

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.**

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district has clearly stated goals and outcome-based, measurable, objectives for the program that reflect the intent (purpose) of the program and address the major aspects of the program's purpose and expenditures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district uses appropriate performance and cost-efficiency measures and interpretive benchmarks to evaluate the school safety and security program and uses these in management decision making. ^{1,2}	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. The district regularly conducts an assessment of performance and cost of the safety program and analyzes the potential cost savings of alternatives, such as outside contracting and privatization. ³	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
The district has many variations of Best Practices in place but no coordination of efforts has been identified and no one district-level person is responsible for this program.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The district has adopted an effective work order program that utilizes the "TERMS" computer program for monitoring work orders and costs based on the annual comprehensive safety report input. Health and safety work orders are input by the Risk Management Department and monitored for completion in a timely manner with a follow-up inspection. While this addresses the building and worker safety portion of an effective safety and security program it does not address the student safety and security aspect of it.				
The district prioritizes work orders for appropriate expenditure of limited resources. Health and Safety related work orders are given a higher priority.				

A Safety and Security Program must be adopted by the board that is in line with the Best Practices identified in this report. This program is being assembled by the Health and Safety Division of Risk Management currently. These best practices will be identified in the program

Fiscal Impact and Timeline

\$5,000 6 Months

¹ This means that in budgeting and shifting resources the district considers several factors including goals, objectives, critical safety needs, and past performance of safety initiatives.

² Performance measures should include appropriate comparisons with peer districts in areas such as safety and discipline incidents, etc.

³ This assessment would include examining whether the overall safety program and individual safety initiatives (such as DARE or Crime Watch) are achieving the outcomes they are expected to achieve.

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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district and its schools have a process in place to collect, revise, and update the appropriate data for the School Environmental Safety Incident Report. ⁴	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district and its schools have a process in place to collect, revise, update and ensure the accuracy of the discipline data.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district has established and implemented strategies to ensure the reliability of SESIR, discipline, and other safety and security program data.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Related Statutes and Rules

ss. 1006.09(8), 1006.13(3) *F.S.*, 231.0851 *F.S.*

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Our SESIR report is available at www.myfloridaeducation.com/besss/sesir/0001pdf/0001osceola.pdf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

⁴ The district uses the state approved reporting form if available. If the state form is not available, the district develops its own form based on some standardized criteria such as the Uniform Crime Reports.

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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district has a process in place to determine the staffing levels necessary to ensure that staff can respond to safety crises.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. On at least an annual basis, the district uses applicable comparisons and/or benchmarks and reviews the program's organizational structure and staffing levels to minimize administrative layers and processes.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The program structure includes reasonable lines of authority and spans of control given the responsibilities of each organizational unit.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. In conducting its staffing review, the district obtains broad stakeholder input.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. The district reports organizational structure and administrative staffing review findings in writing and distributes these findings to school board members.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
The district does not have any one person responsible for the overall safety and security program. This person would be responsible for evaluation staffing levels, comparing benchmarks, obtaining stake holder input, and assemble an annual report to the School Board including the annual OPPAGA School Safety and Security Best Practices.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Identify a district-level position responsible for coordinating all Safety and Security functions.

Fiscal Impact and Timeline

\$55,000.00 Unknown time frame

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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district has written school improvement plan(s) that includes districtwide school safety goals and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. The district has implemented a comprehensive school safety plan that establishes emergency and safety procedures for school and district employees and students to follow. At a minimum, the plan addresses <ul style="list-style-type: none"> • the evaluation of the principal's performance regarding school safety, monitoring and evaluating the implementation of the plan at the school level, and coordinating with local law enforcement and the Department of Juvenile Justice;⁵ • the roles and responsibilities of the school principal and other administrators, teachers, and other school personnel for restoring, if necessary, and maintaining a safe, secure, and orderly school environment; • the roles and responsibilities of the transportation staff for restoring, if necessary, and maintaining a safe, secure, and orderly bus environment; the goals and objectives of the school resource officers, if any; • the mechanisms for identifying and serving the needs of students most at risk for engaging in disruptive and disorderly behavior; • arrangements to work with local emergency officials;⁶ • safety issues and policies at school sponsored events;⁷ and • processes by which the district will instruct parents and the local community as to how to respond to an emergency situation.⁸ 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Related Statutes and Rules

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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Schools address safety issues and develop plan when needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The administrative assessment for principals (Comprehensive Assessment of Administrative Performance FC710-1839), the assessment for Assistant Principals (Comprehensive Assessment of Administrative Performance FC710-1837) and the assessment for district-level administrators (Comprehensive Assessment of Administrative Performance- District Level Administrator FC710-1839) all address school safety and security under the section "School Plant and Facilities". It is also addressed under the section "Leadership Management" of the school-based administrative assessment under the bullet addressing the learning environment.				
Arrangements to work with local emergency officials are updated annually October 1, per 235.192, <i>F.S.</i>				

The district will revisit the emergency action plans and update them accordingly. These plans will be updated annually with copies sent to the person responsible for overall safety and security program. The District is currently seeking a grant from the Federal Government.

Fiscal Impact and Timeline

\$250,000. 18 months

⁵ Principals may be evaluated on criteria such as the school climate report and school incident reports.

⁶ Including, but not limited to, law enforcement, fire department, emergency management, hospital, mental health, health and social agency, court officials and the media.

⁷ Such as when students are off campus at official school events.

⁸ Parents and the community should be provided this information prior to an emergency through such mechanisms as newsletters and the district's website.

