

# ASSIST: Safety School Report

Directions with Screenshots

August 2016

<https://cas.advanc-ed.org/cas/login>

## Portfolio

### Overview

Select the school year to expand the list of all associated documents for that period.

Select a document for additional details and to begin or continue your work.

#### 2016-2017 School Year

Days Past Due	Due Date	Status	Document
	October 1, 2016	Not started	<a href="#">School Safety Report</a>
	October 1, 2016	Not started	<a href="#">Closing the Achievement Gap</a>

#### 2015-2016 School Year

#### 2014-2015 School Year



**Click here**

# Start the KDE School Safety Report

1. Go to “Diagnostics & Surveys” tab (be sure the diagnostic is not already in your list)
2. Click on “Start Diagnostic”
3. In the first box, select “School Safety Report” from the drop down menu
4. In the description box, type “2016-2017 [SCHOOL NAME] KDE School Safety Report”
5. Click on “Start”

This will begin your diagnostic

[Portfolio](#)[Profile](#)[Diagnostics & Surveys](#)[Assurances](#)[Goals & Plans](#)[Reviews](#)[Progress](#)

## Portfolio

### School Safety Report (In Progress)

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of the screen.

This document is due on **Oct 1, 2016**

#### Required

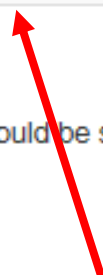
All components in this section must be completed before the document can be submitted.

Section	Template	Components	Complete
Diagnostic	School Safety Report	<a href="#">School Safety Report</a> 	

#### Additional

In some cases you must select at least one component from this list before the document should be submitted.

*None*



**Click here to get started on answering the questions**

## School Safety Report

[« Back to Diagnostics](#)

### School Safety Report [\(Edit\)](#)

In response to recent tragic events in our nation's schools, during the 2013 legislative session the Kentucky General Assembly took action, through the passage of Senate Bill 8/House Bill 354, to assure that our schools are safer places for students and staff to work and learn. Among other things, SB8/HB354 required changes to emergency plan requirements, the development of school safety practices, and additional severe weather, lockdown and earthquake drills. The bill also required local school district superintendents to verify to the Kentucky Department of Education that all schools in the district are in compliance with these requirements. This diagnostic is the means by which this reporting is accomplished.

**Please Note:** In some cases, all items may not be required.

### School Safety Requirements

0 of 13 items are answered

 PDF

 Attachments

Delete

**Click here to begin**



## School Safety Requirements

[« Back to School Safety Report](#)

✓ Denotes an answered response

Summary of all responses	
<a href="#">Respond</a>	Does each school have a written Emergency Management Plan (EMP)?
<a href="#">Respond</a>	Did the SBDM Council adopt a policy requiring the development and adoption of an EMP?
<a href="#">Respond</a>	Did the SBDM Council adopt the EMP?
<a href="#">Respond</a>	Has each school provided the local first responders with a copy of the school's EMP and a copy of the school's floor plan?
<a href="#">Respond</a>	Has the EMP been reviewed and revised as needed by the SBDM council, principal, and first responders (annually)?
<a href="#">Respond</a>	Was the EMP reviewed with the faculty and staff prior to the first instructional day of the school year?
<a href="#">Respond</a>	Were local law enforcement and/or fire officials invited to review the EMP?
<a href="#">Respond</a>	Are evacuation routes posted in each room at any doorway used for evacuation, with primary and secondary routes indicated?
<a href="#">Respond</a>	Has the local Fire Marshal reviewed the designated safe zones for severe weather and are they posted in each room?
<a href="#">Respond</a>	Have practices been developed for students to follow during an earthquake?
<a href="#">Respond</a>	Has each school developed and adhered to practices designed to ensure control of access to each school (i.e., controlling access to exterior doors, front entrance, classrooms, requiring visitor sign-in and display of identification badges)?
<a href="#">Respond</a>	Has each school completed all four emergency response drills during the first 30 days of the school year? (Fire in compliance with <a href="#">Fire Safety</a> regulations), Lockdown, Severe Weather and Earthquake)
<a href="#">Respond</a>	Are processes in place to ensure all four emergency response drills (Fire in compliance with <a href="#">Fire Safety</a> regulations), Lockdown, Severe Weather and Earthquake) will occur within the first thirty instructional days beginning January 1?

