

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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district has clearly stated goals and outcome-based, measurable, objectives for the program that reflect the intent (purpose) of the program and address the major aspects of the program's purpose and expenditures.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district uses appropriate performance and cost-efficiency measures and interpretive benchmarks to evaluate the school safety and security program and uses these in management decision making. ^{1,2}	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district regularly conducts an assessment of performance and cost of the safety program and analyzes the potential cost savings of alternatives, such as outside contracting and privatization. ³	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
The mechanism for annual review of programs and expenditures is determined by the goals of Safe Schools Appropriation. Safe Schools Annual Survey reflects effectiveness in addressing needs identified and evaluation of cost effectiveness. The district conducts an annual telephone survey of selected principals to determine effectiveness of privatized security services. All services are bid for competitive pricing. Programs such as DARE, SAVE and Crime Watch are provided by local law enforcement.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

¹ This means that in budgeting and shifting resources the district considers several factors including goals, objectives, critical safety needs, and past performance of safety initiatives.

² Performance measures should include appropriate comparisons with peer districts in areas such as safety and discipline incidents, etc.

³ This assessment would include examining whether the overall safety program and individual safety initiatives (such as DARE or Crime Watch) are achieving the outcomes they are expected to achieve.

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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district and its schools have a process in place to collect, revise, and update the appropriate data for the School Environmental Safety Incident Report (SESIR) system. ⁴	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district and its schools have a process in place to collect, revise, update and ensure the accuracy of the discipline data.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district has established and implemented strategies to ensure the reliability of SESIR, discipline, and other safety and security program data.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
2a) A committee meets periodically to update forms & SESIR reporting procedures.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2b) A committee meets periodically to update disciplinary forms and all reporting procedures, including local coding data. Also, our Information Services department follows DOE guidelines to ensure accuracy of data via the edit process.				
2c) School administrators, deans, and terminal operators receive annual training on SESIR, discipline, and other safety and security program procedures. Each administrator and dean receives an Administrative Code of Conduct containing SESIR reporting instructions and indicator questions to promote reliable reporting.				

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

⁴ The district uses the state approved reporting form if available. If the state form is not available, the district develops its own form based on some standardized criteria such as the Uniform Crime Reports.

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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district has a process in place to determine the staffing levels necessary to ensure that staff can respond to safety crises.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. On at least an annual basis, the district uses applicable comparisons and/or benchmarks and reviews the program's organizational structure and staffing levels to minimize administrative layers and processes.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The program structure includes reasonable lines of authority and spans of control given the responsibilities of each organizational unit.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. In conducting its staffing review, the district obtains broad stakeholder input.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. The district reports organizational structure and administrative staffing review findings in writing and distributes these findings to school board members.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
The District continually meets with other Florida school districts and participates in ongoing meetings and conferences such as FASA.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

1. Continue to evaluate current process
2. Continue to receive input from School Board, principals and others
3. Continue to provide adequate staff for the district while considering our fiduciary responsibility at the same time

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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district has written school improvement plan(s) that includes districtwide school safety goals and procedures to ensure that students are in orderly, disciplined classrooms conducive to learning.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district has implemented a comprehensive school safety plan that establishes emergency and safety procedures for school and district employees and students to follow. At a minimum, the plan addresses <ul style="list-style-type: none"> • the evaluation of the principal's performance regarding school safety, monitoring and evaluating the implementation of the plan at the school level, and coordinating with local law enforcement and the Department of Juvenile Justice;⁵ • the roles and responsibilities of the school principal and other administrators, teachers, and other school personnel for restoring, if necessary, and maintaining a safe, secure, and orderly school environment; • the roles and responsibilities of the transportation staff for restoring, if necessary, and maintaining a safe, secure, disciplined, and orderly bus environment; • the goals and objectives of the school resource officers, if any; • the mechanisms for identifying and serving the needs of students most at risk for engaging in disruptive and disorderly behavior; • arrangements to work with local emergency officials;⁶ • safety issues and policies at school-sponsored events;⁷ and • processes by which the district will instruct parents and the local community as to how to respond to an emergency situation.⁸ 	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
Each school is required to have a comprehensive school safety plan that addresses the indicators listed above. Administrators are held accountable for reviewing this information with school staff and updating the plans as necessary. The school district adheres to the responsibilities of the transportation staff as it relates to maintaining a safe and secure environment on the bus in compliance with Florida Administrative Code 6A-3.017, District's Student Code of Conduct section 5.06, School Bus Safety Riding Rules.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

