

What's the purpose of the assessment?

To provide the school with an independent look at the school's climate and culture as it relates to enhancing the learning environment. This also provides the school with a needs assessment that can be used in developing a school safety component of the school's Comprehensive School Improvement Plan.

If a school needs additional help, where does it go?

The KCSS will provide or coordinate wraparound service once a school determines what areas it wishes to address. This value-added component demonstrates the partners' intent to provide a continuum of services when called upon, at no cost to the school or district.

Is there a cost for this service?

No. A Safe School Assessment is a service provided by the Kentucky Center for School Safety at no cost to the school or district.



For additional information, contact:

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Safe School Assessment Brochure



"Safe and healthy learning environments enhance academic achievement."



Safe School Assessment

What is a Safe School Assessment?

A safe school assessment is an independent examination of a school, including its physical plant, climate, and culture as related to the enhancement of safe and healthy learning environments.

Any local school or school district can request a safe school assessment. This is not to be confused with an audit. This



assessment is strictly a voluntary activity that includes an external assessment team that meets with the school principal, staff, students, and parents in order to gain information about the school environment.

Who conducts the assessment?

The visitation team will include representatives from three state-level educational agencies: Kentucky Center for School Safety (KCSS), Kentucky Department of Education (KDE), and Kentucky School Boards Association (KSBA), (including its insurance service). A typical team consists of six representatives.

What does the process involve?

1. It begins with a written request from the school district's superintendent.
2. A letter of confirmation will be sent to the superintendent confirming a date and time for a visitation team to arrive at the school. Included with this letter will be three safe school surveys: for staff, students, and parents.
3. The principal will be asked to administer and collect the surveys, and send them to the KCSS office at Eastern Kentucky University for compilation and analysis three weeks prior to the team visit.
4. The school will be asked to provide several documents for team members. Such documents may include, but are not limited to:
 - Student Handbook
 - School's Behavior Management Plan (if one exists)
 - School District's Student Code of Conduct
 - School Crisis Response Plan (Emergency Management Plan)
 - School Safety Plan (if one exists)
 - Supervision Roster
 - Anything else that would relate to school safety issues
5. On the day of the visit, team members will arrive in time to observe bus duty and arrival of students. The team will meet with the school principal prior to conducting the assessment.

During the day, team members will:

- conduct interviews with staff members, students, and parents
 - observe arrival and dismissal procedures
 - observe class changes
 - observe lunch and cafeteria procedures
 - conduct a physical plant walk-through
6. Team members will meet an hour before school dismisses to draft a preliminary report for the principal.
 7. On the day of the site visit, the team leader will give the principal a preliminary" report of the team's findings after school dismissal. There will be three options at this point:
 - A. The principal may decide to invite staff members at the school or the school district to join him/her when listening to this report;
 - B. The principal may decide to hear the preliminary report alone (or with assistant principals) and then have the team leader return in approximately a month (after the full report is finished) to give a full report to the staff and/or designees;
 - C. The principal may decide to hear the preliminary report and then present the data to the staff later using his/her own method without the assistance of the Safe School Assessment Team.
 8. A comprehensive report will be sent to the superintendent and principal approximately one month following the visit.

