

OFFICE OF PROGRAM POLICY ANALYSIS AND GOVERNMENT ACCOUNTABILITY (OPPAGA) -
SAFETY AND SECURITY STANDARDS AND BEST PRACTICES

As required by Florida State Statute

SAFETY AND SECURITY							
<i>Goals, Best Practices, Indicators</i>	<i>Y</i>	<i>N</i>	<i>Dept. Providing Evidence</i>	<i>Explanation/Documentation</i>	<i>Corrective Action</i>	<i>Fiscal Impact and Timeline</i>	<i>Name & Title of Person Responsible</i>
<u>Goal A:</u> The school district ensures that its safety and security program has clear direction and is effective at its intended purpose in a cost-efficient manner.							
1. The district has established and implemented accountability mechanisms to ensure the performance, efficiency, and effectiveness of the safety and security program.	<input type="checkbox"/>		Pub. Safety Pub. Safety Pub. Safety Pub. Safety Facilities Facilities Facilities Facilities Facilities Facilities Pub. Safety Info Sys Svc Act,Tst,Eval Act,Tst,Eval Act,Tst,Eval Act,Tst,Eval Facilities	*Office of Public Safety Mission Statement *Office of Public Safety-Leadership Directory *Office of Public Safety - Organizational Chart *Office of Public Safety-Brevard Prevention Plus - Youth Services Liaison Job Description *Existing School Board Rules and proposed Bylaws, Rules & Policies related to Environmental Health and Safety - 6Gx5-6.06 Protection of Personnel and Property -6Gx5-6.16 Safety, Health and Environmental *Plant Operations Fiscal Year 2002 Operating Budget with year-to-date (YTD) expenditures *Plant Operations & Maintenance (PO&M) Fiscal Year 2002 Capital Budget with year-to-date expenditures *Fiscal Year 2002 State Requirement for Educational Facilities (SREF) Inspections *Fiscal Year 2003 Capital Budget Plan with condition assessments *School Board of Brevard County Disaster Plan *2001-2002 School Year Attendance Data 12/15/01 - 01/28/02 and Discipline/Dropout Data 08/13/01 - 01/28/02 *2001-2002 School Accountability Plan *2001-2002 School Improvement Plan *School Board Meeting Schedule Information 2/12/02 - Approve membership composition of each School Advisory Council for School Improvement and Accountability *GOAL 1: Readiness to start school *Comprehensive Environmental Health & Safety Plan			Office of Public Safety William J. Sidoran, Director Brevard Prevention Plus Dr. Jill Carroll, Director Office of Facility Management Services Ed Curry, Assistant Superintendent Richard E. Smith, Industrial Hygienist Office of Accountability, Testing & Evaluation James Hulse, Director Office of Information Systems Services Richard W. Struense, Assistant Superintendent

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(GOAL A: 1 Continued)			Pub. Safety Pub. Safety Info Sys Svs Act,Tst,Eval Pub. Safety Pub. Safety Info Sys Svs Pub. Safety Pub. Safety Pub. Safety Facilities	*Brevard Public Schools Disciplinary Referrals *Brevard Public Schools Draft of Revised Referrals *School Environmental Safety Incident Report: Principals Meeting Minutes 11-15-00 *GOAL I of the Strategic Plan: By 2006, Brevard County School District will have safe, violence-free schools-anticipated outcomes *Strategic Plan - (Safety & Security; Accountability, Testing & Evaluation) *Action Plan for Safety & Security *School Environmental Safety Incident Report-3 year report by school with recommendations to the school by Office of Public Safety *Comprehensive Safety and Health Program 7/1/97 Meeting notes *Performance Review and Best Financial Management Practice Review-Aug 1999 - OPPAGA *Office of Public Safety-Budget *Sample report and correspondence regarding joint fire safety inspection conducted with cooperating municipality fire officials			
2. The district regularly reviews the organizational structure and staffing levels of the safety and security program and minimizes administrative layers and processes.	<input type="checkbox"/>		Human Res. Human Res. Human Res. Human Res. Pub. Safety Human Res. Pub. Safety	*School Board Agenda Item for 2001-2002: Staffing Plan *2001-2002 Brevard County School District Personnel Allocation *Comprehensive Safety & Health Program July 1, 1997 *Board Agenda Item: Strategic Plan Enhancement 12/11/01 *2001-2002 School Board of Brevard County Disaster Plan *District Organizational Chart *Strategic Plan			Office of Human Resources Services Leroy A. Berry, Deputy Superintendent Office of Public Safety William J. Sidoran, Director
Goal B: The school district has comprehensive plans and procedures to ensure the safety and security of students and employees.							

