

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

1. The district has established and implemented accountability mechanisms to ensure the performance, efficiency, and effectiveness of the safety and security program.

Related Statutes and Rules

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

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

Explanation/Documentation

- Safe and Inviting School's Matrix
- District School Board Budget Development
- Discipline Referral Form

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2. The district ensures the accuracy of its safety and security related data and reports accurate data to the Department of Education.

Related Statutes and Rules

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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanation/Documentation

- School Environment Safety Incident Report
- Safe School Surveys
- TERMS – End –of-year Discipline Summary
 - TS 3076 Incident Summary
 - TS 3078 Action Summary
 - TS 3082 Discipline Referral Report
 - TS 3083 School Crime and Violence
- Gun free Schools Act (GFSA) report filed annually to the Office of Safe Schools Florida Department of Education

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

Related Statutes and Rules

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

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

Explanation/Documentation

- Recommendations of the school security officer
- School budget approval process
- Instructional/Instructional Support Allocations
- Annual Parent Survey
- School Advisory Councils
- Continuous Improvement Plans, safety committees/teams, PCSO review
- Elementary and Secondary SRO Program
- Safe School Allocations
- Safety Officer
- Traffic safety/ Crossing Guards
- Safety Organizational Chart
- Review and approval by the School Board
- Instructional/ Instructional Support Allocations

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Safety Planning

4. The district has implemented a school safety plan that includes districtwide emergency and safety procedures and identifies those responsible for them.

Related Statutes and Rules

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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanation/Documentation

- School District Improvement Plans (SDIP)
- Science Safety – No Game of Chance Handbook
- Chemical Hygiene Plan
- Emergency Evacuation Critical Incident Plan
- District Comprehensive Safety and Health Program
- District Hazardous Materials Communication Plan
- Bloodborne Pathogens Exposure Control Plan
- Tornado Safety Plan
- School Resource Officer Program contacts
- Violence Intervention Team
- Suicide Intervention and Baker Act Procedures
- District Response Team

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

Related Statutes and Rules

s. 119.071, *F.S.*

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanation/Documentation

- **Work Site Safety Committees**
- **Safe and Inviting Schools Committee**
- **School Advisory Council**
- **Law Enforcement**
- **County Emergency Management**
- **Fire Department**
- **Templates are on computer and are sent to schools as needed**
- **Guideline for Emergency Operations and Critical Incident Planning**
- **Comprehensive Safety and Health Plan**
- **District Safety Committee**
- **School Improvement Plans**

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Safety Planning

6. The district conducts an annual review of all relevant health and safety issues for each educational facility. ¹

Related Statutes and Rules

ss. 1006.07(6), 1013.12(1)(b), 1013.12(2)(b), 1013.12(2)(c), *F.S.*

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanation/Documentation

- Science Safety Annual Checklist
- Comprehensive Safety Plan
- Worksite Safety Committees
- Files in Safety Office
- Casualty, Sanitation and Fire Inspections (Safety Office)
- Annual Safety Inspection

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Safety Planning

7. The district has developed emergency response procedures.

Related Statutes and Rules

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

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

Explanation/Documentation

- Crisis Preparedness Plan (Classroom and Administrative Versions)
- Guidelines for Emergency Operations and Critical Incident Planning
- Coordinated Response Plan
- District Response Team
- Communications Plan: Policy and Procedures
- District Media Training (Inservice Rosters)
- Crisis Intervention Team

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Safety Planning

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

Related Statutes and Rules

s. 1006.07(4), *F.S.*

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanation/Documentation

- Annual science teacher training (Inservice Rosters)
- Chemical Hygiene Plan
- Tornado Safety Plan
- Guidelines for Emergency Operations and critical incident planning
- Florida Building Code
- Crisis preparedness Plan (Administrative)
- District Emergency Contact List
- Coordinated Response Plan

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

Related Statutes and Rules

s. 1006.7(4)(a), *F.S.*

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanation/Documentation

- Guidelines for Emergency Operations and Critical Incident Planning
- Annual Self Assessment
- Health, Life and Safety Inspections
- Safety and Security Audits

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Safety Planning

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

Related Statutes and Rules

ss. 1013.01, 1013.13, *F.S.*

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

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

Explanation/Documentation

- **Electronic Floor Plans**
- **On File (Safety, Law Enforcement Facilities)**

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11. The district's Master Plan for In-Service Training identifies district and school personnel training needs and provides for appropriate level of safety training for all personnel.