There are 13 questions. Click on "respond" to answer each question.

Respond Yes/No to each question. Comments and document uploads are optional but are a great way to provide evidence to your response.

## School Safety Report

[« Back to Diagnostics](#)

### School Safety Report [\(Edit\)](#)

In response to recent tragic events in our nation's schools, during the 2013 legislative session the Kentucky General Assembly took action, through the passage of Senate Bill 8/House Bill 354, to assure that our schools are safer places for students and staff to work and learn. Among other things, SB8/HB354 required changes to emergency plan requirements, the development of school safety practices, and additional severe weather, lockdown and earthquake drills. The bill also required local school district superintendents to verify to the Kentucky Department of Education that all schools in the district are in compliance with these requirements. This diagnostic is the means by which this reporting is accomplished.

**Please Note:** In some cases, all items may not be required.

### School Safety Requirements

Complete

Delete

Click Here

**When all of the requirements are complete, click Complete.**

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### Complete Diagnostic

Are you sure you wish to complete this?

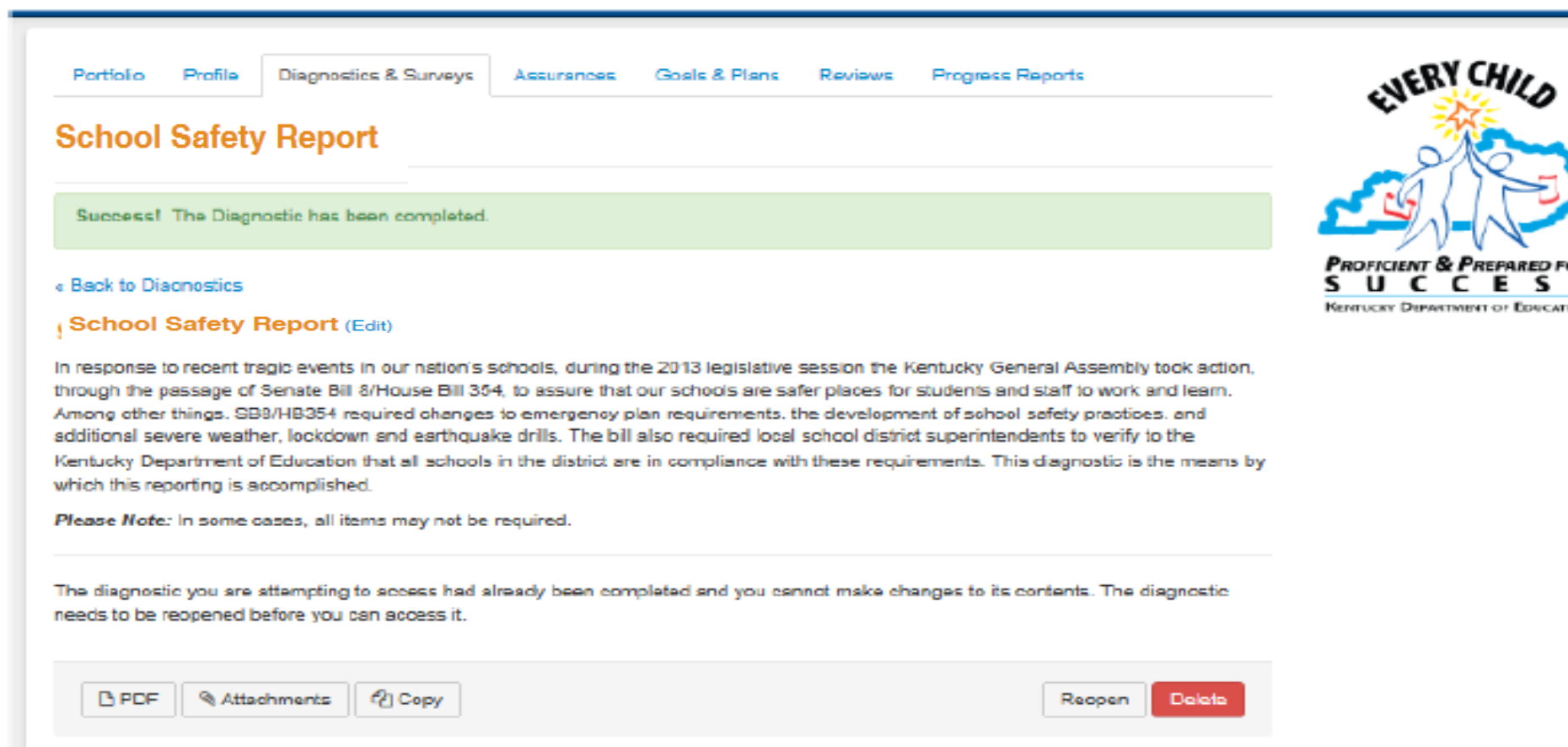
Yes Complete

Cancel

Click Here



Completion Screen—if you need to make changes click *Reopen* to edit the responses. Once changes have been made and save click *Complete* again to finish.



