



Assets/Resources



“12 Things”

**Help promote safe schools & communities
with this starter list of ideas.**

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12 Things Students Can Do:

- 1. Refuse to bring a weapon to school, refuse to carry a weapon for another, and refuse to keep silent about those who carry weapons.**
- 2. Report any crime immediately to school authorities or police.**
- 3. Report suspicious or worrisome behavior by other students or talk to a teacher or counselor at your school. You may save someone's life.**
- 4. Learn how to manage your own anger effectively. Find out ways to settle arguments by talking it out, working it out, or walking away rather than fighting.**

12 Things Students Can Do (Cont) :

5. **Help others settle disputes peaceably. Start or join a peer mediation program, in which trained students help classmates find ways to settle arguments without fists or weapons.**
6. **Set up a teen court, in which youths serve as judge, prosecutor, jury, and defense counsel. Courts can hear cases, make findings, and impose sentences, or they may establish sentences in cases where teens plead guilty. Teens feel more involved and respected in this process than in an adult-run juvenile justice system.**
7. **Become a peer counselor, working with classmates who need support and help with problems.**
8. **Mentor a younger student. As a role model and friend, you can make it easier for a younger person to adjust to school and ask for help.**

12 Things Students Can Do (Cont) :

9. **Start a school crime watch. Consider including a student patrol that helps keep an eye on corridors, parking lots, and groups, and a way for students to report concerns anonymously.**
10. **Ask each student activity or club to adopt an anti-violence theme. The newspaper could run how-to stories on violence prevention; the art club could illustrate costs of violence. Career clubs could investigate how violence affects their occupational goals. Sports teams could address ways to reduce violence that's not part of the game plan.**
11. **Welcome new students and help them feel at home in your school. Introduce them to other students. Get to know at least one student unfamiliar to you each week.**
12. **Start (or sign up for) a "peace pledge" campaign, in which students promise to settle disagreements without violence, to reject weapons, and to work toward a safe campus for all. Try for 100% participation.**

12 Things Parents Can Do:

- 1. If you do choose to keep firearms at home, ensure that they are securely locked, that ammunition is locked and stored separately, and that children know weapons are never to be touched without your express permission and supervision.**
- 2. Take an active role in your children's schools. Talk regularly with teachers and staff.**
- 3. Volunteer in the classroom or library, or in after-school activities. Work with parent-teacher-student organizations**
- 4. Act as role models. Settle your own conflicts peaceably and manage anger without violence.**

12 Things Parents Can Do (cont) :

5. Listen to and talk with your children regularly. Find out what they're thinking on all kinds of topics. Create an opportunity for two-way conversation, which may mean forgoing judgments or pronouncements. This kind of communication should be a daily habit, not a reaction to crisis. Set clear limits on behaviors in advance.
6. Discuss punishments and rewards in advance, too. Disciplining with framework and consistency helps teach self-discipline, a skill your children can use for the rest of their lives.
7. Communicate clearly on the violence issue. Explain that you don't accept and won't tolerate violent behavior. Discuss what violence is and is not. Answer questions thoughtfully. Listen to children's ideas and concerns. They may bring up small problems that can easily be solved now, problems that could become worse if allowed to fester.

12 Things Parents Can Do (cont) :

8. **Help your children learn how to examine and find solutions to problems. Kids who know how to approach a problem and resolve it effectively are less likely to be angry, frustrated, or violent. Take advantage of "teachable moments" to help your child understand and apply these and other skills.**
9. **Discourage name-calling and teasing. These behaviors often escalate into fistfights (or worse). Whether the teaser is violent or not, the victim may see violence as the only way to stop it.**
10. **Insist on knowing your children's friends, whereabouts, and activities. It's your right. Make your home an inviting and pleasant place for your children and their friends; it's easier to know what they're up to when they're around. Know how to spot signs of troubling behavior in kids - yours and others.**

