

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

<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.	<u>X</u>					
1. The district has established and implemented accountability mechanisms to ensure the performance, efficiency, and effectiveness of the safety and security program.				Safety Committees in place at all centers, completed strategic plan, updating of policies each year, Safe and Drug Free stats, Code of Student Conduct, SREF reports, School Advisory Team visits, DOE visits		
2. The district regularly reviews the organizational structure and staffing levels of the safety and security program and minimizes administrative layers and processes.				Crisis Intervention Plan, Quick reference guides for classrooms, discussion w/in consortium		
<i>Goal B:</i> The school district has comprehensive plans and procedures to ensure the safety and security of students and employees.	<u>X</u>					
1. The district has implemented a school safety plan that includes district-wide emergency and safety procedures and identifies those responsible for them.				Crisis Intervention Plan, this is also part of performance evaluations, District JJ council, direct links to sheriff's office		

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2. The district has developed a checklist for each educational facility that provides step-by-step emergency procedures.				Crisis Intervention plan and checklist posted, pagers, radios	Make sure we update each year with the correct name and phone number of contacts	2002-2003
3. The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.				School Advisory Council and Strategic Planning Committee, School Improvement Teams	Make sure we post on our website	2002-2003
4. The district provides emergency response agencies with floor plans and blueprints as appropriate.				According to state law, all blueprints located on one site labeled and referenced for easy find		
5. The district and each school regularly practice emergency responses based on potential hazards at each site.				Drills performed regularly	Need information in writing to confirm each type of drill performed with date	2002-2003
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.				Master Inservice Plan, training provided by appropriate organizations as needed	MIP needs to identify needs	2002-2003
<i>Goal C:</i> The school district has developed a clearly written code of student conduct and communicated with students and parents.	<u>X</u>					

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1. The district and each school have established disciplinary policies and a code of student conduct that are well-defined.				Code of Student Conduct, Board Policy	Need to add information on registration form and check legality, develop written policy for interviewing students by law enforcement agencies	2002-2003
2. The district revises its code of student conduct and informs all stakeholders as to the final product.				School Improvement Plans, District Advisory Councils, Orientation, Open House, Student Handbook		
<u>Goal D:</u> 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.				Child Study Teams, Pupil Progression Plans		
2. The district identifies and implements parent and community outreach strategies to promote safety in the home and community.				DJJ Plan, School Resource Officers, hotline, Strategic Planning Committee, Student Code of Conduct, Health Plan, work with Health Department		
3. The district conducts a hazards analysis to determine the potential safety and security issues facing each school.				SREF, Accident/Incident reports, Child Study Team		

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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.				Safe and Drug Free School plans, Juvenile Justice, Board Policy, Interagency Agreement, Drugfree schools final report		
5. The district has crime watch and school safety hotlines available in all schools.				Hotline, posted signs, Student Code of Conduct, Strategic Planning Committee	Crime Watch program unavailable	
6. The school board adopts curricula and programs aimed at protecting students, teachers, bus operators, administrators, and school personnel.^{1,2}				Textbook and material adoption committees, curricula, SRO/DARE, Student Council and other student organizations, Student Code of Conduct, Board Policy	Provide information electronically	2002-2003
<u>Goal E:</u> Educational facilities and equipment are safe and in good working condition.	X					
1. The district conducts an annual review of all relevant health and safety issues for each educational facility.³				SREF, Consortium, Strategic Planning Committee	Need to develop written goals to document follow-up, update annually	2002-2003

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.				Site visits, fencing, cleaned rails-to-trails for safety, DOE plan review		
3. The district has procedures that govern access to each educational facility and its students and access is limited to authorized students and visitors.				Site visits, Code of Student Conduct, Principals control keys	Need sign at entrance of THS for visitors, also need tighter key control at THS	2002-2003
4. The district ensures that playgrounds are properly constructed, maintained, and supervised so as to reduce the risk of injury.				SREF standards, consortium, teachers, site visits, principals and teachers	Add column to SREF for documentation	2002-2003
5. Each educational facility has appropriate equipment to protect the safety and security of property and records.				Strategic Planning Committee, Fencing, architect , site visits, security staff, Health Dept, Sheriff’s office, radios	More attention needed to development of kit	2002-2003
6. The district provides appropriate safety equipment and information to prevent injuries to students and others.				Maintenance checks, site visits, students instructed by teachers required, Right-to-Know training, athletic trainers, updating and report of equipment	More days at pre-planning or use early release days for more training	2002-2003

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7. The district follows environmental and food safety health practices and regulations.				Health Department inspections, site reviews, inservice documentation, copies of regulations maintained on-site, quick reference guide for emergencies	Need more complete procedural manual	2002-2003
<i>Goal F: The district takes steps to ensure the safety and security of students and staff during transportation.</i>	X					
1. The district has procedures to create safe and orderly process for students arriving at or leaving each school campus. ⁴				Safe Driver Plan, Board Policy, DOE plan from architect, Transportation Safety Plan, Student Code of Conduct, signs on campuses, Site visits, fencing to separate	Need more documentation from principals to support procedures	2002-2003
2. The district has implemented policies, procedures, and practices that ensure the safety of transported students.				Standard equipment on school buses, use guidelines in state law, contracts, Safe Driver Plan, Student Code of Conduct, Crisis Intervention Plan		

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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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.				Forms completed	Reciprocal agreement with neighboring counties	2002-2003