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Safety Planning

5. The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. A broad cross-section of stakeholders including parents, community representatives, local emergency agencies, teachers, staff and students were involved in developing the comprehensive school safety plan and emergency procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The comprehensive school safety plan and emergency procedures have been shared with appropriate emergency response agencies. ⁹	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The comprehensive school safety plan and emergency procedures have distributed to designated administrators and staff. ¹⁰	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The comprehensive school safety plan and emergency procedures are reviewed and revised annually or more often if events warrant.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Related Statutes and Rules

s. 119.071, *F.S.*

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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
<p>Barbara Weyel-Osceola County Emergency Services, John Beall – Principal of Kissimmee Middle School and David Rinehart, School Resource Officer from Kissimmee Police Department wrote the first draft of the emergency management plan for the Osceola School District in 1998-1999. They consulted with other school districts' security directors to examine their plans.</p> <p>They presented the first draft of the emergency management plan to Blaine Muse, Superintendent of Osceola School District. Under his direction of committee of school district administrators, school based administrators, teachers, parents, business leaders, Red cross representatives, hospital administration representatives, Sheriffs' Office, St. Cloud Police Department, Kissimmee Police Department and Fire and Rescue was formed. This committee met to review the draft of the emergency management plan and to review other school districts' plans.</p> <p>The committee made revisions to the original draft and that plan was submitted to the School Board for adoption. The emergency management plan was adopted by the School Board. Multiple copies of the plan were distributed to all schools, law enforcement agencies, fire and rescue service agencies, Red Cross and local hospitals. Administrators were directed to review the plan with all teachers and staff.</p> <p>The Plan is available in print and on line. The plan is reviewed annually under the direction of the Deputy Superintendent.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

The District is currently seeking a grant from the Federal Government.

Fiscal Impact and Timeline

⁹ Emergency response agencies may include the fire department, police department, hospitals, social service, and health agencies.

¹⁰ In accordance with s. 119.071 *F.S.*, the district should take steps to ensure the confidentiality of security related information. The district should identify those administrators and staff directly responsible for emergency response procedures, such as principals and school resource officers, and ensure that they have received copies of the safety plans. Districts may chose to disclose descriptive information regarding the safety and security plans to teachers, advisory councils, and the public. However, the district must still protect sensitive security information so as not to compromise the district's safety efforts.

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Safety Planning

6. The district conducts an annual review of all relevant health and safety issues for each educational facility.¹¹

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district ensures that each educational facility conducts an assessment of the safety hazards faced at that facility. ¹²	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. A certified fire safety inspector conducts an annual fire safety review of all education and ancillary plants to ensure compliance with Florida law.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. An annual casualty safety review of all education and ancillary plants is conducted to ensure compliance with Florida law and all deficiencies are corrected within a reasonable period. ¹³	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. An annual review is conducted to determine whether educational facilities comply with the Florida Building Code.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Middle and secondary students participate in scheduled administrations of standardized surveys of risk behaviors and situations such as the Communities That Care, the Florida Youth Tobacco Survey, and the Youth Risk Behavior Survey and the results are used in assessing prevention needs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
<p>Each educational facility has been provided with a Health and Safety Manual. Each of these manuals has information that needs to be filled out by each facility to be useful. Many Schools have not filled them out and others have not maintained them. There are (2) two versions of the manual being circulated. A lack of consistency exists. No analysis has been completed in the past by the district to ensure compliance at the educational facility level.</p> <p>The district has two certified municipal level fire inspectors on staff.</p> <p>An Annual Comprehensive Safety Inspection is conducted by the Risk and Benefits Management Department as required by State Requirements for Educational Facilities. Work orders are created for lesser deficiencies while serious life threatening deficiencies are addressed immediately or the facility is withdrawn from use.</p> <p>The district Annual Comprehensive Safety Report is approved each year by the school board and available for public review as required by Florida statute.</p> <p>The Florida Building Code is new construction not annual.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

¹¹ Conducting this self-assessment does not meet the requirements of this practice.

¹² The safety assessment should include a review of the unique safety considerations at a given school site. In reviewing potential hazards, the district should consider those listed in Best Practice 8 along with any others appropriate to that school.

¹³ Note that life-threatening deficiencies must be corrected immediately or the facility withdrawn from use.

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Safety Planning

7. The district has developed emergency response procedures.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district has developed a districtwide plan for potential attacks against school sites or students and incorporates the appropriate school responses in the emergency procedures checklist.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district has procedures for contacting all schools simultaneously in the event of a district-wide emergency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district has an emergency crisis team available to each school that provides counseling and other support to aid in dealing with people's reactions, making the adjustment after the emergency, and re-entering the school environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district has developed a media response plan and distributed it to each educational facility and each support service administrator. At a minimum, the plan addresses <ul style="list-style-type: none"> • communicating necessary information to the media and parents;¹⁴ • identifying established separate staging areas (e.g., specified locations) for media and parents; and • providing guidelines on how to respond to media questions and interviews. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
<p>Emergency Management Plan is located in hard copy and on the intranet site includes all the information for emergency procedures. – E-mail First Class, Telephone Tree Regular phone and Cell phones, Transportation Phone Bank. The District has procedures for contacting all schools simultaneously in the event of a district wide emergency. When situations arise, we not only send e-mail messages out by First Class directly to administrative staff and, when warranted, all employees. "Important News" folder has been set up on the desktop of First Class, and we have the option of having the message pop up automatically when sent if necessary. In addition, we also divide up the school list and make telephone calls/radios to speak one on one with the principals at every school to convey the latest information. In the New Transportation Center there is a phone bank that is available in a crisis situation. That will allow us to advertise a telephone number so that parents, students and residents can get the most up-to-date information and ask questions important to them. Media training for Admin & Staff-Coordination of information is handled through the Community Relations Department.</p> <p>The District has developed a media response plan and distributed it to each educational facility and each support service administrator. At a minimum, the plan addresses – Communicating necessary information to the media and parents. Identifying established separate staging areas for media and parents. Providing guidelines on how to respond to media questions and interviews.</p> <p>A "Crisis Communications" section is included in the District's Emergency Management Plan. It contains tips on how to communicate to parents and the news media when a crisis happens, what to do when a reporter calls, how to gain control of an interview, tips for effective crisis communications (including having reporters in a separate staging area such as the media center), how to write a new release/updates, and samples of written communication about a crisis for parents and staff.</p> <p>The Student Services Department provides a Crisis Management Team, which responds to locations/sites following a tragedy.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The installation of a phone bank will be made available to us during a crisis situation. This will allow us to advertise a telephone number so that parents, students and residents can get the most up-to-date information and ask questions important to them.

Fiscal Impact and Timeline

¹⁴Necessary information should include where parents should go or whom they should contact to find out about their children and where to get further information.

