

Columbia CUSD #4 School Safety Measures

Mission Statement:

Our mission is to serve the educational needs of our young people by encouraging educational excellence in an environment which promotes the development of productive and responsible citizens.

SAFE SCHOOL POLICIES AND SECURITY

- Annual Safety Meeting with law enforcement and first responders to review Crisis and Safety Plan
- Crisis and Safety Plan updated annually
- Completion of annual safety drills at each building, including active shooter drills, and intruder drill with police department and fire with fire department (Emergency Drills: fire, storm, earthquake, intruder lock down, bomb threat)
- Student Handbook/Code of Conduct – parent and student signature indicating understanding of expectations and receipt of handbook
- Defined procedures for search and seizure
- Disciplinary code enforced
- Employee background screening
- Building evacuation plan with site relocation agreements
- Crisis Response Plan - Automatic Response Responsibilities for school personnel
- Rally points and reunification point in place in case of a school evacuation
- Planning Guide for bomb threats, fires, tornadoes, earthquakes, intruder, hostage, death/bereavement, chemical or biological threat
- Weapons Policy enforced
- Drug/Substance Abuse Policy enforced
- Vandalism reported, documented, and removed
- Sex Offender listing on website
- Administration and teachers have access to the SchoolGuard app (panic button)

INDICATORS OF FACILITY SITE SECURITY

- All school entrances secured
- Camera surveillance at each building and campus
- Cameras monitor inside and outside areas including playgrounds, parking area, entrances, and more
- Lighting outside/parking lot
- Floor Plan access to fire and police departments
- Exit doors marked for emergency responders
- Locked building during the day – entry door access only
- Limited and tightened access for after-school programs
- Key and lock control (school with badge access/classroom locks)
- Access Control using buzzer system – all buildings
- Utility shut-off location by custodian
- Monitoring hallways by personnel
- Background checks of all employees
- Closed/locked windows on ground level
- Improved signage, pedestrian safety, and speed deterrence on campus.
- Additional parking lot on campus.

Updated 04/18/18

INDICATORS OF FACILITY SITE SECURITY CONTINUED

- Additional security cameras installed and upgraded throughout the district.
- Locked classroom doors throughout day or use of magnet system to ensure safety
- Pre-determined building opening/closing times
- Weekend Building Checks – Saturday and Sunday
- Lock Boxes at each building for Emergency First Responders
- Classroom numbers are displayed in windows externally visible to first-responders.

ACCESS CONTROL

- Secured access control using buzzer entry at entrance – all buildings
- Staff presence outside of building at arrival and dismissal
- Badging system for visitors
- Intercom System
- Visitor procedures – signing in and out; identification badges -enforced by all faculty
- Student sign-in/out procedure
- Exits supervised during emergency; evacuation to ensure safe exiting
- Secured playground areas – 2nd grade playground-Parkview, Eagleview and CMS
- Exit signs throughout the building
- Posted visitor signs and main office directions on outside doors
- All high school students wear ID badges.
- All classrooms are equipped with intruder barricade/safety devices
- Tightened access control in the morning at CHS with adult supervision at both access points.
- CHS adjusted the time for opening the doors in the morning
- CHS Students wear student ID badges

LAW ENFORCEMENT

- Intergovernmental agreement with Columbia Police Department to share information
- Camera surveillance with police department access in emergency situations
- Police access to bus radios
- Regular police presence at each building – arrival, dismissal, lunch, etc.
- Law enforcement involvement, particularly for incidences with bomb threats, weapons, drugs
- Active shooter drills conducted with all employees in the buildings in cooperation with the St. Louis County and Columbia Police Departments.
- Parent Forum on various topics conducted annually
- Safety Town Program – primary students
- D.A.R.E. Program – 5th grade
- D.A.R.E. Extension – 10th grade program
- Partnership with Columbia Police Department for drug dog inspections
- Local K9 visits to campus on a regular basis
- Regular security checks by Columbia Police Department of all school facilities and grounds
- Columbia Police Department used as speakers at numerous events throughout the year
- Involvement on KEYS truancy board
- Chief of Police addresses CHS student body annually prior to Homecoming week
- Assist administration in training new teachers with active shooter drills

Updated 04/18/18

LAW ENFORCEMENT CONTINUED

- Random door checks by the Columbia Police Department during school day
- Summer, 2018 Illinois State Police training site for Rapid Response Training
- Teachers and staff know that 911 can be called anytime it deemed appropriate
- Direct patrol by the police department and ongoing presence of CPD (reading to students, lunch with students, attendance at sporting events, and assistance as needed by off-duty officers.)

COMMUNICATION

- Emergency Telephone Tree – First Responders, Crisis Team, Utilities
- Parent notification/mass telephone communication/student management system
- Public Address System at each school
- Voice over IP Telephones in each classroom with “all call” function
- Two way radios for designated employees – office, custodian, PE, recess, administration, nurse, greenhouse
- Telephone accessibility on each floor or building area
- Parent electronic email utilized
- Skyward student management system
- Tri-fold pamphlet developed to communicate the 4E training program

INDICATORS OF POSITIVE SCHOOL CLIMATE

- Student and staff respect and rapport
- Fairness of school rules and their enforcement
- Staff and parent relations
- Gender/diversity relations
- School and community relations
- Character Development Program
- Willingness of students to report incidences, particularly life-threatening situations
- Student programs – health education, physical education, extra-curricular activities, guidance directed groups
- Promotion of Wellness Programs – Drug Prevention, Red Ribbon, Anti-bullying, Cyberbullying, Character Education
- “Tell Someone” link on all school/district homepages for anonymous reporting.
- Ongoing assemblies and speakers addressing leadership, drug abuse, suicide, and sexting related to felonies.