The screenshot shows a web application interface with a navigation menu at the top containing: Portfolio, Profile, Diagnostics & Surveys (active), Assurances, Goals & Plans, Reviews, and Progress Reports. The main heading is "School Safety Report". A green success message states: "Success! The Diagnostic has been completed." Below this is a link "Back to Diagnostics" and a title "School Safety Report (Edit)". A paragraph explains that in response to recent tragic events, the Kentucky General Assembly passed Senate Bill 8/House Bill 354 to ensure safer schools. The diagnostic is the means by which compliance is verified. A "Please Note" section states that not all items may be required. A message at the bottom indicates that the diagnostic has already been completed and cannot be edited. At the bottom right, there are buttons for "PDF", "Attachments", "Copy", "Reopen", and "Delete".

Portfolio Profile **Diagnostics & Surveys** Assurances Goals & Plans Reviews Progress Reports

## School Safety Report

Success! The Diagnostic has been completed.

[Back to Diagnostics](#)

### School Safety Report (Edit)

In response to recent tragic events in our nation's schools, during the 2013 legislative session the Kentucky General Assembly took action, through the passage of Senate Bill 8/House Bill 354, to assure that our schools are safer places for students and staff to work and learn. Among other things, SB8/HB354 required changes to emergency plan requirements, the development of school safety practices, and additional severe weather, lockdown and earthquake drills. The bill also required local school district superintendents to verify to the Kentucky Department of Education that all schools in the district are in compliance with these requirements. This diagnostic is the means by which this reporting is accomplished.

