

2025-2026 Year-End School Safety Master Checklist

District: _____ | Date of Completion: _____

Safety Lead: _____ | Superintendent Sign-off: _____

This comprehensive checklist is designed for Region 4 Superintendents and their safety leadership teams. It integrates Texas Education Code (TEC) §37.108 and §37.109 requirements, Texas School Safety Center (TxSSC) best practices, and the 2026 reporting cycle mandates.

Leadership Appreciation & Committee Review

Before proceeding, we extend our deepest appreciation to the Safety and Security Team. Your dedication to a "left of bang" proactive posture is why our students and staff remain safe. Thank you for your unwavering vigilance.

- Committee Quorum: Verify the Safety and Security Committee met at least 3 times this year.
- Meeting Minutes: Ensure all minutes, including the review of the Multi-Hazard EOP and Audit findings, are archived.
- Training Audit: Examine and schedule the 2026-2027 staff training dates (SRP, CRASE, Stop the Bleed) for the August PD window.

SSSP & Behavioral Threat Assessment (BTA)

Mandatory reporting under TEC §37.115.

- Case Finalization: All 2025-2026 BTA cases marked as "Closed" or "Monitoring."
- Data Categorization: Ensure all cases have demographic data (Grade, Race, Gender, SPED status) ready for TEA Qualtrics upload.
- "Pass Off" Plans: Document "warm handoff" meetings for all high-risk students transitioning to new campuses (e.g., MS to HS).
- "Recapture" Plans: Flag high-risk returning students for a mandatory re-entry meeting with the SSSP team in August.
- Mental Health Continuity: Distribute summer mental health resource lists to parents/guardians before the final bell.

Graduation & Summer Programming Security

- Graduation IAP: Finalize Incident Action Plans for each ceremony; coordinate with local PD/Constables.
- Event Security: Confirm clear bag policies, metal detection logistics, and dignitary egress routes.
- Summer School Hardening: Schedule 1 Lockdown and 1 Fire Drill during the summer session.
- Nurse/First Aid: Confirm medical kit access and staffing for all active summer campuses.

Facilities & Physical Security (The "2026 Audit Cycle")

Compliance with the DAR (District Audit Report) for the 3-year cycle ending in 2026.

- Exterior Door Audit: Conduct a full sweep of every latch, strike plate, and self-closing hinge.
- Intruder Detection Remediation: Verify that all findings from TEA Intruder Detection Audits (IDAs) are 100% resolved.
- Silent Panic Technology: Test every panic button/app; verify 911/Dispatch receipt of signals.
- Key/Fob Control: Collect all master keys from departing/seasonal staff; revoke digital access for non-returning employees.

Emergency Operations & Seasonal Readiness

- Hurricane Prep (June 1): Execute "Tie-Down" protocol for loose outdoor items and secure generators/fuel contracts.
- Grief/Crisis Refresh: Audit and restock "Grief Go-Bags"; update the summer "Call Tree" for the crisis response team.
- POC Refresh: Update the "Red Book" with current summer phone numbers for Police, Fire, EMS, and County Emergency Management.
- IT/Cyber Readiness: Confirm off-site/cloud backups of all student and financial records are active and tested.

Statutory Reporting Log

Report Type	Submission Status	Target Deadline
SSSP Annual Data (TEA)	<input type="checkbox"/> Pending / <input type="checkbox"/> Complete	Summer 2026
District Audit Report (TxSSC)	<input type="checkbox"/> Pending / <input type="checkbox"/> Complete	August 2026
Drill Logs (Internal/TEA)	<input type="checkbox"/> Pending / <input type="checkbox"/> Complete	June 1, 2026
Gun-Free Schools (GFS) Report	<input type="checkbox"/> Pending / <input type="checkbox"/> Complete	June 29, 2026 (Open: May 4)