

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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
The School District of Okaloosa County’s Crisis Plan, modeled on the state of Virginia’s nationally recognized plan, is designed to provide schools with baseline criteria for developing a comprehensive school crisis plan based on the unique environment of the school. Each plan includes prevention, intervention, and follow up components (in the event of a crisis). Each school’s plan is on file at the school site, including the charter schools. A copy of each school’s plan is also on file at the District office. The District level plan and each school’s plan has been developed with input from experts in the community with consideration given to the safety, emotional, and physical needs of students and their families.	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The School District of Okaloosa County’s Crisis Plan, modeled on the state of Virginia’s nationally recognized plan, is designed to provide schools with baseline criteria for developing a comprehensive school crisis plan based on the unique environment of the school. Each plan includes prevention, intervention, and follow up components (in the event of a crisis). Each school’s plan is on file at the school site, including the charter schools. A copy of each school’s plan is also on file at the District office. The District level plan and each school’s plan has been developed with input from experts in the community with consideration given to the safety, emotional, and physical needs of students and their families.

A community Safety Task Force, chaired by the Sheriff of Okaloosa County, has been instrumental in guiding the coordination of agencies pertinent in the implementation of the Crisis Plan. This year, (2004), by direction of the Superintendent’s leadership, each school site was visited in regards to each school’s crisis plan. Specific recommendations and suggestions were given and questions were answered.

In addition to the District Crisis Plan” which focuses on direct student and staff safety, the Transportation and Plant Facilities departments also play an integral part in the safety of students. Each department houses its’ own safety plan.

The District, with input from the Superintendent’s Task Force, developed an action plan to include strategies and evaluation components for key areas in the district including “School Safety.” The action plan was translated into specific objectives with evaluation components and budgetary assessments.

At the school level, the principal in coordination with the School Advisory Council, assesses the needs of the school including safety issues. Plans are made for each year based on the school’s needs assessments.

All schools and departments are held accountable for decision- making and program/project outcomes based on projected cost needs and program outcomes.

The District has assessed current safety needs in a variety of ways: department reporting, school based assessments (School Improvement Plans/ Climate surveys), community feedback, site visits, and other agency evaluations of programs. This analysis supports continuation, revision, or deletion of services including contracted services requiring specific expertise (i.e. preventive/ intervention drug counseling).

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
<p>Okaloosa County’s Management Information System (MIS) has served as a model for other districts. Each school enters the appropriate information through the District’s database. Periodically, “School Environmental Safety Incident Reports” are forwarded to the schools for use in assessing existing programs, in planning additional programs to reduce student infractions, and for improving services for students. The “School Crime and Violence Report” is also used in evaluating programs.</p> <p>Data generated is also used in grant writing. Grants such as the Safe and Drug Free Schools grant require an assessment of discipline and other pertinent data as documentation of need and to analyze program effectiveness.</p> <p>Yearly summer workshops are open to school administrators as well as their data entry personnel to ensure the accuracy and reliability of the discipline and other safety information.</p>	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

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
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<p>The Superintendent’s review of staffing needs (December 2000) assures sufficient staffing to monitor and implement the Crisis Plan district-wide. Each principal has a Crisis Intervention Team which developed and revises the school’s crisis plan, including prevention and intervention strategies, based on the specific needs of the school. Principals plan training, schedule safety/ crisis drills and practice scenarios, assess student and teacher response to drills and scenarios, and revise the school plan as needed. This year (Spring 2004), under the Superintendent’s leadership, a Community Safety Task Force was established to revise and or reaffirm each school’s crisis plan. In collaboration with the Sheriff’s Office and Fire Departments, components were established that each school should have in their crisis plan. In this way, the Okaloosa County School District as a whole is consistent. In this way, Crisis plans were revised and staffing levels were restructured based on the recommendations of the Task Force.</p>	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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In December 2000, the Superintendent restructured the district staff, focusing on provision of support for schools and revising district departments to provide quality leadership. In the restructuring process, three Area Superintendents were identified. The Area Superintendents’ task is to ensure that schools, principals, and communities have the leadership needed to provide a safe environment where students have access to the support and material needed to learn. Additionally, the Superintendent revised the “Elementary/Secondary Education,” Exceptional Student Education and Student Services departments into one unit to better serve the needs of the schools. Several positions were eliminated with responsibilities restructured.

