

***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.		X		The district has many variations of Best Practices in place but no coordination of efforts has been identified and no one district-level person is responsible for this program. The district has adopted an effective work order program that utilizes the “TERMS” computer program for monitoring work orders and costs based on the annual comprehensive safety report input. Health and safety work orders are input by the Risk Management Department and monitored for completion in a timely manner with a follow-up inspection. While this addresses the building and worker safety portion of an effective safety and security program it does not address the student safety and security aspect of it.	A Safety and Security Program must be adopted by the board that is in line with the Best Practices identified in this report.	
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 prioritizes work orders for appropriate expenditure of limited resources. Health and Safety related work orders are given a higher priority. www.myfloridaeducation.com/besss/sesir/9900pdf/9900osceola.pdf Annually the Comprehensive Health and Safety Report is submitted to the Superintendent of Schools and the school board for approval.		
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 does not have a program in place that would review the organizational structure or staffing levels of the Safety and Security programs.	Utilize the current District level Health & Safety Committee to review the organizational structure and staffing levels of the Safety and Security programs.	

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<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 B:</i> The school district has comprehensive plans and procedures to ensure the safety and security of students and employees.	X			The School Districts Emergency Management Plan is located in hard copy and on the intranet site. This Emergency Management Plan includes all the information for emergency procedures.		
1. The district has implemented a school safety plan that includes district-wide emergency and safety procedures and identifies those responsible for them.	X			Schools address safety issues and develop plans when needed. Arrangements to work with local emergency officials are updated annually October 1, per 235.192, F.S. The administrative assessment for principals (Comprehensive Assessment of Administrative Performance FC710-1839), the assessment for Assistant Principals (Comprehensive Assessment of Administrative Performance FC710-1837) and the assessment for district-level administrators (Comprehensive Assessment of Administrative Performance-District Level Administrator FC710-1839) all address school safety and security under the section "School Plant and Facilities". It is also addressed under the section "Leadership Management" of the school-based administrative assessment under the bullet addressing the learning environment.	The district should revisit the emergency action plans and update them accordingly. These plans should be updated annually with copies sent to the committee responsible for the overall safety and security program.	

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<p>2. The district has developed a checklist for each educational facility that provides step-by-step emergency procedures.</p>	<p align="center">X</p>			<p>Emergency Management Plan is located in hard copy and on the intranet site and includes all the information for emergency procedures.</p> <p>E-mail First Class, Telephone Tree, Regular phone and Cell phones, Transportation Phone Bank</p> <p>The District has procedures for contacting all schools simultaneously in the event of a district wide emergency. When situations arise, we send e-mail messages out by First Class directly to administrative staff and, when warranted, all employees. "Important News" folder has been set up on the desktop of First Class, and we have the option of having the message pop up automatically when sent if necessary. In addition, we also divide up the school list and make telephone calls/radios to speak one on one with the principals at every school to convey the latest information.</p> <p>In the New Transportation Center there is a phone bank that is available in a crisis situation. This will allow us to advertise a telephone number so that parents, students and residents can get the most up-to-date information and ask questions important to them.</p> <p>Media training for Admin & Staff.</p> <p>Coordination of information is handled through the Community Relations Department.</p>	<p>The installation of a phone bank will be made available to us during a crisis situation. This will allow us to advertise a telephone number so that parents, students and residents can get the most up-to-date information and ask questions important to them.</p>	

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				<p>The District has developed a media response plan and distributed it to each educational facility and each support service administrator. At a minimum, the plan addresses – Communicating necessary information to the media and parents. Identifying established separate staging areas for media and parents. Providing guidelines on how to respond to media questions and interviews.</p> <p>A “Crisis Communications” section is included in the District’s Emergency Management Plan. It contains tips on how to communicate to parents and the news media when a crisis happens, what to do when a reporter calls, how to gain control of an interview, tips for effective crisis communications (including having reporters in a separate staging area such as the media center), how to write a news release/updates, and samples of written communication about a crisis for parents and staff.</p> <p>Every administrator was provided a wallet size card with emergency numbers for all leadership team members. In addition, key personnel in each school or department were provided with a second wallet card for emergency numbers for maintenance, facilities etc.</p> <p>The Student Services Department provides a Crisis Management Team, which responds to locations/sites following a tragedy.</p> <p>The County has reverse 911 that could be utilized as well.</p>		