STAFF COMMITMENT

- Staff visibility/presence
- Monitors entrances, hallways, gathering places
- Present in play areas, cafeteria, restroom
- Student/staff building relationships and rapport
- Caring and purposeful atmosphere
- Teachers available to interact with students, nonthreatening
- Emergency Preparedness (teacher in-service meetings)
- Staff implements and enforces discipline code
- Staff Response: Visitor presence, substance abuse, weapon violation, troubled student, abuse, vandalism, search and seizure, criminal acts
- Staff reports all incidences to administration immediately
- Personnel randomly routinely inspect bags, lockers, desks
- ID badges worn by staff members
- Administration continues to attend safety/security conferences

PROBLEM ANTICIPATION

- Student Assistance Team (SOAR) and/or Problem Solving Teams addressing identified at risk students
- Social worker or guidance counsel students
- Quarterly Student Threat Assessment meetings with administration, social workers and guidance counselors
- Chronic tardiness and absences addressed
- Referrals for students exhibiting at risk indicators (drop in grades, poor attendance, increase code of conduct violations, environmental and family factors, etc.)
- CPI trained personnel; De-escalation techniques
- KEYS (Keeping Every Youth Successful) truancy program in place for local ownership
- Police reporting procedures in place (i.e. fights, weapons, threats, devices)
- Emergency plan in place (fire, storm, earthquake, intruder lockdown, bomb threats)
- AED's at each building; first aid backpacks in each classroom
- Nurse on staff to provide first aid/CPR
- Coaches and designated staff trained - AED, CPR, concussion protocol
- Crisis Plan in place and distributed to faculty
- Student Threat Assessment Team meets quarterly

MENTAL HEALTH AWARENESS

- Specialists in place – nurse, social workers, guidance counselors, school psychologist
- Referral procedures in place for emotional disabilities
- Student Assistant Team (SOAR) and/or Problem Solving Team at each building to identify students at risk
- Outside agency referral for mental health support
- Second Step program implemented at Eagleview, Parkview, and CMS
- Social Work groups are implemented at all schools
- Social worker and school psychologist internships have been secured
- Personnel trained in threat assessment and self-harm
- Parent forums are held providing resources and information those interested

WEAPONS

- Written policy in place and enforced
- Students/parents awareness of expulsion consequences for firearm possession
- Zero tolerance policy on all weapons and look alike weapons
- Procedures for weapon discovery (inform administration, police, search, parents/guardians, staff awareness)
- Periodic review of weapons policy throughout the year (students/staff/parents)
- Periodic locker and backpack checks
- Anonymous/confidential student and parent reporting

DRUGS AND ALCOHOL

- Formal instruction on drugs and alcohol at all grade levels
- School policy on drug use, possession, distribution by student
- Partnership with Columbia Police Department for canine searches
- Local K9 unit makes regular visits to schools while in session
- Regular In-service training and/or workshop attendance for staff
- Parent and police notification of substance abuse incidents

Updated 04/18/18

DRUGS AND ALCOHOL CONTINUED

- Provides counseling services through social worker and DHS
- DARE program – 5th grade
- Speakers, films, videos, posters, and signs
- Red Ribbon Week
- Parent Outreach – Website Information
- D.A.R.E. Extension program in 10th grade
- Human Support referrals and support
- Teacher professional development addressing drug trends and identifying signs of use
- Random drug testing for student athletes
- Participation in the Monroe County Drug Free Coalition
- Use of Illinois Youth Survey to establish action plans
- Driver's Education program with "car crash" demonstration

BULLYING

- Bullying Policy and Wellness Policy reviewed annually
- Formalized documentation of all reports of bullying violations
- Staff knowledgeable about bullying and its potential for physical and emotional harm
- Continuous monitoring through observation, dialogue, and interview
- Intervention program to include: written policy/classroom rules, social work, classroom instruction, character development program
- Zero tolerance of bullying – disciplinary consequences
- Confidential student reporting
- Student/Staff Presentations – Bullying, Social Media, Cyber-bullying awareness and reporting protocol
- The Second Step Program is implemented in grades K through 5th
- Bullying is formally documented

FIGHTING

- Hands-off enforced
- Continuous monitoring of hallway, playground, cafeteria, gathering places
- Written policy
- De-escalation techniques and CPI training for staff
- Conflict resolution
- Willingness of students to report incidences/threats
- Reporting incidences to parents and police

THREATS

- Responsibility of students to inform staff in life-threatening or safety situations
- Process and procedures in place
- All incidences treated seriously
- Law enforcement involvement as appropriate
- Parent notification if credible
- Staff trained in threat assessment and self-harm

POST CRISIS

- Reunification site established
- Provide accurate information to personnel, parents, and community
- Designated media spokesperson
- Regional services available (additional social workers to provide needed service)
- Follow-up communication to staff, students, parents, and community, debrief