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Safety Planning

8. The district has provided each school with an emergency checklist.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. A checklist that explains step-by-step emergency procedures is readily available in every classroom. The emergency situations include, at a minimum, ¹⁵ <ul style="list-style-type: none"> • weapons-use and hostage situations; • hazardous materials or toxic chemical spills; • weather emergencies including hurricanes, tornadoes, and severe storms; and • exposure as a result of a manmade emergency. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The emergency checklist includes emergency contact numbers and provisions for backup communication with faculty, support service administrators, and emergency agencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. The emergency checklist includes evacuation procedures developed with school transportation personnel, the fire marshal, law enforcement agencies, and other local agencies as appropriate. ¹⁶	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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
Emergency Management Plan is located in hard copy and on the intranet site includes all the information for emergency procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency agencies do not have School District information. None of the County fire stations have this information.				
Every administrator was provided a wallet size card with emergency numbers for all leadership team members. In addition, key personnel in each school or department were provided with a second wallet card for emergency numbers for maintenance, facilities etc.				
Emergency agencies do not have School District information. Fire Marshal's office does not have this information.				

Strategies and Actions to Be Taken

The District is currently seeking a grant from the Federal Government.

Fiscal Impact and Timeline

\$250,000. 18 months

¹⁵ Schools cannot have lists for every possible emergency. However, to be comprehensive, the plan should address other issues such as suicide threats/acts; bomb threats; out-of-control person/student; fighting; sexual assault; health emergency, serious injury, homicide of student; child abuse; trespassing; exposure to blood-borne pathogens; armed robbery; removal/attempted removal of a student; and utility emergency.

¹⁶ In the event of an evacuation, schools should have separate areas for student assembly, parent request/release, and media operations.

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Safety Planning

9. The district and each school regularly practice emergency responses based on potential safety concerns at each site.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district school board has developed and implemented procedures for emergency drills in accordance with state law.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district uses its annual self-assessment to identify the potential hazards for each educational facility and has developed and implemented procedures for practicing responses to identified hazards. ¹⁷	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district has implemented procedures for verifying the required and planned emergency drills have been conducted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
Bus Evacuation Drills. The District regularly schedules bus evacuation drills, fire and tornado drills for sites and facilities. These are coordinated through the Transportation Dept. (bus evacuations and Risk Management Dept. (all other drills) in accordance with law. The District has a safety officer who regular conducts safety audits of sites. His office is located in Risk and Benefits Management. Drill reports are received, scrutinized and logged in Risk and Benefits Management.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

¹⁷ This will include fire drills, but should also include responses to any other hazards identified in Best Practice 6.

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Safety Planning

10. The district provides emergency response agencies with floor plans and blueprints as appropriate.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district provides floor plans of each educational facility to local law enforcement agencies and fire departments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district has blueprints of each educational facility readily available for review during an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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
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Floor plans for all educational facilities were sent to Osceola County and City law enforcement agencies and fire departments on October 1, 2000, per 235.192, S.F. These documents were provided in hard copy format. Revised or new floor plans are to be sent to emergency respondents by October 1 each year. Only a few Fire Departments have floor plans for schools in their district. Only a few Fire Departments have the information.

A DOE initiative (dated June 22, 2001) encouraged school districts to develop school site-plan CD-ROMS to meet the annual Chapter 235.192 requirement. Facilities Planning & Construction undertook to coordinate the development of the CD with Information Services (IS). IS successfully converted to CD format all site drawings, floor plans and aerial photographs by FP&C. Final completion of the CD has been delayed due to a lack of AutoCAD trained personnel in FP&C to update changes in floor plans. Efforts are also being made to expedite receipt of recent construction and remodeling AutoCAD floor plans from contractors.

Hard copies of Blueprints are stored in FP&C Vault

Strategies and Actions to Be Taken

Hire Architect and Cad specialist to complete updated drawings of all facilities

Fiscal Impact and Timeline

\$200,000 24 Months

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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district has a process in place and has identified the training required for all types of school staff as well as the staff that require specialized safety training and incorporates those needs in its Master Plan for In-Service Training. ^{18, 19}	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district's required training in school-wide discipline, classroom management, conflict resolution, and other safety training components are included in the district's Master Plan for In-service Training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district reviews and uses the relevant training opportunities provided by the Department of Education and other appropriate organizations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. School principals can demonstrate that staff has received training based on the needs identified in the Master Plan for In-Service Training, the school's safety assessment, and the staff members' roles and responsibilities. ²⁰	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. The district supplies trained personnel with the appropriate safety equipment. ²¹	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Teachers at each grade level are provided in-service training to teach students positive social skills and violence prevention, conflict resolution, and communication/decision making skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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)

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
<p>Employee's are required to attend Right to Know training and are instructed to follow all requirements specified on material safety data sheets. The District provides a comprehensive training program, which is approved annually by the School Board (Master In-service Plan) and by the Department of Education (Professional Development System). The District's Master In-service Plan includes a variety of components in the area of school safety and security, which allow for a broad representation of safety workshops. Minimum required training is identified in job descriptions.</p> <p>The District's Professional Development Department provides a variety of training under their Master In-service Plan annually to include: CPR, First Aid, Violence in the Workplace, Child Abuse, Suicide Prevention, Safety, Fire Extinguisher use, Slips, Trips and Falls, Lock-Out, Lifting etc.</p> <p>The District maintains a database of training on every employee. The in-service database is available to every employee to examine their own records through the intranet and reports are generated for schools and the district for groups of employees.</p> <p>The district supplies trained personnel with the appropriate safety equipment for example; rescue barrier masks are available to training CPR providers in the Professional Development Department.</p> <p>Employee's are required to attend Right to Know training and are instructed to follow all requirements specified on material safety data sheets. The District provides a comprehensive training program, which is approved annually by the School Board (Master In-service Plan) and by the Department of Education (Professional Development System). The District's Master In-service Plan includes a variety of components in the area of school safety and security, which allow for a broad representation of safety workshops.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

¹⁸ Training should include both instructional and non-instructional staff as well as substitute teachers and bus drivers. Districts may want to establish the minimum number working days a substitute must have before being provided with training.

¹⁹ Specialized training may include suicide prevention and responses for specific emergency situations as outlined in the emergency checklist in best practice 8.

