

**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**

LCS 001, 017, 022

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

	Yes	No	In Progress	N/A
Safety Audit, School Climate Survey, Florida Youth Substance Abuse Survey, SDFS Needs Assessment	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
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Related Statutes and Rules
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ss. 1006.09(8), 1006.13(3) <i>F.S.</i>	LCS 022
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Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
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Discipline Referrals, Pupil Accounting Office data, Safe Schools Department data, SESIR training through State Safe Schools Department and On-line SESIR training.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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**

LCS 001, 022, 077, 118

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

Board Approved Staffing Plan, Approved Allocation Committee Staffing Plan, Safety Audit process, School and Workplace Committee assignments, Job Analysis Report.

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

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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.

ss. 1001.42(16)a, 1006.10, *F.S.* LCS 001, 007, 012, 017, 022, 027, 032, 067, 072, 077, 082, 087, 092, 112, 127, 152, 196, 197, 202

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

School Improvement Plans, District-wide Emergency Management Plan, School and Workplace Committee and assignments, Safety Audit.

Yes	No	In Progress	N/A
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X	<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.*

LCS 012, 017, 067, 072, 077, 082, 202

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

Safe Schools Committee, Student Code of Conduct Revision Committee, Student Code of Conduct, SDFS Advisory Committee.

Yes	No	In Progress	N/A
X	<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. <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.* LCS 022, 033, 034, 042, 067, 167, 172, 192, 195

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

Annual inspection by certified fire inspector, Assistant Superintendent for Business and Support, Health and Safety Officer, Safe Schools Department.

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

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**Safety Planning**

7. The district has developed emergency response procedures.

**Related Statutes and Rules**

LCS 001, 012, 017, 067, 077, 087, 112

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

District-wide Emergency Management Plan, Relationship with local law enforcement and fire agencies, Student Services intervention, Safe Schools Department, Crisis Response Boxes.

Yes	No	In Progress	N/A
X	<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.*

LCS 001, 012, 067, 077, 092

<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>
District-wide Emergency Management Plan, Crisis Response Box, Safe Schools training, DOE training.	X	<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.*

LCS 067, 082

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

**Yes    No    In Progress    N/A**

Director of Facilities has provided to each school, the Sheriff's office, and keeps a copy in Director of Facilities office.

X           

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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.*                      LCS 017, 034, 042

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

	Yes	No	In Progress	N/A
Staff Development Master In-Service Plan, Staff Development trainings, Safe Schools' trainings, Curriculum Department trainings, Health and Safety Office training.	X	<input 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.*

LCS 047, 062, 202

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

Student Code of Conduct, Student Code of Conduct Revision Committee, Safe Schools Department.

**Yes    No    In Progress    N/A**

X           

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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.*                      LCS 033, 034, 042, 047, 107, 112, 132, 147, 192

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

**Yes    No    In Progress    N/A**

**Student Code of Conduct and School Board Policies 5.32 and 5.34.**

X           

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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.* LCS 127, 097, 052, 032

<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>
School Enrollment Form, Student Code of Conduct, Safe Schools Department, Court liaison for information, established and posted school procedures for sign-in (School Board Policies 3.40 & 9.60).	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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.*                      LCS 022, 033, 052, 067, 087, 202

<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>
Cooperative Agreement with Department of Juvenile Justice, Student Services, local law enforcement, Safe Schools Department, DARE, GREAT, Youth Crime Watch, Assistant Superintendent for Business and Support, Health and Safety Office, Annual Comprehensive Safety Report.	X	<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.

**Related Statutes and Rules**

LCS 033, 034, 042

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

	Yes	No	In Progress	N/A
School Climate Surveys, Florida Youth Substance Abuse Survey, SDFS Needs Assessment, Safe Schools Department and prevention curricula (Second Step, Mendez), SWAT, Youth Crime Watch.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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**

LCS 047, 202

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

SDFS Advisory Committee, Safe Schools Committee, Student Code of Conduct Revision Committee, Student Code of Conduct.

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

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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>

N/A

**Related Statutes and Rules**

LCS 033, 034, 047, 052, 196, 202

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

**Yes**   **No**   **In Progress**   **N/A**

SDFS Needs Assessment, Safe Schools Department and prevention curricula, Student Code of Conduct.

X        

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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**

LCS 112

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

Student Services personnel and training, School Crisis Teams, Grief and Loss Manuals.

Yes	No	In Progress	N/A
X	<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**

LCS 057, 167, 172, 177, 182, 193, 194

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

Assistant Superintendent for Business and Support, Director of Facilities (CPTED certification), Director of Maintenance.

Yes	No	In Progress	N/A
X	<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**

LCS 032, 057, 097, 102, 177, 193, 194

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

Student Code of Conduct established and posted school procedures for sign-in (School Board Policies 3.40 & 9.60), Safe Schools Department, Court Liaison information.

Yes	No	In Progress	N/A
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X	<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**

LCS 117

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

Inspections by school custodians, principals, Director of Facilities, and Health and Safety Officer, Maintenance Department.

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

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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
Director of Facilities, Health and Safety inspections, Safe Schools Department, Crisis Response Box and DOE training.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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.*

LCS 017, 037, 072, 122, 142

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

**Yes    No    In Progress    N/A**

Director of Facilities, Health and Safety inspections, Safety Trainer.

X           

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**Facilities and Equipment**

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

**Related Statutes and Rules**

LCS 001, 017, 142

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Supervisor of Food Services, Health and Safety Officer, Director of Facilities, Health and Safety inspections, Student Services.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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.*

LCS 047, 118, 152

<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>
Student Code of Conduct, Supervisor of Transportation, Bus Safety Video.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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.* LCS 047, 152

<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>
Student Code of Conduct, Supervisor of Transportation (documents with purchasing agents, route managers, Personnel Department), Risk Manager.	X	<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.*                      LCS 152

<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>
Supervisor of Transportation documents with Bus Mechanic and pre-trip inspection logs.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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