12 Things Parents Can Do (cont) :

- 11. Work with other parents to develop standards for school-related events, acceptable out-of-school activities and places, and required adult supervision. Support each other in enforcing these standards. Make it clear that you support school policies and rules that help create and sustain a safe place for all students to learn. If your child feels a rule is wrong, discuss his or her reasons and what rule might work better.**

- 12. Join up with other parents, through school and neighborhood associations, religious organizations, civic groups, and youth activity groups. Talk with each other about violence problems, concerns about youth in the community, sources of help to strengthen and sharpen parenting skills, and similar issues.**

12 Things Teachers Can Do :

- 1. Report to the principal as quickly as possible any threats, signs of or discussions of weapons, signs of gang activity, or other conditions that might invite or encourage violence.**
- 2. Set norms for behavior in your classroom. Refuse to permit violence. Ask students to help set penalties and enforce the rules.**
- 3. Invite parents to talk with you about their children's progress and any concerns they have. Send home notes celebrating children's achievements.**
- 4. Learn how to recognize the warning signs that a child might be headed for violence and know how to tap school resources to get appropriate help.**

12 Things Teachers Can Do (cont) :

5. Encourage and sponsor student-led anti-violence activities and programs ranging from peer education, teen courts, and mediation to mentoring and training.
6. Offer to serve on a team or committee to develop and implement a Safe School Plan, including how teachers and other school staff should respond in emergencies.
7. Enforce school policies that seek to reduce the risk of violence. Take responsibility for areas outside as well as inside your classroom.
8. Insist that students not resort to name-calling or teasing. Encourage them to demonstrate the respect they expect. Involve them in developing standards of acceptable behavior.

12 Things Teachers Can Do (cont) :

9. **Teach with enthusiasm. Students engaged in work that is challenging, informative, and rewarding are less likely to get into trouble.**
10. **Learn and teach conflict resolution and anger management skills. Help your students practice applying them in everyday life. Discuss them in the context of what you teach.**
11. **Incorporate discussions on violence and its prevention into the subject matter you teach whenever possible.**
12. **Encourage students to report crimes or activities that make them suspicious.**

12 Things Principals Can Do:

- 1. Establish "zero tolerance" policies for weapons and violence. Spell out penalties in advance. Adopt the motto "If it's illegal outside school, it's illegal inside." Educate students, parents, and staff on policies and penalties. Include a way for students to report crime-related information that does not expose them to retaliation.**
- 2. Establish a faculty-student-staff committee to develop a Safe School Plan. Invite law enforcement officers to be part of your team. Policies and procedures for both day-to-day operations and crisis handling should cover such subjects as identifying who belongs in the building, avoiding accidents and incidents in corridors and on school grounds, reporting weapons or concerns about them, working in partnership with police, following up to ensure that troubled students get help.**
- 3. Work with juvenile justice authorities and law enforcement officers on how violence, threats, potentially violent situations, and other crimes will be handled. Meet regularly to review problems and concerns. Develop a memorandum of understanding with law enforcement on access to the school building, reporting of crimes, arrests, and other key issues.**
- 4. Offer training in anger management, stress relief, mediation, and related violence prevention skills to staff and teachers. Help them identify ways to pass these skills along to students. Make sure students are getting training.**

12 Things Principals Can Do (Cont) :

- 5. Involve every group within the school community -- faculty, professional staff, custodial staff, students, and others -- in setting up solutions to violence. Keep lines of communication open to all kinds of student groups and cliques.**

- 6. Develop ways to make it easier for parents to be involved in the lives of their students. Provide lists of volunteer opportunities; ask parents to organize phone trees; hold events on weekends as well as week nights. Offer child care for younger children.**

- 7. Work with community groups and law enforcement to create safe corridors for travel to and from school; even older students will stay home rather than face a bully or some other threat of violence. Help with efforts to identify and eliminate neighborhood trouble spots.**