²⁰ Depending on their duties, staff training can include emergency planning and intervention, class management, conflict resolution, CPR and first aid, the use of life-saving equipment, sexual harassment and abuse, and the early warning signs of violence to the personnel identified in 11a.

²¹ This includes equipment such as first aid kits, fire extinguishers, or portable defibrillators.

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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The school district is in compliance with relevant laws and regulations regarding discipline policies including the code of student conduct. ²²	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district school board and school administrators annually review discipline policies and revise those policies with input from teachers, staff, parents, and students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The student code of conduct is clearly written and avoids the use of technical terminology.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Parents are an integral part of the student discipline procedures and actions. They are made aware of expectations of students and are informed of changes in a timely manner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Each year the discipline policies are clearly and thoroughly communicated to students, parents, and other stakeholders. ²³	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
The School Board is in compliance with discipline policies including the Code of Student Conduct. SB Rules Chapter 7-Code of Student Conduct.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In Accordance with FL Statutes, the School Board, Superintendent and the Office of Planning and Evaluation take the necessary steps to notify the public that they will be entering a period of "rule making" in which all appropriate notices and procedures under the Florida Sunshine Law are followed.</p> <p>Administrators and other personnel throughout the district, including teachers staff, and SCC representatives, serve on the rules revision committee and they develop the recommended changes to the School Board Rules that will be presented to the School Board. The recommendations are presented to the School Board in public workshops convened for the purpose of discussing School Board Rule revisions. The public is provided the opportunity to provide input to the School Board. In the end, the School Board approves the changes to School Board Rules and they are enacted.</p> <p>The Student Code of conduct is published in its entirety in SB rules Chapter 7 and the Student Code of Conduct Parent and Student Pamphlet published each year and distributed to every student who is enrolled in an Osceola County School in grades K-12. The Code of Student Conduct is published in both English and Spanish. Osceola County School in grades K-12. In Addition, the Code of Student Conduct is also available on the District's Internet Web Site and can be accessed by parents, students, and other stakeholders in the community.</p>				

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

²² Laws and regulations such as respect for authority, respect for school property, respect for others, daily attendance, use of obscenities, harming or demeaning others.
²³ This can be done by sending student handbooks to parents and posting to the school and district websites.

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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district, in cooperation with local law enforcement agencies, promotes and enforces a zero tolerance policy for crime, substance abuse, and victimization that requires the district to report all violations subject to Florida law to a local law enforcement agency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Alternatives to suspension and expulsion have been built into the discipline policy and are appropriately and consistently used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district has in a process in place to relocate students who are regularly dismissed from their classroom.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Disciplinary policies include statements regarding anti-harassment, anti-bullying, and anti-violence policies and due process rights in accordance with state and federal laws.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Disciplinary policies include procedures regarding interviewing students by law enforcement agencies and the Department of Children and Family Services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Disciplinary policies include procedures governing locker searches.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. The district's discipline policies are consistent with the state and federal requirements for students with disabilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
<p>The School District complies with the requirements of reporting incidents of violent crime through the SESIR reporting System. The School District complies with all requirements of FL 230.23(1-11) for discipline of students.</p> <p>The School Board is in compliance with discipline policies including the Code of Student Conduct. SB Rules Chapter 7-Code of Student Conduct. SB Rule 6.1.1G (2) authorizes the Superintendent of Schools to administratively assign any student to different educational setting in order to meet academic need or for disciplinary reasons.</p> <p>SB Rules Chapter 7 identifies procedures for removing disruptive students from the learning environment and the administration of discipline consequences including but not limited to, in-school suspension, out-of-school suspension and recommendation for expulsion.</p> <p>Alternative programs department provides student with voluntary alternative programs to obtain their high school diploma. The School Board has the option of placing students, in lieu of expulsion, at these sites, but this is done in rare cases. Students in these programs must meet eligibility requirements of a DOP program. Students who are continuously disruptive in their classrooms can be placed at New Beginnings.</p> <p>The School Board has entered into an inter-local agreement with law enforcement agencies and DCF for the purposes of reducing juvenile crime and violence. The agreement complies with the requirements of FL228.093 regarding the sharing of confidential student records and specifies the process by which representatives from these agencies may access students on school property. The agreement also includes the specific forms to be used in order to document and track agency interactions with students.</p> <p>Inter-local agreement with law enforcement, DCF, and DJJ and applicable forms. These policies are specifically defined in SB Rules 7.2.7 A – E Standard for Student Search, Motor Vehicle Search, and Search of Student Locker or other storage areas. SB Rules 7.5.1 B and 7.5.B speak to issues relating to Exceptional Student Education.</p> <p>Students with disabilities in alternative education programs receive consultative services from certified exceptional education staff. All classrooms meet ADA requirements. District ESE Office personnel attend state and federal training and ensure that the Resource Compliance Specialists maintain compliance at the school level. School Board Rules 7.5.1B Pages 7-50.</p>	<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 With Their Associated Indicators

