

School Safety & Security Best Practices With Their Associated Indicators
2003-2004 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)

District Safety Committee and Strategic plan provide goals and objective for the Safe School Program.

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

Strategies and Actions to Be Taken

Strategic Plan Includes updated goals and objectives.

Fiscal Impact and Timeline

Annual review of programs minimal impact 2004-05

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Efficiency and Effectiveness

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

Related Statutes and Rules

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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Data entry, MIS personnel, and school administrators ensure best practices are met	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

New administrators will be trained on SESIR as required.

Fiscal Impact and Timeline

Training is no cost 2004-5

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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 unnecessary administrative layers and processes.

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Each school year the superintendent and the School Board review the staffing allocations for each school to ensure a safe environment, within available funds.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

None

Fiscal Impact and Timeline

No present fiscal impact. Staffing may be impacted based on available funding during the 2004-2005 year.

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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, and 1002.20(22), *F.S.*

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
During 2003-2004, the safety manual was reviewed and undated with input from school personnel along with School Board Members. Principals evaluate the area of safety on an annual basis.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

During the 2004-05 school year, emergency procedure training will be provided to emergency service personnel, school administrators, school faculty and staff, and parents. Training procedures will be joint effort with DOE and County EMS

Fiscal Impact and Timeline

None for 2004-05

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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
Local emergency and law enforcement agencies are involved with updated procedures.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Interagency training and strategy planning

Fiscal Impact and Timeline

Minimal for 2004-2005

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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), and 1013.12(2)(c), *F.S.*

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Each school has a safety and health committee. SREF inspections are conducted annually. Safety and Health issues are given priority for capital outlay projects.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Immediate response and timely implementation of solutions to IAQ and other health issues will be addressed as a written document.

Fiscal Impact and Timeline

Minimal for 2004-05

¹ 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.

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Emergency Procedures and a communication plan are in place.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategies and Actions to Be Taken				
Organization and training of personnel				
Fiscal Impact and Timeline				
Minimal for 2004-05				

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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
Quick reference charts have been issued to all schools	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Updated charts to be developed.

Fiscal Impact and Timeline

None 2004-05

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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
Various emergency response drills are conducted monthly and reviewed by District.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Handbook to be developed with new "Check" forms.

Fiscal Impact and Timeline

Minimal 2004-05

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Safety Planning

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

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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Plans have been issued to all appropriate agencies. Both in plan form and CD.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Update as necessary to reflect FISH changes.

Fiscal Impact and Timeline

None

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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 levels of safety training, including classroom management and violence and alcohol, tobacco, and other drugs training, for all appropriate personnel.

Related Statutes and Rules

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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Master plan is developed and reviewed each year to meet district's need	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Plan strategies to provide training as required within limited time-frames

Fiscal Impact and Timeline

Based on funding availability for in-service training 2004-2005

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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) and 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 code of conduct policy manual was revised during the 2003-2004 school year. These policies are sent home to parents on an annual basis. Students are made aware of changes.

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

Update as necessary

Fiscal Impact and Timeline

None 2004-2005

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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) and 1006.13(3), *F.S.*

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In	
			Progress	N/A
Discipline policies and code of conduct are revised to be compliant with requirements and addresses all areas of conduct and discipline.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Regular review and application as required

Fiscal Impact and Timeline

Minimal 2004-05

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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, and minimize danger to teachers from students.

Related Statutes and Rules

ss. 1006.07(1)(a), 1006.08(2), 1006.09(8), 1006.11, 1006.13, 1012.799, 1003.31, and 1003.32, *F.S.*

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In	
			Progress	N/A
Disclosure requirements are in place. Collaborative efforts are made with all law enforcement agencies to ensure student records and convictions are carefully tracked and reviewed.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

SRO personnel and campus surveillance with monitoring provided to minimize dangers.

Fiscal Impact and Timeline

As funding becomes available, equipment and personnel will be utilized during 2004-05

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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
Programs are in place to identify behavior patterns	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Intervention and Emergency response training will provide additional skill levels to staff

Fiscal Impact and Timeline

Minimal 2004-05

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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), and 1006.141, F.S.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Crime watch programs are being restored. District safety hotlines are available	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

Strategies and Actions to Be Taken

Continue to implement as many programs as practical and involve public.

