

**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
The district is in process of pulling together all parts of the safety and security program under a central control. This action will streamline processes, enable the district to establish performance measures, set benchmarks and establish cost efficiency. Currently the district uses a decentralized approach to safety and security programming. This approach, while very helpful at a local level, prohibits the district from fully evaluating the extent to which needs are met and the fiscal impact upon the district as a whole.	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>

Strategies and Actions to Be Taken

The following actions have been initiated:	Person (s) responsible
Step 1 Work with an external consultant to complete a district-wide security audit	Security Manager
Step 2 Centralize all processes and policies that deal with safety and security	Appropriate, Executive Director
Step 3 Survey peer districts for organizational strategies related to security	Security Manager
Step 4 Survey other governmental agencies for organizational strategies	Appropriate, Executive Director

Fiscal Impact and Timeline

Fiscal Impact:	Cost/Fund
Security Audit by outside consultant	approx \$138,000- Already Funded
Staff time, travel and postage for gathering resources from districts and agencies	approx 2,000 General Fund

Timeline:

All activities to be completed by September 30,2003

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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
Currently there is no one person assigned to the responsibility of reviewing and validating SESIR data. In addition, the staff development of persons involved in filing and compiling data has been confined to one time during the year. The district is in process of centralizing this function and combining the SESIR data with other security data collected in the district.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The district has committed to take the following actions to formally review SESIR data as part of a comprehensive central security program:

Person(s) responsible
Step 1 Identify one individual to review and validate data for SESIR
Step 2 Develop a process for inservicing schools and others regarding the need for data
Step 3 Coordinate the SESIR data with other district security data

Fiscal Impact and Timeline

Fiscal Impact:

None

Timeline:

All activities are to be completed by September 30,2003

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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)	In			
	Yes	No	Progress	N/A
The district is in process of re-organizing and centralizing its safety and security function programs. An outside consultant has been contracted to complete a security audit. Current Crisis Intervention Plans and other district processes will be assessed for effectiveness. Centralization of the Security program may potentially require additional or re-assigned staff.	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>

Strategies and Actions to Be Taken

The district is committed to the following actions:	<u>Person (s) responsible</u>
Step 1 Review the report of the consultant	Security Task Force
Step 2 Determine appropriate staffing needed (if any) to implement recommendations	Appropriate, Executive Director
Step 3 Work with local Emergency Management staff to coordinate planning	Appropriate, Executive Director
Step 4 Recommend an organizational structure to meet district security needs	Associate Superintendent

Fiscal Impact and Timeline

Fiscal impact:

Unknown at this time

Timeline:

All activities need to be completed by September 30, 2003

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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
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School improvement plans are required to address safety. The principal's evaluation includes an area that addresses the safety of the school. Critical incident plans are in place at all sites.	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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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

The district has in place a Critical Incident Plan that was developed in conjunction with SROs, the schools and emergency response agencies – Plans are revised annually and disseminated to emergency response agencies. Schools conduct drills twice annually. The district has recently contracted to have a complete security assessment conducted to assess the plan’s strengths and weaknesses.

x

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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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
Each year site surveys are conducted by Facilities personnel responsible for maintaining compliance with safety codes. Cost center heads are involved in the review and work with appropriate personnel to correct any problems.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

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

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Safety Planning

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

Related Statutes and Rules

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

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

All indicators are included in the district's Critical Incident Plan. Each staff member is provided a Critical Incident Plan guide. Critical Incident posters that provide information of actions required are posted in all classrooms and work areas.

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

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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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
Fire drills and Critical Incident drills are conducted twice annually. Drills are reported and logged in the Telecommunications Department.	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

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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

The Facilities Department has worked with area emergency response agencies to ensure floor plans and blueprints are available.

x

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

Related Statutes and Rules

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

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

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

A broad array of training is offered to meet the needs of both instructional and non-instructional personnel. These include training on the following topics: Critical Incident Plan; CPI; Team; Summer institute on suicide prevention and violence prevention; OSHA training; First Aid/CPR; Plant Operation Safety training, etc. However training opportunities are decentralized and may not be made available to all staff.

Strategies and Actions to Be Taken

Step	Staff Responsible
Step 1. Compile the district training opportunities into a master schedule.	Executive Director BBS
Step 2. Identify target staff for various trainings.	Training Supervisor
Step 3. Provide a documentation system for maintaining records.	Training Supervisor

Fiscal Impact and Timeline

Timeline	Cost/Fund
Provide master schedule for Safety and Security training by December 2003.	Unknown at this time

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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
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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
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The district annually revises the Code of Student Conduct. The committee includes representation from all stakeholders: District-level staff, administrators from all levels, law-enforcement, transportation, students and parents. The code is reviewed and approved by the Safe and Drug Free Schools Advisory Committee and the Sarasota County School Board.

x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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Discipline Policies and Code of Student Conduct

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

Related Statutes and Rules

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

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

Yes No **In Progress** N/A

The Sarasota County Schools Disciplinary Procedures is in compliance with all state and federal mandates. The manual is used throughout the district in all situations requiring discipline. School Resource Officers are on site and are available to provide assistance when needed in disciplinary situations.

x

Strategies and Actions to Be Taken

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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
Sarasota County Schools complies with the student disclosure requirement. The District Disciplinary Procedures manual addresses the reporting of unlawful use, possession, distribution or sale of controlled substances. In conjunction with law enforcement information regarding student/employee charges and convictions as well as information regarding registered sex offenders is regularly provided to administrators and school resource officers.	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

Related Statutes and Rules

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

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

Training is provided throughout the school year dealing with student behaviors by qualified staff intervention assistance. Teams are in place at every school to discuss and provide assistance to students. Counseling is provided for students with violent behaviors and special programs are in place for students to attend. Information is confidential unless parent places in writing to whom information may be shared with unless law enforcement is involved. The interagency agreements are in place to share information.