As a member of the School Board, the Superintendent was aware of staffing patterns from previous administrations. The Superintendent’s plan was developed with input from various groups including parents and the teachers’ union.

The Superintendent’s plan for restructuring is based on quality organizational management. The Superintendent presented his recommendation for restructuring district office operations to the School Board on December 11, 2000. The plan was approved by the Okaloosa County School Board.

Strategies and Actions to Be Taken

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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
<p>Each school has implemented a Crisis Plan using the District’s Crisis Plan as a model. Individual school needs are addressed. The Superintendent has direct supervision of the District plans for education, safety, finance, and employees. Under the leadership of the Superintendent, Area Superintendents monitor each school’s safety planning as implemented by the principal. Each principal, using the District’s Crisis Plan, develops, monitors, and revises the school plan and implementation. On a continual basis, community agency collaboration (i.e. law enforcement, Emergency Management Systems, etc.) is monitored by the Superintendent or his designee and school’s crisis plans are revised accordingly.</p> <p>Roles and responsibilities for teacher response are delineated in each school’s Teacher Handbook and/or Crisis Plan. Crisis flipcharts that outline responsibilities for staff, for certain conditions, are distributed to all school staff. Teachers are responsible for implementing the “Code of Conduct” guidelines, establishing a classroom management system to include rules governing student behavior, carrying out their duties related to a crisis situation, and otherwise maintaining a safe learning environment.</p> <p>Students exhibiting behavior problems are monitored and their behavior problems are addressed through accommodations documented on an Academic Improvement Plan, a Section 504 plan, and /or through a Functional Behavior Assessment. The Crisis Plan provides research on violent behavior and appropriate strategies for prevention and intervention.</p> <p>The District has a variety of emergency plans developed to address needs in specific areas and/or situations. For example, the Emergency Handbook (revised 8/17/01) outlines the collaboration between the Civil Defense office, community agencies (such as the Red Cross) and the School District to provide for assistance when an evacuation is needed and schools will be opened as shelters. A comprehensive agreement with the Okaloosa County Health Department addresses coordination efforts for community health issues. Similar working relationships exist between the Sheriff’s Department, local hospitals, the military bases, community counseling agencies, the Department of Children and Families, etc. Also, the Okaloosa County School Crisis Reaction Plan (Revised 5/21/04), developed in collaboration with the Sheriff’s Department, outlines the critical steps which must be addressed in the event of a crisis situation.</p> <p>The Sheriff’s Department has been instrumental in assisting the schools in the arrangement of security during and after school events. Also, school administrators and teachers are posted in strategic locations to ensure safety during and after school events.</p> <p>Each school has a variety of methods for communicating with parents: news letters, phone communications, principal letters, e-mails, the school website, open house events, etc.</p> <p>School Resource Officers (SRO’s) provide, upon request, presentations/ trainings to parents, students, school staff, including both instructional and non instructional groups, on the many school safety topics to include, but not limited to, the following:</p> <p>Crisis Planning Safety Procedures Bus Evacuations</p> <p>SRO’s have trained every school on how to respond to a crisis by facilitating crisis drills and the protocol necessary in “Lockdown” situations. After each drill, the school Crisis</p>	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Safety Planning

Intervention Team has been debriefed on the strengths and weaknesses found in the school's response to the given situation.