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3. The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.	X			<p>Osceola County Emergency Services.</p> <p>John Beall, Principal of Kissimmee Middle School and David Rinehart, School Resource Officer from Kissimmee Police Department wrote the first draft of the emergency management plan for the Osceola School District in 1998-1999. They consulted with other school districts' security directors to examine their plans. They presented the first draft of the emergency management plan to Blaine Muse, Superintendent of Osceola School District. Under his direction a committee of school district administrators, school based administrators, teachers, parents, business leaders, Red Cross representatives, hospital administration representatives, Sheriffs' Office, St. Cloud Police Department, Kissimmee Police Department and Fire and Rescue was formed. This committee met to review Beall and Rinehart's draft of the emergency management plan and to review other school districts' plans. The committee made revisions to the original draft and that plan was submitted to the School Board for adoption. The emergency management plan was adopted by the School Board. Multiple copies of the plan were distributed to all schools, law enforcement agencies, fire and rescue service agencies, Red Cross and local hospitals. Administrators were directed to review the plan with all teachers and staff.</p> <p>Plan is available in print and on line.</p> <p>The plan is reviewed annually under the direction of the Deputy Superintendent</p>		

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4. The district provides emergency response agencies with floor plans and blueprints as appropriate.	X			Floor Plans for all educational facilities were sent to Osceola County and City law enforcement agencies and fire departments on October 1, 2000, per 235.192,S.F. These documents were provided in hard copy format. A DOE initiative (dated June 22, 2001) encouraged school districts to develop school site-plan CD-ROMS to meet the annual Chapter 235.192 requirement. Facilities Planning & Construction undertook to coordinate the development of the CD with Information Services (IS). IS successfully converted to CD format all site drawings, floor plans and aerial photographs by FP&C. Final completion of the CD has been delayed due to a lack of AutoCAD trained personnel in FP&C to update changes in floor plans. Efforts are also being made to expedite receipt of recent construction and remodeling AutoCAD floor plans from contractors. Hard copies of blueprints are stored in FP&C Vault.	Better coordination is necessary to insure that all appropriate agencies/ departments are aware of the required plans. A CD-ROM with school layouts is being created through FP&C.	
5. The district and each school regularly practice emergency responses based on potential hazards at each site.	X			The District regularly schedules bus evacuation drills, fire and tornado drills for sites and facilities. These are coordinated through the Transportation Dept. (bus evacuations) and Risk Management Dept. (all other drills) in accordance with law. The District has a safety officer who regularly conducts safety audits of sites. His office is located in Risk and Benefits Management. Drill reports are received, scrutinized and logged in Risk and Benefits Management.		

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<p>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.</p>	<p>X</p>			<p>PDC Training Minimum required training is identified in job descriptions. The District's Professional Development Department provides a variety of training under their Master In-service Plan annually to include: CPR, First Aid, Violence in the Workplace, Child Abuse, Suicide Prevention, Safety, Fire Extinguisher use, Slips, Trips and Falls, Lock-Out, Lifting etc.</p> <p>Database The District maintains a database of training on every employee. The in-service database is available to every employee to examine their own records through the intranet and reports are generated for schools and the district for groups of employees.</p> <p>For example, rescue barrier masks are available to train CPR providers in the Professional Development Department.</p> <p>Employee's are required to attend Right to Know training and are instructed to follow all requirements specified on material safety data sheets.</p> <p>The District provides a comprehensive training program, which is approved annually by the School Board (Master In-service Plan) and by the Department of Education (Professional Development System).</p>		

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<i>Goal C:</i> The school district has developed a clearly written code of student conduct and communicated with students and parents.	X			SB Rules Chapter 7-Code of Student Conduct The School Board is in compliance with discipline policies including the Code of Student Conduct.		
1. The district and each school have established disciplinary policies and a code of student conduct that are well defined.	X			School Board Rules Chapter 7 Code of Student Conduct The official registration form that a parent fills out in anticipation of enrollment requires information regarding whether the student has ever been expelled or referred to an alternative program for disciplinary reasons. It also requires indication as to whether the student has been arrested, charged, convicted of, or pled guilty to a felony. Further, we have, in our employ, a person who is responsible for tracking students' histories relating to arrests and/or Juvenile Justice actions. The School District complies with the requirements of reporting incidents of violent crime through the SESIR reporting System. The School District complies with all requirements of FL 230.23(1-11) for discipline of students. SESIR Training Materials Inter-local agreements with law enforcement & Department of Juvenile Justice for reduction of juvenile crime and violence. The School Board defines "Reasonable Force" according to FL 232.27 in that teachers have the right to exercise, including physical force, as necessary to maintain a safe and orderly environment with regard to: Conditions harmful to learning, conditions harmful to student's physical and mental health, conditions harmful to safety and conditions of harm and/or safety of self, school personnel and others.		