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1. The district has implemented a school safety plan that includes district-wide emergency and safety procedures and identifies those responsible for them.	<input type="checkbox"/>		Pub. Safety Pub. Safety Pub. Safety Ex. Ed. Ex. Ed. Stud. Svs. Stud. Svs. Pub. Safety Pub. Safety Pub. Safety Facilities Pub. Safety Pub. Safety Pub. Safety Facilities Staff Dev. Staff Dev.	*2001-2002 District Disaster Plan *School Critical Incident Response Manual: Front page and index *School Critical Incident Response Manual, Support Appendix #64 *Florida Statutes & State Board of Education Rules: Excerpts for Special Programs *Exceptional Student Education County Plan and Special Programs and Procedures for Exceptional Students *Elementary Student/Parent Handbook 2001-2002 *Secondary Student/Parent Handbook 2001-2002 *Cops in School Grant - effective 8/6/01 *OPPAGA Standards/Fingerprinting Requirements - Memorandum dated 11/5/01 *Posting of Emergency Checklist Guidelines - Memorandum dated 8/28/01 *Existing School Board Rules and proposed Bylaws, Rules & Policies related to Environmental Health and Safety -School Board Rule 6Gx5-6.06 Protection of Personnel and Property -School Board Rule 6Gx5-6.16 Safety, Health and Environmental *Mock Disaster Drill Planning and Training Notes *School Resource Officer Contract for 2001-2002 *School Resource Officer Plan of Action - example from Bayside High *Comprehensive Environmental Health and Safety Plan *Leadership Performance Appraisal System 6/00 *Leadership Performance Appraisal System Completed Evaluation 2001-2002			Office of Public Safety William J. Sidoran, Director Office of Facility Management Services Ed Curry, Assistant Superintendent Richard E. Smith, Industrial Hygienist Dept. of Curriculum Instruction Marjorie Ebersbach, Associate Superintendent Office of District Communications/Public Information Sara T. Stern, Director Office of Student Services Betty Dunn, Assistant Superintendent Office of Exceptional Education Dr. Karen O. Palladino, Director of Administrative Support Services Office of Employment and Staff Development William B. Hall, Director

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(Goal B: 1 continued)			Pub. Safety	*School Board Agenda Item Policy Revision to 6Gx5-4.10(3)(a)(2)- Dangerous or Disruptive Items 1/15/02			
			Pub. Safety	*School Board Agenda Item 6Gx5-4.10(1) Student Discipline 1/15/02			
			Pub. Safety	*School Board Agenda Item 6Gx5-6.10 Eligibility for Pupil Transportation			
			Dist. Comm.	*Brevard Notebook-Mock disaster set for Madison Middle School 3/17/00			
			Dist. Comm.	*News Release-Eau Gallie High School cleared from bomb threat 5/16/01			
			Dist. Comm.	*Brevard Notebook-Brevard First in Florida to Implement 211: Helpline 211 8/31/01			
			Dist. Comm.	*News Release-Mock Disaster planned for Brevard Public Schools			
			Dist. Comm.	*Florida Today Article-School Prepares for Mock explosion 3/20/00			
			Dist. Comm.	*News Media Advisory-Mock Disaster Drill at Sherwood Elementary School 11/1/99			
			Dist. Comm.	*News Release-225 students being held at Port Malabar Elementary because of fire 2/20/02			
			Dist. Comm.	*First in Florida Informational Booklet			
			Dist. Comm.	*Mark of Excellence-Playgrounds: Proper precautions for play			
			Dist. Comm.	*News Release-Students released from Port Malabar late because of fire 2/20/02			
			FS/OPS	*Signed receipts for Fiscal Year 2002 from law enforcement and fire officials for school site/floor plans			
			Facilities	*Portion of County Comprehensive Emergency Management Plan involving School Board			
			Facilities	*Project Impact correspondence			
			Pub. Safety	*Quick reference guide for school emergencies			