Strategies and Actions to Be Taken

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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
<p>Community contacts, including local emergency agencies were involved in the development of the school safety plan. Each school's plan includes a checklist that includes emergency contact numbers for local agencies as well as School District personnel. Each school reviews its safety plan and emergency procedures annually with all staff and the appropriate emergency response agencies. The District's crisis checklist is reviewed annually, revised as needed, and provided to all schools for distribution.</p> <p>This year (Spring 2004), in conjunction with the Sheriff's Department, Local Police Departments, and Local Fire Departments, each school in Okaloosa County was visited to review crisis plans. Among the issues discussed were Partial Lock Down procedures, Evacuations, and Bomb Threat procedures.</p>	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

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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
<p>Each school conducts a Comprehensive Safety Inspection using the Department of Education approved form (OEF 207 CO-9) and submits data to the Program Director for Facilities Planning annually.</p> <p>The District employs six certified fire safety inspectors who annually inspect all facilities. The results of the inspection are presented to the School Board per Florida Statute.</p> <p>The District annually contracts for safety inspection for all facilities in the district. Each school's Safety Committee meets quarterly to evaluate the needs of the school plant.</p> <p>Three Certified Building Code Inspectors, employed by the District, carry out duties as required by Florida law.</p>	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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
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Okaloosa County has a comprehensive checklist to address a variety of crisis situations. The plan is revised as needed and forwarded to schools for distribution, training, and posting. Each school has developed and implemented school-wide lockdown procedures to be used in the event of an attack against the school. Drills are conducted during the year in cooperation with local law enforcement agencies.	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Each school is equipped with a Nextel two-way radio for direct connect contact with the District Office in case of an emergency.

The District has recognized the need for a core team of district personnel to assist the school-based team in the event of an emergency, and has identified a core crisis team that includes school psychologists. Principals have been notified of the contacts. This team will be under the supervision of the Superintendent and the Area Superintendent for the affected school.

The District has recognized the need for communicating necessary information to the media and parents. Communication guidelines and procedures are found in the Crisis plan located at each school.

Separate staging areas for parents, media, medical, and command post personnel are individualized for each school and can be found in the District's Crisis Reaction Facility Plan located at each school and at the District office. In addition, the Local Police Departments and Fire Departments are given a copy of the District's Crisis Reaction Facility Plan to ensure that involved parties are on the same page.

