

School Safety & Security Best Practices 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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Data regarding “key indicators” are continuously gathered and measured monthly. In 2002, the superintendent directed the creation of an “oversight” committee to examine the district’s Safety and Security practices. One of the results of this effort is a pilot program for in-house “proprietary” burglar alarm monitoring.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
The district’s Information Technology Department collects, revises and provides updates to the state’s School Environmental Safety Incident Report (SESIR). Schools have access to the district’s Online Data Access (ODA) system and CICS information system that allows them to periodically review their data. District discipline coordinators review this data and provide information to schools and other learning community administrators as necessary. If discrepancies in SESIR data are discovered by district staff, the district contacts DOE personnel to work through any problems with data reporting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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)	Yes	No	In Progress	N/A
Monthly analysis of key indicator information, establishing benchmarks, as well as the results of the superintendent’s Safety and Security Oversight Committee, all serve to accomplish this Best Practice. In addition, ongoing networking and formal meetings with school district security and police officials across the state and nation provide a clear picture to compare activities and functions.	<input checked="" type="checkbox"/>	<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.

Related Statutes and Rules

ss. 1001.42(16)a, 1006.10, *F.S.*

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

The district's Emergency Procedures Manual includes information regarding School Emergency Response Teams (SERT's) and each school must submit annually a school specific safety plan. This Safe School Plan requires that each site submit a list of team members and duty assignments for those members. Individual schools address the State of Florida's 8 goals for education. Goal 5 specifically relates to safe and orderly school environments. A formal agreement has been established with several media partners (both English-and Spanish-speaking radio and television stations) to provide information to parents and staff during emergencies. This system is publicized through letters sent to parents, district Parent's Guide, newspaper ads and television "spots." The district's Web site, accessible to anyone linked to the Internet, contains an "Alert" section that will provide instructions for parents, employees and other concerned citizens in the event of an emergency affecting schools. Safety procedures for transporting of students by bus are included in the Code of Student Conduct. Bus drivers receive training in behavior management and discipline referral procedures. The Code of Student Conduct provides information to school employees regarding misconduct intervention procedures. The district Guidance Department provides all schools with a "School-based Crisis Guide" that includes "Best Practices" for administrators and teachers in dealing with parents and students in times of crisis. The district Student Assistance and Family Empowerment (SAFE) program has implemented a Transition Leadership program for "students at-risk" in the transitional grades (Grade 5 to 6 and 8 to 9). School principals are evaluated annually on various competencies, among which are school climate and school incident reports.

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

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)

The district's Emergency Procedures Manual was developed in conjunction with local law enforcement and other emergency response agencies as well as district-/school-based staff. Copies of the plan have been distributed to all schools and appropriate personnel inside the organization. Copies of the plan have also been provided to law enforcement, the county disaster preparedness office and other school district security/police agencies locally and throughout the United States. School principals, working with school safety teams and local law enforcement, complete site-specific Safe School Plans and submit them to district security staff for review. School evacuation locations are coordinated with law enforcement and are included in the Safe School Plans.

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.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
Post 9-11, the district conducted surveys and made recommendations to all schools within a two-mile radius of areas or facilities of concern as identified by the Regional Domestic Security Task Force. Schools are required in their Safe School Plan, to conduct a risk assessment and identify Key Safety Points, both positive and negative, specific to their school. Annual Comprehensive Facility Inspections are completed by the Safety department inspectors at every district facility. A database of findings is maintained by the Safety department. Discrepancies are corrected in a timely manner by the district's maintenance staff. If discrepancies are discovered regarding the fire alarm system, district maintenance staff assigned to a "fast reaction team" correct them as quickly as they are discovered. The district SAFE Program conducts an annual Substance Abuse Survey in middle and high schools.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
The district's Emergency Management Plan contains incident specific checklists with appropriate response actions listed for each. The district's emergency communications plan specifies redundant communication capabilities including e-mail, voice mail and landline "telephone trees" operated by the five district regions. A local 24-hour news station also serves as the official emergency television network and will broadcast emergency messages to parents as well as school/district staff. Procedures outlined in the Emergency Procedures Manual ensure that the Community Relations staff is notified in the event of a school emergency. This early warning allows staff to begin working with responding security and law enforcement personnel, crisis counselors or other personnel/agencies, to initiate communications with parents, the media and concerned citizens. Site-specific Safe School Plans list specific locations for media staging areas, parent pick-up areas and other areas set aside to complete required functions. All schools maintain copies of the OCPS Media Kit, which is designed to prepare staff for communicating with the media before a crisis occurs. Community relations staff also conducts regular training sessions with administrators on crisis communications. The district Guidance Department has guidance counselors who respond to schools when a crisis requiring counseling services occurs. District SAFE Program has established a District Crisis Team, which can support schools during crises requiring counseling intervention.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹ Conducting this self-assessment does not meet the requirements of this practice.

