Middle and High School Levels:

Students in grades 6 – 12 will be allowed to operate machinery or power tools only when supervised by school personnel, either on school property or during a school-sponsored activity, and the appropriate safety measures are adhered to.

First Aid kits will be in every location where machinery and power tools are used; every supervisor will have a working knowledge of the appropriate initial response to possible injuries, including steps to avoid shock or further injury.

Middle and High School programs such as Theater Arts, which may rely upon students to assist in creating program materials, will allow student use of machinery or power tools only when the student demonstrates competency in its use, is wearing appropriate safety gear and when the activity supervisor is knowledgeable in appropriate First Response procedures.

The administrator at each middle and high school will compile and maintain a list of those power tools and machinery that may be used by students at their respective school. For each listed item, the safety precautions required prior to permitting student usage such as training and/or demonstration of competency, as well as precautions required during use, such as safety equipment and level of supervision will be defined. Precautions should be commensurate with the likelihood and severity of potential injury. The principal or designee shall ensure that all staff and students with access to, or a likely need for, power tools have an understanding of the required precautions and adhere to them.

At Pre-K through Upper Elementary Levels:

Students in grades pre-K – 5 will NOT be allowed to operate any machinery or power tools, either on school property or during a school-sponsored activity.

References:

WPS Visioning Statement - June 13, 2007

WPS P1401 - Police Authorities

WPS P1402 - Fire Department and Emergency Medical Services

FY10 Title IV Safe/Drug Free Schools Grant, Office of Safe and Drug Free Schools, U.S. Dept of Educ.