Strategies and Actions to Be Taken

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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
<p>Okaloosa County has a comprehensive checklist to address a variety of crisis situations. The plan is revised as needed and forwarded to schools for distribution in a flipchart form. Each classroom contains the District generated flipchart as well as the school crisis plan which outlines in detail that particular school's procedures pertaining to emergency and evacuation. The District checklist includes crisis numbers for emergency personnel. District wide planning includes use of an emergency communication system and school procedures for both immediate evacuation of students as well as procedures for major crisis situations during the school day. All evacuation and communication procedures have been coordinated with the area emergency management agencies (law enforcement, fire, medical, etc.).</p>	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
<p>Each school principal is responsible for implementing the state required emergency drills during the year. Debriefing with key school personnel (including Crisis Team members) following each drill provides the team with critical information to better prepare for situations should they occur.</p> <p>The District Crisis Team annually analyzes any new and potential hazards and develops procedures and responses necessary for implementation.</p> <p>Each school principal is responsible for implementing emergency drills and reporting the results through a district form to the office of risk management. A copy may also be forwarded to the office of student services and the Area Superintendent.</p>	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
<p>Floor plans for all schools are housed in the Central Offices of Plant Planning and Facilities in Niceville. The Sheriff's Department contact for School Resource Officers maintains a full set of floor plans in his vehicle at all times. He will act as the focal point for any crisis situation involving law enforcement and other emergency agencies. An additional set of plans is stored at the Sheriff's Department and Local Fire Departments to ensure access to a set if and when needed.</p> <p>Floor plans for all schools are housed in the Central Offices of Plant Planning and Facilities in Niceville, Florida. Mr. Bill Smith is in charge of these floor plans and is accessible through two –way radio connection. This connection is readily accessible to District personnel as well as all Sheriff Department personnel.</p>	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
<p>Each principal and district department head determines which personnel are in need of specialized safety training. Decisions are based on the job responsibilities. The District’s Master Plan for In- Service includes components for CPR training, classroom management, crisis prevention intervention, and Student Services future issues.</p> <p>The District reviews training opportunities on an on-going basis. Training notices provided by the Department of Education and other appropriate organizations are forwarded to the district and reviewed by the District staff. School based personnel also receive training announcements.</p> <p>The district provides training in CPR/First Aid to school personnel to meet compliance with state statute; other employees in high-risk areas are offered(or required) training in CPR/First Aid (coaches, maintenance workers, etc.). Health room personnel and other pertinent school personnel are trained on life-saving equipment on an as –needed basis depending on the needs of students.</p> <p>The principal of each school has received information on the early warning signs of violence and has been encouraged to include the information in school-based training.</p> <p>New teachers are provided in-service training in the above mentioned areas through the new teacher orientation program provided by the District. All employees must take an orientation class which addresses violence prevention, conflict resolution, and communication/decision making skills. The District provides training opportunities for all employees in CPI.</p>	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
<p>The School District of Okaloosa County is in compliance with all state statutes regarding discipline issues. Discipline issues are reviewed annually to comply with state statutes. The current “Code of Conduct” is approved by the School Board after any revisions are made. Schools communicate discipline guidelines by verbally presenting the “Code of Conduct” to students. Parents are informed through the “Code of Conduct” and the “Student Handbook” which are sent home with each student. The “Code of Conduct” is also published on the Okaloosa County School District website.</p> <p>The “Code of Conduct” is clearly written and avoids the use of technical terminology. Parents are an integral part of the student discipline procedures and actions. Parents are informed of all the discipline policies and procedures through student handbooks and the “Code of Conduct” for Okaloosa students. School administrators as well as teachers keep parents informed through phone calls and other various means of communication.</p>	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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School Safety & Security Best Practices With Their Associated Indicators
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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
<p>The School District of Okaloosa County promotes and reinforces a zero tolerance policy for crime and substance abuse as well as victimization. The schools report such infractions to the Sheriff’s Department through the SRO assigned to each school.</p> <p>Alternatives to suspension such as “Saturday School” and alternative to expulsion such as placement in a public charter school for students with discipline problems are part of the Okaloosa County discipline policy and consistently used for secondary students.</p> <p>In accordance with Florida statute, students who are regularly dismissed from their classroom may be moved to another classroom within the school or placed in an educational program at an alternative setting.</p> <p>In guidelines addressed in the “Policies of the School Board of Okaloosa County,” the School District policies regarding anti-harassment and anti-violence are stated. Posters outlining the District policies are in public areas.</p> <p>School Board policy details procedures for interviewing students by the Department of Children and Family Services. School-based Resource Officers adhere to Okaloosa County Sheriff’s Office policy for interviewing students, which requires a juvenile’s rights to be read in the presence of a parent, legal guardian, court authorized representative or school staff person acting in the interest of the child.</p> <p>Procedures governing locker searches are detailed in the “Code of Student Conduct.” Okaloosa School District policies are consistent with federal requirements for students with disabilities.</p>	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

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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

The District’s Pupil Progression Plan requires that students “...shall note previous school expulsions, arrests resulting in a charge, and juvenile actions the student has faced or is currently facing.	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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The District works cooperatively with the State Attorney’s Office and law enforcement to keep track of students and employees charged with a crime. “Delinquency Petitions” are obtained from the State Attorney’s Office and “Orders of Disposition” are obtained from the Okaloosa County Clerk of the Circuit Court’s Office. The student’s name, school, criminal charge, and the date of the criminal charge are entered into a database at the School District’s office of Safe Schools in the Student Services Division. Three copies of each document from the State Attorney’s Office and/or Clerk of Circuit Court are made. One copy goes to the principal of the student’s school, one copy is placed in the student’s confidential discipline record at the District Office and one copy is filed in a master file for Delinquency Petitions and Orders of Disposition received during the current school year in the office of Safe Schools.

All principals are given the website to check for sex offenders that may be located in their zone or school community at the beginning of each school year. All principals are encouraged to check this site regularly.

Standards for use of reasonable force are covered by the District’s Equity Officer during new employee orientation. In addition, the District’s Crisis Flipchart outlines reasonable force as it pertains to fights and other violent situations.

