

***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, Indicators</i></b>   | <b><i>Yes</i></b> | <b><i>No</i></b> | <b><i>N/A</i></b> | <b><i>Explanation/<br/>Documentation</i></b>                        | <b><i>Corrective Action</i></b> | <b><i>Fiscal Impact<br/>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                 |                  |                   | District Crisis Management Plan<br>School Emergency Management Plan |                                 |  |
| 1. The district has established and implemented accountability mechanisms to ensure the performance, efficiency, and effectiveness of the safety and security program.                  | X                 |                  |                   | Safety & Security School Assessment & District Audits               |                                 |  |
| 2. The district regularly reviews the organizational structure and staffing levels of the safety and security program and minimizes administrative layers and processes.                | X                 |                  |                   | Annual Assessments & Independent Safety Inspections                 |                                 |  |
| <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                 |                  |                   | District Crisis Management Plan School Emergency Management Plan    |                                 |  |
| 1. The district has implemented a school safety plan that includes district-wide emergency and safety procedures and identifies those responsible for them.                             | X                 |                  |                   | District Crisis Management Plan                                     |                                 |  |
| 2. The district has developed a checklist for each educational facility that provides step-by-step emergency procedures.  | X                 |                  |                   | School Individual Emergency Management Plan                         |                                 |  |
| 3. The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.   | X                 |                  |                   | District Safety Team<br>School Advisory Committee                   |                                 |  |
| 4. The district provides emergency response agencies with floor plans and blueprints as appropriate.  | X                 |                  |                   | Office of Support Services  |                                 |  |
| 5. The district and each school regularly practice emergency responses based on potential hazards at each site.   | X                 |                  |                   | Mock Crisis Drills<br>Log   | Need Drills to be more varied   |  |

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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                |                   |   | Needs to be updated, incorporated in FY 2003 |  |
| <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                 |                  |                   | School Board Policy<br>Student Code of<br>Conduct |  |  |
| 1. The district and each school have established disciplinary policies and a code of student conduct that are well-defined.   | X                 |                  |                   | School Student Code of<br>Conduct                 |  |  |
| 2. The district revises its code of student conduct and informs all stakeholders as to the final product.   | X                 |                  |                   | School Advisory<br>Council's<br>Annual Updates    |  |  |
| <b><i>Goal D:</i></b> The school district identifies, minimizes, and protects others from disruptive and/or violent student behavior.   |                   | X                |                   | Update Programs and<br>documentation FY 2003      |  |  |
| 1. Each school has a system in place to identify the early warning signs of student violence.   |                   | X                |                   | Update Programs and<br>documentation FY 2003      |  |  |
| 2. The district identifies and implements parent and community outreach strategies to promote safety in the home and community.   | X                 |                  |                   | ESE & Student Services<br>Director                |  |  |
| 3. The district conducts a hazards analysis to determine the potential safety and security issues facing each school.   | X                 |                  |                   | Support Services<br>Director                      |  |  |
| 4. Based on the needs identified in the school hazards analysis, the district implements appropriate violence and drug prevention programs for each school.                                     | X                 |                  |                   | Instructional Services                            |  |  |

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| 5. The district has crime watch and school safety hotlines available in all schools.  |                   | X                |                   | Individual Principal's Program                                  |                                 |  |
| 6. The school board adopts curricula and programs aimed at protecting students, teachers, bus operators, administrators, and school personnel. <sup>1,2</sup> | X                 |                  |                   | School Board Policies, Instructional Services, Support Services |                                 |  |
| <b><i>Goal E: Educational facilities and equipment are safe and in good working condition.</i></b>  | X                 |                  |                   | Support Services  |                                 |  |
| 1. The district conducts an annual review of all relevant health and safety issues for each educational facility. <sup>3</sup>                                | X                 |                  |                   | Support Services  |                                 |  |
| 2. The district designs educational facilities and sites to enhance security and reduce vandalism through the use of “safe school design” principles.         | X                 |                  |                   | Support Services  |                                 |  |
| 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                 |                  |                   | Support Services<br>School Principals                           |                                 |  |
| 4. The district ensures that playgrounds are properly constructed, maintained, and supervised so as to reduce the risk of injury.                             | X                 |                  |                   | Support Services<br>School Principals                           |                                 |  |
| 5. Each educational facility has appropriate equipment to protect the safety and security of property and records.  | X                 |                  |                   | Support Services<br>School Principals                           |                                 |  |
| 6. The district provides appropriate safety equipment and information to prevent injuries to students and others.   | X                 |                  |                   | Support Services<br>School Principals                           |                                 |  |
| 7. The district follows environmental and food safety health practices and regulations.   | X                 |                  |                   | Food Service Director   |                                 |  |
| <b><i>Goal F: The district takes steps to ensure the safety and security of students and staff during transportation.</i></b>                                 | X                 |                  |                   | Transportation Coordinator                                      |                                 |  |

<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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| 1. The district has procedures to create safe and orderly process for students arriving at or leaving each school campus. <sup>4</sup>   | X                 |                  |                   | Transportation<br>Coordinator<br>School Principals |                                 |  |
| 2. The district has implemented policies, procedures, and practices that ensure the safety of transported students.  |                   | X                |                   | Update Documentation<br>SY 2003                    |                                 |  |
| 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                 |                  |                   | Transportation<br>Coordinator                      |                                 |  |

<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.