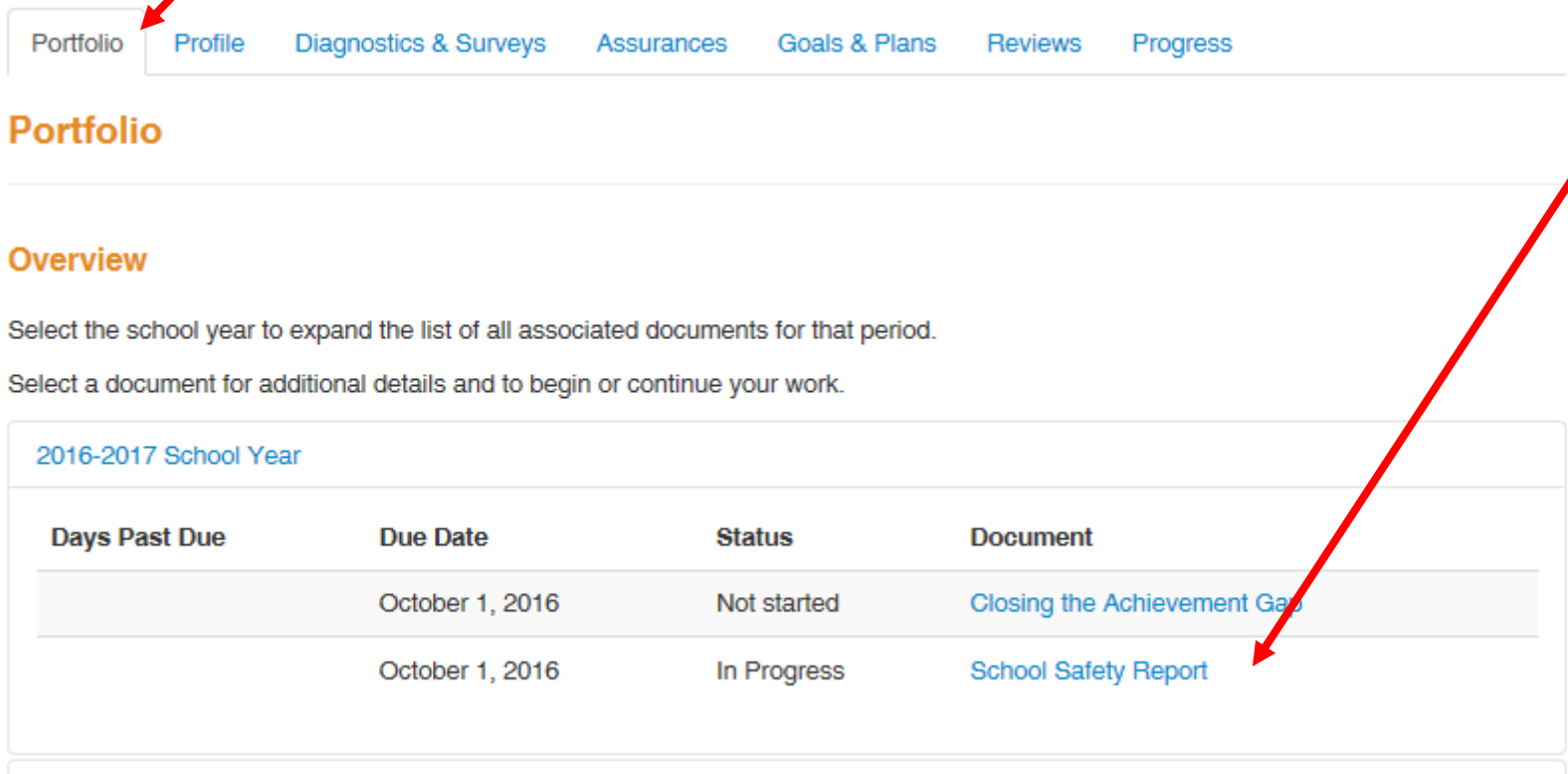
**Please Note:** In some cases, all items may not be required.

The diagnostic you are attempting to access had already been completed and you cannot make changes to its contents. The diagnostic needs to be reopened before you can access it.

PDF Attachments Copy Reopen Delete



# To Submit report, click on Portfolio Tab and then click School Safety Report



Portfolio Profile Diagnostics & Surveys Assurances Goals & Plans Reviews Progress

## Portfolio

### Overview

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2016-2017 School Year

Days Past Due	Due Date	Status	Document
	October 1, 2016	Not started	<a href="#">Closing the Achievement Gap</a>
	October 1, 2016	In Progress	<a href="#">School Safety Report</a>

## School Safety Report (In Progress)

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of the screen.

This document is due on **Oct 1, 2016**

### Required

All components in this section must be completed before the document can be submitted.

Section	Template	Components	Complete
Diagnostic	School Safety Report	School Safety Report 	

### Additional

In some cases you must select at least one component from this list before the document should be submitted.

