

**Bradford District  
School Safety & Security Best Practices  
2002-2003 School Safety and Security Self-Assessment**

1. The district has established and implemented accountability mechanisms to ensure the performance, efficiency, and effectiveness of the safety and security program.

**Related Statutes and Rules**

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
District Safety Committee and Strategic plan provide goals and objective for the Safe School Program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

Strategic Plan when completed will include updated goals and objectives.

**Fiscal Impact and Timeline**

Annual review of programs minimal impact 2003-04

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2. The district ensures the accuracy of its safety and security related data and reports accurate data to the Department of Education.

**Related Statutes and Rules**

ss. 1006.09(8), 1006.13(3) *F.S.*

<b>Does the District Meet the Best Practice? (Please provide explanation)</b>	<b>Yes</b>	<b>No</b>	<b>In Progress</b>	<b>N/A</b>
Data entry, MIS personnel, and school administrators ensure that each of these best practices are met	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

New administrators will be trained on SESIR as required.

**Fiscal Impact and Timeline**

Training is no cost 2003-2004

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3. The district regularly reviews the organizational structure and staffing levels of the safety and security program and minimizes administrative layers and processes.

**Related Statutes and Rules**

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In	
			Progress	N/A
Each school year the superintendent and the School Board review the staffing allocations for each school to ensure a safe environment, within available funds.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

None

**Fiscal Impact and Timeline**

No present fiscal impact. Staffing may be impacted based on available funding during the 2003-2004 year.

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**Safety Planning**

4. The district has implemented a school safety plan that includes districtwide emergency and safety procedures and identifies those responsible for them.

**Related Statutes and Rules**

ss. 1001.42(16)a, 1006.10, *F.S.*

**Does the District Meet the Best Practice? (Please provide explanation)**

	Yes	No	In Progress	N/A
During 2002-2003, the safety manual was revised and updated with input from school personnel along with local emergency agencies. Principals evaluate the area of safety on an annual basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

During the 2003-04 school year, emergency procedure training will be provided to emergency service personnel, school administrators, school faculty and staff, and parents. Training procedures will be joint effort with DOE and NEFEC

**Fiscal Impact and Timeline**

No fiscal impact to the district 2003-2004

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**5. The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.**

**Related Statutes and Rules**

s. 119.071, *F.S.*

**Does the District Meet the Best Practice? (Please provide explanation)**

Yes	No	In Progress	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

During the 2002-03 fiscal year, revisions were made in the district safety procedures. Local emergency agencies were involved in the process. Updated procedures will be reviewed with faculty during the 2003-2004 school year and will be available to all involved agencies. Grant money has been applied for to assist in training.

The updated safety and security manual still needs to be fully implemented to principals, staff, teacher and CRT members

**Fiscal Impact and Timeline**

No fiscal impact annually

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**Safety Planning**

6. The district conducts an annual review of all relevant health and safety issues for each educational facility. <sup>1</sup>

**Related Statutes and Rules**

ss. 1006.07(6), 1013.12(1)(b), 1013.12(2)(b), 1013.12(2)(c), *F.S.*

**Does the District Meet the Best Practice? (Please provide explanation)**

Each school has a safety and health committee. SREF inspections are conducted annually. Safety and Health issues are given priority for capital outlay projects.

Yes	No	In Progress	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

Indicator (e.) will be addressed during the 2003-2004 school year.

**Fiscal Impact and Timeline**

None 2003-04

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<sup>1</sup> Conducting this self-assessment does not meet the requirements of this practice.

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**Safety Planning**

7. The district has developed emergency response procedures.

**Related Statutes and Rules**

**Does the District Meet the Best Practice? (Please provide explanation)**

**Yes    No    In Progress    N/A**

Emergency Procedures and a communication plan are in place but not fully implemented.

          

**Strategies and Actions to Be Taken**

The Safety coordinator along with the MIS director coordinates efforts in emergency communication systems.

**Fiscal Impact and Timeline**

None annually with major advances in 2003-2004

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**Safety Planning**

8. The district has provided each school with an emergency checklist.

**Related Statutes and Rules**

s. 1006.07(4), *F.S.*

**Does the District Meet the Best Practice? (Please provide explanation)**

Comprehensive plan with has been adopted. Faculty and staff will need to be updated to changes as revisions have taken place.

Yes	No	In Progress	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

New plan to be implemented in 2003-2004.

**Fiscal Impact and Timeline**

None 2003-04

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9. The district and each school regularly practice emergency responses based on potential safety concerns at each site.

**Related Statutes and Rules**

s. 1006.7(4)(a), *F.S.*

**Does the District Meet the Best Practice? (Please provide explanation)**

**Yes    No    In Progress    N/A**

Emergency drill requirements are reviewed with school administrators.

          

**Strategies and Actions to Be Taken**

Revise drill form to include State Fire Marshal's' required statements.

**Fiscal Impact and Timeline**

None 2003-2004

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**Safety Planning**

**10. The district provides emergency response agencies with floor plans and blueprints as appropriate.**

**Related Statutes and Rules**

ss. 1013.01, 1013.13, *F.S.*

**Does the District Meet the Best Practice? (Please provide explanation)**

Some blueprints have been provided to agencies. Agencies have signed off on those they have received. Additional plans are being updated and will be provided as available.