In conjunction with the Okaloosa County Education Association (OCEA), procedures were developed for the removal of disruptive students per Florida Statute 1003.32. Principals are aware of the procedures and relay the procedures to their staff. A teacher may remove a student from class whose behavior the teacher determines interferes with the teacher’s ability to communicate effectively with the students in the class or with the ability of the student’s classmates to learn. Teachers must follow the procedures outlined in the School District of Okaloosa County Request for Removal of Student.

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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
<p>The District has made a concerted effort to inform teachers, students, and school staff about the early warning signs of violence. During crisis training, new information is presented to principals and members of the school crisis teams to update them on current research in the area of violence. School Resource Officers are a valuable resource to each school in regards to violence prevention. Local papers and media have periodically provided updates on findings regarding violence among our youth. The Sheriff's department has played an integral role in training staff and parents. The Safe and Drug Free Schools plan for Okaloosa County includes programs to assist in identifying potentially violent students and training other students to be aware of the warning signs: Aggressors, Victims, & Bystanders and P.A.T.H.S.(Promoting Alternative Thinking Strategies).</p> <p>The District, in collaboration with the Safety Task Force, participates in a "Tell Somebody" program designed to encourage students to report acts of violence, potentially dangerous situations, drug use/abuse, students who may cause themselves or others harm, etc.. Students are encouraged to talk to someone at the school or another trusted adult. Posters, billboards, student created videos and student designed logos are some of the student projects implemented to encourage students to report potential acts of violence or other students who exhibit signs of violence. The focus of the committee this year will be on parent awareness activities. The Safe and Drug Free Schools plan incorporates programs designed to teach students and teachers about the signs of violence, violent actions, (such as bullying), and how to deal with the situations: Aggressors, Victims & Bystanders, Promoting Alternative Thinking Strategies (PATHS), and Life Skills Training.</p> <p>The District assigns each school a school psychologist and an ESE staffing specialist. These people are trained in evaluating behavioral and academic concerns and then working with the general education teacher in providing the best learning environment possible for each student.</p> <p>School Crisis plans document procedures for psychological counseling referrals from within the district as well as from outside agencies for students that exhibit early warning signs of violence.</p> <p>When a student is a threat to himself or others, the parents/guardians are notified. If the parents do not intervene to assist the student, the school district attorney is contacted to provide a recommendation regarding the necessary legal steps to ensure the safety and confidentiality of all persons involved.</p> <p>At the conclusion of each year, through the efforts of Student Services and MIS, discipline data is collected. The School Crime and Violence Report and Incident Summaries are analyzed and disseminated to all the schools in the county at the annual Discipline Workshop. Schools analyze the data to determine the possible warning signs and based on the warning signs, strategies are developed to stop the growing trend.</p>	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

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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
<p>The District has a cooperative agreement with the Department of Juvenile Justice which provides for information sharing concerning violent offenders and victimization.</p> <p>The District works proactively with students, parents, law enforcement, the community and the media through organizations such as School Advisory Council, School Resource Officers, Juvenile Justice Council, Community Anti-Drug Council, The Northwest Florida Domestic Security Task Force and other various organizations to address safety and security issues.</p> <p>The Safe and Drug Free Schools Advisory Counsel is composed of a varied mix of community and business leaders who analyze school safety issues and recommend different funding sources for safe and drug free schools.</p> <p>Information on school entry requirements begins in the pre-schools. Area pre-school directors are current on the status requirements and assist their parents in preparing for kindergarten entry. The Okaloosa Health Department places posters in all schools to remind parents of immunization requirements. Notices are sent home to parents to notify them when their child is not in compliance. Principals place information in newsletters and include health physical and immunization entry requirements in the pre-registration packets for new students.</p> <p>The Superintendent and Sheriff Charlie Morris have collaborated in the development and implementation of a Crime Watch program in Okaloosa County. The “Crimestoppers” program in each school has been instrumental in assisting law enforcement in solving crimes. The Sheriff’s Office has also implemented a 1-800-BE-BRAVE Hotline in an effort to reduce violence in schools. Students, parents, and other community partners are informed through posters, in school television productions, and public service announcements (radio & television).</p> <p>All information is available to the public via the School Board meeting. Agendas of each meeting are available two weeks prior to the Board meeting. Each meeting is telecast and the press is present at each Board meeting and Board workshop. Copies of reports are open and available for public review.</p>	x	<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