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<i>Safety and Security</i>			9	<p>In addition, the School Board also publishes notice of compliance with FL 232.275, FL 231.06 and SBR 6A-1.0404.</p> <p>Code of Student Conduct Parent & Student Pamphlet Page 24.</p> <p>Alternative Programs follows the District guidelines regarding the use of reasonable force. DJJ sites have their own policies in place. Only teachers trained in TEAM at these sites are permitted to touch students.</p> <p>Sheryl Alexander – Staff Members are trained in county adopted restraint techniques and only trained individuals are allowed to restrain students.</p> <p>Training to school staff in CPI and TEAM Training for restraints. The district utilizes restraint documentation regarding the reason, length of time, and results.</p> <p>SB Rule 6.1.1G(2), authorizes the Superintendent of Schools to administratively assign any student to different educational setting in order to meet academic need or for disciplinary reasons.</p> <p>SB Rules Chapter 7 identifies procedures for removing disruptive students from the learning environment and the administration of discipline consequences including but not limited to, in-school suspension, out-of-school suspension and recommendation for expulsion.</p> <p>The Alternative Programs Department provides students with voluntary alternative programs to obtain their high school diploma. The School Board has the option of placing students, in lieu of expulsion, at these sites, but this is done in rare cases. Students in these programs must meet eligibility requirements of a DOP program.</p> <p>Students who are continuously disruptive in their classrooms can be placed at New Beginnings.</p> <p>The Code of Student Conduct contains several definitions relating to the subject of harassment and violence violations.</p>		05/29/02

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<i>Safety and Security</i>			10	<p>The Due Process rights regarding the administration of disciplinary consequences are defined in the Code of Conduct and the District’s Expulsion Procedures Manual.</p> <p>SB Rules Chapter 7 Expulsion Procedures Manual.</p> <p>The School Board has entered into an inter-local agreement with law enforcement agencies and DCF for the purposes of reducing juvenile crime and violence. The agreement complies with the requirements of FL228.093 regarding the sharing of confidential student records and specifies the process by which representatives from these agencies may access students on school property. The agreement also includes the specific forms to be used in order to document and track agency interactions with students.</p> <p>Inter-local agreement with law enforcement, DCF, and DJJ and applicable forms.</p> <p>These policies are specifically defined in SB Rules 7.2.7 A – E Standard for Student Search, Motor Vehicle Search, and Search of Student Locker or other storage areas.</p> <p>SB Rules Chapter 7</p> <p>SB Rules 7.5.1 B and 7.5.B speak to issues relating to Exceptional Student Education.</p> <p>Students with disabilities in alternative education programs receive consultative services from certified exceptional education staff. All classrooms meet ADA requirements.</p> <p>District ESE Office personnel attend state and federal training and ensures that the Resource Compliance Specialists maintain compliance at the school level.</p> <p>School Board Rules 7.5.1B Pages 7-50.</p>		05/29/02

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<p>2. The district revises its code of student conduct and informs all stakeholders as to the final product.</p>	<p align="center">X</p>			<p>In Accordance with FL Statutes, the School Board, Superintendent and the Office of Planning and Evaluation take the necessary steps to notify the public that they will be entering a period of “rule making” in which all appropriate notices and procedures under the Florida Sunshine Law are followed.</p> <p>Administrators and other personnel throughout the district, including teachers, staff, and SCC Representatives, serve on the rules revision committee and they develop the recommended changes to the School Board Rules that will be presented to the School Board. The recommendations are presented to the School Board in public workshops convened for the purpose of discussing School Board Rule revisions. The public is provided the opportunity to provide input to the School Board. In the end, the School Board approves the changes to School Board Rules and they are enacted.</p> <p>The Student Code of conduct is published in its entirety in SB rules Chapter 7 and the Student Code of Conduct Parent and Student Pamphlet published each year and distributed to every student who is enrolled in an Osceola County School in grades K-12.</p> <p>The Code of Student Conduct is published in both English and Spanish.</p> <p>A copy of the Code of Student Conduct is provided to every student enrolled in an Osceola County School in grades K-12. The Code of Student Conduct is published in both English and Spanish.</p> <p>In Addition, the Code of Student Conduct is also available on the District’s Internet Web Site and can be accessed by parents, students, and other stakeholders in the community.</p>		

