

***School Safety and Security Best Practices***  
***Goals (A, B, C . . .), Best Practices (1, 2, 3 . . .)***

<b><i>SCHOOL SAFETY AND SECURITY</i></b>						
<b><i>Goals, Best Practices</i></b>	<b><i>Yes</i></b>	<b><i>No</i></b>	<b><i>N/A</i></b>	<b><i>Explanation/ Documentation</i></b>	<b><i>Corrective Action</i></b>	<b><i>Fiscal Impact and Timeline</i></b>
<b><i>Goal A:</i></b> The school district ensures that its safety and security program has clear direction and is effective at meeting its intended purpose in a cost-efficient manner.	x					
1. The district has established and implemented accountability mechanisms to ensure the performance, efficiency, and effectiveness of the safety and security program.	x			Baker County School District's Crisis Plan		
2. The district regularly reviews the organizational structure and staffing levels of the safety and security program and minimizes administrative layers and processes.	x			Revised Plan 2002		
<b><i>Goal B:</i></b> The school district has comprehensive plans and procedures to ensure the safety and security of students and employees.	x					
1. The district has implemented a school safety plan that includes district-wide emergency and safety procedures and identifies those responsible for them.	x			Baker County School District's Crisis Plan		
2. The district has developed a checklist for each educational facility that provides step-by-step emergency procedures.	x			Baker County School District's Crisis Plan		
3. The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.	x					
4. The district provides emergency response agencies with floor plans and blueprints as appropriate.	x					
5. The district and each school regularly practice emergency responses based on potential hazards at each site.	x			Educational Leader responsible at school site for documentation		

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6. The district's Master Plan for In-Service Training identifies district and school personnel who need safety training and provides an appropriate level of safety training for all personnel.	x			North East Florida Educational Consortium		
<b><i>Goal C:</i></b> The school district has developed a clearly written code of student conduct and communicated with students and parents.	x					
1. The district and each school have established disciplinary policies and a code of student conduct that are well-defined.	x			Student Code of Conduct		
2. The district revises its code of student conduct and informs all stakeholders as to the final product.	x			Revised Student Code of Conduct		
<b><i>Goal D:</i></b> The school district identifies, minimizes, and protects others from disruptive and/or violent student behavior.	x					
1. Each school has a system in place to identify the early warning signs of student violence.	x					
2. The district identifies and implements parent and community outreach strategies to promote safety in the home and community.	x					
3. The district conducts a hazards analysis to determine the potential safety and security issues facing each school.	x					
4. Based on the needs identified in the school hazards analysis, the district implements appropriate violence and drug prevention programs for each school.	x					

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5. The district has crime watch and school safety hotlines available in all schools.	x					
6. The school board adopts curricula and programs aimed at protecting students, teachers, bus operators, administrators, and school personnel. <sup>1,2</sup>	x					
<b><i>Goal E: Educational facilities and equipment are safe and in good working condition.</i></b>	x			See copy of 2001-02 Safety Report approved by School Board		
1. The district conducts an annual review of all relevant health and safety issues for each educational facility. <sup>3</sup>	x			See copy of 2001-02 Safety Report approved by School Board		
2. The district designs educational facilities and sites to enhance security and reduce vandalism through the use of “safe school design” principles.	x			New Macclenny Elementary School		
3. The district has procedures that govern access to each educational facility and its students and access is limited to authorized students and visitors.	x			Signs Facility forms		
4. The district ensures that playgrounds are properly constructed, maintained, and supervised so as to reduce the risk of injury.	x			From Maintenance site repairs are made as needed. NEFEC Inspector is called when areas are in question.		
5. Each educational facility has appropriate equipment to protect the safety and security of property and records.	x			Fire extinguishers are checked monthly. Fire alarms checked regularly by outside group. Keys issued by Board policy.		

<sup>1</sup> These programs should be designed to improve overall student performance, reduce risk factors and warning signs, prevent bullying or harassment, and improve student behavior.

<sup>2</sup> This includes programs such as “Blueprints” from the Center for the Study and Prevention of Violence, the Safe and Drug Free Schools Resource Center. NOTE: There are many sites for these kinds of programs, so the district may use something else.

<sup>3</sup> Conducting this self-assessment as required in s. 985.401, F.S., does not meet the requirements of this practice.

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6. The district provides appropriate safety equipment and information to prevent injuries to students and others.	x			Maintenance has safety classes from NEFEC. Equipment is provided as needed and required.		
7. The district follows environmental and food safety health practices and regulations.	x			As noted by the Florida Department of County Health Report		
<b><i>Goal F: The district takes steps to ensure the safety and security of students and staff during transportation.</i></b>	x			District's Code of Student Conduct. Baker County Bus Drivers' Handbook		
1. The district has procedures to create safe and orderly process for students arriving at or leaving each school campus. <sup>4</sup>	x			Bus line-up Route Book line-up School Bus duty supplement.		
2. The district has implemented policies, procedures, and practices that ensure the safety of transported students.	x			Bus rules posted letter		
3. School buses, including buses operated by schools, charter schools, and contractors, are inspected and maintained in accordance with states laws and state Department of Education rules.	x			Inspection schedule		

<sup>4</sup> Refer to s. 234.0215, F.S., and Rules 6-2.001 and 6-3.017(2)(e)2.b., F.A.C.