

**Pinellas County Schools
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.

Related Statutes and Rules

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

Yes No In Progress N/A

The District Safety and Security Council has been organized and is meeting on a regular basis to better align resources and develop a strategic plan.

X

A safe learning environment is one of the district's three main strategic directions and although, some unification of safety and security has occurred during the last year, there still exists multiple programs that address various areas.

Strategies and Actions to Be Taken

The District Safety and Security Council will develop a strategic plan consistent with the school districts strategic direction for a safe learning environment. District resources will be aligned and allocated to meet the strategic goals. In order to unify the district's safety and security efforts and to develop more specific goals, it is recommended that the district adopt the seven general areas (and the accompanying twenty-nine best practices) as the primary measure of a safe learning environment. The district now has a safety and security committee, which meets regularly and will be charged with developing a comprehensive safety and security program. This committee will coordinate the following:

- ◆ *Improve data reporting and increase accuracy.*
- ◆ *Develop goals and objectives for the district's safety and security program.*
- ◆ *Develop performance, cost efficiency measures and interpretive benchmarks to use in management decision-making.*
- ◆ *Develop an assessment tool and implement to evaluate performance and cost of the safety program, cost savings of alternatives.*
- ◆ *Develop and implement strategies to assess the reliability of program and performance cost data.*
- ◆ *Coordinate and conduct an independent review of the safety and security program.*

Fiscal Impact and Timeline

To be determined.

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.

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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			

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

N/A

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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.

Related Statutes and Rules

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

Yes No In Progress N/A

The District Safety and Security Council will continue to review the programs organizational structure and staffing levels.

X

A safe learning environment is one of the district's three main strategic directions and although, some unification of safety and security has occurred during the last year, their still exists multiple programs that address various areas.

Strategies and Actions to Be Taken

Risk Management will provide financial resources to contract with a consultant to review the district safety plan, which will identify the roles and responsibilities of key players. In addition, the district will work with groups such as PCTA, SAC and PTA to develop and conduct a review of the organizational structure and staffing of the safety and security programs. Some objectives are:

- ◆ *Implement an annual review of the program's organizational structure and staffing levels.*
- ◆ *Work with groups such as PCTA, PTA, SAC to develop and conduct review.*
- ◆ *Develop a method to demonstrate appropriate structure and staffing levels.*
- ◆ *Develop lines of authority and span of control.*
- ◆ *Develop review process through Personnel Department and distribute finding to Board.*

Fiscal Impact and Timeline

N/A

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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			

Strategies and Actions to Be Taken

N/A

Fiscal Impact and Timeline

N/A

Safety Planning

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

Related Statutes and Rules

s. 119.071, *F.S.*

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

Strategies and Actions to Be Taken

NA

Fiscal Impact and Timeline

NA

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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]

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			

Strategies and Actions to Be Taken

N/A

Fiscal Impact and Timeline

N/A

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			

Strategies and Actions to Be Taken

N/A

Fiscal Impact and Timeline

N/A

Safety Planning

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

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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			

Strategies and Actions to Be Taken

Working on developing and improving model

Fiscal Impact and Timeline

TBD

Safety Planning

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

Related Statutes and Rules

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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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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			

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

Safety Planning

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

Related Statutes and Rules

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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

N/A

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Discipline Policies and Code of Student Conduct

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

Related Statutes and Rules

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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

Strategies and Actions to Be Taken

N/A

Fiscal Impact and Timeline

N/A

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			

Strategies and Actions to Be Taken

N/A

Fiscal Impact and Timeline

N/A

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School Climate and Community Outreach

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

Related Statutes and Rules

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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

Strategies and Actions to Be Taken

N/A

Fiscal Impact and Timeline

N/A

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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
<i>The District currently has a district threat assessment team in place that will provide training for administrators and student services in best practices adopted by the USDOE and the US Secret Service. The team also provides consultation to schools who have determined that a student poses a possible threat of targeted violence.</i>			X	

Strategies and Actions to Be Taken

The District Threat Assessment Team has attended USDOE and US Secret Service training. They have also done an extensive literature review for best practices. The team is currently developing an action plan for all schools and student services personnel to use when a student is determined to possibly pose a threat of targeted violence. Upon the District acceptance of the training plan for Threat Assessment, a systematic training schedule will be developed. This training will include all principals and assistant principals, social workers, psychologists, and guidance counselors. This training will provide the guidelines for determining if an assessment is warranted, procedures and timelines to follow in conducting the assessment, and follow up once the assessment is completed.

Fiscal Impact and Timeline

There are no fiscal impacts at this time.

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School Climate and Community Outreach

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

Related Statutes and Rules

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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

Strategies and Actions to Be Taken

N/A

Fiscal Impact and Timeline

N/A

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Safety Programs and Curricula

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

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
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<i>Through the district's safe and drug free schools office relevant, science-based curricula in school climate and culture building programs are available to students, staff and parents. School climate surveys are administered to students, staff and parents as part of the data collection process for school improvement planning.</i>			X	
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Strategies and Actions to Be Taken

The District Discipline Steering Committee is currently reviewing best practices to determine appropriate programs to support positive school climate and suspension reduction initiatives.

Fiscal Impact and Timeline

No fiscal impact at this time. Recommendations will be given to the Superintendent in Summer 2003.

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Safety Programs and Curricula

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

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

Strategies and Actions to Be Taken

N/A

Fiscal Impact and Timeline

N/A

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]

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

Strategies and Actions to Be Taken

N/A

Fiscal Impact and Timeline

N/A

Safety Programs and Curricula

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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
<i>The District under the leadership of the Student Services Department conducted district-wide training during the 2002-2003 school year. Training was directed to all school-based staff with additional training directed to all student services staff. Currently the Signs of Suicide (SOS) curriculum is being adopted for use in health education classes at grades 8&10. Key personnel will be trained as trainers to provide leadership in suicide prevention education.</i>			X	

Strategies and Actions to Be Taken

A school psychologist has been designated to provide support to students re-entering school after hospitalization for suicide education. The psychologist will work with the student, family and school personnel to ensure appropriate services and assistance.

Fiscal Impact and Timeline

Costs will be assumed through district budget for school psychological services.

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Facilities and Equipment

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

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

TBD

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
<i>An annual inspection of all facilities is conducted.</i>	X			

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

To Be Determined

Facilities and Equipment

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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			

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

TBD

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			

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

TBD

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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			

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

TBD

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			

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

TBD

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Transportation

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

Related Statutes and Rules

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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

TBD

Transportation

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

Related Statutes and Rules

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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

TBD

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Transportation

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

Related Statutes and Rules

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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

TBD