Yes	No	In Progress	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

Plans are being computerized on disk with updated site layout.

**Fiscal Impact and Timeline**

Minimal 2003-04

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11. The district's Master Plan for In-Service Training identifies district and school personnel training needs and provides for appropriate level of safety training for all personnel.

**Related Statutes and Rules**

ss. 1012.98 (4)(b)4, 1012.98(4)(b)5, *F.S.*

**Does the District Meet the Best Practice? (Please provide explanation)**

CPR and First Aid training is available. Training in violence prevention needs to continue

Yes	No	In Progress	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

Violence prevention training is available on CD during the 2003-2004 school year.

**Fiscal Impact and Timeline**

None 2003-2004

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**12. The district and each school have a code of student conduct based on stakeholder input and revised on an annual basis.**

**Related Statutes and Rules**

ss. 1006.07(2), 1006.07(2)(c), *F.S.*

<b>Does the District Meet the Best Practice? (Please provide explanation)</b>	<b>Yes</b>	<b>No</b>	<b>In Progress</b>	<b>N/A</b>
The code of conduct policy manual was revised during the 2002-2003 school year. These policies are sent home to parents on an annual basis. Students are made aware of changes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

none

**Fiscal Impact and Timeline**

None    annually

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**Discipline Policies and Code of Student Conduct**

**13. The district's code of student conduct and other policies provide clear procedures for handling disciplinary actions.**

**Related Statutes and Rules**

ss. 1006.09(9), 1006.13(3), *F.S.*

**Does the District Meet the Best Practice? (Please provide explanation)**

**In**  
**Progress**    **N/A**

Discipline policies and code of conduct are revised to be compliant with requirements and addresses all areas above.

Yes    No    In Progress    N/A  
           

**Strategies and Actions to Be Taken**

none

**Fiscal Impact and Timeline**

No fiscal impact and revised annually

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**14. The district has a process in place to minimize danger to students from community members, staff, or other students.**

**Related Statutes and Rules**

ss. 1006.07(1)(a), 1006.08(2), 1006.09(8), 1006.11, 1006.13, 1012.799, *F.S.*

**Does the District Meet the Best Practice? (Please provide explanation)**

	Yes	No	In Progress	N/A
Disclosure requirements are in place. Collaborative efforts are made with all law enforcement agencies to ensure student records and convictions are carefully tracked and reviewed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

none

**Fiscal Impact and Timeline**

No fiscal impact

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**School Climate and Community Outreach**

15. Each school has a system in place to identify students that exhibit early warning signs of, or pose a threat of future violent behavior.

**Related Statutes and Rules**

s. 1002.22(3)(d), *F.S.*

**Does the District Meet the Best Practice? (Please provide explanation)**

Intervention and Emergency response training will provide additional skill levels to staff

Yes	No	In Progress	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

Training will be provide to administrators and faculty in 2003-2004

**Fiscal Impact and Timeline**

None 2003-2004

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**16. The district identifies and implements parent and community outreach strategies to promote safety in the home and community.**

**Related Statutes and Rules**

ss. 1003.22(1), 1003.22(4), 1006.13(3), 1006.141, *F.S.*

<b>Does the District Meet the Best Practice? (Please provide explanation)</b>	<b>Yes</b>	<b>No</b>	<b>In Progress</b>	<b>N/A</b>
Crime watch programs have lapsed. District safety hotlines is available	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

Reinstate crime watch activities and inform public of safety and security practices

**Fiscal Impact and Timeline**

None    2003-2004

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17. The district fosters a positive learning climate and culture by assessing the school climate and implementing relevant scientifically based curricula and programs at each school.

**Related Statutes and Rules**

**Does the District Meet the Best Practice? (Please provide explanation)**

Curricula programs are in place and school climate surveys are intergraded into the School advisory program.

Yes	No	In Progress	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

District to review climate surveys during 2003-2004 school year to insure specific questions relating to safety issues are included at all schools.

**Fiscal Impact and Timeline**

None 2003-2004

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18. The district has an approved Safe and Drug-Free School Plan that has been developed with appropriate stakeholder input.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
A SDFS plan has been developed and is reviewed on a regular basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

None

**Fiscal Impact and Timeline**

None      annually

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**Safety Programs and Curricula**

19. Based on the district's safety assessment process (see Best Practice 6) the district implements scientifically based violence and drug prevention programs and curricula for each school.<sup>2</sup>

**Related Statutes and Rules**

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Prevention curriculum is offered at most grade levels. Code of conduct handbook addresses dress code.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

Goals and strategies will be written to expand prevention curriculum to all grades to ultimately reduce violence and risk factors.

**Fiscal Impact and Timeline**

Minimal fiscal impact 2003-2004

<sup>2</sup> These programs should be designed to improve overall student performance, reduce risk factors and warning signs, prevent bullying or harassment, and improve student behavior.

