

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

*Efficiency and Effectiveness*

1. **The district has established and implemented accountability mechanisms to ensure the performance, efficiency, and effectiveness of the safety and security program.**  
The district does a comparison of like school districts annually in regards to SESIR reporting and School Safety reports.
2. **The district ensures the accuracy of its safety and security related data and reports accurate data to the Department of Education.**  
The district meets the standard of this best practice. The Executive Director of Technology has established procedures to insure the accuracy of the data.
3. **The district regularly reviews the organizational structure and staffing levels of the safety and security program and minimizes administrative layers and processes.**  
The organizational structure and staffing levels are reviewed annually.

*Safety Planning*

4. **The district has implemented a school safety plan that includes district wide emergency and safety procedures and identifies those responsible for them.**  
Each school site has an individualized school safety plan, a district crisis response team is in place to monitor and assist during any emergency.
5. **The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.**  
The district meets the standard of this best practice. School Advisory Councils, school safety committees, the interagency committee for emergency planning (INTERCEPT) and the Student Conduct and Discipline Code Advisory Committees are but a few of the groups that meet regularly to develop and update emergency plans.
6. **The district conducts an annual review of all relevant health and safety issues for each educational facility.**  
The district accomplishes all the indicators necessary to meeting this best practice.
7. **The district has developed emergency response procedures.**  
The district has successfully accomplished all the indicators necessary to meeting this best practice. These indicators are addressed in the district Emergency Procedures Operating Manual and the school site crisis plans.
8. **The district has provided each school with an emergency checklist.**  
This best practice has been met. Each school/classroom has been provided with an emergency checklist. Emergency contact lists have been developed, distributed and are regularly updated.

9. **The district and each school regularly practice emergency responses based on potential safety concerns at each site.**  
The district conducts all the activities necessary to meeting this best practice. The district Safety Officer has developed procedures and is responsible for monitoring these procedures for compliance.
10. **The district provides emergency response agencies with floor plans and blueprints as appropriate.**  
This best practice has been met. The district has distributed floor plans, blueprints and aerial photographs of district facilities to all emergency response agencies in the county. The School Resource Officer supervisor is responsible for maintaining and updating this information.
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.**  
The district has successfully met this best practice. The district's Director of Human Resources and Staff Development is responsible for the development of the Master Plan for In-Service Training and insures that all the elements of training listed in the indicators are being provided to the appropriate staff members.

*Discipline Policies and Code of Student Conduct*

12. **The district and each school have a code of student conduct based on stakeholder input and revised on an annual basis.**  
The MCSD has met this best practice. The Coordinator of Student Services monitors the laws and regulations and organizes the activities necessary to satisfy the indicators.
13. **The district's code of student conduct and other policies provide clear procedures for handling disciplinary actions.**  
The district is meeting this best practice. The Student Conduct and Discipline Code clearly expresses the policies called for by the indicators. The Assistant Superintendent monitors the application of the Code throughout the district.

*School Climate and Community Outreach*

14. **The district has a process in place to minimize danger to students from community members, staff or other students.**  
The MCSD is meeting this best practice. All of the activities identified in the indicators have been incorporated into district policies and procedures.
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.**  
The district is meeting this best practice. The support staff and activities identified by the indicators are in place and are responsive to changing needs. The district Director of Exceptional Student Education and Student Services is responsible for monitoring these activities.
16. **The district identifies and implements parent and community outreach strategies to promote safety in the home and community.**  
The district is meeting this best practice.

### *Safety Programs and Curricula*

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.**  
The district is meeting this best practice. The district regularly conducts school safety climate surveys and implements scientifically based programs based upon the results. The other activities identified by the indicators are being conducted and monitored by the Coordinator of Safe and Drug Free Schools.
18. **The district has an approved Safe and Drug-Free School Plan that has been developed with appropriate stakeholder input.**  
The district is meeting this best practice. The activities identified in all indicators are being conducted on an ongoing basis.
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.**  
The MCSD is meeting this best practice. The district is currently conducting all the activities identified by the indicators.
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.**  
The district is meeting this best practice. All of the activities identified in the indicators are being conducted and monitored by the Coordinator of Student Services.

### *Facilities and Equipment*

21. **The district designs educational facilities and sites to enhance security and reduce vandalism through the use of "safe school design" principles.**  
The district is meeting this best practice. The responsibility for insuring the activities listed in the indicators is assigned to the Director of Facilities.
22. **The district has procedures that govern access to each educational facility and its students and access is limited to authorized students and visitors.**  
The district is meeting this best practice. The responsibility for insuring that all activities and conditions identified by the indicators are being implemented is shared by the building Principal and the Director of Facilities.
23. **The district ensures that playgrounds are properly constructed, maintained, and supervised so as to reduce the risk of injury.**  
The district is meeting this best practice. The responsibility for insuring playground safety is shared by the building Principal, district Safety Officer and the Director of Facilities.
24. **Each educational facility has appropriate equipment to protect the safety and security of property and records.**  
The district is meeting the standards of this best practice.

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

The district is providing the training and equipment necessary to meet the standards of this best practice.

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

The district complies with regulations and provides the information necessary to meet this best practice.

#### *Transportation*

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

This district is meeting the indicators of this best practice.

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

The district is in the process of developing routing guidelines (b). The remaining indicators are being met, the district is meeting this best practice.

29. **School buses, including buses operated by schools, charter schools, and contractors, are inspected and maintained in accordance with state laws and state Department of Education rules.**

The district is in the process of implementing a quality control process to review routing servicing and repair work (d). The remaining indicators are being accomplished. The district is meeting this best practice.