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<p>1. Each school has a system in place to identify the early warning signs of student violence.</p>	<p align="center">X</p>		<p align="center">13</p>	<p>There is training provided in the Beginning Teacher's Program which includes: Child Abuse, Drug & Alcohol Abuse, and Suicide Prevention. There are also numerous in-service offerings addressing disruptive student behavior and classroom management skills.</p> <p>The district employs sixty-seven guidance counselors, five district social workers, two site based social workers and twenty-four school psychologists who are certified to provide counseling to students. (Three social workers are authorized to "Baker Act" students in emergency situations.)</p> <p>Every public school has at least one full-time guidance counselor on staff.</p> <p>Counselors and other school staff may refer students to school social workers and/or school psychologists for short term counseling.</p> <p>Child Study Procedures may be initiated which may lead to a student qualifying for ESE Services.</p> <p>Program Specialist for ESE is available for direct classroom observation and will provide feedback to teacher and staff regarding behavioral plan. This person can also recommend to the Principal.</p> <p>Inter-local agreements with agencies such as Intervention Services and Devereaux provide additional counseling services to Osceola Students.</p> <p>A district Crisis Intervention Team staffed by Student Services personnel provides additional counseling services.</p> <p>Three social workers, as well as, School Resource Officers (SRO's) are able to "Baker Act" students who are endangering themselves or others.</p> <p>Functional Behavior Assessments and Behavioral Intervention Plans are implemented for students enrolled in the Emotionally Handicapped Program as needed to address disruptive and/or violent student behavior.</p> <p>Targeted students, including those in alternative educational or ESE programs, receive anger management and/or social skills training by Student Services personnel.</p>		<p align="center">05/29/02</p>

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<i>Safety and Security</i>			14	Resource Compliance Specialist Handbook ESE Program Specialist Confidentiality of student records are kept in compliance with FL 228.098 and FERPA. SB Rules Chapter 6 Code of Student Conduct Parent & Student Pamphlet RCS Handbook		05/29/02

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<p>2. The district identifies and implements parent and community outreach strategies to promote safety in the home and community.</p>	<p align="center">X</p>			<p>The School Board has entered into and inter-local agreement with law enforcement agencies and DCF for the purposes of reducing juvenile crime and violence. The agreement complies with the requirements of FL 228.093 regarding the sharing of confidential student records and specifies the process by which representatives from these agencies may access students on school property. The agreement also includes the specific forms to be used in order to document and track agency interactions with students.</p> <p>Inter-local agreement with law enforcement, DCF, and DJJ and applicable forms.</p> <p>Annual “No Doubt Watch Out” safety campaign geared around the time change and the dangerous conditions for students in the early morning hours.</p> <p>New Silence Hurts campaign aimed at Osceola secondary schools and breaking the “code of silence” about impending acts of violence on campus.</p> <p>BE Brave School Violence Hotline – Manned 24 hours a day.</p> <p>Staff is working with numerous representatives from community agencies and governments to create more positive after school programs for youth</p> <p>For the above programs the Community Relations Department has formed partnerships with numerous agencies and businesses such as Community Vision, the Osceola News Gazette, Kissimmee Utility Authority, the Osceola County Sheriff’s Department, The Kissimmee Parks and Recreation Department and more.</p> <p>Student Services prepares a document entitled “The Rules of Enrollment” that is distributed to the schools each year. This document includes all requirements for immunizations and physical examinations.</p> <p>Additionally, the District’s School Board Rules delineate all the requirements for enrollment, which includes all immunizations, and physical examination requirements.</p>		

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<i>Safety and Security</i>			16	<p>Further, that information is currently available on the District's Web site and is also being included in our Student Services web page, which is currently under construction and should be ready before the start of the 2002-2003 school year.</p> <p>Such information is shared with parents in our newcomer's packs, on our internet site, at our annual Realtor's breakfast, and to the news media via weekly media tips sheets. Information will also be given out at our first district-wide Kindergarten Fair for all students entering kindergarten for the 2002-2003 school year and their parents.</p>		05/29/02