⁵ Principals may be evaluated on criteria such as the school climate report and school incident reports.

⁶ Including, but not limited to, law enforcement, fire department, emergency management, hospital, mental health, health and social services agencies, court officials and the media.

⁷ Such as when students are off campus at official school events.

⁸ Parents and the community should be provided this information prior to an emergency through such mechanisms as newsletters and the district's website.

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Safety Planning

5. The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. A broad cross-section of stakeholders including parents, community representatives, local emergency agencies, teachers, staff and students were involved in developing the comprehensive school safety plan and emergency procedures.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The comprehensive school safety plan and emergency procedures have been shared with appropriate emergency response agencies. ⁹	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The comprehensive school safety plan and emergency procedures have been distributed to designated administrators and staff. ¹⁰	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The comprehensive school safety plan and emergency procedures are reviewed and revised annually or more often if events warrant.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
The district's "Emergency and Disaster Preparedness Plan" was originally developed by a committee comprised of parents, school administrators, emergency response and community professionals. The plan is updated on an annual basis and is completely revised biannually. Additional updates and information is sent out on an as-needed basis.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

⁹ Emergency response agencies may include the fire department, police department, hospitals, social service, and health agencies.

¹⁰ In accordance with s. 119.071 *F.S.*, the district should take steps to ensure the confidentiality of security-related information. The district should identify those administrators and staff directly responsible for emergency response procedures, such as principals and school resource officers, and ensure that they have received copies of the safety plans. Districts may chose to disclose descriptive information regarding the safety and security plans to teachers, advisory councils, and the public. However, the district must still protect sensitive security information so as not to compromise the district's safety efforts.

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Safety Planning

6. The district conducts an annual review of all relevant health and safety issues for each educational facility.¹¹

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district ensures that each educational facility conducts an assessment of the safety hazards faced at that facility. ¹²	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. A certified fire safety inspector conducts an annual fire safety review of all educational and ancillary plants to ensure compliance with Florida law.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. An annual casualty safety review of all educational and ancillary plants is conducted to ensure compliance with Florida law and all deficiencies are corrected within a reasonable period. ¹³	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. An annual review is conducted to determine whether educational facilities comply with the Florida Building Code.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
(6a) Schools practice various emergency drills monthly. All concerns identified during the drills are reported to the appropriate department, division or agency.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6b) Municipal Fire Marshal Annual Inspections and Annual District Office Fire Safety Inspections				
(6c) Safety Committee and Annual District Safety Inspections				
(6d) Annual District Safety Inspections				
(6e) Middle & high school students participate in various national, state, & local surveys for the purpose of prevention program planning, monitoring, and evaluation.				

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

¹¹ Conducting this self-assessment does not meet the requirements of this practice.

¹² The safety assessment should include a review of the unique safety considerations at a given school site. In reviewing potential hazards, the district should consider those listed in Best Practice 8 along with any others appropriate to that school.

¹³ Note that life-threatening deficiencies must be corrected immediately or the facility is withdrawn from use.