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GOAL B: 2 (continued)			Pub. Safety Pub. Safety Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs. Dist. Comm. Facilities	*Office of Public Safety Phone List *Disaster Plan *School Board of Brevard County: 8410 - Crisis Counseling Intervention and Response *Helping Children Cope with Grief flyer *A Psychological First Aid Kit for School Professionals document *Goals of a Crisis Response Team flyer *National Critical Incident Event-District Support: "Top Ten Recommendations for School-Based Action" Memorandum dated 3/16/01 *Mark of Excellence: News about Brevard County Schools: Issues February 2002, March 2002, April 2002, Sept. 2001 *Emergency Preparedness Plan & Procedures for Maintenance Dept.			
3. The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.	<input type="checkbox"/>		Pub. Safety Pub. Safety Facilities Facilities Pub. Safety Pub. Safety Facilities Pub. Safety Pub. Safety Pub. Safety Pub. Safety Pub. Safety Pub. Safety Pub. Safety Pub. Safety Dist. Comm.	*Weapons on Campus Committee: Final Report *School Critical Incident Response Manual *Comprehensive Environmental Health and Safety Plan *Environmental Health and Safety's website- http://eh&s.brevard.k12.fl.us *School Board Policy 5500-B-4 Reference Pupil Conduct-Criminal Offenses (Bomb Threats, Terroristic Threats and Throwing Explosives or Noxious Substances) *Strategic Plan: Emergency Operations Procedure Goal *Emergency Preparedness Plan & Procedures for Maintenance Dept. *Collaborative Agency Listings *Speed Dial Numbers for District Wide Schools *Speed Dial Numbers for District Area Offices *Brevard County Emergency Management Phone Directory *First in Florida Brevard Public Schools Phone List *Law Enforcement Agencies and State Attorney's Office Listings *Agency Listings *School Board Website			Office of Public Safety William J. Sidoran, Director Office of Facility Management Services Ed Curry, Assistant Superintendent Richard E. Smith, Industrial Hygienist

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4. The district provides emergency response agencies with floor plans and blueprints as appropriate.	<input type="checkbox"/>		OPS/FS Facilities Pub. Safety	*Signed receipts for Fiscal Year 2002 from law enforcement and fire officials for school site/floor plans. *Email with Site and Florida Inventory of School Houses Plan attachment from Design Draftsman *Brevard County Sheriff's Office School Aerial Photo Project memorandum dated 4/9/02 and accompanying cd-rom			Office of Public Safety William J. Sidoran, Director Office of Facility Management Services Ed Curry, Assistant Superintendent Richard E. Smith, Industrial Hygienist
5. The district and each school regularly practice emergency responses based on potential hazards at each site.	<input type="checkbox"/>		Facilities Facilities Facilities Facilities Facilities Facilities	*Fiscal Year 2002 Charge Session materials for Environmental Health and Safety provided to all principals, including reminder re: emergency drill requirements *Building Safety/Safety to Life Regulations *Emergency Evacuation Drill/Fire Alarm Report Form *Fiscal Year 2002 State Requirement for Educational Facilities Inspection Reports-All Schools & Ancillary Facilities *Fiscal Year 2002 Condition Assessment Reports *Fiscal Year 2002 State Requirement for Educational Facilities inspection report (Note emergency evacuation drill requirements and administrator signature)			Office of Public Safety William J. Sidoran, Director Office of Facility Management Services Ed Curry, Assistant Superintendent Richard E. Smith, Industrial Hygienist

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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.	<input type="checkbox"/>		Staff Dev. Staff Dev. Staff Dev. Facilities Facilities Staff Dev. Staff Dev. Staff Dev. Staff Dev. Staff Dev.	*Human Resources/Staff Development Safe Schools Training: Metrotown-Multicultural Component: 60116200 *In-service Component Record-School Safety Symposium 60116200 3/21/00 *Examples of completed Fiscal Year 2002 Training Documentation Forms: Hazard Communication "Right-to-Know" and Bloodborne Pathogen Training Acknowledgement *Example of record kept of personal protective equipment issued to individuals *Materials provided Fiscal Year 2002 at Advanced Integrated Pest Management (IPM) seminar *Contract and Inservice Training Records for 'Incident Profiling' 9/18/99 *Goals and objectives required for SAFE SCHOOLS inservice training (component # 60116200) *Inservice Training Record: Legal and Health Issues for Teachers and Staff:Environmental Hazards: Bloodborne Pathogens 8/10/01 *Master Inservice Plan Alphabetical Index *Inservice Component Record Sampling from School Year 2000-2001			Office of Public Safety William J. Sidoran, Director Office of Facility Management Services Ed Curry, Assistant Superintendent Richard E. Smith, Industrial Hygienist Office of Employment and Staff Development William B. Hall, Director
<u>GOAL C:</u> The school district has developed a clearly written code of student conduct and communicated with students and parents.							

