

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)	Yes	No	In Progress	N/A
Safety Audit, School Climate Survey, Florida Youth Substance Abuse Survey, SDFS Needs Assessment, District -wide Strategic Plan	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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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
Discipline Referrals, Pupil Accounting Office data, Safe Schools Department data, SESIR training through Safe Schools Department, On-line SESIR training, Safe Schools Coordinator	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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
Board approved Staffing Plan, Approved Allocation Committee Staffing Plan, Safety Audit process, School and Workplace Committee assignments, Job Analysis Report, District-wide Strategic Plan	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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
School Improvement Plans, District-wide Emergency Response and Crisis Management Plan, School and Workplace Committee and assignments, Safety Audit, Safe Schools Committees, Safe Schools Department	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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
Safe Schools Department, Emergency Response and Crisis Management Plan and teams (District and County Partners), Safe Climate Coalition, Student Code of Conduct Revision Committee, SDFS Advisory Committee	X	<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. 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
Annual inspection by certified fire inspector, Assistant Superintendent for Business and Support, Health and Safety Officers, Director of Facilities, Safe Schools Department	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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 Response and Crisis Management Plan, Public Information Officer, Relationship with law enforcement and emergency response departments, Safe Schools Department, Crisis Response Boxes, Safe Schools Handbook, Student Services Grief and Loss Manual, Student Services Crisis Team	X	<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.

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
Emergency Response and Crisis Management Plan, Safe Schools Department training, Crisis Response Box	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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
Health and Safety Office requirements, Emergency Response and Crisis Management Plan, mandatory emergency drills, fire and severe weather drills	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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 and 1013.13, *F.S.*

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Director of Facilities has provided to each school, Sheriff's Office and a copy in the Director of Facilities' office	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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
Staff Development Master In-Service Plan, Staff Development Department trainings, Safe Schools Department trainings, Curriculum Department trainings, Health and Safety Office trainings, Risk Management	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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
Student Code of Conduct, Student Code of Conduct Revision Committee, Safe Schools Coordinator, Safe Schools Department	X	<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.

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
Student Code of Conduct, Safe Schools Department, Safe Schools Handbook, Student Services Department, School Board Policies 5.32 and 5.34	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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)

School Enrollment Form, Student Code of Conduct, Safe Schools Department, Court Liaison from Sheriff's Office for information, established and posted school procedures for sign-in (School Board Policies 3.40 and 9.60)

Yes	No	In Progress	N/A
X	<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.

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
Student Services personnel and training, Safe Schools Department training, School Crisis Team, LifeStream Behavioral Center counselors, Arnette House counselors, Safe Schools Handbook	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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
Cooperative Agreement with Department of Juvenile Justice, Student Services Department, local law enforcement, Safe Schools Department, DARE, GREAT, Hotline, Single School Culture, Ambassador Program, Youth Crime Watch, Assistant Superintendent for Business and Support, Health and Safety Office, Annual Comprehensive safety Report, Safe Climate Coalition, monthly parent article for school newsletters by Safe Schools Department	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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
School Climate Surveys, Florida Youth Substance Abuse Surveys, SDFS Needs Assessment, Safe Schools Department and preventions curricula (<i>Second Step</i> and <i>Mendez</i>), Youth Crime Watch, Safe Climate Coalition presentations, Single School Culture, Ambassadors Program	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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
SDFS Advisory Committee, Safe Climate Coalition, Student Code of Conduct, Student Code of Conduct Revision Committee	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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
SDFS Needs Assessment, Safe Schools Department and prevention curricula, Student Code of Conduct, SDFS Advisory Committee, Safe Climate Coalition	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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
Student Services Department personnel and training, Staff Development training for new teachers, School Crisis Teams, Student Services Grief and Loss Manual, Safe Schools Handbook	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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
Assistant Superintendent for Business and Support, Director of Facilities, Director of Maintenance	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

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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
Student Code of Conduct, established and posted school procedures for sign-in (School Board Policies 3.40 and 9.60), Safe Schools Department, Safe Schools Handbook, Court Liaison information, Emergency Response and Crisis Management Plan	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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
Inspections by school custodians, principals, Director of Facilities, and Health and Safety Officers, Maintenance Department	X	<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.

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Director of Facilities, Health and Safety inspections, Safe Schools Department, Crisis Response Box, Emergency Response and Crisis Management Plan, Director of Transportation	X	<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.

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
Director of Facilities, Athletic trainers at each High School, Health and Safety inspections, Safety Training	X	<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.

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Supervisor of Food Service, Health and Safety Officers, Director of Facilities, Health and Safety inspections, Student Services Department	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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
Student Code of Conduct, Supervisor of Transportation, Bus Safety Video	X	<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.

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
Student Code of Conduct, Supervisor of Transportation (documents with purchasing agents, route managers, Personnel Department), Risk Manager	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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
Supervisor of Transportation documents with Bus Mechanic and pre-trip inspection logs	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

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