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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
The district provides every school and classroom with a Quick Reference Guide printed on both sides on durable glossy card stock. The guide contains specific responsibilities of teachers and School Emergency Response Team members during emergency situations. The guide also lists abbreviated information on procedures that must be taken during the more common school emergency situations. The checklist also contains emergency contact information, including the district's 24-hour security control center. The district's Emergency Management Plan is a consolidated document that provides districtwide standards, checklists and procedures (developed in conjunction with local emergency response agencies) for use by school administrators and School Emergency Response Team Members in managing various emergency situations.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
Orange County Public Schools Management Directive A-8 requires all schools to conduct two emergency evacuation drills within the first two weeks of each new school year and one per month thereafter for a total of not less than ten for the school year. During the months of February and March, severe weather drills are required. Schools report drill activity directly into an online database maintained by the Safety department. Schools must also identify site-specific hazards annually in their Safe School Plans and develop strategies to address these hazards.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
The district has provided floor plans on CD-Rom to all fire, police and emergency management officials in Orange County. However, due to budget limitations and staffing changes, the district has been unable to update the floor plans to reflect modifications to existing facilities.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

Strategies and Actions to Be Taken

A request to properly resource this tasking is under active management review.

Fiscal Impact and Timeline

The annual cost to provide updates exceeds \$150,000. Management review and resource allocations are expected within approximately 120 days.

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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
The district Security office provides In-Service training on School Emergency Response Teams and general student and staff safety issues. Each school is responsible for providing safety equipment as appropriate to activities and duties. The district's Operations and Maintenance division has a safety component that surveys needs and recommends needed safety equipment. The Safety department inspects each facility annually and examines safety equipment, or lack of it, at each work location. Deficiencies are noted and reported for corrective action. The district's Master Inservice Plan includes training components for facilities/maintenance, food service, technology, media specialists, administrative leadership, classified, substitute teacher and school-based employees. Programs include Classroom Organization and Behavior Management, Improving Behavior and Discipline in Schools, Management of Student Conduct, Does Your Team Understand the Playbook? (School Emergency Response Teams) and Keeping Kids Safe – What You Need to Know (general staff and student safety). Master Inservice also offers training for new teachers (Great Beginnings for teachers) and new principals (Preparing New Principals Program). Other trainings offered include Violence in Youth, Crisis Prevention and Peace by Piece. School nurses and health room assistants receive training specific to and required by their positions. Area Superintendents review in-service and staff development scheduled for each school based on the needs assessment survey, which relates to specific safety issues identified on each campus.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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)	Yes	No	In Progress	N/A
Annually, a committee comprised of parents, students, teachers, principals and representatives from district departments review input relating to the code of conduct and make recommendations for changes and revisions. The code reflects any changes for compliance due to new relevant laws and regulations. The code is written so that it is easily understood by parents and students. In addition to English, the code is translated into five other languages and is available electronically on the district's Web site. A code is provided to every student who enrolls in any Orange County public school.	X	<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
The Code of Student Conduct stipulates the enforcement of "zero tolerance" for specific offenses while providing available disciplinary responses that include alternatives to suspension and expulsion for others. Alternative placements include the district's Middle School Professional Academy or Project EXCEL. The code of conduct addresses situations such as bullying and harassment, school locker searches and discipline policies for disabled students. The district's General Counsel has drafted a memorandum explaining the procedures for law enforcement and DCF interviews resulting from discipline issues.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
School administrators are encouraged to access criminal information on the FDLE Web site regarding sexual offenders and predators although there is no formal district policy. The district's Human Resources and Employee Relations departments have programs in place to monitor the arrests and convictions of employees and applicants. The district tracks charges and convictions of applicants and employees in conformance with applicable federal and state laws, regulations and district policies. The district's Student Registration Form (ABO 746) requires disclosure of disciplinary history. The district's Guidance Department maintains a database of students involved in the Juvenile Justice System. Felony notices are provided to principals immediately upon notification by law enforcement.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
The district employs a threat-assessment process to screen potential situations that may result in future violent behavior. The district offers training programs through the Master Inservice Plan in the following areas: Violence in Youth, Crisis Prevention and Peace by Piece. The district SAFE Program offers training in Anti-Bullying, FDLERS Behavior Initiative Programs, Non-violence and School SAFE Teams. The training is provided at each site by assigned SAFE Coordinators who also conduct School Climate Surveys to determine threat trends. School SAFE Coordinators also work in conjunction with behavioral specialists and can request assistance through district partnerships with mental health agencies. Training sessions on the Code of Student Conduct are held for principals and other administrators at the beginning of each school year.	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.*

