

***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			All best practices and indicators in Goal A have been met.		
1. The district has established and implemented accountability mechanisms to ensure the performance, efficiency, and effectiveness of the safety and security program.	X			All indicators in BP A1 have been met		
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 reviews its organizational structure and staffing levels on an annual basis as it re-negotiates its' contract with the Wakulla County Sheriff's Department for school resource officers. (See attached contract).		
<i>Goal B:</i> The school district has comprehensive plans and procedures to ensure the safety and security of students and employees.	X	X		Most BP's and many indicators have been met. Substantial areas for development have been identified.	PAEC production could greatly enhance this goal area.	
1. The district has implemented a school safety plan that includes district-wide emergency and safety procedures and identifies those responsible for them.	X			Most indicators for BP B1 have been met.		
2. The district has developed a checklist for each educational facility that provides step-by-step emergency procedures.		X		These processes exist; however, they have not been reduced to writing.	These processes are currently being prepared by PAEC.	\$600.00, 9/02
3. The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.	X			Pieces of this BP are in place and functioning; however, this area is very broad and difficult to cover.		

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4. The district provides emergency response agencies with floor plans and blueprints as appropriate.	X			Transmitted to Emergency Management Office		
5. The district and each school regularly practice emergency responses based on potential hazards at each site.	X			<p>Bus Evacuation Drills; Fire Drills; Tornado Drills; Code Red Drills; Fire and Bus Safety Programs. Faculty informed through Memos and Parents through Parent Handbook.</p> <p>Fire, Tornado, Code Red Intruder Lockdown drills, and Bus Evacuation drill documentation. Are kept in a file by the Principal's secretary in her office.</p> <p>Documentation of all fire drills, tornado drills and similar activities can be found in the principal's office.</p> <p>Emergency file – Janet Allen's office</p> <p>The assistant principal in his office keeps fire, tornado, code red intruder lockdown drills, and bus evacuation drill documentation in a file.</p> <p>The principal and Assistant Principal keep documentation of all fire, tornado, and bus evacuation drills.</p>		

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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			All personnel receive training as appropriate. This training is not formalized in the Master Inservice Plan.		
<i>Goal C:</i> The school district has developed a clearly written code of student conduct and communicated with students and parents.	X			All BP;s in goal area “C” are in place.		
1. The district and each school have established disciplinary policies and a code of student conduct that are well-defined.	X			Most indicators in BP C1 have been met.		
2. The district revises its code of student conduct and informs all stakeholders as to the final product.	X			All indicators in BP C2 are achieved.		
<i>Goal D:</i> The school district identifies, minimizes, and protects others from disruptive and/or violent student behavior.	X			All best practices under Goal D have been met.		
1. Each school has a system in place to identify the early warning signs of student violence.	X			All indicators in BP D1 have been met.		
2. The district identifies and implements parent and community outreach strategies to promote safety in the home and community.	X			All indicators in BP D2 have been achieved.		
3. The district conducts a hazards analysis to determine the potential safety and security issues facing each school.	X			All indicators in BP D3 have been met.		
4. Based on the needs identified in the school hazards analysis, the district implements	X			All indicators in BP D4 have been achieved.		

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appropriate violence and drug prevention programs for each school.						
5. The district has crime watch and school safety hotlines available in all schools.	X			All indicators in BP D5 are functioning.		
6. The school board adopts curricula and programs aimed at protecting students, teachers, bus operators, administrators, and school personnel. ^{1,2}	X			All indicators in BP D6 are in place.		
<i>Goal E: Educational facilities and equipment are safe and in good working condition.</i>	X			All BP's and most indicators in Goal E have been fulfilled.		
1. The district conducts an annual review of all relevant health and safety issues for each educational facility. ³	X			All indicators in BP E1 have been met.		
2. The district designs educational facilities and sites to enhance security and reduce vandalism through the use of "safe school design" principles.	X			All indicators in BP E2 have been met.		
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			All indicators in BP E3 have been achieved.		

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			Playground maintenance, construction, and supervision are reported on and documented in the minutes of the school safety committee, which are kept in a file by the school's secretary. It is the responsibility of the operations foreman to monitor and make necessary repairs to the equipment. And it is the responsibility of the school's P.E. teachers along with classroom teachers to supervise the area when their classes are using the facility. Safety committee addresses concerns quarterly. John McMillan does inspections daily/weekly.		
5. Each educational facility has appropriate equipment to protect the safety and security of property and records.	X			Plans designed by Engineer to code. Also meets Life Safety Plan shown on plans.		
6. The district provides appropriate safety equipment and information to prevent injuries to students and others.	X			All indicators in BP E6 have been met.		
7. The district follows environmental and food safety health practices and regulations.	X			All indicators in BP E7 have been met.		
<u>Goal F:</u> The district takes steps to ensure the safety and security of students and staff during	X			All BP's in Goal area F have been achieved.		

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transportation.						
1. The district has procedures to create safe and orderly process for students arriving at or leaving each school campus.⁴	X			Most indicators for this BP are in place.		
2. The district has implemented policies, procedures, and practices that ensure the safety of transported students.	X			Most indicators for this BP are in place.		
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			All indicators for this BP are in effect.		

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