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
<p>Schools give a parent climate survey which includes questions relating to safety, discipline, and security related issues. From these surveys and other hard data sources such as discipline data, curricula and special programs on different safety and security issues are incorporated into the classroom. Programs through the Safe and Drug Free Schools grant address violence, drug prevention, and other health and safety issues that our schools face today. The district regularly reviews the school climate at each school through hard data and revises, eliminates, or adds programs accordingly.</p> <p>Schools participate in the Florida Youth Tobacco Survey and the results are monitored at the District and school level. The results help determine future courses of action at the school site.</p>	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

² Article IX, Section 4, Florida Constitution.

School Safety & Security Best Practices With Their Associated Indicators

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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

The district has a Safe and Drug-Free School advisory council which meets annually to review, revise, omit, and add programs that are effective. Statistics from the School Crime and Violence Report are used in this evaluation. The district's Safe and Drug Free Schools plan is revised annually with input from schools, students, parents, and community agencies. The SDFS application is approved by the School Board annually after review by the Advisory Council.

x

All coaches and athletes adhere to established district policies prohibiting tobacco, drug, and other substance abuse.

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

School Safety & Security Best Practices With Their Associated Indicators
2003-2004 School Safety and Security Self-Assessment Form

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
<p>The district reviews available sources such as the Safe and Drug Free Schools resources and regularly receives listings of resources available through the SDFS library. Other resources are received through various offices and referenced as needed. The internet has become a powerful resource for current information.</p> <p>Many programs are being used throughout the district to teach and reinforce violence resistance and coping skills. In addition to school/classroom selected materials, the Mendez program is being used in all elementary and middle schools; the “Promoting Alternative Thinking Strategies (PATHS)” program is being implemented in grades K-6; the “Life Skills Training” program is being used in middle schools. All programs are “Proven Programs” and are on the Program Inventory established by the DOE Safe and Drug Free Schools office. These programs are designed to strengthen resiliency factors and reduce risk factors in students.</p> <p>District schools invite student input through leadership clubs and organizations such as S.A.D.D. Schools utilize students input through membership in a safety task force.</p> <p>The School Board has established a district-wide dress code. Additionally the School Board reviews and approves school uniform policies on a case by case basis.</p> <p>The district has an active collaboration with county agencies. The success of our safety program and ultimately the safety of our students would not be possible without the participation of community agencies.</p> <p>The Safe and Drug Free Schools Advisory Council meets annually to review, revise, omit, and add programs that are effective. Statistics from the School Crime and Violence Report are used in this evaluation.</p>	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

^{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.

School Safety & Security Best Practices With Their Associated Indicators

2003-2004 School Safety and Security Self-Assessment Form

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
All instructional and non-instructional staff are provided a quick reference chart that details the warning signs associated with students who pose a risk for suicidal behavior. Each quick reference chart outlines actions to be taken by teachers, administrators, and students.	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

School Safety & Security Best Practices With Their Associated Indicators

2003-2004 School Safety and Security Self-Assessment Form

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
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The District facilities manager is trained in (CPTED) principles and continually updates this training. The District’s design, maintenance, and renovation exceed (CPTED) principles by incorporating the Smart School Clearinghouse standards.	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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The District’s facilities plans are reviewed and certified by engineers familiar with (CPTED) principles. Whenever District facilities are renovated, safety needs are assessed and safety designs are revised to accommodate (CPTED) principles as well as current state regulations.

Facility maintenance personnel are familiar with (CPTED) principles and trained to apply such principles in maintenance situations.