Related Statutes and Rules

ss. 1012.98 (4)(b)4, 1012.98(4)(b)5, *F.S.*

Does the District Meet the Best Practice? (Please provide explanation)	In			
	Yes	No	Progress	N/A
	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanation/Documentation

- Annual Safety Training for new science teachers
- Right To Know Training
- Material Safety Data Sheets
- Specialized training as needed
- SRO Contract requires faculty training, rosters, agendas
- Comprehensive Safety Plan
- Attend DOE Safety Trainings
- District Master Inservice Plan

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12. The district and each school have a code of student conduct based on stakeholder input and revised on an annual basis.

Related Statutes and Rules

ss. 1006.07(2), 1006.07(2)(c), *F.S.*

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

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

Explanation/Documentation

- Student Code of Conduct
- School Wide Discipline Plans
- Zero Tolerance
- Student Code of Conduct Committee
- Planners, Web Site
- School Site Yearly Meetings

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Discipline Policies and Code of Student Conduct

13. The district's code of student conduct and other policies provide clear procedures for handling disciplinary actions.

Related Statutes and Rules

ss. 1006.09(9), 1006.13(3), *F.S.*

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

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

Explanation/Documentation

- Code of Conduct
- School Environmental Safety Incident Report
- SRO Contract
- Crime report matrix
- Teacher Authority Act
- Alternative Schools
- Exceptional Student Education
- ISS
- OSS
- After Hours Program
- Harassment Policy
- Access to Students Guidelines
- Disciplinary policies posted in every school
- IDEA
- Section 504

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14. The district has a process in place to minimize danger to students from community members, staff, or other students.

Related Statutes and Rules

ss. 1006.07(1)(a), 1006.08(2), 1006.09(8), 1006.11, 1006.13, 1012.799, *F.S.*

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
		X	<input type="checkbox"/>	<input type="checkbox"/>

Explanation/Documentation

- **Registration Form**
- **PCSO General Orders**
- **Copies of Booking Logs, reports to employee relations, letters fromDJJ**
- **Motor Vehicle Checks**
- **DOE Guidelines on Use of Reasonable Force**
- **Student Code of Conduct**

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School Climate and Community Outreach

15. Each school has a system in place to identify students that exhibit early warning signs of, or pose a threat of future violent behavior.

Related Statutes and Rules

s. 1002.22(3)(d), *F.S.*

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In	
			Progress	N/A
	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanation/Documentation

- Violence Intervention Procedures
- Suicide Intervention Procedures
- In School Staffing Procedures
- Safety Hotline
- Student Services Teams
- Student Services Programs
- Second Step
- Aggressors, Victims and Bystanders
- Building Young Leaders
- Judges in Schools Programs
- Developmental Guidance Program
- States Attorney/Safe Schools Program
- Student Records Manual (Violence Intervention)

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16. The district identifies and implements parent and community outreach strategies to promote safety in the home and community.

Related Statutes and Rules

ss. 1003.22(1), 1003.22(4), 1006.13(3), 1006.141, *F.S.*

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanation/Documentation

- Contract with DJJ
- School crisis drills/exercises
- Coordinated Response Plan
- Juvenile Justice Council
- Shared Services Network
- CCTE Programs
- Department of Children and Family Services
- Promotional materials form FSA
- Student Planners
- School Newsletters, Newspapers
- Safety Hotline
- Student Campus Patrols
- Annual Safety Inspection

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17. The district fosters a positive learning climate and culture by assessing the school climate and implementing relevant scientifically based curricula and programs at each school.