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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district requires each student to disclose at registration legally required information regarding the student's prior disciplinary history of expulsions, arrest resulting in a charge, and juvenile justice actions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district requires all school personnel to report to the principal or the principal's designee any suspected unlawful use, possession, or sale by a student of any controlled substance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district works uses available information to track charges and convictions of students and employees from within the district as well as other school districts. ^{24, 25}	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district has a policy to encourage and facilitate principals, or their designees, regularly monitoring websites that identify registered sex offenders who reside in the vicinity of their school community. ²⁶	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. The district school board outlines the standards for use of reasonable force by school personnel that complies with relevant state laws in order to maintain an orderly environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
<p>The official registration form that a parent fills out in anticipation of enrollment requires information regarding whether the student has ever been expelled or referred to an alternative program for disciplinary reasons. It also requires indication as to whether the student has been arrested, charged, convicted of, or pled guilty to a felony. Further, we have, in our employ, a person who is responsible for tracking students' histories relating to arrests and/or Juvenile Justice actions. The School District conducts the necessary background checks of all new employees in accordance with SBR 4.1 FDLE/FBI background checks are required. (See SB Rules 4.1)</p> <p>It is Human Resources practice to track and investigate all allegations of improper behavior/criminal charges in order to come to a prompt and appropriate resolution for all involved. Our procedures are adhered to in order to ensure fair and equitable treatment of all employees. During an investigation, an employee may be reassigned as per SB Rule 1.2.2E (2). This practice is used on a regular basis whenever there is a charge that may be harmful to students. In addition, the School District is fortunate to maintain a close relationship with local law enforcement that assists us in monitoring the status of pending cases. Upon completion of an investigation by law enforcement/State Attorney, notice is provided to the file as whether the findings were substantiated and if disciplinary action was taken. In addition to the above, all district employees are required to report arrest in writing within 48 hours to the Superintendent for any arrest/charges placed upon them involving a child or sale and/or possession of a controlled substance.</p> <p>All employees must report any conviction, finding of guilt, adjudication withheld or commitment to a pre-trial diversion program, or entering a plea of guilty of Nolo Contendere for any criminal offense other than a minor traffic violation within 48 hours of the final judgment. (See SB Rules 5.1.1(12) Instructional Staff) (S.B. Rules 4.1.1 (P) Professional Support Staff) Administrators are made aware of this rule regularly through district training and are asked to communicate it annually to their employees. Also, the School District tracks data it receives from DOE-Department of Professional Practice, Education Practices Commission. DOE/SDFS Local Law Enforcement Agencies SDFS Entitlement Grant Progress Report</p> <p>The Student Services Department employs a full-time Court Liaison Officer to track charges and convictions of students. The Court Liaison Officer receives notices in compliance with Florida Statutes notices when a student is arrested and/or formally charged with a violent crime or felony. Charging affidavits and Formal Charges notifications are provided to each school principal in compliance with Florida Statutes.</p> <p>Principals make full use of their authority under Florida Statutes to temporarily assign students to an alternative educational setting pending the outcome of a felony charge through the courts. In addition, students who are convicted of a felony through the court system may also under Florida Statutes be recommended for expulsion for being a convicted felon. Under the newly passed Florida Statute 232.265, the school district complies with the law's requirement to separate victims of violent crimes from the perpetrators of those crimes by administratively assigning them to a different school.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

²⁴ Charges and convictions tracked should be limited to felonies, abuse of a minor, and sale or possession of a controlled substance.

²⁵ Agencies that should be consulted for this information include the Department of Juvenile Justice, the Florida Department of Law Enforcement, other appropriate law enforcement agencies, state attorneys, the courts, and the Department of Education.

²⁶ The information regarding sexual offenders, such as photographs, should be shared with bus drivers, teachers, front office staff, custodial staff, and cafeteria staff.

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The Department of Juvenile Justice employs four Juvenile Probation Officers (JPO's) who communicate on a regular basis with the district regarding students under the direction of DJJ.

SB Rules require notice to be provided to any school district requesting student records transfer if the student has committed any Level IV violations of the Student Code of Conduct or been recommended for expulsion from the district.

FL Statutes; SB Rules Chapter 7; Felony Charged Students; Section of Expulsion Procedures Manual

DOE/SDFS Local Law Enforcement Agencies. SDFS Entitlement Grant Progress Report.

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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district teaches instructional and non-instructional staff, and students the early warning signs associated with students who pose a threat of future violent behavior, how to recognize them, and what to do once they are suspected. ^{27, 28}	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district facilitates and encourages requests for assistance with students who exhibit early warning signs, or pose a threat of future violent behavior. ²⁹	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district provides timely access to a team of specialists trained in evaluating behavioral and academic concerns and provides school staff training regarding such support.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Schools in the district have a Student Assistance Program/Team that provides assistance for students experiencing learning and/or behavioral difficulties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. The district makes available appropriate psychological counseling for students exhibiting early warning signs, or posing a threat of future violent behavior.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. The district has procedures in place to maintain legal confidentiality of information regarding students exhibiting early warning signs, or posing a threat of future violent behavior. ³⁰	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. The district reviews and revises, as needed, the process to identify the warning signs of student violence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
There is training provided in the Beginning Teacher's Program for Child Abuse, Drug & Alcohol Abuse, and Suicide Prevention. There are also numerous in-service offerings addressing disruptive student behavior and classroom management skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The district employs sixty seven guidance counselors, five district social workers, two site based social workers and twenty-four school psychologists who are certified to provide counseling to students. (Three social workers are authorized to "Baker Act" students in emergency situations.				
Every public school has at least one full-time guidance counselor on staff. Counselors and other school staff may refer students to school social workers and/or school psychologists for short term counseling.				
Child Study Procedures may be initiated which may lead to a student qualifying for ESE Services. Program Specialist for ESE is available for direct classroom observation and will provide feedback to teacher and staff regarding behavioral plan. This person can also recommend to the Principal or ESE Director needed training and implementation for staff at the school.				
Students Alternative Programs exhibiting early warning signs of violence are referred to the guidance counselor. – Students are referred to guidance counselor, PALS Program, School Psychologist, Park Place Behavioral Center, SEDNET, and anger management classes.				
Inter-local agreements with agencies such as Intervention Services and Devereaux provide additional counseling services to Osceola Students.				
A district Crisis Intervention Team staffed by Student Services personnel provides additional counseling services. Three social workers, as well as, School Resource Officers (SRO's) are able to "Baker Act" students who are endangering themselves or others.				
Functional Behavior Assessments and Behavioral Intervention Plans are implemented for students enrolled in the Emotionally Handicapped Program as needed to address disruptive and/or violent student behavior.				
Targeted students, including those in alternative educational or ESE programs, receive anger management and/or social skills training by Student Services personnel.				

²⁷ Part of this training should explain that the warning signs are indicators that a student may need help and that it is imperative to avoid jumping to conclusions.

²⁸ Districts may not be able to explain ALL of the early warning signs but they should design a program to help parents, students, and staff understand the major signs.

²⁹ This could range from guidance on what to do to help with actual intervention.

³⁰ This may not be something the district can prove directly, but could be measured by the absence of confidentiality breaches.

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Child Study Procedures may be initiated which may lead to a student qualifying for ESE Services. Resource Compliance Specialist Handbook ESE Program Specialist

Confidentiality of student records is kept in compliance with FL 228.098 and FERPA.

