

**School Safety & Security Best Practices**  
**2003-2004 School Safety and Security Self-Assessment**

**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
Levy County Schools Security Certification Process	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

**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
Levy County Security Standard 198 (LCS 198)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

**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
Levy County Schools Certification Process, LCS 077 and review of staffing needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

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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
Levy County Schools Security Certification Process, Climate Surveys and Transportation Manual, LCS 100, LCS 152, LCS 118, LCS 065, LCS 077, and LCS 197	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

**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
Levy County Schools Security Certification Process, School Advisory Councils, LCS 001, and LCS 022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

**Safety Planning**

**6. The district conducts an annual review of all relevant health and safety issues for each educational facility.**

**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
District Security Audit/LCS 195, LCS 022, Annual Fire Inspections, LCS 188, LCS 195, and students participate in an annual tobacco survey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

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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
Levy County Schools Security Certification Process, LCS 065, and LCS 087	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

The District Office will establish a method for simultaneously alerting schools in the event of a district-wide emergency

**Fiscal Impact and Timeline**

**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
Levy County Critical Incident Quick Reference Guide/Emergency Procedures, LCS 012, LCS 072, LCS 007, and LCS 092	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

**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
Mock Drill forms, LCS 027, and LCS 022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

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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
LCS 082	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

School maps are on hand with more detailed maps in the future

**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 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
LCS 018, LCS 034, LCS 042, and LCS 127	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

Crime Watch groups are active in several of our schools and many of our Teachers have been trained in conflict resolution. Teacher training is a constant process and the district office encourages teachers to attend workshops that are mentioned in 11f

**Fiscal Impact and Timeline**

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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
School Board of Levy County Code of Student Conduct, School Board Policy 5.01, and LCS 047	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

**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
School Board Policy 5.01, 5.11, and 5.13, CPI Training, School Board Code of Student Conduct, LCS 132, LCS 107, LCS 127, and School Resource Officer contract	<input checked="" type="checkbox"/>	<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**

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
School Board Policy 5.13, 6.041, and 6.45, notification of felony arrest procedures, and The School Board Interagency Agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

**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
LCS 062, LCS 017, LCS 196, LCS 034, LCS 042, LCS 152, and The Code of Student Conduct	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

**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
LCS 052, LCS 112, LCS 196, LCS 202, School Board Policy, and Security Audit Annual Report to The School Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

**School Safety & Security Best Practices**  
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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**

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
LCS 034, LCS 035, LCS 062, School Board Policy 5.13, and Student clubs (SWAT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

Climate Surveys are reviewed each year and changes are made as needed

**Fiscal Impact and Timeline**

**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
School Board Policy 6.44 and 6.45, Safe and Drug-free Schools Progress Reports, and District personnel attend security workshops	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

**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.

**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
LCS 034, LCS 035, LCS 062, LCS 042, LCS 100, LCS 127, and School Board Policy 5.13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

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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
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

The District Office will provide training for Principals and Guidance Counselors

**Fiscal Impact and Timeline**

***School Safety & Security Best Practices***  
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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
Architectural design, LCS 187, LCS 188, and LCS 192	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**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
LCS 177, LCS 032, LCS 097, LCS 102, LCS 193, and LCS 194	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

The District Office will make sure that all schools adapt a key control program

**Fiscal Impact and Timeline**

September 2004

**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
School Board supervision policy, approved guidelines provided by U.S. Consumer Products Safety Commission, Safety inspections, county work orders, School Board Policy 5.08, and LCS 177	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

**School Safety & Security Best Practices**  
**2003-2004 School Safety and Security Self-Assessment**

**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
LCS 065 and LCS 077	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

Purchase fire safes/cabinets and install security systems and upgrade present security systems

**Fiscal Impact and Timeline**

170,000 by June 2006

**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
LCS 018, LCS 037, LCS 192, Annual Safety Inspections, eyewash and dousing showers, Schools provide their needed supplies and the District ensures that they have appropriate equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

**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
Food Service Manual, OSHA training, Annual Safety Inspections, LCS 188, LCS 001, LCS 017, and LCS 142	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

**School Safety & Security Best Practices**  
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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
District Transportation Manual, site drawings, school supervision, LCS 100, and LCS 152	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

**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
District Transportation Manual, buses purchased in FY04 from State bid 2001-19, observations by Transportation Coordinator, School Board Policy 9.06 and 9.15, School Board Code of Student Conduct, Annual Inspections and DOE Bus Driver's Handbook, and LCS 047	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

**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
District Transportation Manual, School Board Policy 9.15 and 9.16, completed inspections forms, and Transportation maintenance procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**