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	In			
	Yes	No	Progress	N/A
	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanation/Documentation

- **Proven Programs – Proven programs must have been demonstrated to be effective in preventing or reducing drug use, violence, or disruptive behavior, or in modifying behavior or attitudes demonstrated to be precursors to or predictors of drug use or violence. The following are Proven Programs:**
 - G.R.E.A.T. (Gang Resistance Education and Training)
 - D.A.R.E. (Drug Awareness Resistance Education)
 - Second Step
 - C.O.M.P. (Classroom Organization Management Program)

- **Promising Programs – promising Programs/Approved Activities can be either district-developed or commercially developed. The following programs and approved activities have been implemented:**
 - S.A.S.S. (State’s Attorney/Safe Schools for middle school students)
 - Building Young Leaders/Camp Anytown activities for high school students.

- **Instructional Guidance Units delivered by guidance counselors:**
 - Accepting Differences (Tolerance)
 - Bully Be Nice: Bullying and Teasing
 - Bullies, Teasers, and Other Meanies
 - Conflict Management
 - Conflict Resolution
 - Don’t Berate – Tolerate
 - Fighting Prejudice and Discrimination (Tolerance)
 - Gun Safety Unit
 - Healthy Choices
 - Internet Safety
 - No Bullying Allowed
 - Peer Mediation or Everybody Wins
 - Stop Violence in Schools: To Tell or Not to Tell (Violence Prevention)
 - Stop Violence in the Schools: Telling or Tattling
 - Viva La Difference (Tolerance, Primary and Intermediate)

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Character Education

Inhalants – A School-wide Presentation

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

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In	
			Progress	N/A
	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanation/Documentation

- Safe drug Free Schools Program
- Safe and Drug Free Schools Advisory Council
- Safe and Drug Free School Evaluation
- Crisis Drills/Exercises

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Safety Programs and Curricula

19. Based on the district's safety assessment process (see Best Practice 6) the district implements scientifically based violence and drug prevention programs and curricula for each school. ²

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In	
			Progress	N/A
	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanation/Documentation

- Student Services Department
- Chemical Hygiene Plan
- School Health Program
- Developmental Guidance
- SADD Chapters
- Campus patrols
- Shared Services Network Project
- Student Code of Conduct
- Crisis Drills/Exercises
- Coordinated Response Plan
- Guidelines for Emergency Operations and Critical Incident Planning
- Safe and Drug Free Schools Evaluation

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Safety Programs and Curricula

20. Each school has a system in place to identify, assess and minimize the risk for students indicating a threat of, or exhibiting suicidal behavior.

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanation/Documentation

- Violence Intervention Procedures for Elementary Schools*
- Violence Intervention Procedures for Secondary Schools*
- As needed the DSBPC provides for Mental Health Assessments – referrals are made through the School Social Workers
- Instructional Guidance Units regarding suicide prevention available for school use include the following:
 - What Should I Do? Who Should I Tell?
 - Loss: The Great Equalizer, The Common Ground
 - Suicide and Loss
- School Safety Hot Line 1-877-723-2728 – toll free number to report any safety/criminal activities. The Caller may choose to be anonymous. Sponsored by the Florida Sheriff’s Association Statewide Task Force.
- School Resource Officer assigned to all secondary schools and available to all elementary school may Baker Act and transport to the Harbor on an as needed basis.

*These procedures provide administrators with a system for assessing the level of threat and determining appropriate interventions.

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21. The district designs educational facilities and sites to enhance security and reduce vandalism through the use of “safe school design” principles.

