

**School Safety & Security Best Practices
With Their Associated Indicators
2002-2003 School Safety and Security Self-Assessment Form
School District of Indian River County**

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

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district has clearly stated goals and outcome-based, measurable, objectives for the program that reflect the intent (purpose) of the program and address the major aspects of the program's purpose and expenditures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district uses appropriate performance and cost-efficiency measures and interpretive benchmarks to evaluate the school safety and security program and uses these in management decision making. ^{1,2}	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district regularly conducts an assessment of performance and cost of the safety program and analyzes the potential cost savings of alternatives, such as outside contracting and privatization. ³	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Related Statutes and Rules

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

- Safety targeted in 03-08 SDIRC Strategic Plan
- The district will begin evaluating the cost report in the area of "safety to health," (10% PECO funds).
- The district will evaluate the effectiveness of the SRO program (50% of SRO salaries being paid through Safe Schools funding).

Fiscal Impact and Timeline

No additional cost

Timeline: Evaluation will be ongoing throughout the 2003-2004 year.

¹ This means that in budgeting and shifting resources the district considers several factors including goals, objectives, critical safety needs, and past performance of safety initiatives.

² Performance measures should include appropriate comparisons with peer districts in areas such as safety and discipline incidents, etc.

³ This assessment would include examining whether the overall safety program and individual safety initiatives (such as DARE or Crime Watch) are achieving the outcomes they are expected to achieve.

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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)	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

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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district has a process in place to determine the staffing levels necessary to ensure that staff can respond to safety crises.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. On at least an annual basis, the district uses applicable comparisons and/or benchmarks and reviews the program's organizational structure and staffing levels to minimize administrative layers and processes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The program structure includes reasonable lines of authority and spans of control given the responsibilities of each organizational unit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. In conducting its staffing review, the district obtains broad stakeholder input.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. The district reports organizational structure and administrative staffing review findings in writing and distributes these findings to school board members.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Related Statutes and Rules

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

Create and recommend for School Board approval a Safety/Security Specialist position within the Risk Management department.

Fiscal Impact and Timeline

Fiscal impact to be determined.

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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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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"/>

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Safety Planning

6. The district conducts an annual review of all relevant health and safety issues for each educational facility. ⁴

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
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

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⁴ 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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

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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
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

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

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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. School climate surveys include questions relating to discipline, bullying, threats perceived by students, and other safety or security related issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Curricula and programs for improving the school culture and climate are incorporated into the classroom. The curricula and programs should address such issues as <ul style="list-style-type: none"> • pro-social skills; • character education; • conflict resolution; and • peer mediation. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Curricula and special programs on violence and drug prevention, health, safety, and security are available to students, school staff, and parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district regularly reviews the school climate at each school and revises, eliminates, or adds programs accordingly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Related Statutes and Rules

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

- a. Being revised to include specifics relevant to safety.
- d. Decisions related to school climate are site-based and incorporated into School Improvement Plans; however, Student Services and Safe & Drug Free Schools departments work collaboratively with schools to develop and implement programs to address identified needs.

During the 2003-2004 school year the District will implement a "Positive Behavior Support" (PBS) pilot project in cooperation with the University of South Florida and the DOE. Three schools are currently implementing the school-wide behavioral system with the expectation of expansion to 4 additional schools. This project will allow for comprehensive data collection and analysis, school-wide training on the PBS model with implementation at designated sites.

Fiscal Impact and Timeline

No cost to District: Grant funds were available to District to assist in the implementation at three schools.

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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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

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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.⁵

Related Statutes and Rules

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"/>

Strategies and Actions to Be Taken

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⁵ 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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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)

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

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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)

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

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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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

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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
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

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

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

Strategies and Actions to Be Taken

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