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1. The district and each school have established disciplinary policies and a code of student conduct that are well-defined.	<input type="checkbox"/>		Elem. Pgm. Elem. Pgm. Elem. Pgm. Elem. Pgm. Stud. Svs. Pub. Safety Ex. Ed. Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs. Pub. Safety Pub. Safety Stud. Svs. Stud. Svs. Stud. Svs. Ex. Ed. Stud. Svs. Pub. Safety Pub. Safety Pub. Safety Pub. Safety Pub. Safety	*Character Education Plan & Outcome Report update memorandum dated 2/8/02 *Rockledge High School-Character Education Plan. *Character Education Introduction, update, and principals' information sheet *Character Education Posters (8) *Brevard Public Schools Disciplinary Referral *Brevard Public Schools Draft of Revised Referral *Americans with Disabilities Act - Section 504 Procedures Manual *Comprehensive Dropout Prevention Manual 2001-2002 *Student Service Procedures Manual 1997-1998 *2001-2002 School Year Attendance Data 12/15/01-01/28/02 and Discipline/Dropout Data 08/13/01-01/28/02 *Student Registration/Admissions Guidelines: Student Registration Form *Law Enforcement, Abeyance & Expulsion Procedures *Sexual Harassment Policy/Procedure Manual *Student Registration/Admissions Guidelines:Drug Addendum Form *2001-2002 Elementary Student/Parent Handbook *2001-2002 Secondary Student/Parent Handbook *Exceptional Student Education County Plan - Special Programs & Procedures for Exceptional Students *Revised School Board Rules RE: Discipline *Law Enforcement Interagency Agreements: -District Seven Pilot Project -Law Enforcement & Department of Juvenile Justice -Department of Juvenile Justice *Reasonable Force Video and Brochure *Truancy Interdiction Officer Contracts (TIO) *Florida State Statutes 232.256 Governing Locker Searches *Photos from school campuses regarding locker searches			Dept. of Curriculum Instruction Marjorie Ebersbach, Associate Superintendent Office of Exceptional Education Program Support Paula Ferrell, Multi-Agency Resource Teacher Office of Student Services Betty A. Dunn, Assistant Superintendent Office of Exceptional Education Administrative Support Services Dr. Karen O. Palladino, Director of Administrative Support Services Office of Employment and Staff Development William B. Hall, Director Office of Elementary Programs Walter Taylor, Jr., Director Office of Public Safety William J. Sidoran, Director
GOAL C: 1 continued			Curr. Inst. Curr. Inst. Stud. Svs. Pub. Safety Pub. Safety	*Refocus Opportunity Program of Education and Service (ROPES) brochure *Education and Health Care for Teen-Age Parents (EPT) Program brochure *Brevard County Bylaws, Rules and Policies, to be considered at a public hearing on May 22, 2002 (# 5112-5513) *Inservice Training on Expulsion Investigations 8/5/99			

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2. The district revises its code of student conduct and informs all stakeholders as to the final product.	<input type="checkbox"/>		Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs.	*Student Registration/Admission Guidelines book *Student Registration/Admission Guidelines book:Drug Addendum Form *2001-2002 Secondary School Student/Parent Handbook:Discipline Policies Handbook Prep and Review Committee *2001-2002 Elementary School Student/Parent Handbook:Discipline Policies Handbook Prep and Review Committee			Office of Student Services Betty A. Dunn, Assistant Superintendent
<u>GOAL D:</u> The school district identifies, minimizes, and protects others from disruptive and/or violence student behavior.							
1. Each school has a system in place to identify the early warning signs of student violence.	<input type="checkbox"/>		Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs. Pub. Safety Pub. Safety Pub. Safety Pub. Safety Pub. Safety Pub. Safety	*In-service Component: Multi-Faceted 2/1/02 *Wellness Conference 9/17/01 *Severely Emotionally Disturbed Network-Integrated Mental Health and Education Services *Referral Sources Manual for Children & Families *Brevard Reference Guide 2001 *In-Service Component: Student Assistance Tracking Risk & Resiliency/Violence Prevention 8/2/01-8/3/01 *Early Warning Signs of Violence - Public Safety Awareness Bulletin #2001-04 - 8/23/01 *Brevard Prevention Plus Referral *Brevard Prevention Plus Referral Procedure Guide *Interagency Agreements: -Department of Juvenile Justice -District Seven Pilot Project Cooperative Agreement -Law Enforcement and Juvenile Justice *School Safety and Security Community Action Forum *Contract and Inservice Training Records for "Incident Profiling" 9/18/99			Dept. of Curriculum Instruction Marjorie Ebersbach, Associate Superintendent Office of Student Services Betty A. Dunn, Assistant Superintendent Office of Public Safety William J. Sidoran, Director

