

Administration,
faculty and staff

Safe school
activities

School administration, educators and staff are charged with the primary responsibility for school safety and security on a daily basis. These activities can help gain student and community involvement and keep our schools safer, every day.

- ❑ Develop a district-wide safe schools plan that includes systematic procedures for dealing with specific types of crises.
- ❑ Establish a systematic, district-wide mandatory incident reporting system for accidents, discipline problems, vandalism, suspected child abuse, and security problems.
- ❑ Create a school safety advisory group. This group should include representatives from the student body, faculty, community, law enforcers, health and human service professionals, etc. This group could offer ongoing support and seek practical solutions to problems.
- ❑ Publish a district magazine and distribute it to employees, parents, students and the community. Include educational information, as well as information on safety and security topics.
- ❑ Coordinate school safety workshops for employees to outline the relationships between school safety and quality education.
- ❑ Initiate programs for students that promote student responsibility for safer schools.
- ❑ Launch an email campaign. Encourage students to email their friends and tell them about the importance of speaking up when they see a safety concern.
- ❑ Create SPEAK UP buttons. Have students and parents who have signed the safety pledges wear them. Offer free admission into a school event if they have their buttons on.
- ❑ Have a contest. Ask students to express their thoughts on school violence and safety. Get creative with posters, t-shirts, essays, poems, song or raps, etc.
- ❑ Offer first aid classes through the American Red Cross for both students and teachers.
- ❑ Organize a youth discussion group. Discuss student concerns and ideas on how to keep their school safe.
- ❑ Recognize positive leaders. Recognize students and teachers throughout the week. For students, call their parents to let them know personally that their child is a positive school leader.
- ❑ Have a buddy system. Assign older, bigger students to look out for students who seem to be bullied by others.
- ❑ Establish a student hotline. Students are able to report school crimes in an anonymous, non-threatening way.
- ❑ Form a safety committee. Appoint one or more student representatives and parents to the school board to participate in discussions and planning, but not be voting members.
- ❑ Develop a suggestion box. Have a policy, form, blog, or box for suggestions to improve campus climate. Respond to all messages promptly and, when appropriate, personally thank the individual who offered the advice.
- ❑ Incorporate safety topics. Include physical safety information during physical education class; chemistry classes can examine the negative effects of drugs on the human body; English classes can correlate literature study with essays on self-esteem, character-building or student misbehavior; and graphics classes can promote safer campuses by designing posters featuring effective safety messages.
- ❑ Coordinate student courts. Student judges, lawyers, jurors, bailiffs and court clerks, trained by local justice system experts, hear and try cases involving fellow students. Student courts make real judgments and pass real sentences.
- ❑ Publish a campus newsletter. Outline the week's events and any new programs for students, parents, and staff. Use the newsletter as a way to communicate on-going safety programs for the school as well.