

GADSDEN COUNTY SCHOOL DISTRICT
Administrative Procedures

GUARDIAN DAILY AND MONTHLY COMPLIANCE CHECKLIST

1. **Daily Check at each school a Guardian visits** - perimeter of school for safety issues (1st priority upon arrival to a school) Are items secure
 - a. Check gates, check fencing, check access readers on gates, check access readers on buildings, check exterior windows, check exterior parking, check sports fields, check all 360 degrees of the campus, etc.
 - b. **Report any violations or security concerns to the principal and the School Safety Specialist**

2. **Daily Check at each school a Guardian visits** - interior of school for safety issues (Are items secure)
 - a. Check employees for GCSDBadges
 - b. Check all visitors inside the school for badging (Intrado stickers-Visitor Management)
 - c. Check all classroom doors
 - d. Check all exterior building doors
 - e. Check Windows
 - f. Check Secure Lobby and check lobby window, signage, etc.)
 - g. Check School Cameras
 - h. Check all Perimeter Fencing and all exterior Gates
 - i. Check Portables, Sporting Fields and Field House Buildings
 - j. **Report any violations or security concerns to the principal and the School Safety Specialist**

3. **Monthly compliance checks at each school a Guardian visits**
 - a. Classroom Hard Corners (Safe Areas marked by “SA” or “SC”)
 - b. Classroom Window Coverings
 - c. School Radios
 - d. Stop the Bleed Kits
 - e. School Signage
 - f. Emergency First Aid Kits
 - g. School Level Drill Documentation/ Quarterly School Level Safety Checks
 - h. Complete OSS Compliance Form
 - i. **Report any violations or security concerns to the principal and the School Safety Specialist**

Note: If an incident takes place on a campus the School Safety Specialist must be notified immediately by text or call.