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2. The district identifies and implements parent and community outreach strategies to promote safety in the home and community.	<input type="checkbox"/>		Dist. Comm.	<p>*Brevard Notebook: A Weekly Publication for Employees of Public Schools</p> <ul style="list-style-type: none"> -Helping children cope with acts of terrorism; -How you can help; Children and responding to national disaster information for teacher 9/14/01 -Commissioner Crist would keep students safe to learn -Safe at school: The Facts About School Violence -What can we do to make our schools safer -Focus groups explore students silence during the month of November 2000 -Speak Out Hotline -Students Against Violence Everywhere (SAVE) Chapter started at Suntree Elementary 			<p>Office of Public Safety William J. Sidoran, Director</p> <p>Office of Student Services Betty A. Dunn, Assistant Superintendent</p> <p>Office of District Communications Sara T. Stern, Director</p>

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(GOAL D: 2 Continued)			Pub. Safety Pub. Safety Dist. Comm. Stud. Svs. Stud. Svs. Stud. Svs. Pub. Safety Pub. Safety Pub. Safety Pub. Safety Pub. Safety Pub. Safety Pub. Safety Pub. Safety Pub. Safety Pub. Safety Dist. Comm. Dist. Comm. Dist. Comm. Dist. Comm. Dist. Comm.	*Brevard Juvenile Justice Council Meeting Minutes 1/9/02 *Board Agenda Item-Approve the Department of Juvenile Justice Cooperative Agreement to implement provisions of section 230.235(3), FL Statutes (CS/CS/HB 267) between DJJ and the School Board of Brevard County *Proclamation that the School Board of Brevard County to observe World Aids Day on 12/1/01 *Student Services Procedures 1997-1998 *2001-2002 Elementary Student Handbook:Immunizations *2001-2002 Secondary Student Handbook:Immunizations *Zero Tolerance Cooperative Agreement between the School District and the Department of Juvenile Justice *Mock Disaster Drill: Southwest Middle School 4/2/01 *Safe Schools America: Crisis Response Team Training: 4/18/01 *Crisis Response Simulation: "Day 1-ESF: 11/3/99 *Crisis Response Simulation: "Day 2-Sherwood Elementary: 11/4/99 *Crisis Response Simulation: "Day 3-ESF: 11/5/99 *School Safety and Security Community Action Forum *Mock Disaster Drill Documentation *Leadership Roundtable/Together in Partnership Strategic Plan workshop announcement 5/6/02 *Brevard Public Schools: Business Partner of the Year: Business Partner Recognition and Mini-Grant Expo 4/18/02 program *Brevard Public Schools: Mentoring Program Manual *Brevard Public Schools: Business Partnership Program Manual *Mark of Excellence: Feb. 2002. Story entitled "Reality Store helps students plan life careers" *Mark of Excellence: April 2002. Story entitled "Outstanding businesses recognized for supporting local schools"			

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3. The district conducts a hazards analysis to determine the potential safety and security issues facing each school.	<input type="checkbox"/>		Facilities Facilities Pub. Safety Curr. Inst.	*Fiscal Year 2002 State Requirements for Educational Facilities Inspection and Maintenance Department Condition Assessment Reports: All schools and ancillary facilities *Integrated Pest Management Program document, developed in accordance with Department of Education recommendations *Office of Public Safety - Safety and Security Assessment - Capeview Elementary *Planning grant for smaller learning communities at Titusville High School: Program abstract provided by Mark J. Rendell, Principal			Office of Facility Management Services Ed Curry, Assistant Superintendent Richard E. Smith, Industrial Hygienist Office of Public Safety William J. Sidoran, Director
4. Based on the needs identified in the school hazards analysis, the district implements appropriate violence and drug prevention programs for each school.	<input type="checkbox"/>		Stud. Svs. Stud. Svs. Stud. Svs. Pub. Safety Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs. Brev.Prev.+ Brev.Prev.+ Pub. Safety Pub. Safety Pub. Safety Pub. Safety Pub. Safety Pub. Safety Stud. Svs. Stud. Svs.	*Safe and Drug Free Schools Project Application *Safe and Drug Free Schools Evaluation Report *School Health Advisory Committee Meetings *Juvenile Cases Annual Report *Safe and Drug Free Schools Entitlement Grant Progress Report *Together In Partnership Risks Factor Indicators and Data Sets *Together In Partnership Interim Plan Staff Report *Making potential happen: Prevent of Brevard Bully Proofing your Schools: Evaluation Report Safe and Drug Free Schools *Students Against Violence Everywhere (SAVE) Grant *Students Against Violence Everywhere Fact Sheet *Gang Resistance Education and Training (GREAT) Program Manual *Gang Resistance Education and Training (GREAT) Cooperative Agreement *DARE Program Information *Cops in Schools Grant *Refocus Opportunity Program of Education and Service (ROPES) brochure *Education and HealthCare for Teen-Age Parents (ETP) program brochure			Office of Accountability, Testing and Evaluation James Hulse, Director Office of Public Safety William J. Sidoran, Director Office of Student Services Betty A. Dunn, Assistant Superintendent Dept. of Curriculum Instruction Marjorie Ebersbach, Associate Superintendent Brevard Prevention Plus Shirley D. Bradshaw

