

**School Safety & Security Best Practices
With Their Associated Indicators
2002-2003 School Safety and Security Self-Assessment Form**

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)

The district has clearly stated goals and objectives, uses appropriate performance and cost-efficiency measures to evaluate for decision making, and conducts a yearly assessment of the program for future planning purposes.

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

Continuous evaluation

Fiscal Impact and Timeline

No additional impact

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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.*

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

In
Yes No Progress N/A

The district ensures accurate safety and security data is submitted to DOE due to effective collection procedures and factual school level reporting of discipline and incident data.

Strategies and Actions to Be Taken

Continuous evaluation

Fiscal Impact and Timeline

No additional impact

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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)

Administrative layers are minimal due to the district's use of the existing administrative personnel charged with oversight safety and security issues. Safety and security is not a stand alone function with separate staff requirements.

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

Continuous evaluation

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No additional impact

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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
The district has written school improvement plans that include safety goals and procedures for each school location. In addition, in conjunction with the Panhandle Area Educational Consortium (PAEC), a comprehensive emergency school safety plan has been implemented and continues to be updated. The plan provides for step-by-step action to be taken during numerous emergency and disaster scenarios.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Continuous evaluation

Fiscal Impact and Timeline

No additional impact

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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

The school safety plan and emergency response procedures were developed with input by appropriate safety and security agencies. Revised copies are provided to staff in a timely manner. Potential revisions are discussed frequently by the PAEC Risk Management Advisory Council.

Strategies and Actions to Be Taken

Continuous evaluation

Fiscal Impact and Timeline

No additional impact

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Safety Planning

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

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)	Yes	No	In Progress	N/A
The district conducts annual fire safety and building code reviews of each facility as required by FL Statutes. Additionally, the district contracts with an architectural firm to include ADA and safety modifications as determined through regular review.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Continuous evaluation

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No additional impact

¹ 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

The district, in conjunction with PAEC Risk Management, has developed an emergency response plan that coordinates emergency management efforts with the appropriate agencies, provides for media briefings, and other measures to help improve communication to the public.

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Continuous evaluation

Fiscal Impact and Timeline

No additional impact

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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)

Yes No In Progress N/A

Each school has received new copies of the emergency checklist which explains, in a step-by-step manner, emergency procedures to be taken in various situations.

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Continuous evaluation

Fiscal Impact and Timeline

No additional impact

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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**

The schools practice regular emergency responses but it is intended that the district will coordinate with local fire and police agencies to conduct disaster drills at least once during the next school year.

Strategies and Actions to Be Taken

Continuous evaluation

Fiscal Impact and Timeline

No additional impact financially. Timeline – 2003-04 school year.

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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)	Yes	No	In Progress	N/A
Current floor plans have been provided to the appropriate agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Continuous evaluation

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No additional impact

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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)

The district coordinates extensive training to the various employee groups through PAEC Risk management and the PAEC Professional Development Center. In addition, safety gear is provided when requested or anticipated.

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

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No additional impact

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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.*

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

Yes	No	In Progress	N/A
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The district's code of conduct is developed through climate surveys, public hearings, legislative requirements, and other administrative review.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Strategies and Actions to Be Taken

Continuous evaluation

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No additional impact

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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
Yes No Progress N/A

The district's Code of Conduct typically provides clear guidance on the disciplinary actions. However, lawyers are always present to try and make that determination. Consequently, it is always a work in progress.

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No additional impact

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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

The district requires monitored entry and exits from all school buildings from non school based personnel. SROs are in place at each high school and student code of conduct is in force district wide.

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Fiscal Impact and Timeline

No additional 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)	Yes	No	In Progress	N/A
School psychologists provide for monitoring of potential problem students and faculty staff development includes this subject.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Continuous evaluation

Fiscal Impact and Timeline

No additional impact

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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.*

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

The district communicates effectively with parents and the general public regarding safety issues. In addition, the district participates in the Even Start parent education program with full time teacher and teacher aide personnel actually going into the homes of at risk type families for educational purposes.

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

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No additional impact

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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)

Yes No In Progress N/A

The district updates its programs and procedures regularly using climate survey data.

Strategies and Actions to Be Taken

Continuous evaluation

Fiscal Impact and Timeline

No additional impact

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

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
The district participates in and is federally funding for its Safe and Drug Free Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Continuous evaluation

Fiscal Impact and Timeline

No additional impact

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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.²

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
The district complies with various indicators such as dress codes at certain schools and conflict resolution programs. The district has a partnership with the sheriff's office providing SROs who are actively involved in violence prevention programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Continuous evaluation

Fiscal Impact and Timeline

No additional impact

² 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
School psychologists and instructional staff are trained in identifying and dealing with suicidal behavior.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Continuous evaluation

Fiscal Impact and Timeline

No additional impact

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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)	In			
	Yes	No	Progress	N/A
Only one facility has been constructed in over 20 years and as such follows SREF and other requirements for safe school design.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Continuous evaluation

Fiscal Impact and Timeline

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)	In			
	Yes	No	Progress	N/A
Entrances to the facilities are clearly marked and are limited in number. Signs indicate that entrance the school is authorized only for faculty, students, and district personnel. A key control program has not been implemented districtwide although each school designs is key control procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Continuous evaluation

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No additional impact

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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
Playgrounds are inspected and supervised on a regular basis. Deficiencies are corrected via a work order system through the maintenance department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Continuous evaluation

Fiscal Impact and Timeline

No additional impact

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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

Security equipment is used along with fire alarms, etc to help protect the school's property and records. In addition, fireproof vaults are typical at the schools and many student records are duplicated in the central district offices.

Strategies and Actions to Be Taken

Continuous evaluation

Fiscal Impact and Timeline

No additional impact

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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)

Yes No In Progress N/A

Each facility is equipped with fire and safety equipment as required by state fire marshal and other inspections as required by statute. Athletic equipment is supplied to all participating students.

Strategies and Actions to Be Taken

Continuous evaluation

Fiscal Impact and Timeline

No additional impact

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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
The district follows all food health safety regulations and has passed its related audits by DOE. Food service is a part of the district's emergency plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Continuous evaluation

Fiscal Impact and Timeline

No additional impact

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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)	Yes	No	In Progress	N/A
The districts transportation program is effective and has a clean safety record.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Continuous evaluation

Fiscal Impact and Timeline

No additional impact

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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.*

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
The district is in compliance with DOE and other regulations. Additional safety precautions have been taken by installing warning signals for a driver to disengage prior to leaving the bus. This will help ensure that no child will be left on a bus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Continuous evaluation

Fiscal Impact and Timeline

No additional impact

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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.*

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
School Buses receive regular maintenance in compliance with DOE and highway regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Continuous evaluation

Fiscal Impact and Timeline

No additional impact