

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

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.

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

- There is a capital and operational budget approval process.
- Inspections are conducted at all locations to ensure compliance to safety programs.
- NEFEC resources
- Youth Crime Watch
- Middle Grades Drug and Violence Prevention Coordinator programs
- Please refer to the following documents:
 - State and Local Surveys
 - SRO reports

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Efficiency and Effectiveness

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

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

- There is training in identifying, reporting, and monitoring SESIR twice a year.
- Please refer to the Discipline Referral Form.
- Principals review their discipline data monthly.

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Efficiency and Effectiveness

3. The district regularly reviews the organizational structure and staffing levels of the safety and security program and minimizes administrative layers and processes.

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

- Allocated within SACS standards.
- Staffing allocations reflect state statutes and industry standards.
- Refer to the District Organizational Chart.
- School Board reviews and approves the organizational structure and staffing levels.

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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)	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

Fiscal Impact and Timeline

- SIP District and site committees write and implement their plans.
- SRO Training
- Middle Grades Drug and Violence Prevention Coordinator programs and other curricula deal with character education, decision making, and DOP.
- Please refer to the following documents:
 - Comprehensive Safety Plan
 - Crisis Management Plan
 - School Climate Report
 - Contracts, Cooperative Agreements and MOUs with JJEEP, Juvenile Justice Council, Law Enforcement and the Health Department
 - Administrative Rules
 - Teacher’s Handbook
 - NCSB Transportation School Safety Program
 - NCSB Transportation Operation’s Handbook
 - Code of Student Conduct

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Safety Planning

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"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

- Given to appropriate staff during Crisis Management Plan Training.
- Developed during Site Crisis Management Plan Meetings.
- Refer to the Comprehensive Safety Program Manual.
- SAC

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

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

- Please refer to the following documents:
 - SREF
 - DOE and State Fire Marshal Certificates
 - Survey Reports
 - Site Crisis Management Plan
- Annual Fire/Safety Inspections are conducted by the Municipal and County Fire Departments.
- Annual Casualty and Sanitation Inspections are conducted by certified inspectors from Facilities.

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

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

- Given to appropriate staff at the Annual Crisis Management Plan Training (Last year a MOCK drill was conducted by an outside agency on one of our campuses).
- Please refer to the following documents:
 - Crisis Management Plan Flip Chart
 - Administration Procedure
- District wide communications are available through:
 - Conference Call (Voice Over IP) projected installation summer of 2003.
 - Weather Radio
 - Email

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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"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

- Please refer to the following documents:
 - Crisis Management Plan
 - Crisis Management Plan Flip Chart
 - Teacher Handbook
 - School Health Manual
 - Administration Rules
- Note: The emergency checklist developed with the appropriate agencies is included in each school's site Crisis Management Plan, but is not on the district-wide flip chart.

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Safety Planning

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"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

- Please refer to the following documents:
 - District Calendar
 - SREF
 - Fire and Tornado Drill reports

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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"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

- The School District Safety Officer (Operations) gives the information to relevant departments. They sign-off upon receipt.
- All blueprints are available at the Facilities Department.

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Safety Planning

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"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

- Necessary trainings are identified and procured by various Managers, Directors, and Coordinators.
- Principals use preplanning and training days to discuss and inform staff on issues such as "Right to Know", Crisis Management Plan, School Improvement Plan, CPR, 1st Aid, etc.
- First Aid kits, fire extinguishers, personal protection (i.e. eye shields, CPR masks) etc. are provided to appropriate personnel around the district.
- Training/Meeting examples are: Custodial, New Teacher, Code of Student Conduct, Crisis Management Plan, School Improvement, Cafeteria/Personnel, Bus Driver, CPR, First Aid, OSHA, SRO, Fire Inspections, Building Codes, Environmental Codes, Professional Development, Proven & Effective Programs.

NOTE: Currently there are various programs throughout the district dealing with character and decision making. A new K-12 program concerning these issues is projected for fall 2003.

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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.

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"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

- Please refer to the following documents:
 - Code of Student Conduct (There are manuals for both elementary and secondary schools. Issues are discussed at Principal’s meetings and recommendations are sent to the Superintendent by the appropriate Director. In a public meeting the School Board reviews and approves the discipline policies.
 - SESIR trainings and reports
 - Discipline Meetings (site and district)
 - Student Handbook

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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"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

- Please refer to the following documents:
 - Code of Student Conduct
 - Contracts with local law enforcement
 - Cooperative Agreement with JJEEP
 - Cooperative Agreement with JJ Council
- Suspension alternatives include:
 - Teen Court
 - Tobacco Cessation Classes
 - DTOC
 - Detentions
 - ▶ In school
 - ▶ Before School
 - ▶ After School
 - ▶ Saturday

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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.

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"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

- Please refer to the following documents:
 - Registration Packet
 - Administrative Rules
 - Law Enforcement Contracts
 - Cooperative Agreement with JJ
 - School Calendar (An informal process has been in place. Beginning in the 2003-04 school year it will be placed on the school calendar).