- 8. Reward good behavior. Acknowledging students who do the right thing, whether it's settling an argument without violence or helping another student or apologizing for bumping into someone helps raise the tone for the whole school.**

12 Things Principals Can Do (Cont) :

9. Insist that your faculty and staff treat each other and students the way they want to be treated -- with respect, courtesy, and thoughtfulness. Be the chief role model.
10. Develop and sustain a network with health care, mental health, counseling, and social work resources in your community. Make sure that teachers, counselors, coaches, and other adults in the school know how to connect a needy student with available resources.
11. Ensure that students learn violence prevention techniques throughout their school experience. Don't make it a one-time thing. Infuse the training into an array of subjects. Draw from established, tested curricula whenever possible.
12. Consider establishing such policies as mandatory storage of outerwear in lockers (to reduce chances of weapons concealment), mesh or clear backpacks and duffle bags (to increase visibility of contraband); and limited entry access to the building (to reduce inappropriate visitors).

12 Things Law Enforcement Can Do :

- 1. Get to know students in non-confrontational settings. Help them see you as a mentor, peace keeper, and problem solver, not just as an enforcer.**
- 2. Develop a formal memorandum of understanding with the school about handling complaints, criminal events, and other calls for service. Volunteer to serve on the school's Safe School planning team,**
- 3. Offer to train teachers, staff, and students in personal safety. Work with students to help present these trainings.**
- 4. Help students learn about the costs of violence to their community -- financial, social, and physical. Link them with others in the community who are affected by violence to help them understand its lasting impacts.**

12 Things Law Enforcement Can Do (cont) :

5. Provide accurate information about your state's juvenile and criminal justice systems and what happens to youth who are arrested because they've been involved in violence. Explain also the kinds of help available to young people who are in distress or who are victims of crime.

6. If you are qualified in crime prevention through environmental design offer to help school staff perform a security survey of the school building, identifying lighting needs, requirements for locks and other security devices, areas where physical changes to the building could increase safety, and needs for pruning or other landscaping changes.

7. Share training opportunities through your department with school security personnel. Work to include school administrators, staff, and students in existing prevention action against gang weapons, and other threats.

12 Things Law Enforcement Can Do (cont) :

8. Consider starting a school resource officer program, in which law enforcement officers are assigned to schools to work with the students, provide expertise to teachers on subjects in which they are qualified, help address school problems that can lead to violence, provide personal safety training for students, and the like.

9. Work with school attendance officers to identify truants and return them to school or to an alternate facility.

10. Develop links with parents through parent-teacher associations and other groups; educate them on violence prevention strategies and help them understand the importance of their support.

12 Things Law Enforcement Can Do (cont) :

11. Work with community groups to put positive after-school activities in place throughout the community and for all ages.

12. Together with principals and parents, start safe corridor programs and block parent programs to make the trip to and from school less worrisome for students. Help with efforts to identify and eliminate neighborhood trouble spots, using community policing and problem-solving principles.

12 Things The Rest of Us Can Do:

- 1. Adopt a school. Help students, faculty, and staff to promote a sense of community in the school and with the larger community through involvement in a wide range of programs and activities.**
- 2. Help to strengthen links between school services and the network of community services that can help students and families facing problems.**
- 3. Join with school and law enforcement in creating and sustaining safe corridors for students traveling to and from school. Help with efforts to identify and eliminate neighborhood trouble spots.**
- 4. Help students through such opportunities as job skills development, entrepreneurship opportunities, and internships.**

12 Things The Rest of Us Can Do (Cont) :

- 5. Encourage employees to work with students in skills training, youth group leadership, mentoring, coaching, and similar one-to-one and small group activities. Make your facilities available for these activities when possible.**
- 6. Provide anger management, stress relief, and conflict resolution training for your employees. They can help build an anti-violence climate at home, at school, and in the community. You might gain a more productive working environment, too!**
- 7. Speak up in support of funding and effective implementation of programs and other resources that help schools develop an effective set of violence prevention strategies.**
- 8. Offer your professional skills in educating students on costs and effects of violence in the community (including their school). Public health personnel, trauma specialists, defense and prosecuting attorneys, and judges are among those with important messages to deliver.**