SB Rules Chapter 6; Code of Student Conduct; Parent & Student Pamphlet; RCS Handbook

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district has developed, in accordance with state law, a cooperative agreement with the Department of Juvenile Justice.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district works proactively with students, parents, law enforcement, the community and the media to address safety and security issues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district works with local community agencies and businesses to identify ways to increase support in keeping schools safe. ³¹	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district provides information to parents regarding the necessary school-entry health examinations and immunizations for all students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. The district has crime watch programs and school safety hotline(s) in place and available in all schools.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. The district has procedures in place to inform students, parents, and other community partners about its crime watch programs and school safety hotline(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. The district provides safety-related information, such as the safety and security self-assessment results, in an annual report to the public and other stakeholders. ³²	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
<p>The School Board has entered into and inter-local agreement with law enforcement agencies and DCF for the purposes of reducing juvenile crime and violence. The agreement complies with the requirements of FL 228.093 regarding the sharing of confidential student records and specifies the process by which representatives from these agencies may access students on school property. The agreement also includes the specific forms to be used in order to document and track agency interactions with students. Inter-local agreement with law enforcement, DCF, and DJJ and applicable forms.</p> <p>Annual "No Doubt Watch Out" safety campaign geared around the time change and the dangerous conditions for students in the early morning hours.</p> <p>New Silence Hurts campaign aimed at Osceola secondary schools and breaking the "code of silence" about impending acts of violence on campus.</p> <p>The district is actively promoting the "Be Brave" hotline manned 24-hours a day by the Osceola County Sheriff's Department. Outlets include school and district newsletters, banners on campuses, internet pages, cable channel, school marquees, etc.</p> <p>Staff is working with numerous representatives from community agencies and governments to create more positive after school programs for youth. For the above programs the Community Relations Department has formed partnerships with numerous agencies and businesses such as Community Vision, the Osceola News Gazette, Kissimmee Utility Authority, the Osceola County Sheriff's Department, The Kissimmee Parks and Recreation Department and more.</p> <p>Student Services prepares a document entitled "The Rules of Enrollment" that is distributed to the schools each year. This document includes all requirements for immunizations and physical examinations. Additionally, the District's School Board Rules delineate all the requirements for enrollment, which includes all immunizations, and physical examination requirements. Further, that information is currently available on the District's Web site. Such information is shared with parents in our newcomer's packs, on our internet site, at our annual Realtor's breakfast, and to the news media via weekly media tips sheets.</p> <p>The district Annual Comprehensive Safety Report is approved each year by the school board and available for public review as required by Florida statute.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

³¹ This is accomplished through activities such as through public-private partnerships.

³² Information must not be sanitized. It should include such information as incidents on crime and misbehavior, trends over time, comparisons to the community, and steps taken to improve safety.

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Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. School climate surveys include questions relating to discipline, bullying, threats perceived by students, and other safety or security related issues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Curricula and programs for improving the school culture and climate are incorporated into the classroom. The curricula and programs should address such issues as <ul style="list-style-type: none"> • pro-social skills; • character education; • conflict resolution; and • peer mediation. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Curricula and special programs on violence and drug prevention, health, safety, and security are available to students, school staff, and parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district regularly reviews the school climate at each school and revises, eliminates, or adds programs accordingly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
<p>The District utilizes the Safe and Drug Free Schools Quarterly Narrative Report.</p> <p>Partners in change information conference; Peer mediation classes; Youth crime watch conference.</p> <p>Staff is working with numerous representatives from community agencies and governments to create more positive after school programs for youth.</p> <p>Annual “No Doubt Watch Out” safety campaign geared around the time change and the dangerous conditions for students in the early morning hours.</p> <p>“Silence Hurts” campaign aimed at Osceola secondary schools and the “breaking the code of silence” about impending acts of violence on campus.</p> <p>Partnerships with numerous agencies and businesses have been formed such as Community Vision, the Osceola News Gazette, Kissimmee Utility Authority, the Osceola County Sheriff’s Department, The Kissimmee Parks and Recreation Department and more.</p>	<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

18. The district has an approved Safe and Drug-Free School Plan that has been developed with appropriate stakeholder input.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district has a district Safe and Drug-Free School (SDFS) advisory council or committee that participates in the development of the SDFS plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district has an approved Safe and Drug-Free School (SDFS) plan and regularly reviews and updates the plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Coaches and athletes adhere to established policies prohibiting tobacco and drug, including alcohol, use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district regularly reviews and revises, as needed, the safe and drug-free programs and publishes a performance review of the programs supported by safe and drug free schools funds. ³³	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
The District has and Advisory Committee for the SDFS plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The District has an inventory of Safe and Drug Free Schools materials.				
The District utilizes the Safe and Drug Free Schools quarterly narrative report.				

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

³³ As part of this review, the district should have performance-related data for each of these programs.

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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. ³⁴

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district reviews and makes available to its schools sources of violence prevention and other safety-related programs and curricula. ^{35,36}	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The school board and each school adopt safety and health curricula and programs designed to reduce violence, increase safety, and reduce the number of violence risk factors. ^{37, 38}	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district and schools involve students in the planning and implementation of violence prevention programs and other student efforts that contribute to school safety.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district has considered a dress code or school uniform policy. ³⁹	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Students at each grade level are taught violence prevention, conflict resolution, and communication/decision making skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. In developing, implementing, and maintaining its safety programs, the district collaborates with other governmental and private agencies as needed. ⁴⁰	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. The district regularly reviews the performance of its intervention programs and revises, eliminates, or adds programs accordingly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
The District has an Inventory of Safe and Drug Free Schools Program Materials. SDFS Quarterly Narrative Report and Individual Responses from Schools. Partners in Change Information Conference Peer Mediation Classes Youth Crime Watch Conference. Chapter 7 of School Board Rules specifies the district's dress code policy in detail.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

³⁴ These programs should be designed to improve overall student performance, reduce risk factors and warning signs, prevent bullying or harassment, and improve student behavior.

³⁵ This includes programs such as "Blueprints" from the Center for the Study and Prevention of Violence, the Safe and Drug Free Schools Resource Center. NOTE: There are many sites for these kinds of programs, so the district may use something else.