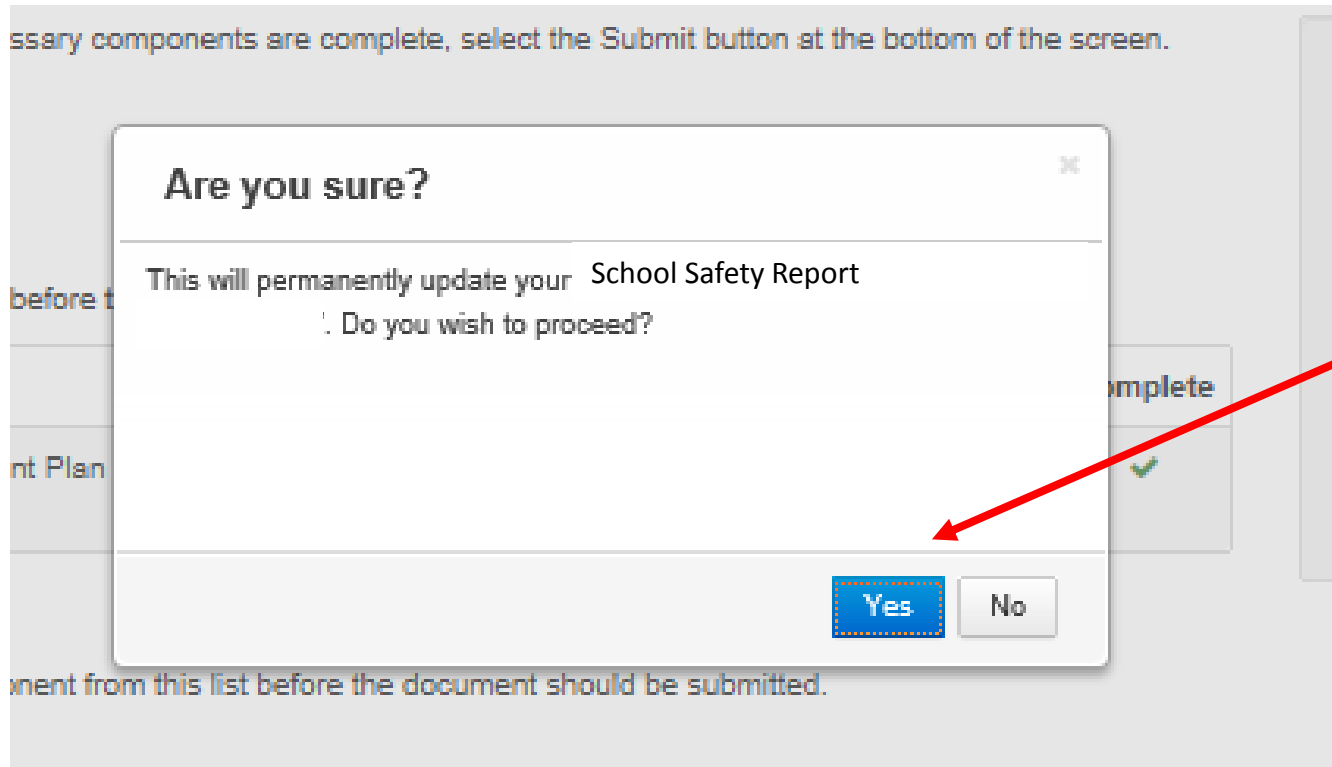
*None*

**You should see a green check mark under Complete if you have responded to all the questions. Click Submit**

 PDF

 Attachments

Submit



**Click Yes to permanently update the School Safety Report**

Click on the *Portfolio* tab and you will see that the “status” of the School Safety Report is now *Submitted*

# Contact and Other Helpful Information

## KDE Documents:

- <http://education.ky.gov/school/csip/Documents/DISTRICT%20School%20Safety%20Diagnostic%20Technical%20Guide.pdf>

## JCPS Contacts:

Florence Chang, [florence.chang@jefferson.kyschools.us](mailto:florence.chang@jefferson.kyschools.us) #3278

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