Fiscal Impact and Timeline

Minimal 2004-05

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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.²

Related Statutes and Rules

ss. 1004.04 and 1004(b)(2), *F.S.*

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Curricula programs are in place and school climate surveys are intergraded into the School advisory program.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

District to review climate surveys during 2004-2005 school year to insure specific questions relating to safety issues are included at all schools.

Fiscal Impact and Timeline

None 2004-05

² Article IX, Section 1, Florida Constitution.

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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
A SDFS plan has been developed and is reviewed on a regular basis.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Review plan and update as necessary

Fiscal Impact and Timeline

None annually

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Safety Programs and Curricula

19. Based on the district's prevention needs assessment process, the district implements scientifically based violence and drug prevention programs and curricula for each school. ³□

Related Statutes and Rules

s. 1003.32, F.S.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Prevention curriculum is offered at most grade levels. Code of conduct handbook addresses dress code and crime and drug issues.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Goals and strategies will be written to expand prevention curriculum to all grades to ultimately reduce violence and risk factors.

Fiscal Impact and Timeline

Minimal 2004-05

³ 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)	Yes	No	In Progress	N/A
Behavioral specialists and life-skills counselors are available. Procedures are in place to handle all behavior patterns.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Additional training will be disseminated to schools during the 2004-2005 school year.

Fiscal Impact and Timeline

Minimal 2004-05

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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
Maintenance and facility personnel are familiar with CPTED principals. CPTED is incorporated into remodeling and new construction projects.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Coordinate with NEFEC Building Official and Board Architect on CPTED principals on all projects

Fiscal Impact and Timeline

None 2004-05

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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
Computerized key control system. ID badges are worn by students and staff	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Revise Key control policy and re-key specific areas.

Fiscal Impact and Timeline

Minimal or none 2004-05

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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.

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Personnel have been trained to inspect playgrounds and certified contractors conduct installations. Records are maintained and equipment replacement is funded annually.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Frequent inspections, repair or replacement of equipment with unsafe conditions.

Fiscal Impact and Timeline

Cost varies as to assessment of equipment condition. Annually

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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
District has monitored services performed by professionals.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

District needs to look at cost efficiency and quality of additional surveillance equipment and DR kits.

Fiscal Impact and Timeline

Cost will vary for each site and timeline due to funding may be years.

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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 labs and shops contain appropriate safety equipment. Lab safety training is made available to school personnel. PPE is available to employees who require it.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Review policies and procedures and update as necessary

Fiscal Impact and Timeline

Minimal for 2004-05

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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
Procedures are known however; procedures need to be written for food service incidents.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

Strategies and Actions to Be Taken

Written plan to be completed in 2004-05. Handbook written for food service employees.

Fiscal Impact and Timeline

Minimal 2004-05

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Transportation

27. The district has procedures to create a 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.*; Rules 6A-2.001 and 6A-3.0171(2)(e)2.b., *F.A.C.*

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Transportation handbook. Facility and Maintenance master plan 2004-05 for traffic control measures bus/student loading and parent/student loading areas.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Improvements in existing areas and new areas developed where needed

Fiscal Impact and Timeline

\$50,000 2004-05

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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), and 1012.45, *F.S.*; Rules 6A-3.0141, 6A-3.0151, and 6A-3.0171, *F.A.C.*

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

Strategies and Actions to Be Taken

Transportation Handbook will be revised 2004-05

Fiscal Impact and Timeline

None 2004-05

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Transportation

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

Related Statutes and Rules

s. 1006.22, *F.S.*, and Rules 6A-3.0171(2)(e) and 6A-3.0171(8), *F.A.C.*

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Director of transportation pulls any bus not having a 20day service inspection from use until service is qualified and record recorded. Personnel are certified in bus safety inspection processes	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Review and update of procedures as required or necessary.

Fiscal Impact and Timeline

Minimal for 2004-05