

**Chebeague Island School Department  
School Committee Policy**

**EB-R1**

**SAFETY PROGRAM ADMINISTRATIVE PROCEDURE**

The following procedures will be utilized to implement the Chebeague Island School Department Safety Program:

1. A school Safety Committee will be established. The recommended committee membership will be comprised of (but not limited to) the following:
  - a. The Principal/Superintendent of Schools
  - b. One School Committee Member
  - c. One Teacher
  - d. The Custodian
  - e. One Community Member
2. The standing Safety Committee shall meet a minimum of two (2) times per year, beginning in September.
3. The Safety Committee will identify areas of concern in regards to safety in the schools.
4. The Safety Committee will make recommendations to the School Committee for plans and procedures to remedy any identified safety issues.
5. The Safety Committee will review incidents/accidents that occur and make recommendations to help prevent future incidents/accidents.
6. The Safety Committee will be responsible to organizing initial and ongoing employee trainings.
7. The Safety Committee will work with building staff to insure appropriate school programs address student safety issues.
8. A special meeting of the Safety Committee can be called if emergencies arise that must be dealt with immediately.

Adopted: 3/1/16