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In	
			Progress	N/A
	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanation/Documentation

- School architects agree to utilize CPTED standards in designing new schools
- Safety and Security Audits
- Department supervisors review new facilities plans
- Architectural Agreements
- School Traffic Safety Committee Minutes
- Review all planned renovations based on CETPED
- Chief Building Officer
- Fire Marshall Review
- School Safety officer
- Worksite Safety Committees
- Safety and Security Audits

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Facilities and Equipment

22. The district has procedures that govern access to each educational facility and its students and access is limited to authorized students and visitors.

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In	
			Progress	N/A
	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanation/Documentation

- School Site Procedures
- Signage
- Access to Students Guidelines

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23. The district ensures that playgrounds are properly constructed, maintained, and supervised so as to reduce the risk of injury.

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In	
			Progress	N/A
	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanation/Documentation

- Florida Building Code
- Chief Building Officer
- Annual Safety Inspection
- Worksite Safety Committees
- School Site Procedures

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Facilities and Equipment

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

Related Statutes and Rules

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

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

Explanation/Documentation

- School Safety Officer
- Security and Safety Audits
- Annual Safety Inspections
- Fire Marshall Review
- Crisis Preparedness Plans (Administrative)
- Guidelines for Emergency Operations and Critical Incident Planning
- Coordinated Response Plan

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Facilities and Equipment

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

Related Statutes and Rules

s. 1006.063, *F.S.*

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
		X	<input type="checkbox"/>	<input type="checkbox"/>

Explanation/Documentation

- Science department monitors with checklist
- CCTE Classrooms
- District Inservice Records
- Science Safety Plan
- Risk Management Assessment
- FHSAA Rules and Regulations

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Facilities and Equipment

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

Related Statutes and Rules

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

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

Explanation/Documentation

- Pasco County Health Department (each facility receives a letter grade four times a year)
- Food & Nutrition Resources Manual
- All Food & Nutrition managers and assistant managers nationally certified in food safety
- Documentation of attendance
- Food Service managers receives training three days before the school year starts
- New Employee Training
- Florida Building Code
- Design Standards and Health Department regulations
- Five Star Program
- All Food Service Managers have a copy of health regulations
- Suspected Food Borne Illnesses Report

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

Related Statutes and Rules

ss. 1006.21, 1006.22, 1006.23, *F.S.* and Rules 6-2.001; 6-3.017(2)(e)2.b, *F.A.C.*

Does the District Meet the Best Practice? (Please provide explanation)	In			
	Yes	No	Progress	N/A
	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanation/Documentation

- School Transportation Safety Plan
- Chief Building Officer
- Florida Building Code
- 3 year comprehensive audit
- School Traffic Safety Committee
- School Dismissal Plans

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Transportation

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

Related Statutes and Rules

ss. 316.6145, 1006.22(12)(c), 1012.45, *F.S.* and Rules 6A-3.0141, 6A-3.0151, and 6-3.017, *F.A.C.*

Does the District Meet the Best Practice? (Please provide explanation)	In			
	Yes	No	Progress	N/A
	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanation/Documentation

- Florida Bid Specifications
- Florida Association of Pupil Transportation – 1987 criteria
- Job description
- Documentation in personnel file
- Safe Driver Plan – Revised 1998
- Code of Conduct
- Emergency Bus Evacuation (twice a year)
- Vehicle Accident Report
- Accident Plan (handbook)
- Emergency Call Number posted in every vehicle

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

Related Statutes and Rules

s. 1006.22 *F.S.*; and Rules 6-3.017(2)(e), 6-3.017(8), *F.A.C.*

Does the District Meet the Best Practice? (Please provide explanation)	In			
	Yes	No	Progress	N/A
	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanation/Documentation

- Pre-Trip Inspection Log
- Request for Repair Form
- Certified Bus Inspector Training
- List of certified bus inspectors
- Certified Bus Inspection Form (State Form)
- Preventive Maintenance Schedule
- 20 Day Maintenance Schedule
- Shop Coordinator signs off on work orders
- DOE Comprehensive Audit
- Certified Inspectors