

**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**

<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>
Levy County Schools Security Certification Process.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

**School Safety & Security Best Practices  
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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
LCS198, and the School Public Accountability Report	<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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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)	In			
	Yes	No	Progress	N/A
Levy County Schools Certification Process, LCS077 and review of staffing needs	<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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**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)**

Levy County Schools Security Certification Process, Climate Surveys and Transportation Manual, LSC100, LSC 152, LCS118, LCS065, LCS 077 and LCS197

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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**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)**

Levy County Schools Security Certification Process, School Advisory Councils, LCS 001, and LCS 022

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 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)**

District Security Audit/LCS195, LCS022, Annual Fire Inspections, LCS 188, LCS195 and Students participate in an annual tobacco survey

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**

<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**

Levy County Schools Security Certification Process, LCS065, and LCS 087

          

**Strategies and Actions to Be Taken**

District will establish a method for simultaneously alerting schools in the event of a district-wide emergency

**Fiscal Impact and Timeline**

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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)**

Levy County Critical Incident Quick Reference Guide/Emergency Procedures, LCS012, LCS072, LCS007, and LCS092

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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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"/>

Mock Drill Forms, LCS027, and LCS022

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

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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"/>

LCS082

**Strategies and Actions to Be Taken**

School maps are on hand with more detailed maps in the future

**Fiscal Impact and Timeline**

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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.*

<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>
LCS018, LCS034, LCS042, LCS127	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Crime Watch groups are active in several of our schools and many of our teachers have been trained in conflict resolution. Teacher training is a constant process and the district encourages teachers to attend work shops that are mentioned in 11f

**Fiscal Impact and Timeline**

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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>
School Board of Levy County Code of Student Conduct, School Board Policy 5.01 and LCS 047	<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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**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**

School Board Policy 5.01, 5.11 and 5.13, CPI Training, School Board Code of Student Conduct, LCS132, LCS107, LCS127 and SRO Contract

       

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

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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.*

<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 Board Policy 5.13, 6.041 and 6.45, Notification of Felony Arrests Procedures and The School Boards Interagency Agreement	<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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**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)**

LCS062, LCS017, LCS196, LCS034, LCS042, LCS152 and The Code of Student Conduct

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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**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>
LCS052, LCS112, LCS196, LCS202, School Board Policy and Security Audit Annual Report to The School Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

Crime Watch Programs are encouraged in all of our schools but is not required

**Fiscal Impact and Timeline**

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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**

LCS034, LCS035, LCS062, School Board Policy 5.13 and Student clubs (SWAT)

          

**Strategies and Actions to Be Taken**

Climate Surveys are reviewed each year and changes are made as needed

**Fiscal Impact and Timeline**

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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)**

School Board Policy 6.44 and 6.45, Safe and Drug-free Schools Progress Reports and District personnel attend security workshops

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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**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)**

LCS034, LCS035, LCS062, LCS042, LCS100, LCS127 and School Board Policy 5.31

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**

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

**Strategies and Actions to Be Taken**

The district will provide training for Principals and Guidance Counselors

**Fiscal Impact and Timeline**

\$2,000    October 2003

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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**

Architectural design, LCS187, LCS188 and LCS192

          

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

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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)**

LCS177, LCS032, LCS097, LCS102, LCS193 and LCS194

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**

The district will make sure that all schools adapt a key control program

**Fiscal Impact and Timeline**

September 2003

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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)**

School Board supervision policy, Approved guidelines provided by U. S. Consumer Products Safety Commission, Safety inspections, Work orders, School Board Policy 5.08 and LCS117

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**

LCS065 and LCS077

          

**Strategies and Actions to Be Taken**

Purchase Fire Safes/Cabinets and Install security systems and upgrade present security systems

**Fiscal Impact and Timeline**

\$170,000 by June 2006

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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)**

LCS018, LCS037, LCS192, Annual Safety Inspections, eyewash and dousing showers, Schools provide their needed supplies and the District ensures that they have appropriate equipment

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**

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
Food Service Manual, OSHA training, Annual Safety Inspection, LCS188, LCS001, LCS017 and LCS142	<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**

District Transportation Manual, Site drawings, school supervision, LCS100 and LCS152

          

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

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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)**

Transportation Manual, Buses purchased in FY03 from state bid 2001-19, observation by Transportation Coordinator, School Board Policy 9.06 and 9.15, School Board Code of Student Conduct, Annual Instruction and DOE Bus Driver's Handbook and LCS047

Yes	No	In Progress	N/A
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

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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>
District Transportation Manual, School Board Policy 9.15 and 9.16, Completed inspection forms and Transportation maintenance procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**