

Safe School Plan and Report

Site: _____

Report Date: _____

Discipline:	Date	Initials
1. Discipline approach and practices have been reviewed in comparison to Board policy (JIC/JK) and found to fully meet policy requirements.	_____	_____
2. Copies of the student conduct and discipline code (Student Behavior Standards) are provided to all students at the beginning of the school year	_____	_____
3. Copies of the student conduct and discipline code (Student Behavior Standards) are provided to all new students upon enrollment.	_____	_____
4. Copies of the student conduct and discipline code (Student Behavior Standards) in both English and Spanish are available for public review at the school.	_____	_____
5. Learning environment report, including CDE discipline reporting requirements, is submitted to Board of Education	_____	_____

Crisis Preparation:	Date	Initials
6. Crisis response plan is completed and sent to central administration	_____	_____
7. Building staff is trained in crisis response procedures in accordance with Board policy (ADE)	_____	_____
8. Building floor plans and site plans showing campus boundaries and access points are provided to central administration.	_____	_____

	Date	Initials
9. Emergency drills are completed		_____
Fire Drill #1	_____	
Fire Drill #2	_____	
Fire Drill #3	_____	
Tornado Drill #1	_____	
Tornado Drill #2	_____	
Level II Lockdown Drill #1	_____	
Level II Lockdown Drill #2	_____	

10. DIRT bag is updated	_____	_____
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Site Safety/Security:

	Date	Initials
11. Annual site inspection to address removal of hazards, and vandalism and any other barriers to safety and supervision is completed (see Board policy ECA/ECAB)	_____	_____
12. Flow of traffic into and out of building is closely monitored and limited to certain doors	_____	_____
13. Visitors to schools are limited to those persons who have provided advance notice to, and been authorized by, the school administrator's office	_____	_____
14. Access to school buildings and grounds outside of regular school hours is limited to personnel whose work requires it and to sponsors of approved school activities	_____	_____
15. Funds and valuables are kept in a secure place.	_____	_____
16. All alarms systems are verified as functional.	_____	_____
17. Public notice is provided stating that enhanced criminal penalties apply to anyone convicted of violating criminal law by using, selling, or distributing any controlled substance on school property.	_____	_____
18. Visitations by non-enrolled juveniles are prohibited unless they are accompanied by principal.	_____	_____

- | | Date | Initials |
|--|-------------|-----------------|
| 19. Loitering, trespassing, or remaining on school property is prohibited and reported to law enforcement. | _____ | _____ |
| 20. Employee screening is conducted according to board policy (GCE, GCF, GDE, GDF). | _____ | _____ |

Violence Prevention:

- | | Date | Initials |
|---|-------------|-----------------|
| 21. Effective interventions are in place to address bullying and bullying prevention/education. | _____ | _____ |

Description:

- | | | |
|--|-------|-------|
| 22. Effective violence prevention program is in place. | _____ | _____ |
|--|-------|-------|

Description:

- | | | |
|---|-------|-------|
| 23. Steps are taken to encourage students and staff to come forward with information about bullying or violence, and provisions are made to protect the identity and safety of those who do report incidents or concerns. | _____ | _____ |
|---|-------|-------|

Description:

Date **Initials**

24. Threat assessment team is in place to evaluate threats of violence reported by students, teachers, staff, or law enforcement.

Team member names and titles:

Principal Signature

Date

Created: October 2002