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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

Fiscal Impact and Timeline

- Various programs such as CHAMPS in ESE and CPI out of the Office of Instructional Services are taught.
- Various character education programs in K-12 address these topics.
- The Middle Grades Drug and Violence Prevention Coordinator provided for teachers and others to be trained in several middle grades character and decision making programs that help teachers identify students in need. In the fall of 2003 a new program with teachers trained through the Middle Grades Drug and Violence Prevention Coordinator will be available to 9th graders.
- The CARRT Team is available to train others and intervene for students in need.
- District Psychologist are on call and visit the schools regularly.
- SROs are on the secondary campuses (They are on call for all campuses).
- Standing Intervention Teams are on each campus.
- Guidance Counselors are on each campus.
- Communities-In-Schools operates in-school, after school, and Take-Stock-In-Children Programs.
- All programs and procedures meet state and federal laws and guidelines

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School Climate and Community Outreach

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)	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

Fiscal Impact and Timeline

- Please refer to the following documents:
 - Cooperative Agreement with JJEEP
 - Health Department Notices
 - Local Newspapers
 - Registration Packets
 - Student Handbook
 - Posters, Magnets, Banners
 - SESIR
 - SREF
 - SPAR
- Crisis Management Trainings, SAC Meetings and Committees such as NACDAC address some of these issues.
- Communities-In-Schools, Business Partners and others work cooperatively to keep our schools safe.
- The 1-877-7BEBRAVE hotline is available and posted throughout the District. Crime Watch programs are available in some schools.
- Sutton Place, FL Extention Service, and others such agencies provide services to students of Nassau County.

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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.

Related Statutes and Rules

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

Fiscal Impact and Timeline

- Climate Surveys are done at each school addressing the issues of discipline, bullying and threats. These are reviewed regularly.
- Nassau participates in the Youth Risk Behavior Survey.
- Curricula and Programs such as Life Skills classes, AIM, Positive Action, Preparing for the Drug Free Years, Project Alert, Second Step, Too Good for Drugs, Peer Mediation, Youth Crime Watch, and Abstinence Education dealing with those issues are available in various schools.

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Safety Programs and Curricula

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

Fiscal Impact and Timeline

- Nassau participates in the NEFEC Safe and Drug Free Advisory Council. (See NEFEC SDFS Annual Final Report).
- See Administrative Rules. (Florida High School Activities Association Policy #30 prohibits the use of tobacco, alcohol, or drugs).
- Safe and Drug Free Schools Annual Final Report.

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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)	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

Fiscal Impact and Timeline

- Curricula and programs such as Life Skills Classes, AIM, Positive Action, Preparing for the Drug Free Years, Project Alert, Second Step, Too Good for Drugs, Peer Mediation, Youth Crime Watch, and Abstinence Education dealing with those issues are available in various schools.
- A K-12 Character Ed/Decision Making program is anticipated for the Fall 2003 school year.
- Curricula and programs are according to DOE and SDFS guidelines and are School Board approved.
- Please refer to the following documents:
 - Student Code of Conduct
 - Crisis Management Plan
 - State and Local Surveys
 - Safe and Drug Free Annual Final Report
- Students are involved in the planning & implementation of programs such as Teen Summit, Students Working Against Tobacco, Peer Mediation, and Crime Watch.

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

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

- Suicide issues were addressed at the 2003 Crisis Management Plan Training.
- Some Middle School Drug and Violence Prevention Coordinator Programs address this issue.
- Intervention Teams target students for special services.
- The CARRT Team is available to all schools.
- District Psychologists and Guidance Counselors are available to students.
- SROs are stationed on all secondary campuses and are on call to all elementary schools.
- See Crisis Management Plan.

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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.

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

- New construction and remodeling projects are designed in accordance with “Safe School Design” requirements in SREF.

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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"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

- Please refer to the following documents:
 - Architectural Design to all State Statutes
 - Administrative Rules
 - SREF
 - Panic Doors/NFPA Codes 101
- Each Principal is charged with the key control program at his/her own school.

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Facilities and Equipment

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)	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

Fiscal Impact and Timeline

- Please refer to the following documents:
 - Handbook for Public Playground Safety
 - SREF/Work Order Sheets
 - Administrative Rules
 - Consumer Product Safety Commission
- Teachers and Principals are charged with student supervision. (See Administrative Rules).

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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

Fiscal Impact and Timeline

- Atlantic Security provides technical assistance, installation, and monitoring of all facilities.
- Reports are filed on security issues by the Operations and Support Manager and contractors of fire extinguisher services. The security alarm system is constantly monitored.
- All schools send representation to the annual Crisis Management Plan Training.

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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"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

- Please refer to the following documents:
 - Purchase Orders in the Office of Intervention and Prevention
 - Fire Extinguisher Inspection Reports
 - Principal pre-planning Sign-Off Sheets
 - OSHA
 - Curriculum for Industrial Education
 - Vocational/Technical Building Maintenance Programs and Science Labs Inspections
 - FHSAA Manual

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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)	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

Fiscal Impact and Timeline

- Please refer to the following documents:
 - Nassau County School Food Service Handbook
 - Nassau County School Food Service Manager Handbook
 - State Guideline and Inspections Reports
 - Hazardous Communication Plan
 - Training “Sign-Off” Sheet

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Transportation

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

Fiscal Impact and Timeline

- Please refer to the following documents:
 - Nassau County School Board School Safety Transportation Plan
 - SREF
 - Transportation Operations Handbook
 - Nassau County School Board Policy 7.25
 - 2002 DOE Monitoring Audit
 - School Facility Plans
- Principals are responsible for student safety and code compliance at each site.

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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"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

- Please refer to the following documents:
 - Transportation Operations Handbook
 - Nassau County School Board School Safety Transportation Plan
- 2002 DOE Monitoring Audit

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Transportation

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

Fiscal Impact and Timeline

- Please refer to the following document:
 - Transportation Operations Handbook