

***School Safety and Security Best Practices With Their Associated Indicators
Goals (A, B, C . . .), Best Practices (1, 2, 3 . . .), and Indicators (a, b, c . . .)***

<i>SCHOOL SAFETY AND SECURITY</i>						
<i>Goals, Best Practices, Indicators</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>	<i>Explanation/ Documentation</i>	<i>Corrective Action</i>	<i>Fiscal Impact and Timeline</i>
<i>Goal A:</i> 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.	√			District's Strategic Plan states in objective 4 that all students will attend a school that is safe, secure and conducive to student health and learning.		
1. The district has established and implemented accountability mechanisms to ensure the performance, efficiency, and effectiveness of the safety and security program.	√			Safety and Security Plans will be reviewed – SESIR reporting will be monitored –		
2. The district regularly reviews the organizational structure and staffing levels of the safety and security program and minimizes administrative layers and processes.	√			Organization chart reviewed annually; needs assessment also conducted frequently as well as data review of critical incidents.	Annually reviewed.	
<i>Goal B:</i> The school district has comprehensive plans and procedures to ensure the safety and security of students and employees.	√			District schools develop and up-date safety plan with input from local enforcement agencies and the community. Additional plans are being drafted to include crisis response, protocol, and emergency fact sheets.		
1. The district has implemented a school safety plan that includes district-wide emergency and safety procedures and identifies those responsible for them.	√			District has developed school safety plans which include crisis response teams, appropriate action codes and security procedures. District and SIU also have comprehensive web pages – Threat assessment training is also on-going.		

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2. The district has developed a checklist for each educational facility that provides step-by-step emergency procedures.	√			Evacuation plans are posted at every site – The District’s Emergency Preparedness Program and SIU have developed web sites which provide flow charts for emergencies. They also identify response member. A crisis response manual is also being developed along with an emergency reference flip chart.		
3. The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.	√			All school Safety Plans are developed with stakeholder input which includes parents, students, local enforcement agencies and communities.		
4. The district provides emergency response agencies with floor plans and blueprints as appropriate.	√			All agencies receive floor plans and blue prints as appropriate. Access keys are also available to all agencies for night time emergencies – A CDrom is also available for school floor plans.		

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5. The district and each school regularly practice emergency responses based on potential hazards at each site.	√			Meets state requirements – Safety department has 3 state certified fire inspectors – Joint Safety inspections are conducted – District completed 7 training courses for school administration with the Local Planning Council on developing plans to handle hazardous material incidents.		
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.	√			HRD and SIU identify training needs quarterly using data – training includes Crisis Response, Gang Awareness, Verbal Judo, Crisis Prevention Intervention, CPR, ADA, Threat Assessment and Crime Watch Training.	Due to calendar restraints and budgets and negotiated items, and numbers to be trained, In-Service Training needs must be improved to meet district’s needs.	
<u>Goal C:</u> The school district has developed a clearly written code of student conduct and communicated with students and parents.	√			Developed with stakeholder input and reviewed annually.		
1. The district and each school have established disciplinary policies and a code of student conduct that are well-defined.	√			Developed with stakeholder input – reviewed regularly and updated annually – schools also have uniform discipline guidelines.		
2. The district revises its code of student conduct and informs all stakeholders as to the final product.	√			Reviewed regularly – updated annually with stakeholder input.		

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<i>Goal D: The school district identifies, minimizes, and protects others from disruptive and/or violent student behavior.</i>	√			District has developed District Security Hotline, Crime Watch with Silence Hurts campaign – Zero-Tolerance – Threat Assessment Training – Conflict Mediation – Peer Counseling – Victim Advocate Program.		
1. Each school has a system in place to identify the early warning signs of student violence.	√			Each school receives Threat Assessment Training – takes part in Silence Hurts Campaign – access to Security Hotline and SIU web site for anonymous tips.		
2. The district identifies and implements parent and community outreach strategies to promote safety in the home and community.	√			- School Advisory Councils, PTA's and other community groups meet regularly to promote communication between school and family. – District and school web sites utilized.		
3. The district conducts a hazards analysis to determine the potential safety and security issues facing each school.	√			Annual Safety inspections are conducted – Critical Incident Reporting is regularly reviewed – schools are subject to review by CPTED certified inspectors -	<ul style="list-style-type: none"> • More inspectors needed due to District growth - • Currently have 2 certified CPTED. 	

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4. Based on the needs identified in the school hazards analysis, the district implements appropriate violence and drug prevention programs for each school.	√			D.A.R.E./G.R.E.A.T./S.C.A.R.E./ Silence Hurts/ Crime Watch/My Buddy/Middle School Coordinators for Safe Schools/Gang Liaisons/Peer Counseling/Teen Court are some of the programs available.		Cutting funding on the Safe & Drug Free School Grant could impact some of the programs.
5. The district has crime watch and school safety hot lines available in all schools.	√			Crime Watch with Silence Hurts mandated at middle and high schools – Security hotline instituted 3/01 and SIU tip hotline also established 1/02.		
6. The school board adopts curricula and programs aimed at protecting students, teachers, bus operators, administrators, and school personnel.^{1, 2}	√			– HRD Training on-going for all levels - Hot line/SIU tip line. – Code of conduct addresses student safety.		
<u>Goal E:</u> Educational facilities and equipment are safe and in good working condition.	√			Safety inspections conducted annually.		Budget implications due to growth.
1. The district conducts an annual review of all relevant health and safety issues for each educational facility.³	√			Safety inspections conducted, as well as, needs assessment w/stakeholder input.		
2. The district designs educational facilities and sites to enhance security and reduce vandalism through the use of “safe school design” principles.	√			CPTED certified personnel sit on all design committees.		

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

² 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.

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

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a. The district can demonstrate that Crime Prevention Through Environmental Design and other appropriate safety features are incorporated into the design of all new construction. ^{4, 5}	√			CPTED certified personnel sit on architectural review committees.		
3. The district has procedures that govern access to each educational facility and its students and access is limited to authorized students and visitors.	√			Signs are posted for visitor reporting – trespasser warnings also posted.	– Size of most schools make this difficult to monitor. District will continue to review with Facilities Department.	Major Budget implication makes it difficult to implement totally.
4. The district ensures that playgrounds are properly constructed, maintained, and supervised so as to reduce the risk of injury.	√			Safety inspected annually.		
5. Each educational facility has appropriate equipment to protect the safety and security of property and records.	√					
6. The district provides appropriate safety equipment and information to prevent injuries to students and others.	√			Training held regularly on safety equipment and accident prevention.		
7. The district follows environmental and food safety health practices and regulations.	√			All employees complete a 6 hour Sanitation & Safety course every three years. Broward County Health Department inspects food service departments 4 times a year.		

⁴ CPTED design principles include natural surveillance of school grounds, access control, and territoriality. CPTED design features include, but are not limited to, controlled access entrances, fencing, sufficient entrances and exits, signage, and front desks having views of the entrance.

⁵ Training in Crime Prevention Through Environmental Design is available from the state’s Department of Education.

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<i>Goal F: The district takes steps to ensure the safety and security of students and staff during transportation.</i>	√			The district has developed a school safety transportation plan. <i>(Basic Indicator)</i> The district has procedures to ensure the safety of children arriving at each school or leaving each school campus, including those who walk, ride bicycles, ride in buses, or are passengers or drivers in private vehicles.		
1. The district has procedures to create safe and orderly process for students arriving at or leaving each school campus.⁶	√			All schools that have current designated school bus loading areas meet SREF requirements. Whenever feasible existing schools are renovated to provide for separate drop-off and pick-up areas for school buses and parents and other private passenger vehicles.		
2. The district has implemented policies, procedures, and practices that ensure the safety of transported students.	√			The district has developed a school safety transportation plan. <i>(Basic Indicator)</i> The district ensures that all new school buses purchased have an appropriate safety restraint system. <i>(Basic Indicator)</i>		

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

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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.	√			The district has procedures to ensure the safety of designated school bus routes and to ensure that bus stops are designated in the most reasonable safe locations. School bus operators perform pre-trip inspections of school bus safety items and correct deficiencies before buses are used to transport students. School bus inspections are performed every 20 days, and inspectors are trained and certified, consistent with the required procedures and criteria in the <i>Florida School Bus Safety Inspection Manual</i> . District procedures for school bus repair, maintenance, and quality control ensure that buses are only returned to service to transport students when all safety and mechanical systems meet the requirements of the <i>Florida School Bus Safety Inspection Manual</i> .		