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**Safety Programs and Curricula**

20. Each school has a system in place to identify, assess and minimize the risk for students indicating a threat of, or exhibiting suicidal behavior.

**Related Statutes and Rules**

**Does the District Meet the Best Practice? (Please provide explanation)**

	Yes	No	In Progress	N/A
Behavioral specialists and life-skills counselors are available. Procedures are in place to handle all behavior patterns.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

Additional training will be disseminated to schools during the 2003-2004 school year.

**Fiscal Impact and Timeline**

None or minimal 2003-2004

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21. The district designs educational facilities and sites to enhance security and reduce vandalism through the use of “safe school design” principles.

**Related Statutes and Rules**

**Does the District Meet the Best Practice? (Please provide explanation)**

Maintenance and facility personnel are familiar with CPTED principals. CPTED is incorporated into remodeling and new construction projects.

Yes	No	In Progress	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

Coordinate with NEFEC Building Official and Board Architect on CPTED principals on all projects

**Fiscal Impact and Timeline**

None annually

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**Facilities and Equipment**

22. The district has procedures that govern access to each educational facility and its students and access is limited to authorized students and visitors.

**Related Statutes and Rules**

**Does the District Meet the Best Practice? (Please provide explanation)**

Computerized key control system. ID badges are worn by students and staff

Yes	No	In Progress	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

Revise Key control policy

**Fiscal Impact and Timeline**

Minimal or none      2003-04

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23. The district ensures that playgrounds are properly constructed, maintained, and supervised so as to reduce the risk of injury.

**Related Statutes and Rules**

**Does the District Meet the Best Practice? (Please provide explanation)**

**Yes    No    In Progress    N/A**

Personnel have been trained to inspect playgrounds and certified contractors conduct installations. Records are maintained and equipment replacement is funded annually.

          

**Strategies and Actions to Be Taken**

Frequent inspections, repair or replacement of equipment with unsafe conditions.

**Fiscal Impact and Timeline**

Cost varies as to assessment of equipment condition.    Annually

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**Facilities and Equipment**

24. Each educational facility has appropriate equipment to protect the safety and security of property and records.

**Related Statutes and Rules**

**Does the District Meet the Best Practice? (Please provide explanation)**

**Yes    No    In Progress    N/A**

District has monitored services performed by professionals.

          

**Strategies and Actions to Be Taken**

District needs to look at cost efficiency and quality of additional surveillance equipment and DR kits.

**Fiscal Impact and Timeline**

Cost will vary for each site and timeline due to funding may be years.

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**Facilities and Equipment**

**25. The district provides appropriate safety equipment and information to prevent injuries to students and others.**

**Related Statutes and Rules**

s. 1006.063, *F.S.*

**Does the District Meet the Best Practice? (Please provide explanation)**

All school labs and shops contain appropriate safety equipment. Lab safety training is made available to school personnel.

Yes	No	In Progress	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

none

**Fiscal Impact and Timeline**

N/A

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**Facilities and Equipment**

26. The district follows environmental and food safety health practices and regulations.

**Related Statutes and Rules**

**Does the District Meet the Best Practice? (Please provide explanation)**

**Yes    No    In Progress    N/A**

Procedures are known however; procedures need to be written for food service incidents.

          

Staff will be trained on how to handle food service incidents and issues. Written procedures will be available as check sheets

**Fiscal Impact and Timeline**

no cost    2003-2004

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27. The district has procedures to create safe and orderly process for students arriving at or leaving each school campus.

**Related Statutes and Rules**

ss. 1006.21, 1006.22, 1006.23, *F.S.* and Rules 6-2.001; 6-3.017(2)(e)2.b, *F.A.C.*

**Does the District Meet the Best Practice? (Please provide explanation)**

**In**  
Yes   No   Progress   N/A

Transportation handbook. Facility and Maintenance master plan 2003-20004

       

**Strategies and Actions to Be Taken**

Bradford middle School's bus drive will be renovated during the 2003-04 school year

**Fiscal Impact and Timeline**

Approximately \$50,000   2003-2004

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**Transportation**

**28. The district has implemented policies, procedures, and practices that ensure the safety of transported students.**

**Related Statutes and Rules**

ss. 316.6145, 1006.22(12)(c), 1012.45, *F.S.* and Rules 6A-3.0141, 6A-3.0151, and 6-3.017, *F.A.C.*

<b>Does the District Meet the Best Practice? (Please provide explanation)</b>	<b>In</b>			
	<b>Yes</b>	<b>No</b>	<b>Progress</b>	<b>N/A</b>
Transportation Handbook. Board policy Handbook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

none

**Fiscal Impact and Timeline**

N/A

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29. 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.

**Related Statutes and Rules**

s. 1006.22 *F.S.*; and Rules 6-3.017(2)(e), 6-3.017(8), *F.A.C.*

<b>Does the District Meet the Best Practice? (Please provide explanation)</b>	<b>Yes</b>	<b>No</b>	<b>In Progress</b>	<b>N/A</b>
Director of transportation pulls any bus not having a 20day service inspection from use until service is qualified and record recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

none

**Fiscal Impact and Timeline**

No fiscal impact    Annually