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

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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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
The district has several interagency agreements in place that facilitate communication and the share information with the Department of Juvenile Justice. The district works directly with law enforcement to provide the schools with safety programs. The "Be Brave Hotline" is in place for students to report safety issues and concerns. Information is sent home to parents annually to inform them of the various programs and procedures in place concerning safety, health examinations and immunizations. It is also referenced in the Code of Student Conduct, which is sent to every parent in the district.	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

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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)

Yes No **In Progress** N/A

The district administers the Youth Risk Behavior Survey annually to high school students in odd years and middle school students in even years. In addition, the Communities That Care Survey was added in 2003-04. The district and individual schools base their programs on the data from these surveys. Individual School Improvement Plans reflect safe and orderly schools as one of their goals.

x

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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

The annual plan is approved by the Safe and Drug Free School Advisory Committee, which is a subcommittee of the Sarasota Juvenile Justice Council. Research-based programs are included in the annual SDFS Plan. An independent evaluation of one component of the 2002-03 SDFS Plan will be completed by June 2003.

x

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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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
Research-based programs/curricula are included in the annual Safe & Drug Free Schools Plan. Mini Grant funds are available to all schools through Safe and Drug Free Schools. District curriculum is correlated with Sunshine State Standards and DOE Program Inventory. Conflict resolution/Anger Management Programs are at all schools including Silence Hurts/Be Brave, October Prevention Month activities, Students Against Destructive Decisions, Students Working Against Tobacco, etc.	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

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² These programs should be designed to improve overall student performance, reduce risk factors and warning signs, prevent bullying or harassment, and improve student behavior.

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Safety Programs and Curricula

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

Related Statutes and Rules

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

Youth Risk Behavior Survey data is reviewed annually. Suicide ideation/attempts are included in this student survey. Programs/trainings for students, and staff address these identified needs. A Summer Institute on Suicide & Violence Prevention was held August 2002 and schools did individual Action Plans to address these needs.

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

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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

Construction Services Department prefers to engage Architects that have had “Crime Prevention Through Environmental Design” (CPTED) training. This is in addition to the State mandated safety requirements as identified in the State Florida Building Code. In addition “Life Safety” items are addressed in all facility renovation designs as needed. As renovations occur at a facility, safety items are addressed: traffic bollards, security camera systems, and security/traffic mirrors, etc. Also, the Construction Services Department “Hosted” a three (3) day accredited CPTED Training Workshop for Architectural firms and our staff October 7-8-9, 2002 in our Board Room

x

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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

School facilities are designed with the minimal amount of entrances allowed by State of Florida Building Code that incorporate a functional school design. All school facilities have a clearly identified central office to receive visitors. Students are released only to parents, guardians, or other identified appropriate people and all buildings are secured when unoccupied utilizing Code compliant “Panic Hardware”. A key control program is current on all school campuses.

x

Strategies and Actions to Be Taken

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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

The District utilizes the “Handbook for Public Playground Safety” in selecting approve playground equipment. The district conducts daily visual inspections by the Facilities Department and an annual comprehensive inspection of all playground equipment. Equipment needing repair is identified to the Facilities Department from the school through the Districts “Work Order” system or identified by the daily inspection conducted by Facilities Department. During school hours when children are in the playgrounds there are monitored by Teachers and Teacher Aides.

x

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.

Related Statutes and Rules

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

All school facilities have a security alarm system that is connected to a central Security office. The Districts Fire/Safety staff member conducts annual safety inspections on all school facility buildings. Each school campus is equipped with first aid kits and "critical incident plan kits".

Yes	No	In Progress	N/A
x	<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

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

All school facilities are equipped with fire extinguishers that are inspected on a routine basis and first aid kits. In instructional areas with dangerous equipment appropriate storage cabinets, goggles exhaust fans; cabinets with hoods, fire blankets, fire extinguishers, eye wash station, and first aid kits are provided. Teachers are trained online using Fisher Scientific Safety Training and then train students.

x

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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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

A Hazardous Communication training program is conducted by the District to food service staff and Material Safety Data Sheets are located at each school. In addition, School Health Services Manual and OSHA Compliance Manuals are located at each school facility.

x

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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

Related Statutes and Rules

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

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

	Yes	No	In Progress	N/A
All school sites are designed with transportation safety as a priority. Site plans are altered if an unsafe area is discovered.	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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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)

The Transportation department regularly assesses the safety of bus stops. Emergency procedures are practiced by staff and students.

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

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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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)	Yes	No	In Progress	N/A
All State laws and DOE rules are followed through district operational procedures. Documentation is maintained for all inspections and repairs.	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline