

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

SCHOOL SAFETY AND SECURITY

<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.						
1. The district has established and implemented accountability mechanisms to ensure the performance, efficiency, and effectiveness of the safety and security program.	X			The district has various mechanisms in place that are utilized for accountability and monitoring. SAC, HASA, Safe and Drug Free Schools and the School Improvement Plan are all involved with performance evaluation.		
2. The district regularly reviews the organizational structure and staffing levels of the safety and security program and minimizes administrative layers and processes.		X		The district recently developed a comprehensive Crisis Response Manual. The Manual contains clearly stated staffing levels required for an efficient and effective safety and security program. The formula utilized to determine staffing requirements, was adopted from the Office of Schools Safety Planning. It is the same model utilized by the Palm Beach School District. There will be no fiscal impact for the implementation of this practice. It will be set into place and be operable by the beginning of the 2002-2003 school year. The Director, Principal and SRO have been instrumental in the development of this plan and will be responsible for its enactment.		
<i>Goal B:</i> 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.		X		<p>Upon reviewing this Best Practice the district opted to immediately begin to develop an extensive school safety plan. That plan is contained in the Crisis Response Manual. The district worked collaboratively with community resources, emergency personnel, and neighboring school districts to adopt a plan to best fit the needs of our school. The plan will be implemented at the beginning of the 2002-2003 school year. Development of the plan did not place any financial impact on the district. It is unclear as to what the fiscal impact will be to implement the plan. Initially there will be costs incurred for reproducing and distributing the manual . The charge is estimated at \$500.00. Those funds have already been encumbered from a grant account. The following information has been included in the Crisis Response Manual:</p> <ul style="list-style-type: none"> • the evaluation of the school safety plan , monitoring and evaluating the implementation of the plan at the school level, and coordinating with local law enforcement and the Department of Juvenile Justice; • the roles and responsibilities of the school principal and other administrators, teachers, and other school personnel for restoring, if necessary, and maintaining a safe, secure, and orderly school environment; • the goals and objectives of the school resource officers; • the mechanisms for identifying and serving the needs of students most at risk for engaging in disruptive and disorderly behavior; • arrangements to work with local emergency officials; • safety issues and policies at school sponsored events; and <p>process by which the district will instruct parents and the local community as to how to respond to an emergency situation.</p> <p>Another component of this Best Practice is the School Improvement Plan. Our district does have a written School Improvement Plan. The plan contains suggested school safety goals and procedures. As a district we do intend on continuing to expand this procedure.</p>		

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2. The district has developed a checklist for each educational facility that provides step-by-step emergency procedures.		X		<p>1. This ‘checklist’ has been developed. It is in the form of a flip chart. Each classroom will be equipped with a copy. The flip charts cover the following situations and provide step by step instruction for each:</p> <ul style="list-style-type: none"> • weapons-use and hostage situations; • hazardous materials or toxic chemical spills; <p>weather emergencies including hurricanes, tornadoes, and severe storms; and exposure as a result of a manmade emergency.</p> <p>The fiscal impact will be limited to costs of duplicating. This cost will be an annual expense because the information will be updated each year. The Director, Principal and SRO will be responsible for distribution of this information.</p> <p>2. The district also coordinated with the Office of Public Affairs and developed a policy for media relations. It includes information regarding what information will be released, who will be responsible for the release, and where the media may stage during an incident involving the district.</p> <p>3. Our checklist does include emergency contact numbers and provisions for backup communication. The backup communication plan will require that the will obtain 10-12 additional two-way radios. The SRO contacted the local police department and arrangements have been made to secure 10 of the old radios, formerly used by the police. There should be no financial impact for this program. However funds in the amount of \$2000.00 have been encumbered in the event they are needed. There will be an undetermined, reoccurring, maintenance fee for the radio system as well. This money will be figured into the school budget beginning 2003-2004.</p> <p>4. The checklist clearly determines a Crisis Response Team. The specific job functions of each member are defined. Special procedures are in place to provide post incident counseling for student and staff.</p>		

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3. The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.	X			<ol style="list-style-type: none"> The safety plan is always open for discussion and revision. Faculty, staff, HASA and SAC meetings include safety plans as an agenda item. The Crisis Response Manual has not yet been finalized or duplicated. Upon completion it will be distributed to the SAC, teachers, and key elements will be available electronically. The cost for duplicating the plan is estimated at \$500.00. This will be an annual charge, as the plan will be reviewed and updated. 		
4. The district provides emergency response agencies with floor plans and blueprints as appropriate.	X			EHS and local police have been provided with blueprints/floor plans. The local police conduct frequent walk throughs of the school facilities. They are very familiar with the floor plans. In addition the crisis response kit is equipped with five copies of floor plans to be distributed to emergency personnel.		
5. The district and each school regularly practice emergency responses based on potential hazards at each site.		X		<ol style="list-style-type: none"> The district has actively participated in drills for fires and weather emergencies. Beginning with the 2002-2003 school year drills for bomb threats, hazardous materials and weather emergencies will be implemented. There will be no fiscal impact to implement these drills. The Principal will be responsible for assuring that these drills take place. The district has in place official written logs that are utilized to record all drill procedures. The Fire Safety Specialist has been key in maintaining these records and he/she will continue to do so. 		

