

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.**
The Superintendent has established the District Crisis Planning Team and charged them with this task. The team is made up of representatives from law enforcement (SRO), Risk Management, student Services and Elementary and Secondary Administration. The district has adopted the four (4) phase multi-hazard planning process and the associated benchmarks as the standard.
2. **The district ensures the accuracy of its safety and security related data and reports accurate data to the Department of Education.**
The Executive Director of Technology has established procedures to insure the accuracy of the data which is monitored by district and school based student services staff, as well as, school based administrators.
3. **The district regularly reviews the organizational structure and staffing levels of the safety and security program and minimizes administrative layers and processes.**
The organizational structure and staffing levels are reviewed annually.

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.**
The District Crisis Planning Team has developed a Crisis Planning Guide for use by all schools/facilities when they develop their 2004/2005 site plans. The Superintendent has identified the members of the District Crisis Response Team, their roles, responsibilities and backups. The team has recently completed eight (8) hours of instruction in "Incident Command System" from a certified local fire-rescue trainer.
5. **The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.**
The district meets this best practice. District Crisis Planning Team, School Advisory Councils, safety committees and the Interagency Committee for Emergency Planning and Teamwork (INTERCEPT) are committees that meet regularly to develop and update emergency plans.
6. **The district conducts an annual review of all relevant health and safety issues for each educational facility.**
New hazard assessment tools, re. buildings, grounds and evacuation routes, were included as part of the new Crisis Planning Guide.

7. **The district has developed emergency response procedures.**
The four (4) phase multi-hazard crisis planning model has been adopted for planning and response by all schools/facilities. An electronic plan outline (template) was provided to all schools/facilities for their use in the development of the 2004-2005 crisis plan.
8. **The district has provided each school with an emergency checklist.**
Each school/classroom has been provided with an emergency checklist. Emergency contact lists have been developed, distributed and are regularly updated.
9. **The district and each school regularly practice emergency responses based on potential safety concerns at each site.**
The district Safety Officer has developed procedures and is responsible for monitoring these procedures for compliance.
10. **The district provides emergency response agencies with floor plans and blueprints as appropriate.**
The district has distributed floor plans, blueprints and aerial photographs of district facilities to all emergency response agencies in the county. The School Resource Officer Supervisor and Director of Facilities are responsible for maintaining and updating this information.
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.**
The district's Director of Human Resources and Staff Development is responsible for the development of the Master Plan for In-Service Training and insures that all the elements of training listed in the indicators are being provided to the appropriate staff members. Training in the Incident Command System for district and school administrators was begun during the 2003-2004 school year.

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.**
The Coordinator of Student Services monitors changes in state statute and organizes the activities necessary to satisfy the indicators.
13. **The district's code of student conduct and other policies provide clear procedures for handling disciplinary actions.**
The Student Conduct and Discipline Code clearly states the procedures identified by the indicators. The Assistant Superintendent monitors the application of the Student Code throughout the district.

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.**
The activities identified in the indicators have been incorporated into district policies and procedures. The district maintains an interagency agreement with law enforcement, the court system, the Department of Juvenile Justice and the Department of Children and Families which establishes roles and responsibilities for the monitoring of activities that could present as a danger to students.

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.**
The staff training and activities identified by the indicators are in place and are responsive to changing needs. The Director of Exceptional Student Education and Student Services is responsible for monitoring these activities.
16. **The district identifies and implements parent and community outreach strategies to promote safety in the home and community.**
The agreements, relationships and information sharing necessary to meet this best practice are in place and ongoing.

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.**
The district regularly conducts school safety climate surveys and implements scientifically proven programs based upon the results. The other activities identified by the indicators are being conducted and monitored by the Coordinator of Safe and Drug Free Schools.
18. **The district has an approved Safe and Drug-Free School Plan that has been developed with appropriate stakeholder input.**
The activities identified in all indicators are being conducted on an ongoing basis.
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.**
The district is currently conducting all the activities identified by the indicators.
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.**
All of the activities identified in the indicators are being conducted. Student services staff at the district and school sites are primarily responsible for these activities.

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.**
The responsibility for insuring the activities listed in the indicators is assigned to the Director of Facilities.
22. **The district has procedures that govern access to each educational facility and its students and access is limited to authorized students and visitors.**
The responsibility for insuring that all activities and conditions identified by the indicators are being implemented is shared by the school/facility administrator and the Director of Facilities.
23. **The district ensures that playgrounds are properly constructed, maintained, and supervised so as to reduce the risk of injury.**
The responsibility for insuring playground safety is shared by the school/facility administrator, Safety Officer and the Director of Facilities.

24. **Each educational facility has appropriate equipment to protect the safety and security of property and records.**
The security standards identified in this best practice are being met.
25. **The district provides appropriate safety equipment and information to prevent injuries to students and others.**
The district is providing the training and equipment necessary to meet the standards of this best practice.
26. **The district follows environmental and food safety health practices and regulations.**
The district complies with regulations and provides the information necessary to meet this best practice.

Transportation

27. **The district has procedures to create safe and orderly process for students arriving at or leaving each school campus.**
This district is has in place the policies and procedures necessary to the safe arrival and departure of students.
28. **The district has implemented policies, procedures, and practices that ensure the safety of transported students.**
The district has developed the routing guidelines necessary to ensuring the safety of designated routes and bus stops.
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.**
The district has implemented a quality control process to review routine servicing and repair work.