

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

SCHOOL SAFETY AND SECURITY						
<i>Goals, Best Practices</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.	✓					
1. The district has established and implemented accountability mechanisms to ensure the performance, efficiency, and effectiveness of the safety and security program.	✓			There are currently no provisions for evaluating safety and security in the annual performance reviews of school administrators. However, the district does conduct annual surveys such as, “Communities That Care”, “The Florida Risk Survey” and “Climate Survey” which indicate concerns and problems relative to safety and security and this information is provided to school principals for appropriate action. Inspections are conducted randomly at all locations to ensure compliance with safety programs.		
2. The district regularly reviews the organizational structure and staffing levels of the safety and security program and minimizes administrative layers and processes.	✓			The School Board reviews and approves the organizational structure and staffing levels of all SCPS departments.		

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<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.	✓			School Planning/Team Assignments section identifies key personnel and their specific duties for responding to emergencies.		
2. The district has developed a checklist for each educational facility that provides step-by-step emergency procedures.	✓			The SCPS District-wide Emergency Management Plan includes step-by-step instructions for responding to an array of emergency situations that could occur on a campus. Code Yellow/Red procedures are posted in all classrooms.		
3. The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.	✓			Emergency Management Plan Committee consists of educators, parents, law enforcement, and Seminole County Office of Public Safety.		
4. The district provides emergency response agencies with floor plans and blueprints as appropriate.	✓			Plans are updated as needed and provided to county and municipal fire/rescue departments, law enforcement agencies and Public Safety. Blueprints are available as needed.		

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5. The district and each school regularly practice emergency responses based on potential hazards at each site.	✓			Copies of fire, tornado and Code Red/Yellow drill reports are sent to the Safety Coordinator monthly.		
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.	✓			Training provided to school and district personnel by in-house staff and outside agencies include: CPR/First-Aid, facilities equipment training, emergency response, conflict resolution, class management, benign restraint and verbal diffusion.		

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<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.	✓			The Student Conduct and Discipline Code is issued to each student at the beginning of the school year.		
2. The district revises its code of student conduct and informs all stakeholders as to the final product.	✓			-The Discipline Committee reviews and revises annually -School Board approved -Available on the SCPS website		
<u>Goal D:</u> 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.	✓			Faculty members are trained to initiate discipline referrals for students who exhibit signs of disruptive or violent behavior. Two newly hired middle school coordinators will be conducting workshops for faculty on the early warning signs of violence in the 2002-2003 school year		

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2. The district identifies and implements parent and community outreach strategies to promote safety in the home and community.	✓			Violence Free Community Month is Seminole County's continuing effort to mobilize people representing education, religious organizations, media, law enforcement, business and government, youth, health and human services, and neighborhood groups for the purpose of developing strategies to increase awareness and education regarding a violence-free society.		
3. The district conducts a hazards analysis to determine the potential safety and security issues facing each school.	✓			The following surveys are conducted annually: - Florida Risk Survey - Climate Survey In addition, security assessments are conducted randomly and recommendations are made to address issues of concern.		

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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.	✓			-Violence-Free Week -Red Ribbon Week -Two recently hired middle school coordinators will be conducting a needs assessment at four schools on the north and south ends of the county to determine the curriculum that best fits their needs -GREAT Program (Gang Resistance Education and Training) in place at middle schools in Oviedo and Sanford.		
5. The district has crime watch and school safety hotlines available in all schools.	✓			SCPS works with the Speak-Out Hotline to provide a 24-hour anonymous reporting line for all SCPS students and parents.		
6. The school board adopts curricula and programs aimed at protecting students, teachers, bus operators, administrators, and school personnel.^{1,2}	✓			-Violence Prevention Youth Conference -Kids Against Crime -Break the Code of Silence and Bullying video presentations - Conflict Resolution - Peer Mediation		

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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<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	✓			Safety inspections are conducted at least annually by the municipal and county fire departments, in addition to certified fire safety inspectors from SCPS Facilities Maintenance Department. Workers Compensation claims are reviewed annually and specific training needs are targeted		
2. The district designs educational facilities and sites to enhance security and reduce vandalism through the use of “safe school design” principles.	✓			Documentation relative to safety/security requirements for new school construction and renovations are included in architectural contracts		
3. The district has procedures that govern access to each educational facility and its students and access is limited to authorized students and visitors.	✓			Visitor access procedures and corresponding signage are in place at all schools and school board offices. In addition, most high schools utilize their parking lot security officers to monitor and control entry/exit activity.		

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.	✓			SCPS follows the CPSC and ASTM guidelines for purchasing and installation of all playground equipment. All equipment is installed by NPSI certified installers. Teachers and/or staff members supervise playground areas.		
5. Each educational facility has appropriate equipment to protect the safety and security of property and records.	✓			Every school and school board office is protected by fire management and security systems. Fire extinguishers are installed at all locations according to NFPA requirements and inspected monthly by a certified contractor.		
6. The district provides appropriate safety equipment and information to prevent injuries to students and others.	✓			Secondary schools have a safety video and DOE safety science manual (No Game of Chance) that is reviewed annually by the Curriculum Department staff and shared with administrators and new teachers.		
7. The district follows environmental and food safety health practices and regulations.	✓			Food service locations are inspected weekly by managers for compliance with state and local health regulations and SCPS guidelines.		

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<u>Goal F:</u> The district takes steps to ensure the safety and security of students and staff during transportation.	✓					
1. The district has procedures to create safe and orderly process for students arriving at or leaving each school campus.⁴	✓			School design projects that affect bus and vehicle traffic flow, parent pick-up/drop-off areas, the number and location of crosswalks, crossing guards and entry points are reviewed and approved by the School Safety Advisory Committee.		
2. The district has implemented policies, procedures, and practices that ensure the safety of transported students.	✓			<ul style="list-style-type: none"> - SCPS Transportation Routing Procedures - 40 hr. Training using DOE Curriculum - CDL Training - Testing - MVR Checks conducted twice annually - In-Service Training 		
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"> - Driver Pre-Trip Inspection Log - Bus Inspections performed every 20 days by certified 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.*