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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		<ol style="list-style-type: none"> 1. The plan does not specifically identify which personnel require safety training... The plan is currently being revised by the Principal. While the training is indeed being done, the Master Plan does not specifically spell out how it is identified who needs it and when they will receive the training. Those elements will be incorporated into the Master Plan. There will be no fiscal burden for the revision. It is undetermined whether the district will incur any financial obligations in order to meet the requirements of this Best Practice. Upon completion of the revision the following information will be added to the Master Plan for In-Service Training: <ol style="list-style-type: none"> a. The district will have in place a process to identify the minimum training required for all school staff as well as the staff that require specialized safety training and incorporates those needs in its Master Plan for In-Service Training. b. The district will be able to demonstrate that staff have received training based on the needs identified in the Master Plan for In-Service Training, the school's hazards analysis, and the staff member's roles and responsibilities c. The district's required safety training components will be included in the district's Master Plan for In-service Training <p>TIMELINE: August, 2002</p>		
<u>Goal C:</u> The school district has developed a clearly written code of student conduct and communicated with students and parents.						
1. The district and each school have established disciplinary policies and a code of student conduct that are well-defined.	X			<ol style="list-style-type: none"> 1. The district Student Conduct and Discipline Code has clearly defined policies and codes of student conduct. 2. The district is in compliance with all relevant laws and regulations regarding discipline policies. 3. The district does not require students to disclose legally required information regarding prior disciplinary history of expulsions, arrest resulting in a charge, and juvenile justice actions. The district will develop a form that will be required at registration. The cost will be limited to duplicating fees. This process will be in place by August 		

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	X			2002-2003 school year.		
		X		4. The district works closely with local law enforcement and meets state standards for zero tolerance for crime, substance abuse, and victimization. All violations are reported directly to local law enforcement.		
				5. The school board does not currently outline standards for use of force. Prior to the 2002-2003 school year a use of force policy shall be adopted by the district. There should not be any financial burden associated with the development of this policy.		
	X			6. Students that are dismissed from their classroom are immediately relocated to the Responsibility Training Room. This room is supervised at all times.		
		X		7. Disciplinary policies do not currently include interviews by law enforcement or the Department of Children and Families. This information will be researched, developed and included in the Code of Conduct. The information shall be in place by the 2002-2003 school year.		
	X			8. Policies governing locker searches are included in the Code of Conduct.		
2. The district revises its code of student conduct and informs all stakeholders as to the final product.	X			The code of conduct is revised annually. All stakeholders, including faculty, staff, parents, and students are invited to submit recommendations. Once received those suggestions are reviewed by the disciplinary committee and forwarded to the Principal for review. The final product is distributed to all faculty, staff and students.		

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<i>Goal D: The school district identifies, minimizes, and protects others from disruptive and/or violent student behavior.</i>						
<i>1. Each school has a system in place to identify the early warning signs of student violence.</i>	X X X X				<p>1. Faculty is very diligent in maintaining a zero tolerance for classroom disruptions. Students are referred to the Child Study Team, Responsibility Training Room, School Resource Officer, and/or Disciplinary Committee.</p> <p>2. The district is afforded the convenience of having timely access to a team of specialists trained in evaluating behavioral and academic concerns.</p> <p>3. The district makes available appropriate psychological counseling for students. The Guidance Counselor serves as a liaison between community support services, the students and their guardians.</p> <p>4. The district complies will state and federal laws regarding confidentiality.</p>	
<i>2. The district identifies and implements parent and community outreach strategies to promote safety in the home and community.</i>		X			1. The district is awaiting the approval of a cooperative agreement with the Dept. of Juvenile Justice. It was submitted to DJJ January of 2002. The attorneys are reviewing it. Upon approval of the submitted agreement it will be forwarded to the Superintendent for signature. This process shall be in place by August, 2002.	
<i>3. The district conducts a hazards analysis to determine the potential safety and security issues facing each school.</i>	X				Facilities Management and Environmental Health and Safety continually assess the safety and security issues facing the school In addition the Administration, faculty, staff and School Resource Officer continually assess hazard analysis.	
<i>4. Based on the needs identified in the school hazards analysis, the district implements appropriate violence and drug prevention programs for each school.</i>	X				The district has developed a Safe and Drug Free School plan and reviews it annually. Students participate in substance abuse, and violence surveys. Programs to promote healthy choices and lifestyles are implemented by the district. The district is very proactive in their efforts and takes pride in having had zero incidents of alcohol or drug discipline measures.	

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5. The district has crime watch and school safety hotlines available in all schools.	X	X		<ol style="list-style-type: none"> The district does have a crime watch program. It is known as the Safety Patrol. The district does not have a safety hotline. We are currently in negotiations with the Florida Sheriff's Association in order to become part of their existing safety hotline. If this process is finalized the school will not incur any additional financial responsibilities. This process shall be in place by August, 2002. The SRO is working on the implementation of this plan. When this program is put in to place, the school shall adopt a process in which students and parents are informed of these services. Information will be sent home with all students and the school shall advertise the program electronically. 		
6. The school board adopts curricula and programs aimed at protecting students, teachers, bus operators, administrators, and school personnel.^{1,2}	X X X X			<ol style="list-style-type: none"> The SDFS coordinator makes available resources and curriculum to all personnel. Students receive instruction in various safety and health curricula. The district is constantly reviewing additional programs and updating resources provided to students Students are an integral part of the drug and violence prevention activities planned within the district. The district has in place a uniform policy that is followed by all students. 		
<u>Goal E:</u> 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.³	X			<ol style="list-style-type: none"> Review is done annually during the summer. Again, because we are a single school district, we are afforded the luxury of having an ongoing evaluation process. When issues arise they are corrected immediately. 		

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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2. The district designs educational facilities and sites to enhance security and reduce vandalism through the use of “safe school design” principles.		X		1. The School Resource Officer is scheduled to attend training in CPTED for Schools. The training will take place June 11-13, 2002. The cost is approximately \$500.00. This charge has been paid for by a grant. Upon completion of the training CPTED principles will be utilized in ALL future construction projects and security enhancements. The following principles will be used as guidelines upon completion:	<ul style="list-style-type: none"> A. natural access and control of schools and campuses; B. natural surveillance of schools and campuses both from within the facility and from adjacent streets by removing obstructions or trimming shrubbery; C. school and campus territorial integrity; securing courtyards, site lighting, building lighting; D. audio and motion detection systems covering ground floor doors, stairwells, offices and areas where expensive equipment is stored; E. exterior stairs, balconies, ramps, and upper level corridors around the perimeter of buildings should have open-type handrails or other architectural features to allow surveillance; F. open areas, such as plazas, the building's main entrance, parking lots, and bicycle compounds should be designed so they are visible by workers at work stations inside the buildings; and designs which will promote the prevention of school crime and violence. Exterior architectural features without footholds or handholds on exterior walls, tamper-proof doors and locks, non-breakable glass or shelter window protection system; also landscaping and tree placement should be designed so they do not provide access to roofs by unauthorized persons. Sections of schools commonly used after hours should be separated by doors or other devices from adjacent areas to prevent unauthorized access. Install locks on roof hatches and apply slippery finishes to exterior pipes. 	

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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			The school does have procedures in place that govern access to each educational facility.		
4. The district ensures that playgrounds are properly constructed, maintained, and supervised so as to reduce the risk of injury.	X			Playground facilities are overseen by Facilities Management and University sponsored safety specialists. Children are supervised at all times while utilizing the equipment.		
5. Each educational facility has appropriate equipment to protect the safety and security of property and records.	X			1. The facilities safety and security equipment is monitored closely and is maintained within the requirements of Florida State law. The University conducts an audit of procedures and equipment.		
6. The district provides appropriate safety equipment and information to prevent injuries to students and others.	X			1. The school is equipped with first aid kits. 2. All appropriate safety equipment in instructional areas is provided by the district.		
7. The district follows environmental and food safety health practices and regulations.	X			The district follows environmental and food safety health practices. The Palm Beach County Health Department monitors the cafeteria facilities and is consulted when questions arise.		
<i>Goal F: The district takes steps to ensure the safety and security of students and staff during transportation.</i>						
1. The district has procedures to create safe and orderly process for students arriving at or leaving each school campus. ⁴			X	Our school is a single school laboratory research school. We do not provide public transportation to our students. They must be brought to the school and retrieved at the conclusion of the day. The district does have a traffic safety plan in place. Separate drop off and pick up areas are designated for students K-4 and 5-8. The areas are constantly monitored by staff and parent volunteers. No students are left unattended. Traffic must follow a specific route into and out of the school facility and rules are developed with safety as a priority.		

⁴ 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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2. The district has implemented policies, procedures, and practices that ensure the safety of transported students.	X			Transportation is not provided by district. On special occasions students are transported for field trips and extra curricular activities. All of those drivers are properly licensed, trained and qualified. The school has a process in place in which drivers are screened and credentials are checked.		
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 only school owned bus is maintained by the transportation office. Maintenance is not conducted by utilizing the Florida School Bus Safety Inspection Manual. A copy of the manual has been requested and will be forwarded to Transportation. Upon receipt they will comply with the recommendations of the manual. There will be no charge incurred. The SRO has requested the manual and will forward it to transportation upon receipt.		