

**Comprehensive School Site
Safety Plan
Rubric**

School Name: _____ Date: _____ Reader: _____

| Component Section Number | Complete | Incomplete | Comments |
|--|----------|------------|----------|
| 1. Planning Committee (Required members are administrator, classified employee, classroom teachers and law-enforcement representatives.) | | | |
| 2. Mission Statement (Statement must make reference to school safety.) | | | |
| 3. Data Summary <ul style="list-style-type: none"> - Data chart to be completed - Healthy Kids Survey Data to be considered, if available - Conclusions from data section need to be completed and conclusions need to be related to data provided - Conclusions for Parent, Teacher and Student Input Section needs to be well developed and state how data was obtained (focus meetings, survey, etc.) | | | |
| 4. Safe and Orderly Environment <ul style="list-style-type: none"> a. Social Climate b. Physical Environment (There should be at least one goal for each, chart needs to be complete and monitoring/evaluation methods need to be concrete and specific.) | | | |

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| <p>5. Safe Ingress and Egress</p> <ul style="list-style-type: none"> a. Complete description of how school provides safe access for students entering and leaving school grounds. b. Include access to campus, campus supervision, security personnel, security equipment, vehicle and foot patterns on campus. c. School map that illustrates ingress/egress | | | |
| <p>6. Mandated District Safety Policy (These items do not have to be sent to the district, but need to be in site binder.)</p> <ul style="list-style-type: none"> - Child Abuse and Neglect - Suspension Policy - Expulsion Policy - Teacher Notification of Dangerous Pupil - Sexual Harassment Policy - Hate Violence - Harassment/Intimidation/Hostile Environment - Bullying Policy | | | |
| <p>7. District and Site Dress Code</p> <ul style="list-style-type: none"> - District Dress Code (for Site Safety Plan but not needed in district copy) - School Site Dress Code (must be submitted to district) | | | |
| <p>8. District and Site Discipline Policy</p> <ul style="list-style-type: none"> - District Discipline Policy (for Site Safety Plan but not needed in district copy) - Site Discipline Policy (must be submitted to the district) | | | |

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| <p>9. Emergency Preparedness and Crisis Response Plan Submit to the District:</p> <ul style="list-style-type: none"> - Emergency Preparedness Organizational Chart - Annual Plan Timeline - Emergency Preparedness Plan (be sure site specific information is completed) - Emergency Evacuation Route Map - Emergency Buddy List - Field location of each evacuation class - Map of gas, water and electric shut off valves - Emergency Preparedness Student Release Procedure - Staff Skills and Equipment List | | | |
| <p>10. Public Notice Law Enforcement Review</p> <ul style="list-style-type: none"> - Fill in date of meeting - Copy of letter sent to Mayor, representative of school employee organizations, parent organization representatives, school site teacher organization, student body representative - Signature of site council chair and law enforcement representative | | | |