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<p>3. The district conducts a hazards analysis to determine the potential safety and security issues facing each school.</p>		X		<p>While the district does evaluate Safety and Security throughout the district, no official “Hazards Analysis” is compiled.</p> <p>The district Health & Safety Inspector in the Risk Management Department completes a safety analysis/inspection each year in compliance with State Requirements for Educational Facilities.</p> <p>The District also utilizes the Safe and Drug Free Schools Quarterly Narrative Report.</p>	<p>The Safety & Security Program must be adopted by the board, which will include an annual Hazards Analysis to determine Safety & Security issues facing each school.</p>	

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<p>4. Based on the needs identified in the school hazards analysis, the district implements appropriate violence and drug prevention programs for each school.</p>	<p align="center">X</p>			<p>Safe and Drug Free Schools Project Entitlement Minutes from SDFS Advisory Committee Meetings.</p> <p>The School District conducts the necessary background checks of all new employees in accordance with SBR 4.1 FDLE/FBI background checks are required. (See SB Rules 4.1)</p> <p>It is Human Resources practice to track and investigate all allegations of improper behavior/criminal charges in order to come to a prompt and appropriate resolution for all involved. Our procedures are adhered to in order to ensure fair and equitable treatment of all employees.</p> <p>During an investigation, an employee may be reassigned as per SB Rule 1.2.2E(2). This practice is used on a regular basis whenever there is a charge that may be harmful to students. In addition, the School District is fortunate to maintain a close relationship with local law enforcement that assists us in monitoring the status of pending cases.</p> <p>Upon completion of an investigation by law enforcement/State Attorney, notice is provided to the file as whether the findings were substantiated and if disciplinary action was taken.</p> <p>In addition to the above, all district employees are required to report arrest in writing within 48 hours to the Superintendent for any arrest/charges placed upon them involving a child or sale and/or possession of a controlled substance.</p> <p>All employees must report any conviction, finding of guilt, adjudication withheld or commitment to a pre-trial diversion program, or entering a plea of guilty of Nolo Contendere for any criminal offense other than a minor traffic violation within 48 hours of the final judgment. (See SB Rules 5.1.1(12) Instructional Staff) (S.B. Rules 4.1.1 (P) Professional Support Staff)</p> <p>Administrators are made aware of this rule regularly through district training and are asked to communicate it annually to their employees.</p>		

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SCHOOL SAFETY AND SECURITY

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			19	<p>Also, the School District tracks data it receives from DOE-Department of Professional Practice, Education Practices Commission.</p> <p>The Student Services Department employs a full-time Court Liaison Officer to track charges and convictions of students.</p> <p>The Court Liaison Officer receives notices in compliance with Florida Statutes notices when a student is arrested and/or formally charged with a violent crime or felony.</p> <p>Charging affidavits and Formal Charges notifications are provided to each school principal in compliance with Florida Statutes.</p> <p>Principals make full use of their authority under Florida Statutes to temporarily assign students to an alternative educational setting pending the outcome of a felony charge through the courts.</p> <p>In addition, students who are convicted of a felony through the court system may also, under Florida Statutes, be recommended for expulsion for being a convicted felon.</p> <p>Under the newly passed Florida Statute 232.265, the school district complies with the law's requirement to separate victims of violent crimes from the perpetrators of those crimes by administratively assigning them to a different school.</p> <p>The Department of Juvenile Justice employs four Juvenile Probation Officers (JPO's) who communicate on a regular basis with the district regarding students under the direction of DJJ.</p> <p>SB Rules require notice to be provided to any school district requesting student records transfer if the student has committed any Level IV violations of the Student Code of Conduct or been recommended for expulsion from the district.</p> <p>FL Statutes SB Rules Chapter 7 Felony Charged Students Section of Expulsion Procedures Manual. DOE/SDFS Local Law Enforcement Agencies SDFS Entitlement Grant Progress Report</p>		05/29/02

***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>
5. The district has crime watch and school safety hotlines available in all schools.	X			<p>The district is actively promoting the “Be Brave” hotline manned 24-hours a day by the Osceola County Sheriff’s Department.</p> <p>As part of our new Silence Hurts Campaign, we have obtained funding to establish youth crime watch programs at our middle and high schools for the 2002-2003 school year.</p> <p>Outlets include school and district newsletters, banners on campuses, internet pages, cable channel, school marquees, etc.</p>		

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

<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>
6. The school board adopts curricula and programs aimed at protecting students, teachers, bus operators, administrators, and school personnel.^{1,2}	X			The District has an Inventory of Safe and Drug Free Schools Program Materials. SDFS Quarterly Narrative Report and Individual Responses from Schools Partners in Change Information Conference, Peer Mediation Classes, Youth Crime Watch Conference. Chapter 7 of School Board Rules specifies the district's dress code policy in detail.		

