

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>
<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.	✓			Administrator evaluations include compliance in areas of safety and security		
1. The district has established and implemented accountability mechanisms to ensure the performance, efficiency, and effectiveness of the safety and security program.	✓			District electronically reviews and approves each work location's Security Plans at least annually.		
2. The district regularly reviews the organizational structure and staffing levels of the safety and security program and minimizes administrative layers and processes.	✓			At \$20K, the cost model for School Resource Officers the district is one of the lowest expense SRO programs in the state		
<u>Goal B:</u> The school district has comprehensive plans and procedures to ensure the safety and security of students and employees.	✓					
1. The district has implemented a school safety plan that includes district-wide emergency and safety procedures and identifies those responsible for them.	✓			Employs a one-call concept that frees up the affected site administrator to handle the emergency		

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2. The district has developed a checklist for each educational facility that provides step-by-step emergency procedures.	✓			1. District has published a step-by-step <u>Emergency Procedures Manual</u> for use by administrators when managing an emergency. 2. Safe School Audit Checklist 3. District Guidance department and (2) school based Crisis Reaction Guides – one prepared by OCPS one by DOE		
3. The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.	✓			Major segments of the district's current security procedures represent the work and recommendations of a 22-member task force consisting of educators, parents, law enforcement and students.		
4. The district provides emergency response agencies with floor plans and blueprints as appropriate.	✓			District security officers responding to emergencies have plans installed on response vehicle computers. Plans are updated on as needed basis and copies provided to fire/police emergency agencies		

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5. The district and each school regularly practice emergency responses based on potential hazards at each site.	✓					
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.		✓		Security and safety Services are working with Professional Development to design and deliver safety and security training models	Training to be designed and delivered using district employees.	Possibly \$5,000 to cover cost of training
<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.	✓			<ul style="list-style-type: none"> ▪ Code of Student Conduct issued to each student. ▪ Students sign – goal is do parent acknowledgement 		
2. The district revises its code of student conduct and informs all stakeholders as to the final product.	✓			<ul style="list-style-type: none"> ▪ Board reviews annually ▪ Cross section of stakeholders review and refine annually ▪ Copy available via OCPS website ▪ Changes in state statute reflected in yearly revisions. 		

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<i>Goal D:</i> The school district identifies, minimizes, and protects others from disruptive and/or violent student behavior.	✓					
1. Each school has a system in place to identify the early warning signs of student violence.	✓			SAFE coordinators and teams trained in identification and referral of students who are exhibiting at-risk behavior		
2. The district identifies and implements parent and community outreach strategies to promote safety in the home and community.	✓			The district cooperates with the State Attorney's Office, law enforcement agencies and members of the 9 th Judicial Circuit to promote school attendance as a means to increase safety.		
3. The district conducts a hazards analysis to determine the potential safety and security issues facing each school.		✓		There is a Safety and Risk Management Directive (SRMD) that provides a monthly checklist of fundamental fire and casualty safety issues that has been made available to all schools.		No fiscal impact. Would only require the formal adoption of the SRMD process and then the use of existing procedures
4. Based on the needs identified in the school hazards analysis, the district implements appropriate violence and drug prevention programs for each school.	✓					

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5. The district has crime watch and school safety hotlines available in all schools.	✓			OCPS works in partnership with the SpeakOut Hotline to provide 24 hour student hotline. In addition, each secondary school has a Students Against Violence Everywhere (SAVE) club operating on campus.		
6. The school board adopts curricula and programs aimed at protecting students, teachers, bus operators, administrators, and school personnel. ^{1,2}	✓			The district provides approved scientifically proven programs to all students Pre-K – 12 th grade. In addition to the district SAFE Program, a video library and prevention literature is made available to all schools. Board adopted Student Development curriculum that presents student safety and security areas.		
<i>Goal E: Educational facilities and equipment are safe and in good working condition.</i>						
1. The district conducts an annual review of all relevant health and safety issues for each educational facility. ³	✓					

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.

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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 Security administrators are CEPTED certified and routinely review design plans for new construction and for renovation projects		
3. The district has procedures that govern access to each educational facility and its students and access is limited to authorized students and visitors.	✓			Schools have visitor access control procedures in place. Many secondary schools have perimeter security plans that use security attendants to monitor entry and exit activity.		
4. The district ensures that playgrounds are properly constructed, maintained, and supervised so as to reduce the risk of injury.	✓					

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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5. Each educational facility has appropriate equipment to protect the safety and security of property and records.	✓			As new schools are built Site Security works with a contractor to establish the appropriate electronic security features. This is not part of project run by Construction Management or Design and Construction. Site Security also works through a contractor to retro-fit security equipment onto existing campuses as need are identified and funding allows		

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6. The district provides appropriate safety equipment and information to prevent injuries to students and others.	✓			<p>Fire extinguishers are installed at every facility in accordance with NFPA. Fire extinguishers are checked as part of the ACFI annually and each location is required to check every unit monthly and report their findings to Safety.</p> <p>First aid kits are not required by any regulation that we can find and the district actually discourages having them in a clinic unless there is a trained nurse at the school. Otherwise, standard procedure calls for band aids and soap and water.</p> <p>Safety reports any problems in this area as part of the ACFI. There were a total of only 5 situations reported as missing proper eye protection in labs/shops during the FY 00-01 inspection cycle and the majority of those 5 were at one vo-tech location</p>		

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7. The district follows environmental and food safety health practices and regulations.	✓			Managers and employees follow procedures contained in the District Food Services Policy Manual.		
<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	✓			<ul style="list-style-type: none"> ▪ Bus evacuation drills twice annually ▪ Transportation emergencies in standard district procedures 		
2. The district has implemented policies, procedures, and practices that ensure the safety of transported students.	✓			<ul style="list-style-type: none"> ▪ CPL trained Drivers ▪ Drivers MVLS monitored ▪ Use DOE Curriculum ▪ Bus Operators Handbook 		
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.	✓			<ul style="list-style-type: none"> ▪ 20 day bus inspections IAW Doe ▪ Service reports ▪ Checked by certified fleet mechanics 		

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