12 Things The Rest of Us Can Do (Cont) :

- 9. Help employees who are parents to meet with teachers by providing flexible hours or time off; encourage employee involvement in sponsoring or coaching students in school and after-school activities.**

- 10. Develop an anti-violence competition, including speech, dance, painting, drawing, singing, instrumental music, acting, play-writing, and other creative arts. Get youth to help suggest prizes. Make it a community celebration.**

- 11. Report crimes or suspicious activities to police immediately. Encourage employees and families to do the same.**

- 12. Establish business policies that explicitly reject violent behavior by employees or others on the premises.**

Bullying and Harassment Resources for Parents at a Glance

- **Bullying and Cyber Safety Resources for Parents At a Glance**, CSSRC [LINK](#)
- **Bullying At School and Online: Quick Facts For Parents** (2009) - Produced by the American Association of School Administrators [LINK](#)
- **Bullying Fact Sheet** (2008) - Created by the Center for the Study and Prevention of Violence (CSPV) and Safe Communities - Safe Schools and addresses bullying facts [LINK](#)
- **Bullying Prevention: Recommendations For Parents** (2008) - Created by the Center for the Study and Prevention of Violence (CSPV) and Safe Communities - Safe Schools and addresses recommendations for parents [LINK](#)
- **Bullying: What Parents Can Do About It** (2002) - Created by Penn State University's Daniel F. Perkins, Ph.D. and Elaine Berrena, M.Ed. [LINK](#)
- **Tips for Parents: What To Do If Your Child Is Being Bullied** (2007) - Created by Hazelden and the Olweus Bullying Prevention Program this document provides some useful suggestions for parents and care providers [LINK](#)
- **StopBullying.Gov** -[LINK](#)
- **Stop Bullying Now** -The Campaign published by Stop Bullying Now, the U.S. Department of Health and Human Services, and the Health Resources and Services Administration provided helpful information to parents and others.
 - **What To Do If Your Child Is Being Bullied** [LINK](#)
- **Connect for Respect** from the National PTA has supports for Bully Prevention [LINK](#)
- **UCLA Online Clearinghouse for Bullying resources** [LINK](#)

Internet Safety

- [Cyberbullying Research Center](#)
- Provides cyberbullying research, stories, cases, downloads, fact sheets, online quizzes, tips and strategies, news headlines, a blog, and a number of other helpful resources on their comprehensive public service web site.
-]
- [Internet Safety 101](#)
- Supported by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) this information is produced by Enough Is Enough (EIE), a non-partisan, 501(c)(3) non-profit organization, emerged in 1994 as the national leader on the front lines to make the Internet safer for children and families. Since then, EIE has pioneered and led the effort to confront online pornography, child pornography, child stalking and sexual predation with innovative initiatives and effective communications.
- [i-SAFE](#)
- i-SAFE is a non-profit foundation whose mission is to educate and empower youth to make their Internet experiences safe and responsible. The goal is to educate students on how to avoid dangerous, inappropriate, or unlawful online behavior.
- [McGruff Safe Guard - National Crime Prevention Council](#)
- Help keep our children safe on-line, [click here](#) to download your free Internet safety software.
- [Net Cetera: Chatting With Kids About Being Online \(September 2009\)](#)
- Published by the Federal Trade Commission (FTC), and with partnership with many governmental agencies, this guide for parents offers practical tips to help their children navigate the online world.
- Visit the **On Guard Online** site [LINK NetSmartz](#)
- [The Netsmartz Workshop is an interactive, educational safety resource from the National Center for missing & Exploited Children \(NCMEC\) and Boys & Girls Clubs of America \(BGCA\) for children aged 5 to 17, parents, guardians, educators, and law enforcement that uses age-appropriate, 3-D activities to teach children how to stay safe on the Internet.](#)
- [Web Wise](#)
- [Web Wise Kids is a national 501\(c\)3 nonprofit organization based in Southern California. Since 2000, Web Wise Kids has been committed to preventing online child victimization by providing innovative and effective tools to assist youth to stay safe online.](#)
- -

