

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 Assistant Superintendent for Administrative Services leads a committee of principals and law enforcement representatives who meet regularly to review progress and make recommendations.	<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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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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Staff are trained regularly and the data is reviewed by the district office 4 times per year.	<input checked="" type="checkbox"/>	<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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
This is done annually.	<input checked="" type="checkbox"/>	<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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
The board has an approved plan.	<input checked="" type="checkbox"/>	<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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Input is received from many sources.	<input checked="" type="checkbox"/>	<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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Multiple reviews are done annually for each facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategies and Actions to Be Taken				

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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.

Does the District Meet the Best Practice? (Please provide explanation)

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

These are in the board approved plan and in school plans.

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Safety Planning

8. The district has provided each school with an emergency checklist.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
The plan provides guidance and best practices are shared among schools.	<input checked="" type="checkbox"/>	<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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
This is required by the district plan and implemented annually.	<input checked="" type="checkbox"/>	<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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
This includes both law enforcement agencies and fire departments.	<input checked="" type="checkbox"/>	<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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
This is located in the district security plan.	<input checked="" type="checkbox"/>	<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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
The Code of Conduct is revised annually. Major revisions are made every few years.	<input checked="" type="checkbox"/>	<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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
The Code provides minimum consequences and promotes fairness and consistency.	<input checked="" type="checkbox"/>	<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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
There are many strategies used in pursuit of this goal.	<input type="checkbox"/>	<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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Threat assessments are done in each case.	<input checked="" type="checkbox"/>	<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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Schools are assisted by School Resource Officers to meet this best practice.	<input checked="" type="checkbox"/>	<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*}

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
This is included in school improvement planning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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² Article IX, Section 4, 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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
This is developed annually and is approved by the Florida DOE.	<input checked="" type="checkbox"/>	<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*}

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
A variety of curricula and strategies are used.	<input checked="" type="checkbox"/>	<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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
The district has a plan and support is provided by the Director of ESE and staff in that department.	<input checked="" type="checkbox"/>	<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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
The district has an excellent record in preventing vandalism.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
These are in school security plans.	<input checked="" type="checkbox"/>	<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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Playgrounds are checked regularly. Upgrades are included in the district capital outlay 5 year plan.	<input checked="" type="checkbox"/>	<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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Equipment is in place.	<input checked="" type="checkbox"/>	<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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Equipment and information are in place.	<input checked="" type="checkbox"/>	<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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
The district has an excellent record in both areas.	<input checked="" type="checkbox"/>	<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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Each school has designed safe processes and the district monitors periodically.	<input checked="" type="checkbox"/>	<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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Changes are made as needed in policy and practice.	<input checked="" type="checkbox"/>	<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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
All laws and regulations are met.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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