³⁶ Such sources would include the Partnership for School Safety and Security's electronic clearinghouse and the Department of Education's Program Inventory.

³⁷ These programs should be designed to ensure the safety of students, teachers, and administrators.

³⁸ These include programs such as closed-campus lunches in high schools, structured playground activities, behavioral monitoring, behavioral counseling, student empowerment programs, extended day programs and school reorganizations, tutoring, mentors, and Saturday classes.

³⁹ Schools do not have to have a dress code, but they should be able to describe their reasoning if they have not adopted one. Dress code examples include prohibiting baggy pants, untucked shirts, overcoats and long jackets, and gang colors or symbols.

⁴⁰ The Department of Juvenile Justice and the Department of Education are examples of such agencies.

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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district teaches instructional and non-instructional staff warning signs associated with students who pose a risk for suicidal behavior.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district facilitates and encourages requests for assistance with students who pose a risk for suicidal behavior.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district provides timely access to professional staff trained to evaluate student risk for suicidal behavior and provides training and consultation for appropriate staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district will provide procedures indicating the appropriate management of students determined to be at risk for suicidal behavior, including supervision, duty to warn and community-based referrals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. The district will provide procedures guiding the support of students re-entering the school environment following hospitalization, suicide attempt, or those surviving the suicide attempt of a peer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Suicide prevention is required for new teachers with updates.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guidance counselors request assistance upon notification of suicide.				
Counselors are trained in suicide prevention. School Counselors follow state guidelines.				
Handbook on internet				

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district incorporates Crime Prevention Through Environmental Design (CPTED) principles in the maintenance, renovation, and construction of district educational facilities. CPTED principles include <ul style="list-style-type: none"> • natural access and control of schools and campuses; • natural surveillance of schools and campuses both from within the facility and from adjacent streets by removing obstructions or trimming shrubbery; • school and campus territorial integrity; securing courtyards, site lighting, building lighting; • audio and motion detection systems covering ground floor doors, stairwells, offices and areas where expensive equipment is stored; • exterior stairs, balconies, ramps, and upper level corridors around the perimeter of buildings should have open-type handrails or other architectural features to allow surveillance; • open areas, such as plazas, the building's main entrance, parking lots, and bicycle compounds should be designed so they are visible by workers at work stations inside the buildings; and • designs which will promote the prevention of school crime and violence. Exterior architectural features without footholds or handholds on exterior walls, tamper-proof doors and locks, non-breakable glass or shelter window protection system; also landscaping and tree placement should be designed so they do not provide access to roofs by unauthorized persons. Sections of schools commonly used after hours should be separated by doors or other devices from adjacent areas to prevent unauthorized access. Install locks on roof hatches and apply slippery finishes to exterior pipes. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district can demonstrate that Crime Prevention Through Environmental Design and other appropriate safety features are incorporated into the design of all new construction. ^{41, 42}	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district can demonstrate that whenever facilities are renovated, safety needs are assessed and safety designs are revised or added to the facility. ⁴³	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district can demonstrate that facility maintenance incorporates principles of Crime Prevention Through Environmental Design. ⁴⁴	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Blueprints are reviewed, systems are assessed and district specifications are provided to the design engineer. Safety needs are assessed and safety designs are revised or added to the facility under renovations. Tree trimming functions, playground placement and fencing requirements all factor into crime prevention through environmental design.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

⁴¹ CPTED design principles include natural surveillance of school grounds, access control, and territoriality. CPTED design features include, but are not limited to, controlled access entrances, fencing, sufficient entrances and exits, signage, and front desks having views of the entrance.
⁴² Training in Crime Prevention Through Environmental Design is available from the state’s Department of Education.
⁴³ These needs and designs include lighting, break-proof doors, security systems, fencing, and window or door bars. Essentially, is safety reviewed and addressed as part of the renovation process?
⁴⁴ Such as territoriality and ownership.

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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. Entrances to educational facilities are as limited as the physical setting will allow.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Each educational facility has a clearly marked central point for receiving all visitors. ⁴⁵	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Each educational facility has a procedure regarding the release of students to parents, guardians, or other persons. ⁴⁶	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Buildings are secured when unoccupied, but security devices shall not prevent egress from the building at any time. ⁴⁷	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. There is a key control program to account for all keys to all buildings, rooms, and gates.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

⁴⁵ This will require signs throughout the school telling visitors where to check in and training staff to ensure that visitors check in at the appropriate location.

⁴⁶ This would include procedures such as identification checks.

⁴⁷ This would include times the building is or should be unoccupied such after being closed for this night.

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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district follows US Consumer Product Safety Commission guidelines and consults with other authorities regarding playground construction materials and regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. District personnel conduct regular maintenance checks of playground equipment and documents conditions in need of repair.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district identifies and corrects playground deficiencies in a timely manner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Playground areas are supervised when children are present and using the areas during school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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Facilities and Equipment

24. Each educational facility has appropriate equipment to protect the safety and security of property and records.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. Each educational facility has a security system that was selected or designed with input from security professionals. ^{48, 49}	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district can demonstrate that current security equipment is inspected and reviewed annually by safety and security professionals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Each educational facility maintains evacuation and disaster recovery kits that include copies of all necessary records and as well as basic equipment, as required by district emergency response procedures. ^{50, 51}	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Fencing is inspected annually by the Risk and Benefits Management Department during the Annual Comprehensive Safety Inspection. Current standards are being reviewed. Procedures are being created to verify systems operation to include regular testing.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

The District is currently seeking a grant from the Federal Government.

Fiscal Impact and Timeline

\$250,000. 18 months

⁴⁸ This may include alarm systems as well as equipment such as fencing. Not all schools will require electronic security so the selection of security systems should be based on hazard analyses with input from security professionals.

⁴⁹ This would include professionals such as fire marshal, police, and security experts.

⁵⁰ One kit should be in the main office, but another should be kept at the opposite side of the site in case the office is inaccessible or damaged.

⁵¹ This includes records such as of staff and student medical records, student and staff rosters, school floor plan, school safety plan, personnel trained in CPR, cell phone, first aid kit, emergency medicine, weather gear, and bullhorn.