Additional Internet Safety Resources

- [Parent's Guide to Internet Safety - Learn how to help keep your children safe on the Internet by reading this guide published by Federal Bureau of Investigation \(FBI\).](#)
- [National Center for Missing and Exploited Children - The National Center for Missing & Exploited Children \(NCMEC\) is committed to helping all audiences — from kids to parents and guardians to law-enforcement officers and educators — learn the aspects of Internet safety.](#)
- [Cyber Tipline-The Congressionally-mandated Cyber Tipline is a means for reporting crimes against children.](#)
- [U.S. Department of Education – Office of Educational Technology- The Office of Educational Technology \(OET\) is responsible for coordinating the development and implementation of the Department's educational technology policies, research projects and national technology summits.](#)

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Resources for Parents & Families



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[FEMA Ready Kids](#)



[Area Resources for
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[Promising Practices Network](#)



[Family and Community Trust](#)



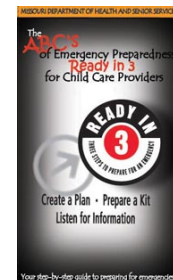
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[US Fire Administration
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[Active Shooter](#)

[FBI Resources on School Violence](#)



[National Crime Prevention Council](#)

[US Secret Service](#)
[National Threat](#)
[Assessment Center](#)

Student Resources



[Big Brothers – Big Sisters](#)



[DARE](#)



[The End of Bullying Begins With You](#)



[NetSmartz Workshop Internet Safety](#)



[FEMA Ready Kids](#)



[FBI Youth](#)
[FBI Teen & Kids](#)

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Teacher - Administrator Resources



[MDHE Campus Safety & Security](#)

[DESE School Safety Resources](#)

[Missouri School Boards' Association](#)



[EMI School Program](#)



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[Department of Social Service](#)
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[Mental Health America](#)



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School Resource Officers Resources



[National Association of SROs](#)



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Fire Safety School Resources



[NCEF Fire Safety In Schools & Universities](#)

[NCEF Migrating Hazards in Schools
Assessment Tool](#)



[Missouri Division of Fire Safety](#)



[US Fire Administration](#)



FEMA

[FEMA Analyzing Hazards](#)

[FEMA School Hazard Assessment
Tool](#)

[FEMA Multihazard Emergency
Planning for Schools](#)

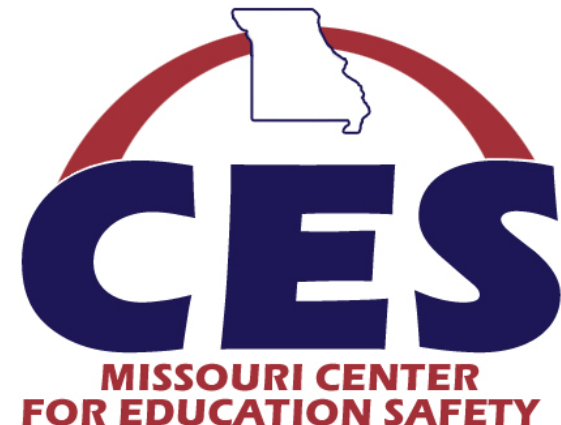
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**For additional resources,
contact the Missouri Center
for Education Safety**

Missouri Center for Education Safety
200 Madison Street
Suite 320
Jefferson City, Missouri 65101

E-mail: info@moces.org
Telephone : 573 445-9945

Web Site: <http://moces.org>



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Bomb Threats and Suspicious Packages

