

SAFETY PROGRAM ADMINISTRATIVE PROCEDURE

The following procedures will be utilized to implement the Saco School Department's Safety Program.

- A. A Safety Committee will be established for the Saco School Department.
- B. The committee will be comprised of the following:
 - 1. One teacher from each school in Saco to represent each school;
 - 2. One educational technician to represent the support staff;
 - 3. The school system business manager;
 - 4. The school Superintendent;
 - 5. One building level administrator;
 - 6. The school department maintenance director;
 - 7. One custodian;
 - 8. One bus driver; and
 - 9. A chairperson to be elected by the members of the committee.
- C. The standing committee shall meet a minimum of four times per year beginning in September.
- D. The committee will identify areas of concern in regards to safety in the schools.
- E. The committee will make recommendations to the Saco Board of Education for plans and procedures to remedy any identified safety issues.
- F. A special meeting of the Safety Committee can be called if emergencies arise that must be dealt with immediately.

Adopted: June 8, 2000

Reaffirmed: March 25, 2003

SACO SCHOOL DEPARTMENT