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Each school has formed safety committees made up of teachers, administrators and community members. The district hosts the School Resource Officer Advisory Committee meetings where issues regarding school safety are the primary topic. The district also supports the local Central Florida Crime Prevention Association by sending a representative to its monthly meetings. Central Florida Crime-line sponsors the Speak-Out Hotline that receives tips from students regarding school crime and other safety concerns. The Safety department's annual Comprehensive Facility Inspections are presented as a school board agenda item at the end of each fiscal year. School SAFE Coordinators, Drug Free School Advisory boards and district partnerships with mental health agencies work to identify at-risk students and extended families. Immunization information and school entry physical examination information is updated yearly in conjunction with the Orange County Health Department and is disseminated to school principals and registrars who provide this information to parents during enrollment. Programs offered through SAFE are evaluated twice per year with results presented to the SAFE and Drug Free School Advisory Board. The report is delivered to the state Safe and Drug Free Schools' Department.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
The district provides pro-social skills training embedded in elementary curriculum K-2 under Building Community. Middle schools offer D.A.R.E. programs in 5 th and 7 th grades. High schools offer 40-Asset Development, Career Education and Tech Prep. Character Education is provided in all schools through a designated representative equipped with training manuals and an implementation plan. Conflict Resolution is provided through SAFE coordinators in all secondary and select elementary schools and Peace by Piece is offered in elementary and middle schools. Peer Mediation is also provided by school counselors and SAFE coordinators. SAFE also offers programs such as Life Management Skills, Anti-Bullying Knight Vision and Prevention Clubs. The district's Guidance Department provides training to guidance counselors regarding bullying, threats, conflict resolution and similar issues that cause disruption in the educational process. A reference library is maintained at the district level containing materials specific to these issues and is available to guidance counselors as well as other school staff. Individual School Advisory Councils utilize "school climate surveys" and senior class "exit surveys" to make decisions regarding school safety and strategies/programs which may be required. Area Superintendents evaluate principals on a variety of school safety issues, including actions taken regarding assessing school climate and strategies taken to address specific problems that are identified.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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 stakeholder input.

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
The district SAFE and Drug Free School Advisory Board developed the Safe and Drug Free School plan. A report is completed twice per year and is presented to the SAFE and Drug Free School Advisory Board. The report is also provided to the state SAFE and Drug Free Schools' Department. Employees are required to abide by rules and regulations in the Code of Student Conduct that stipulates appropriate behavior for participation in extracurricular activities and co-curricular activities.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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)	Yes	No	In Progress	N/A
Local law enforcement officers assigned to schools as resource officers instruct using the following curricula: D.A.R.E., GREAT (gang resistance) and Super Kids (alternative to D.A.R.E.). ATOD and Violence Prevention programs are based on established "Best Practices" and are available through the district's SAFE Department. Schools use these best practices to develop strategies and programs specific to the needs of their community and submit written plans to the district SAFE office. Character Education, New Horizons with the Center for Drug Free Living, Life Management Skills and other intervention programs provide guidance and instruction to students about correct choices and decision making. SAFE Coordinators, social workers and guidance counselors assist students on a regular basis. Student involvement is the cornerstone of the Partners In Change Conference held annually to address issues affecting school safety.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
The district Guidance Department provides school staff with training and instructional resources to support behavioral and academic concerns. Specific training on suicide prevention is provided by district SAFE staff for school SAFE Coordinators who then provide information to school staff. The district collaborates with mental health services and providers to ensure that school counselors are trained to recognize early warning signs indicating suicidal behavior.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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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
The district incorporates principles of Crime Prevention Through Environmental Design (CPTED) in site planning and design of its facilities. Landscaping guidelines specifically address varieties of low plant cover to limit hiding places near buildings. OCPS Standards and Design section conducts reviews with Safety officials during planning process.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
The district provides photograph identification badges for all district- and school-based employees. Schools employ strict access control procedures and provide identification badges to regular volunteers and visitor badges to temporary guests. New schools are designed with limited entry points with central receiving areas for guests. Existing schools are renovated with entry control in mind and procedures are in place to limit access of unauthorized personnel. Most facilities are fenced for added perimeter protection. Intrusion alarm (burglar alarm) systems are in place at district schools to prevent unauthorized entry after school hours. Entry is controlled at most high schools by security attendants posted at driveway entrances. All school staff is assigned student supervision duties at arrival, during lunches and other break periods and at dismissal. Staff not only supervises student conduct but also observes perimeter entry points to identify unauthorized visitors. Signage is placed at all public entrances requiring that visitors check in at the school office. Directional signs are placed in strategic locations to guide visitors to the main office.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