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Facilities and Equipment

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

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. Each educational facility is equipped with first aid kits and fire extinguishers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district has provided appropriate safety equipment in instructional areas with dangerous equipment or chemicals. ⁵²	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district can demonstrate that students and school personnel are trained in the appropriate safety procedures for dealing with dangerous tools, equipment, or chemicals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district supplies all necessary protective equipment to minimize the number of injuries related to athletic activities. ⁵³	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
There is a Health Aide at each School. Fire extinguishers are provided and maintained as required by NFPA 10 and State Requirements for Educational Facilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laboratories are provided with all necessary safety equipment as specified in State Requirements for Educational Facilities. (Eye wash, Emergency shower, Fire Blanket, Fire Extinguishers, safety goggles and sanitizer, gloves as appropriate, etc.				
Risk and Benefits Management conducts Right to Know training as required by the State of Florida and OSHA's Hazard Communication Standard.				
Students are taught laboratory safety in the laboratory curriculum. Each class is taught as part of the curriculum health and safety for construction and votech courses.				
The District complies with the Florida Athletic Association Policy and Regulations.				

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

⁵² This means machinery such as saws or drills for shop class, chemicals for chemistry classes, scalpels for biology, and so forth.

⁵³ For example, the district ensures that athletes wear the proper protective equipment and are properly supervised during practices.

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Facilities and Equipment

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

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district follows all appropriate food safety health practices and regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district documents that appropriate personnel have received information and materials pertaining to their safety-related duties, rights, and responsibilities under Florida law, federal law, and OSHA.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district complies with all appropriate federal and state requirements for facility safety. ⁵⁴	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district maintains a copy of the state and local health regulations. All school sites have a copy of the local health regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. The district distributes written emergency procedures and plans to each cafeteria site for reporting, investigating, and correcting the cause of incidents and these documents are available to all employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Kitchens are inspected by the County Health Department and Risk Management Department and meet or exceed all applicable safety standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Right to Know Workshops conducted by Risk and Benefits Management monthly open to all employees.				
Each school has Emergency Management Plans.				
Employee and student incidents are all reported to the Risk and Benefits Management Department for review and recommendation for prevention.				

Strategies and Actions to Be Taken

Risk Management to provide kitchen staff with appropriate regulations and conduct training.

Fiscal Impact and Timeline

\$500.00 2 Months

⁵⁴ Examples include EPA guidelines, Occupational Safety and Health Administration's Hazardous Communication Standards, federal and state regulations hazardous materials plans, Asbestos Hazardous Emergency Response Act rules, and other mandated environmental and safety issues, (i.e., Refrigerant Use and Disposal, Florida Department of Labor and Employment Security regulations).

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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district has developed a school safety transportation plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. School bus service driveways at each school meet the requirements of the Florida Building Code.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district has procedures to ensure the safety of children arriving at each school or leaving each school campus, including those who walk, ride bicycles, ride in buses, or are passengers or drivers in private vehicles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Whenever feasible existing schools are renovated to provide for separate drop-off and pick-up areas for school buses and parents' and other private passenger vehicles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Whenever feasible existing schools are renovated to provide for separation of vehicular and pedestrian traffic. ⁵⁵	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
The Safety transportation plan is contained in driver's handbook.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bus drives, service drives and other vehicular drives are designed to not completely encircle the facility and that they are located so that students do not have to cross drives for access to facilities or athletic areas.				
Each School is responsible for their own site. Principals utilize staff as well as School Resource Officer.				
Where possible existing schools are renovated to provide bus loading and unloading areas separate from all other drives and loading/unloading areas.				

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

⁵⁵ In general, 27d and 27e should be feasible except where prohibited by the physical structure of the school or county regulations.

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Transportation

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

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district ensures that all new school buses purchased have an appropriate safety restraint system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district has procedures to ensure the safety of designated school bus routes and to ensure that bus stops are designated in the most reasonably safe locations. ⁵⁶	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. All persons transporting students, including school personnel, charter school personnel, and contractors, are properly licensed, trained, and qualified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district has adopted a safe driver plan that defines the threshold for unacceptable levels and types of violations by all persons transporting students and specifies consequences for those who exceed the threshold.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Each school principal ensures that all transported students receive instruction in safe riding practices and rules of conduct. ⁵⁷	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. The district clearly communicates, such as through a checklist, what steps district staff will take in response to transportation accidents or other transportation emergencies. ⁵⁸	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
State School Bus Specifications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EduLog System-Stop Review Form				
Licensed Third Party Tester.				
School Board Rule 3.1.3				
Student Registration				
Evacuation Drills; Department Checklist.				

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

⁵⁶ Procedures should include such requirements as timely reporting and identification of potential hazards by bus operators, reliable intake of reports of potential hazards by parents and other community members, physical reviews of each route and stop location by transportation personnel at least annually, and correction of agreed hazards.

⁵⁷ Student training should include at least the following: safe practices while waiting for, boarding, and disembarking from the bus; safe behavior while riding in the bus; school bus; evacuation procedures; safe behavior at railroad crossings; and, use of safety restraints (if applicable)

⁵⁸ District staff should include both bus drivers as well as other affected staff.

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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. School bus operators perform pre-trip inspection of school bus safety items and correct deficiencies before buses are used to transport students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. School bus inspections are performed every 20 days, and inspectors are trained and certified, consistent with the required procedures and criteria in the <i>Florida School Bus Safety Inspection Manual</i> . ⁵⁹	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. District procedures for school bus repair, maintenance, and quality control ensure that buses are only returned to service to transport students when all safety and mechanical systems meet the requirements of the <i>Florida School Bus Safety Inspection Manual</i> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district uses a quality control process to review, on a selective basis, the routine servicing and repair work done on vehicles in connection with the 20-day inspections and confirm the completeness of the service record.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
Pre-trip Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On File				
State Certified Inspectors/Trainers				
Lead Mechanics, Supervisor of Vehicles, Maintenance.				

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

⁵⁹ Staff should maintain a secure file, include complete records of these inspections and all work done in connection with the inspections, confirming that all buses are inspected according to the established 20-day inspection schedule