

**Comprehensive School Site  
Safety Plan  
Rubric**

**School Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Reader:** \_\_\_\_\_

<b>Component Section Number</b>	<b>Complete</b>	<b>Incomplete</b>	<b>Comments</b>
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"> <li>- Data chart to be completed</li> <li>- Healthy Kids Survey Data to be considered, if available</li> <li>- Conclusions from data section need to be completed and conclusions need to be related to data provided</li> <li>- Conclusions for Parent, Teacher and Student Input Section needs to be well developed and state how data was obtained (focus meetings, survey, etc.)</li> </ul>			
4. Safe and Orderly Environment <ul style="list-style-type: none"> <li>a. Social Climate</li> <li>b. Physical Environment</li> </ul> (There should be at least one goal for each, chart needs to be complete and monitoring/evaluation methods need to be concrete and specific.)			

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

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