23. The district ensures that playgrounds are properly constructed, maintained, and supervised 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
Playground equipment vendors must be a member of IPEMA and products must conform to U.S. Consumer Product Safety Commission guidelines. OCPS Design and Construction specifies guidelines for playground design. Annual inspections of playground equipment are part of the annual Comprehensive Facility Inspections conducted by the district Safety office. Findings are maintained in a database and communicated directly to the maintenance office, which must complete repairs within 30 days of notification. School staff are assigned playground supervisory duties during the school day and extended day activities to promote safe interaction and use of equipment. School administrators monitor playground activities to ensure there is adequate supervision and that the equipment is maintained in a safe condition.	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
District schools are equipped with intrusion alarm systems designed to limit unauthorized entry after hours that often result in burglary and vandalism, etc. Systems are maintained by an approved vendor and repairs are completed within 12 hours of notification including holidays and weekends. Site-specific Safe School plans require each school to assemble trauma and first aid kits with items recommended by district security staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
District facilities are equipped with fire extinguishers distributed according to NFPA 101 and FAC 4A-58. Each school must complete a monthly fire extinguisher check and report their findings to the Safety department. Findings are maintained in a data-base and discrepancies are noted for corrective action. Appropriate protective equipment is provided in instructional spaces such as labs, industrial arts shops, etc. Discrepancies are noted for correction in the annual Comprehensive Facility Inspection conducted by district Safety personnel. Classes requiring the use and handling of chemicals or dangerous tools are preceded by a safety discussion with students and signed acknowledgement forms from parents. All school health clinics maintain first aid kits and current copies of health regulations pertaining to school attendance are posted.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Not all employees who should be trained on proper chemical handling are receiving the information appropriate to their duties and safety precautions. District Safety staff will identify the job classifications requiring this training and will work with the Professional Development and Technology section to formulate a training program.

Fiscal Impact and Timeline

Estimated less than \$5,000 to establish training objectives and class materials beginning with the 2003-2004 school year.

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 managers and employees must follow procedures as set forth in the District School Food Services Policy Manual. Mandatory training is conducted for managers and employees and handbooks are provided to all Food Service employees. State and local health regulations are maintained by the Food Service Manager at each location. Managers are required to submit a chemical inventory of items stored/used on each site as well as food handler certifications to the district Environmental Affairs Department. The district's transportation section follows all applicable environmental laws and regulations and provides training, safety materials and information to appropriate employees.	<input checked="" type="checkbox"/>	<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.*

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
District Standards and Design staff members are drafting guideline DGM 02740 titled "Paving, Parking and Roadway Requirements," which will define exact standards in conjunction with existing local and state laws. School administrators devise an arrival and dismissal plan in conjunction with district Safety and Transportation staff. The plan accounts for pedestrian, vehicular and school bus traffic while providing a separation of types as best as each site allows. The district's Safety Transportation Plan requires annual reviews of route hazards, bus stops and school loading zones. Discrepancies or unsafe situations are recorded and reported immediately to the Transportation Safety Manager for corrective action.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Over 100 campuses will be renovated to varying degrees over the next ten years. This will provide additional opportunities to improve driveways, parking lots, bus loops and sidewalks where needed.

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)	Yes	No	In Progress	N/A
Purchases of new school buses are completed in accordance with State Board Rule 6A-3.003 Florida Bus Specifications, which defines new bus safety equipment and criteria. Bus drivers receive a formal training program (CDL) in accordance with Florida Motor Vehicle Law, D.O.E. and State Board Rule 6A-3.014 and 6A-3.017 and the Orange County Transportation Operations Handbook. The district's Emergency Management Plan specifies actions to take during school bus accidents on or off campus. The Code of Student Conduct specifies standards of conduct for students transported by school bus.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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)	Yes	No	In Progress	N/A
In accordance with district transportation policy, each driver/operator must perform a pre-trip inspection of the entire vehicle before each scheduled route or field trip. Inspection forms are submitted by the drivers and reviewed for discrepancies. The forms are then maintained in a permanent file and discrepancies noted are repaired immediately or the bus is removed from service. Every school bus in service, including spares, is inspected every 20 school days in accordance with the Department of Education's Inspection Manual.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>