

**SAFETY PROGRAM**  
*(Safe Schools Checklist)*

The following are items to be considered for purposes of evaluating school grounds and facilities for safety preparedness:

**A. The School District**

- The district has developed a crisis prevention plan to be used in the case of any emergency, including fire, tornado or school violence situations. This plan should address all aspects of school safety including, but not limited to, personnel screening, limiting persons on campus, detailed discipline codes, professional development and training, maintenance of safety features on campus, creation of alternative learning environments for students with discipline problems, and cooperation between the School Board and local community agencies, law enforcement and the media.
- Every building in the school district has an alternative means of contacting emergency personnel in case of an emergency.
- The district utilizes an anonymous reporting system that allows students to share crime-related information without identifying themselves.
- Security and safety factors are considered by the district when siting, designing, and building new facilities or remodeling older facilities.
- The district will have the Center for Safe Schools conduct a safety report.

**B. The Administrators**

- The school administrators and the local law enforcement know the exact boundaries of school property so that in an emergency they may legally exclude the media or the "curious" from the property until the situation is resolved.
- The administrators regularly survey school grounds for potential hazards and hiding places for unwelcome persons and unsupervised areas where students congregate.
- The administrators regularly review the "traffic flow" of students within the school and attempt to relieve congestion that can lead to tension and fights in the hallways.

- The administrators review the school crisis prevention plan every year and train and retrain staff members.

**C. The Staff**

- The maintenance personnel regularly, at least once a month, verify that:
  - ▶ All external and internal lighting sources are operative
  - ▶ All alarms are in working order.
  - ▶ All emergency exits are functional.
  - ▶ All locks on doors and windows are working.
  - ▶ All vandalism and graffiti are removed from school buildings.
- School staff members receive a revised student handbook every year so that they may most effectively enforce school policies and procedures.

**D. The Students**

- The school district has a detailed student handbook that is reviewed, revised and distributed at least once a year. This handbook clearly states the policies students are expected to follow, penalties for infractions and outlines of emergency procedures for students.

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***Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.***

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Boonville R-I School District, Boonville, Missouri

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