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.

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

<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 E: Educational facilities and equipment are safe and in good working condition.</i>	X			An Annual Comprehensive Safety Inspection is conducted by the Risk and Benefits Management Department as required by State Requirements for Educational Facilities.		
1. The district conducts an annual review of all relevant health and safety issues for each educational facility.³	X			The district has two certified municipal level fire inspectors on staff. An Annual Comprehensive Safety Inspection is conducted annually by the Risk and Benefits Management Department as required by State Requirements for Educational Facilities. Work orders are generated by the Risk and Benefits Management Department from the Annual Comprehensive Safety Report. Outstanding capital projects are evaluated for placement on the five-year plan for correction. Work orders are created for lesser deficiencies while serious life threatening deficiencies are addressed immediately or withdrawn from use. The district Annual Comprehensive Safety Report is approved each year by the school board and available for public review as required by Florida statute.		
2. The district designs educational facilities and sites to enhance security and reduce vandalism through the use of “safe school design” principles.	X			Blueprints are reviewed, systems are assessed and District specifications are provided to the design engineer. Environmental design is addressed under renovations.		

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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Goals (A, B, C . . .), Best Practices (1, 2, 3 . . .), and Indicators (a, b, c . . .)***

<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>
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			Tree trimming functions, playground placement and fencing requirements all factor into crime prevention through environmental design.		
4. The district ensures that playgrounds are properly constructed, maintained, and supervised so as to reduce the risk of injury.	X			District has guidelines for new purchases and existing playgrounds, which involves Risk Management, Facilities and Maintenance. These guidelines assign responsibilities for new purchases as well as existing playgrounds and meet or exceed Consumer Products Safety Commission Guidelines as well as ASTM standards. Employee and student incidents are all reported to the Risk and Benefits Management Department for review and recommendation for prevention.		
5. Each educational facility has appropriate equipment to protect the safety and security of property and records.	X			Fencing is inspected annually by the Risk and Benefits Management Department during the Annual Comprehensive Safety Inspection. Standards are currently being reviewed. Procedures are being created to verify systems operation to include regular testing of alarm systems.		

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<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>
6. The district provides appropriate safety equipment and information to prevent injuries to students and others.	X			<p>Fire extinguishers are provided and maintained as required by NFPA 10 and State Requirements for Educational Facilities. Laboratories are provided with all necessary safety equipment as specified in State Requirements for Educational Facilities. (Eye wash, Emergency shower, Fire Blanket, Fire Extinguishers, safety goggles and sanitizer, gloves as appropriate, etc.</p> <p>Risk and Benefits Management conducts Right to Know training as required by the State of Florida and OSHA's Hazard Communication Standard. Students are taught laboratory safety in the laboratory curriculum. Each class is taught as part of the curriculum health and safety for construction and votech courses.</p> <p>Athletic Department. The District complies with the Florida Athletic Association Policy and Regulations.</p> <p>Employee and student incidents are all reported to the Risk and Benefits Management Department for review and recommendation for prevention.</p>		
7. The district follows environmental and food safety health practices and regulations.	X			<p>Kitchens are inspected by the County Health Department and Risk Management Department and meet or exceed all applicable safety standards. Right to Know Workshops conducted by Risk and Benefits Management monthly open to all employees.</p> <p>Each school has Emergency Management Plans.</p>	Copies of the local health regulations will be distributed to school sites.	

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<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 F: The district takes steps to ensure the safety and security of students and staff during transportation.</i>	X			Contained in driver’s handbook. Each School is responsible for their own site. Principals utilize staff as well as School Resource Officer. Where possible existing schools are renovated to provide bus loading and unloading areas separate from all other drives and loading/unloading areas		
1. The district has procedures to create safe and orderly process for students arriving at or leaving each school campus.⁴	X			Bus drives, service drives and other vehicular drives are designed to not completely encircle the facility and that they are located so that students do not have to cross drives for access to facilities or athletic areas.		
2. The district has implemented policies, procedures, and practices that ensure the safety of transported students.	X			State School Bus Specifications Edulog System-Stop Review Form Licensed Third Party Tester School Board Rule 3.1.3 Student Registration, Evacuation Drills. Department Checklist		
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			Pre-trip Form On File State Certified Inspectors/Trainers Lead Mechanics, Supervisor of Vehicles, Maintenance.		

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