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5. The district has crime watch and school safety hotlines available in all schools.	<input type="checkbox"/>		Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs. Pub. Safety Brev.Prev.+ Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs.	*District Steps for Activating the District Counseling Response Team *Speak Out Hotline Informational Stickers *Speak Out Hotline Curriculum Contact Meeting Agenda 9/20/01 *Speak Out Hotline listed on the District's Preventive, Intervention and Alternative Matrix *Speak Out Hotline Disposition Return Sheet *Speak Out Hotline Phone Call Narrative 10/1/01 *Speak Out Hotline Incident Report 9/26/00 *List of schools with Crime Watch Program *1999 Florida Statute 230.23:LSS Statewide Crimewatch Program *Crime Watchin' News: A Publication of Youth Crime Watch of America, Summer 1998 *Purchase Order for attendance at Youth Leaders Crime Prevention Conference, April 7-10, 2002. *Purchase Order for hotel reservation for Youth Leaders Crime Prevention Conference, April 7-10, 2002 *Community Action Project Award for Youth Crime Watch Eligibility Information 3/15/01 *Letter from local Youth Crime Watch coordinator to all principals and School Resource Officers dated 9/11/00 *Press Release RE: Local Youth Crime Watch Training Seminar 9/1/99			Office of Public Safety William J. Sidoran, Director Brevard Prevention Plus Dr. Jill Carroll, Director Dept. of Curriculum Instruction Marjorie Ebersbach, Associate Superintendent Office of Student Services Betty A. Dunn, Assistant Superintendent

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6. The school board adopts curricula and programs aimed at protecting students, teachers, bus operators, administrators, and school personnel.	<input type="checkbox"/>		Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs. Brev.Prev.+ Brev.Prev.+ Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs. Facilities Brev.Prev.+ Brev.Prev.+ Brev.Prev.+ Brev.Prev.+ Brev.Prev.+ Brev.Prev.+ Brev.Prev.+	*2001-2002 Elementary Student/Parent Handbook *2001-2002 Secondary Student/Parent Handbook *Peer Mediation *Aggressors, Victims & Bystanders *Second Step *Anti-Bullying *Metro-town *Learn & Serve Grant *Students Against Violence Everywhere (SAVE) *List of schools in district having Student Crime Watch Programs *Nonviolent Crisis Intervention Participant Workbook *Crisis Prevention Intervention (CPI) Training memorandum *2000-2001 Crisis Prevention Intervention Training Schedule *Crisis Prevention Intervention Instructor Sheet *Crisis Prevention Intervention Training Component 5 82 03 500 *Crisis Prevention Intervention Training year long dates: memorandum dated 5/3/01 *Wastewater treatment training material offering from website *Brevard Prevention Plus Program (BPP) Grant *Brevard Prevention Plus Program-Second Step Correlations to Florida's Sunshine State Standards Curriculum - 1st, 2nd, 3rd grade *Brevard Prevention Plus Program-Second Step: A Violence Prevention Program informational sheet *Brevard Prevention Plus Program-Second Step: A Violence Prevention Program: Parent informed consent *Brevard Prevention Plus Program - Informational flyer *Gang Resistance Education and Training (G.R.E.A.T) cooperative agreement			Office of Facility Management Services Ed Curry, Assistant Superintendent Richard E. Smith, Industrial Hygienist Office of Public Safety William J. Sidoran, Director Brevard Prevention Plus Dr. Jill Carroll, Director Office of Student Services Betty A. Dunn, Assistant Superintendent Dept. of Curriculum Instruction Marjorie Ebersbach, Associate Superintendent

OFFICE OF PROGRAM POLICY ANALYSIS AND GOVERNMENT ACCOUNTABILITY (OPPAGA) -
SAFETY AND SECURITY STANDARDS AND BEST PRACTICES

