

**East Orange School District Division of Operations
SCHOOL SAFETY Site Visit Rubric 2016-2017**

School Name: Tyson Secondary

Review Date: 12/6/2016

Person(s) Providing Information: E. Williamson

Reviewer: M. Murchison

<p>INDICATOR 9.0</p>	<p>The school functions as an effective learning community to support and maintain a safe, civil, and disciplined learning environment where students can achieve and succeed through compliance with N.J.A.C. 6A:16-5.1 and NJS 18A:41-1</p>				
Rating Categories					
	<p>4 Exceeds Requirements Best Practices to be shared with other schools</p>	<p>3 Meets requirements of all sections of Indicator 9.0 & documentation demonstrates provision of activities and are presented in an organized fashion for review</p>	<p>2 Partially Meets the Requirements of Indicator 9.0 & minimal documentation to demonstrate activities</p>	<p>1 Does Not Meet the Requirements/little or no documentation</p>	<p>Rating (1-4)</p>

Indicator 9.0	School Safety Activities and Documentation of Compliance	4	3	2	1	
9.1	<p>a. School has submitted safety plan for 2016-2017 that includes all required elements</p> <hr/> <p>b. School has implemented improvement in areas rated as 1 or 2 during the 2015-16 school year</p> <p>Documentation: Acknowledgement from Division of Operation</p> <hr/> <p>Reviewer Comments:</p>		x			3

9.2	<p>All staff has received professional development regarding;</p> <ul style="list-style-type: none"> a. <u>NJ law and code regarding school safety plans</u> b. <u>NJ law and code regarding school safety and fire drills</u> c. <u>Crisis management and emergency response best practices</u> d. <u>The Uniform Memorandum of Agreement Between Education and Law Enforcement</u> e. <u>How to recognize and appropriately respond to safety and security concerns</u> <p>Documentation: agendas, sign-in sheets, handouts, electronic messages, certificates, training evaluations, memos, power-point presentations, confirmations of completed webinars use of websites, newsletters, announcements, or other informative materials and media</p> <p>Reviewer Comments:</p>		x			3
9.3	<p>All staff have received a copy of the District Classroom Emergency Management Guide</p> <p>Documentation: staff interviews, staff signatures on distribution sheet, email distribution log,</p> <p>Reviewer Comments:</p>		x			3
9.4	<p>Administrator has reviewed with staff the school 2016-2017 safety plan and all are aware of their roles and responsibilities</p> <p>Documentation: Agendas, sign-in sheets, electronic messages, staff interviews</p> <p>Reviewer Comments:</p>		x			3
9.5	<p>The School Safety Team meets regularly to discuss, review, and revise as necessary the school safety plan</p> <ul style="list-style-type: none"> a. <u>All staff are aware of the names of members of the School Safety Team</u> b. <u>Members of the team are assigned roles in the school safety plan</u> c. <u>Members of the team have received training in school safety and emergency management</u> <p>Documentation: meeting agendas, sign-in sheets, electronic messages, memos, staff interviews, meeting minutes</p> <p>Reviewer Comments:</p>		x			3

9.6	<p>Parents have received information regarding school safety and emergency preparedness in addition to what is printed in the district handbook</p> <p>Documentation: agendas, sign-in sheets, electronic messages, home-school communications , handouts, power-point presentations, parent interviews, use of websites, newsletters, announcements, or other informative materials and media</p> <p>Reviewer Comments:</p>			x		2
9.7	<p>School has conducted monthly school safety and fire drills according to school law and code:</p> <ul style="list-style-type: none"> a. School has mechanism in place to review efficiency of <u>safety and fire drills</u> b. School has feedback system for staff input into <u>efficiency/effectiveness of safety and fire drills</u> c. School has practiced utilizing primary and secondary <u>building evacuation drills</u> d. School has practiced a variety of lock down and <u>evacuation scenarios in accordance will state guidelines</u> e. School has <u>submitted school safety drill reports to Division of Operations</u> <p>Documentation: meeting minutes, staff feedback documents, reports to Division of Operations, law enforcement feedback, audio-visuals,</p> <p>Reviewer Comments:</p>			x		3
9.8	<p>Students have received information regarding school safety procedures and emergency preparedness in addition to what is printed in the district handbook.</p> <p>Documentation: , electronic messages, home-school communications, lessons plans, handouts, school calendars, use of websites, newsletters, announcements, or other informative materials and media</p> <p>Reviewer Comments:</p>			x		3

9.9	School has visitor management system that is utilized and that all staff are aware of Documentation: staff interviews, sign-in book, signage in the building Reviewer Comments:		x			3
9.10	Doors, buildings, and stairwell are clearly identified with numbers or letters Documentation: Visual observation Reviewer Comments:		x			3
9.11	School has included written plans to accommodate special needs population in the school safety plan, provided necessary supports, and made staff and students aware of the procedures Documentation: Copy of plan, staff and student interviews Reviewer Comments:					n/a
9.12	School has up to date fully equipped Go-Bag and designated person responsible for its content and location during an evacuation or lockdown Documentation: Fully equipped Go-Bag Reviewer Comments:		x			3
9.13						
9.14	School has completed all elements of Division of Operations Safety Emergency Management Checklist Documentation : Copies of documents and acknowledgement from Division of Operations Reviewer Comments:		x			3