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

School Safety & Security Best Practices With Their Associated Indicators

2003-2004 School Safety and Security Self-Assessment Form

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

Entrances to each facility are clearly marked and limited as much as the physical setting will allow. Each school facility has a clearly marked central point for receiving visitors. All visitors are required to sign with the date, time, and reason for their visit. Students are released to parents or guardians after they have been asked for proper identification. Parents and guardians must have their names posted on a data screen through the School District's MIS system. As required by Florida Statute 235, buildings are secured to prevent vandalism and theft, but appropriate egress is not restricted. Each principal is responsible for any and all keys related to his/her school.

x

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

School Safety & Security Best Practices With Their Associated Indicators

2003-2004 School Safety and Security Self-Assessment Form

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
Current information and research on equipment is taken into consideration when purchasing playground construction materials and equipment. District maintenance personnel periodically check equipment and playgrounds. When appropriate, work orders are issued for corrective measures. Repairs are made in a timely manner. All students in the Okaloosa County School District are supervised at all times. Posters regarding supervision are posted in all schools.	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

School Safety & Security Best Practices With Their Associated Indicators
 2003-2004 School Safety and Security Self-Assessment Form

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
When upgrading safety and security equipment, appropriate professionals are consulted. Annual fire inspections are performed by a contracted agency. The District's Crisis Plan outlines the materials pertinent to an emergency kit. All school buses are secured and locked inside a six foot perimeter fence.	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

School Safety & Security Best Practices With Their Associated Indicators
 2003-2004 School Safety and Security Self-Assessment Form

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
<p>The District contracts fire extinguisher inspections to a professional agency. Extinguishers are checked periodically to ensure safety compliance. Each school has appropriate first aid equipment. The Okaloosa County Health Department monitors the health rooms, checking first aid needs and recommending additional supplies as needed. Appropriate safety equipment is available in areas dealing with chemicals and/or equipment (i.e. chemistry classes, shop, carpentry, etc.) Additionally, first aid materials are readily available (eye wash, band aids, compression pads, antiseptics, etc.). School principals monitor classes requiring specific safety to ensure employee and student safety. Each athletic department must annually submit to the principal a worksheet and budget outlining equipment and supplies needed to ensure student safety in all sports. After approving the worksheet and budget, the principal forwards the information to the district office for review.</p>	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

School Safety & Security Best Practices With Their Associated Indicators

2003-2004 School Safety and Security Self-Assessment Form

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
The district provides continuous training classes with managers on a regular basis, as well as all food service personnel on an as needed basis. Immediate action is taken when an exception is noted on the health inspection report. Depending on the exception noted, the applicable exception is then included as an item discussed in an upcoming training class. The district provides an immediate write-up of any injuries received on the job. Depending on the cause of the injury, the training material is updated. If needed, communication is given to all cafeteria sites on necessary corrective action.	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

School Safety & Security Best Practices With Their Associated Indicators
2003-2004 School Safety and Security Self-Assessment Form

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
The District is in compliance with Transportation best practices. Each school has an area clearly marked with signs separating car riders and bus riders. Each school has its own plan for the safety of the students while arriving and leaving each school day. Monitoring and safety measures are in place at each school in Okaloosa County concerning transportation. The District also has a “no trespassing” policy on all buses.	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

School Safety & Security Best Practices With Their Associated Indicators
2003-2004 School Safety and Security Self-Assessment Form

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
The Transportation Department conducts an annual audit of all school bus routes in Okaloosa County. The stops are evaluated for safety, time, location, and the distance between stops. All Transportation employees are certified and trained to drive a bus in accordance with Department of Education driving regulations. The District enforces a safety plan for accidents and speeding violations while driving a bus. The District has two-way radio communications on all school buses for a quick and timely response in an emergency situation.	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

School Safety & Security Best Practices With Their Associated Indicators

2003-2004 School Safety and Security Self-Assessment Form

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
All buses are inspected by a D.O.E. certified inspector and maintained in accordance with laws and D.O.E. rules. All bus drivers perform a pre and post trip inspection on the bus. All pre-trip inspections are documented and kept for service information.	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline