

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

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>
<u>Goal A:</u> 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>			<u>Levy County Schools Security Certification Process</u>		
1. The district has established and implemented accountability mechanisms to ensure the performance, efficiency, and effectiveness of the safety and security program.	X			Levy County Schools Security Certification Process		
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 review of staffing needs		
<u>Goal B:</u> The school district has comprehensive plans and procedures to ensure the safety and security of students and employees.	<u>X</u>			<u>Levy County Schools Security Certification Process</u>		
1. The district has implemented a school safety plan that includes district-wide emergency and safety procedures and identifies those responsible for them.	<u>X</u>			<u>Levy County Schools Security Certification Process</u>		
2. The district has developed a checklist for each educational facility that provides step-by-step emergency procedures.	X			Levy County Schools Security Certification Process		
3. The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.	X			Levy County Schools Security Certification Process	School Advisory Council Input, signed receipts by 9/02 & will make available on district web-site	No fiscal impact/Action to be completed by December 2002
4. The district provides emergency response agencies with floor plans and blueprints as appropriate.	X			LCS082	All schools will have maps/blueprints on file with the district office	No fiscal impact/Action to be completed by August 2002

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5. The district and each school regularly practice emergency responses based on potential hazards at each site.	X			LCS027, Mock Drill forms		
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			LCS034, LCS042, & LCS127	Components to be added to the Districts' In-service Plan	June 2003
<u><i>Goal C:</i></u> The school district has developed a clearly written code of student conduct and communicated with students and parents.	<u>X</u>			<u>School Board of Levy County Code of Student Conduct & LCS047</u>		
1. The district and each school have established disciplinary policies and a code of student conduct that are well-defined.	X			School Board of Levy County Code of Student Conduct & LCS047	Changes to be incorporated on the student registration form	August 2002/\$600
2. The district revises its code of student conduct and informs all stakeholders as to the final product.	X			District Review Procedures		
<u><i>Goal D:</i></u> The school district identifies, minimizes, and protects others from disruptive and/or violent student behavior.	<u>X</u>			<u>School Board of Levy County Code of Student Conduct, LCS033, LCS034, LCS042, LCS057, LCS062 & LCS017</u>		
1. Each school has a system in place to identify the early warning signs of student violence.	X			LCS062, LCS017 & LCS196		

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2. The district identifies and implements parent and community outreach strategies to promote safety in the home and community.	X			LCS112, LCS196, LCS202 & LCS052		
3. The district conducts a hazards analysis to determine the potential safety and security issues facing each school.	X			District Security Audit/LCS195		
4. Based on the needs identified in the school hazards analysis, the district implements appropriate violence and drug prevention programs for each school.	X			LCS034, LCS035, LCS062 & LCS042		
5. The district has crime watch and school safety hotlines available in all schools.	X			Code of Student Conduct (back Page) LCS147		
6. The school board adopts curricula and programs aimed at protecting students, teachers, bus operators, administrators, and school personnel. ^{1,2}	X			LCS033, LCS034, LCS042, LCS035, LCS100 & LCS127		
<i>Goal E:</i> Educational facilities and equipment are safe and in good working condition.	<u>X</u>			<u>Annual Safety Inspections & LCS167, LCS172, LCS187, LCS188, LCS192, LCS195</u>		
1. The district conducts an annual review of all relevant health and safety issues for each educational facility. ³	X			Annual Safety Inspections & LCS195		
2. The district designs educational facilities and sites to enhance security and reduce vandalism through the use of “safe school design” principles.	X			Architectural designs & LCS187		
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			LCS177, LCS032, & LCS097		

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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4. The district ensures that playgrounds are properly constructed, maintained, and supervised so as to reduce the risk of injury.	X			Annual Safety Inspection/School Board Supervision Policy 5.08		
5. Each educational facility has appropriate equipment to protect the safety and security of property and records.		X			Purchase Fire Safes/Cabinets, install security systems and upgrade present systems	June 2006, \$170,000
6. The district provides appropriate safety equipment and information to prevent injuries to students and others.	X			District Safety Manuals, Informational Reference Training Manuals		
7. The district follows environmental and food safety health practices and regulations.	X			Food Service Manual		
<u>Goal F:</u> The district takes steps to ensure the safety and security of students and staff during transportation.	<u>X</u>			<u>LCS100 & LCS152</u>		
1. The district has procedures to create safe and orderly process for students arriving at or leaving each school campus. ⁴	X			LCS100 & LCS152		
2. The district has implemented policies, procedures, and practices that ensure the safety of transported students.	X			Transportation Manual & LCS100, LCS152		
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			School Board Policy 9.15 & 9.16		

⁴ Refer to s. 234.0215, F.S., and Rules 6-2.001 and 6-3.017(2)(e)2.b., F.A.C.