- [ATF Bomb Threats and Physical Security Planning](#)
- [Bomb Threat Call Procedures](#)
- [Bomb Threat First Responder Consideration Presentation](#)
- [Bomb Threat Situation Report](#)
- [Department of Justice Bomb Threat Guide](#)
- [Federal Bureau of Investigation: The Bomb Threat Challenge](#)
- [Federal Bureau of Investigation Physical Security Guidelines](#)
- [Postal Inspection Service Mailroom Threat](#)
- [Protecting People and Property](#)
- [Suspicious Package Guide](#)
- [Threat Poster](#)
- [Transit System Security Considerations](#)
- [What You Don't Know Can Kill You...](#)

Information Sharing

- [Emergency Communications: NOAA Radios](#)
- [Information Sharing with Law Enforcement](#)
- [School Safety Hotlines](#)
- [Sharing Student Criminal Records](#)

Emergency Preparedness

Teacher Guide to FEMA Preparedness Video:

- [1. Introduction](#)
- [2. Get Informed](#)
- [3. Make a Plan](#)
- [4. Disaster Supplies Kit](#)
- [5. People with Disabilities](#)
- [6. Food and Water](#)
- [7. Helping Children Cope](#)
- [8. Get Involved Are You Ready](#)

- [Planning for Emergencies: Three Steps to be Prepared](#)

- [Preparing a Kit](#)

Emergency Response

- [Emergency Medical Services Guide to Chemical, Biological, Radiological, Nuclear, and Explosives](#)
- [Guidance on Emergency Responder Personal Protective Equipment for Response to CBRN Terrorism Incidents](#)
- [Estimating Terrorism Risks](#)
- [Child Trauma Recovery Toolkit](#)
- [Weapons of Mass Destruction Handbook](#)

Family Education Rights Guide

[FERPA GUIDE](#)

[FERPA for Higher Education](#)

[FERPA for Elementary and Secondary Education](#)

[FERPA for Parents](#)

Higher Education Guides

- [BJA Campus Security Report](#)
- [FBI Crime in Schools Report](#)
- [Framework for Higher Education in Homeland Security](#)
- [Missouri Campus Security Task Force Final Report](#)
- [Warning Signs for Campus Violence](#)

Incident Command System (ICS) – National Response Plan

- [Incident Command Forms](#)
- [ICS Diagrams](#)
- [ICS Position Checklist](#)
- [National Incident Management System](#)
- [Homeland Security Critical Infrastructure](#)
- [National Preparedness Goals](#)
- [National Response Plan](#)
- [Quick Reference Guide](#)

Pandemic Planning

- [Missouri Department of Health and Senior Services Presentation](#)
- [U.S. Department of Health and Human Services Influenza Plan](#)
- [Missouri Pandemic Flu Plan](#)
- [National Strategy for Pandemic Influenza](#)
- [Pandemic Flu Acronym List](#)
- [Legal Considerations](#)
- [Effective Media Communications during Public Health Crisis](#)
- [Economics of a Pandemic](#)

Mental Health Following a Crisis

- [Coping with Disasters](#)
- [Helping Children Cope](#)
- [Mental Health Response to Mass Violence and Terrorism](#)
- [Child Recovery Toolkit](#)

School Bus Safety

- [March 2007 MIAC School Alert](#)
- [School Bus Terrorism: A Practical Analysis](#)
- [Transportation Security Administration Guide to School Bus Safety](#)
- [Safety Poster](#)

School Resource Officers Guide

- [2002 School Resource Officers Survey](#)
- [Biological Incidents Operations: A Guide for Law Enforcement](#)
- [Campus and EES Security](#)
- [Central Intelligence Agency CBRN Report](#)
- [Emergency Responder Guidelines](#)
- [2008 Emergency Response Guidebook](#)
- [Information Sharing with Law Enforcement Officials](#)
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