

**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.

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"/>

- **Surveys: Communities That Care**  
Florida Risk Survey  
Climate Survey
- **Capital and Operations Budget Approval Process**
- **Purchasing Bid Process for Safety and Security Vendors**
- **Inspections conducted randomly at all locations to ensure compliance with safety programs**

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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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
<ul style="list-style-type: none"><li>• Discipline Referral Form</li><li>• SASI Program</li></ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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.

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"/>

- Position allocations are reviewed annually
- The School Board reviews and approves the organizational structure and staffing levels of all SCPS departments

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**Safety Planning**

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

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"/>

- School Improvement Plans
- SCPS District-wide Emergency Management Plan
- School Planning/Team Assignments section identifies key personnel and their specific duties for responding to emergencies
- School Resource Officer Program
- Seminole County Interagency Agreement

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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
<ul style="list-style-type: none"> <li>Committee consists of educators, parents, law enforcement, county emergency management and fire department</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**Safety Planning**

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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
<ul style="list-style-type: none"> <li>• Annual Fire/Safety inspections are conducted by the municipal and county fire departments.</li> <li>• Annual Fire/Safety, Casualty and Sanitation Inspection conducted by certified inspectors from SCPS Facilities Maintenance and the State Fire Marshal's Office.</li> <li>• Florida Youth Tobacco Survey</li> <li>• Youth Physical Activity and Nutrition Survey</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<sup>1</sup> Conducting this self-assessment does not meet the requirements of this practice.

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**Safety Planning**

7. The district has developed emergency response procedures.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
<ul style="list-style-type: none"><li>• Emergency Management Plan</li><li>• District Response Team</li><li>• Crisis Response Team</li></ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**Safety Planning**

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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
<ul style="list-style-type: none"> <li>• The Emergency Management Plan provides step-by-step instructions for responding to an array of emergency situations that could occur on a campus</li> <li>• Code Yellow/Red procedures for initiating campus lockdowns are included in the Emergency Management Plan.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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"/>

- Copies of emergency evacuation reports are sent to the Safety Coordinator monthly

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**Safety Planning**

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

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"/>

Plans are updated as needed and provided to county and municipal fire/rescue departments, law enforcement agencies and the Office of Public Safety. Blueprints are available as needed.

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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.

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"/>

Training provided to school and district personnel by in-house and outside agencies include:

- CPR
- First-Aid
- Facilities Equipment Training
- Emergency Response
- Conflict Resolution
- Class Management
- Non-Violent Crisis Intervention

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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.**

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
<ul style="list-style-type: none"> <li>• The Student Conduct and Discipline Code is issued to all students/parents at the beginning of each school year</li> <li>• The Discipline Committee reviews and revises annually</li> <li>• School Board Approved</li> <li>• Available on the SCPS Website</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**Discipline Policies and Code of Student Conduct**

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

<b>Does the District Meet the Best Practice? (Please provide explanation)</b>	<b>Yes</b>	<b>No</b>	<b>In Progress</b>	<b>N/A</b>
<ul style="list-style-type: none"><li>• Zero Tolerance</li><li>• School Resource Officer Program</li><li>• Teacher Authority Act</li><li>• Alternative Schools</li></ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
<ul style="list-style-type: none"> <li>• Felony Arrest Notification System (FANS) Program</li> <li>• Student Conduct and Discipline Code</li> <li>• DOE Guidelines on Use of Reasonable Force</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
<ul style="list-style-type: none"> <li>• Early Warning Signs of Violence Inservice Training</li> <li>• Student Study Group</li> <li>• Discipline Referral Form</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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"/>

- Violence Free Community Month
- Needs Assessments conducted at all schools
- Safe and Drug Free Schools Advisory Committee
- Interagency Agreement
- Speak-Out Hotline

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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.

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"/>

- School Climate Survey
- Bullying Prevention Program
- Kids Against Crime
- Violence Prevention Youth Conference
- Conflict Resolution
- Peer Mediation
- Truancy Group
- In School Support Group
- Positive Behavior Support

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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
<ul style="list-style-type: none"> <li>• Research-based, reviewed and approved through SDFS Advisory Board</li> <li>• SDFS Grant Final Report includes performance review of all programs</li> <li>• Tobacco Enforcement training for administrators and security officers</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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.<sup>2</sup>

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
<ul style="list-style-type: none"> <li>• Peer to Peer Program</li> <li>• Kids Against Crime</li> <li>• Violence Prevention Youth Conference</li> <li>• Bullying Prevention Program</li> <li>• Conflict Resolution</li> <li>• Peer Mediation</li> <li>• In School Support Group</li> <li>• Positive Behavior Support</li> <li>• Signs and Symptoms Training</li> <li>• Seminole County Interagency Agreement</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<sup>2</sup> 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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
<ul style="list-style-type: none"><li>Guidance Manual is being developed for each Counselor</li></ul>	<input checked="" type="checkbox"/>	<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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
<ul style="list-style-type: none"> <li>Safety/Security requirements for new school construction and renovations are included in architectural contracts.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
<ul style="list-style-type: none"><li>• Visitor access procedures and corresponding signage are in place at all schools and school board offices per design.</li><li>• Most high schools utilize their parking lot security officers to monitor and control entry/exit activity.</li></ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
<ul style="list-style-type: none"> <li>• SCPS follows the CPSC (Consumer Product Safety Commission) and ASTM (American Society of Testing Materials) guidelines for purchasing and installation of all playground equipment.</li> <li>• All equipment is installed by NPSI (National Playground Safety Inspectors) certified installers.</li> <li>• Teachers and/or staff members supervise playground areas.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**Facilities and Equipment**

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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
<ul style="list-style-type: none"><li>• Fire detection and security systems in place at all schools and School Board offices</li><li>• Fire extinguishers installed at all locations according to NFPA requirements and are inspected annually by a certified contractor.</li></ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**Facilities and Equipment**

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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
<ul style="list-style-type: none"> <li>Secondary schools have a safety video and DOE safety science manual (No Game of Chance) that is reviewed annually by the Curriculum Department staff and shared with administrators and new teachers.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**Facilities and Equipment**

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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
<ul style="list-style-type: none"> <li>• Cafeteria sites are routinely inspected by the Health Department and Food Services Administration for compliance with state and local health regulations and SCPS guidelines.</li> <li>• All Food Services personnel receive comprehensive training at the beginning of each school year.</li> <li>• New Food Services managers complete a Manager Training program before being assigned to a cafeteria site.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
<ul style="list-style-type: none"> <li>School design projects that affect bus and vehicle traffic flow, parent pick-up/drop-off areas, the number and location of crosswalks, crossing guards and entry points are reviewed and approved by the School Safety Advisory Committee.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**Transportation**

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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
<ul style="list-style-type: none"> <li>• SCPS Transportation Routing Procedures</li> <li>• 8 –Hour Inservice Training</li> <li>• CDL Training</li> <li>• Testing</li> <li>• Safe Driver Plan</li> <li>• Safety Rules</li> <li>• Accident Procedures</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
<ul style="list-style-type: none"><li>• Driver Pre-Trip Inspection Log</li><li>• Bus Inspections performed every 20 days by certified mechanics</li></ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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