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<u>GOAL D:</u> 6 Continued			Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs. Stud. Svs.	*2001-2002 Safe and Drug Free Schools Entitlement and Set-Aside Projects memorandum dated 7/27/00 *2000-2001 Safe and Drug-Free School Project Application *Middle School Drug Prevention and Schools Safety Program Coordinator's Federal Activities Grant *Project AIM Annual Report *Brevard County Schools Mental Health Agency Services list *Safe and Drug Free Schools Prevention News Update issue 1/9/01 *A Sampling of Secondary Level Safe School Programs *Creating Safe and Drug Free Schools grid			

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GOAL E: Educational facilities and equipment are safe and in good working condition.							
1. The district conducts an annual review of all relevant health and safety issues for each educational facility.	<input type="checkbox"/>		Info Sys Svs Facilities Facilities Facilities Facilities Pub. Safety Pub. Safety	*Comprehensive Management Information System Automated Student Reporting Format: 2000-2001 Student Demographic Information *Current Fire Safety Inspector Certificates *Fiscal Year 2002 State Requirements for Educational Facilities Inspection Reports *Fiscal Year 2002 Plant Operations Operating Budget and Expenditures *Fiscal Year 2002 Plant Operations and Maintenance Capital Budget Plan and Expenditures (Health & Safety) *Signage Committee Meeting Minutes 2/21/02 *Office of Public Safety - Safety & Security Assessment			Office of Information Systems Services Richard W. Struense, Assistant Superintendent Office of Facility Management Services Ed Curry, Assistant Superintendent Richard E. Smith, Industrial Hygienist Office of Public Safety William J. Sidoran, Director
2. The district designs educational facilities and sites to enhance security and reduce vandalism through the use of "safe school design" principles.	<input type="checkbox"/>		Facilities Facilities Facilities	*Facilities Program Document for Early Childhood Education & Early Teenage Pregnancy (ETP) Facilities at Eau Gallie High School *Blueprints for Viera East Elementary School (Ralph Williams Elementary) *CPTED "Crime Prevention Through Environmental Design" contract with Mr. Tim Crowe, Acknowledged Subject Matter Expert			Office of Facility Management Services Ed Curry, Assistant Superintendent
3. The district has procedures that govern access to each educational facility and its students and access is limited to authorized students and visitors.	<input type="checkbox"/>		Pub. Safety Pub. Safety Brev.Prev.+ Brev.Prev.+ Brev.Prev.+ Facilities Pub. Safety Pub. Safety	*Strategic Plan: Building Security Educational Services Facility After Hours Door Policy *Strategic Plan: Building Security Educational Services Facility Key Pass Policy *School Safety and Security Assessment photographs depicting clearly marked central points for receiving visitors *Example of sign installed at all school *School Safety and Security Assessment depicting keeping track computer *Impediments to egress while a facility is occupied are corrected on the spot *School Critical Incident Response Manual - Table of Contents *Brevard Public Schools Volunteer/KeepNTrack User Manual			Office of Public Safety William J. Sidoran, Director Brevard Prevention Plus Dr. Jill Carroll, Director Office of Facility Management Services Ed Curry, Assistant Superintendent Richard E. Smith, Industrial Hygienist

**OFFICE OF PROGRAM POLICY ANALYSIS AND GOVERNMENT ACCOUNTABILITY (OPPAGA) -
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4. The district ensures that playgrounds are properly constructed, maintained, and supervised so as to reduce the risk of injury.	<input type="checkbox"/>		Facilities Facilities Facilities Brev.Prev.+	*Fiscal Year 2002 State Requirements for Educational Facilities Inspection Reports *Playground Safety Plan *Playground Equipment Procurement and Installation Pre-Approval Form *Photo of Supervised Playground			Office of Facility Management Services Ed Curry, Assistant Superintendent Richard E. Smith, Industrial Hygienist Brevard Prevention Plus Dr. Jill Carroll, Director
5. Each educational facility has appropriate equipment to protect the safety and security of property and records.	<input type="checkbox"/>		Facilities Human Res. Human Res. Human Res. Human Res. Human Res.	*Fiscal Year 2002 State Requirement for Educational Facilities Inspection Reports *Written Procedure for Personnel Files -- Personnel File Procedures, Florida Statutes 231.291; School Board Policy 6Gx5-7.01(14) *Human Resources has inner record room with Three-Hour Burn Wall - contains old personnel records on microfilm *Human Resources has sign out procedure in place for checking out records which contain the name of person checking out file, the date checked out and verification of return *All doors containing human resources documents are kept locked *Sign out log for Human Resources Files			Office of Facility Management Services Ed Curry, Assistant Superintendent Richard E. Smith, Industrial Hygienist Office of Human Resources Leroy A. Berry, Deputy Superintendent
6. The district provides appropriate safety equipment and information to prevent injuries to students and others.	<input type="checkbox"/>		Facilities Facilities Pub. Safety Facilities Facilities Facilities Facilities Facilities Facilities Facilities	*Fire Extinguisher Contract *Plant Operations & Maintenance Training Documents *First Aid Kits *Fire Extinguishers *Training for applied technology use of equipment *Safety Goggles *Ear PlugsFace Shield/Head Gear *Knee Pads *Hard Hat *Leather Work Gloves (See Safety Equipment document reflecting all equipment that has been issued to Plant Operations and Maintenance employees)			Office of Facility Management Services Ed Curry, Assistant Superintendent Richard E. Smith, Industrial Hygienist

**OFFICE OF PROGRAM POLICY ANALYSIS AND GOVERNMENT ACCOUNTABILITY (OPPAGA) -
SAFETY AND SECURITY STANDARDS AND BEST PRACTICES**

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7. The district follows environmental and food safety health practices and regulations.	<input type="checkbox"/>		Food Svs. Food Svs. Food Svs. Food Svs. Food Svs. Food Svs. Food Svs. Food Svs. Food Svs. Food Svs. Food Svs. Food Svs. Food Svs. Food Svs.	*Guidelines of a Successful 5-Star Quality and Performance Inspection *Five Star Quality and Performance Inspection-secondary schools 01-02 *Five Star Quality and Performance Inspection-elementary schools 01-02 *Facilities Training Grid *Example of school bulletin board with copies of posters required by regulation *Comprehensive Environmental Health & Safety Plan *Department of Health Code Chapter 64E-10 *Questionnaire for Foreign Objects Found in Food *Categories of Food Bourne Illness *Suspected Food Bourne Illness Questionnaire *Emergency Management Procedures *Emergency/Disaster Feeding Procedures *Emergency Operating Procedure for Responding to Possible Portable Water Contamination *American School Food Services Association Gold Star Foodservice Director of the Year Award for Dawn Houser Food Services			Office of School Food Services Dawn Houser, Director

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GOAL F: The district takes steps to ensure the safety and security of students and staff during transportation.							
1. The district has procedures to create safe and orderly process for students arriving at or leaving each school campus.	<input type="checkbox"/>		Transp. Transp. Facilities Transp. Transp. Transp. Transp.	*Student Transportation Costs/Data *Recommendations to Legislative *Fiscal Year 2002 State Requirement for Educational Facilities Inspection Reports *District maps indicating drop-off and pick-up areas for buses and private vehicle *District maps indicating vehicle and pedestrian traffic *Hazard Correction Costs *Getting to & from school safety handout/flyer			Office of Transportation Michael D. Connors, Director Office of Facility Management Services Ed Curry, Assistant Superintendent Richard E. Smith, Industrial Hygienist
2. The district has implemented policies, procedures, and practices that ensure the safety of transported students.	<input type="checkbox"/>		Transp. Transp. Transp. Transp. Transp. Transp. Transp. Transp. Transp. Transp. Transp. Transp. Transp.	*State Equipment Regulations *District purchase order indicating compliance with state regulations. *Bus Stop Evaluation *Transportation Rank Survey *Transportation Department Employee Handbook *School Board of Brevard County School Safe Driver Plan *Email dated 1/31/02 from Director of Transportation reference - School Bus Evacuation Drills *Memo dated 8/30/01, School Bus Evacuation Drill from Director of Transportation *Student Handbook: Conduct for Riding School Buses *Emergency Drill Report Samples *Preliminary Accident Report form *District Accident Checklist			Office of Transportation Michael D. Connors, Director

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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.	<input type="checkbox"/>		Transp. Transp. Transp. Transp. Transp. Transp. Transp. Transp. Transp. Transp. Transp. Transp. Transp.	*School Board of Brevard County-Daily & Field Trip Inspection Form *Email-Reminder for a.m. and p.m. school bus checks *Vehicle Maintenance Policy *20 Day Inspection Chart *Area Vehicle Inspection Schedule *Monthly Maintenance Procedure *Monthly Maintenance Procedure Log *Florida Department of Education School Bus Inspection Certificate *List of Certified Technicians *Vehicle Maintenance Log *Quality Control Inspection Packet *School Bus Management Inspection			Office of Transportation Michael D. Connors, Director