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Safety Planning

7. The district has developed emergency response procedures.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district has developed a districtwide plan for potential attacks against school sites or students and incorporates the appropriate school responses in the emergency procedures checklist.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district has procedures for contacting all schools simultaneously in the event of a districtwide emergency.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district has an emergency crisis team available to each school that provides counseling and other support to aid in dealing with people's reactions, making the adjustment after the emergency, and re-entering the school environment.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district has developed a media response plan and distributed it to each educational facility and each support service administrator. At a minimum, the plan addresses <ul style="list-style-type: none"> • communicating necessary information to the media and parents;¹⁴ • identifying established separate staging areas (e.g., specified locations) for media and parents; and • providing guidelines on how to respond to media questions and interviews. 	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. The district ensures that all appropriate district personnel are familiar with the Statewide Policy for Strengthening Domestic Security in Florida Public Schools.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
The district has both a countywide plan and a school level plan designed to handle emergency situations including the response and evacuation in the event of an attack or other emergency. We have a countywide radio system used to communicate with schools. We also use email, utilizing distribution lists to communicate with administrators. The district has a Crisis Intervention Team that is trained and utilized in the event of an emergency. The district's countywide plan addresses communication with the media.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

¹⁴ Necessary information should include where parents should go or whom they should contact to find out about their children and where to get further information.

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Safety Planning

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

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. A checklist that explains step-by-step emergency procedures is readily available in every classroom. The emergency situations include, at a minimum, ¹⁵ <ul style="list-style-type: none"> • weapons-use and hostage situations; • terrorist acts; • bomb threats; • hazardous materials or toxic chemical spills; • weather emergencies including hurricanes, tornadoes, and severe storms; and • exposure as a result of a manmade emergency. 	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The emergency checklist includes emergency contact numbers and provisions for backup communication with faculty, support service administrators, and emergency agencies.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The emergency checklist includes evacuation, lockdown, and shelter-in-place procedures developed with school transportation personnel, the fire marshal, law enforcement agencies, and other local agencies as appropriate. ¹⁶	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
The district has both a countywide plan and a school level plan designed to handle emergency situations including the response and evacuation in the event of an attack or other emergency. While the district's plan does not specifically address terrorist activities, the situations addressed in our plan would cover most activities, i.e. hostage, chemical activities, bomb threats, used by terrorist groups. We have a countywide radio system used to communicate with schools. We also use email, utilizing distribution lists to communicate with administrators. The district has a Crisis Intervention Team that is trained and utilized in the event of an emergency. The district's countywide plan addresses communication with the media.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

¹⁵ Schools cannot have lists for every possible emergency. However, to be comprehensive, the plan should address other issues such as suicide threats/acts; bomb threats; out-of-control person/student; fighting; sexual assault; health emergency, serious injury, homicide of student; child abuse; trespassing; exposure to blood-borne pathogens; armed robbery; removal/attempted removal of a student; and utility emergency.

¹⁶ In the event of an evacuation, schools should have separate areas for student assembly, parent request/release, and media operations.

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Safety Planning

9. The district and each school regularly practice emergency responses based on potential safety concerns at each site.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district school board has developed and implemented procedures for emergency drills in accordance with state law.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district uses its annual self-assessment to identify the potential hazards for each educational facility and has developed and implemented procedures for practicing responses to identified hazards. ¹⁷	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district has implemented procedures for verifying the required and planned emergency drills have been conducted.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
The district requires each school to conduct a monthly safety drill and each is required to submit verification to the office of Disaster Preparedness validating that the drill was conducted. Schools are instructed to perform different types of drills each month.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

¹⁷ This will include fire drills, but should also include responses to any other hazards identified in Best Practice 6.

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Safety Planning

10. The district provides emergency response agencies with floor plans and blueprints as appropriate.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district provides floor plans of each educational facility to local law enforcement agencies and fire departments.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district has blueprints of each educational facility readily available for review during an emergency.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
Each agency mentioned is provided floor plans for each facility and blueprints are also available.	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 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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district has a process in place and has identified the training required for all types of school staff as well as the staff that require specialized safety training and incorporates those needs in its Master Plan for In-Service Training. ^{18, 19} This training should include classroom management and violence and alcohol, tobacco, and other drugs training for appropriate personnel.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district's required training in school-wide discipline, classroom management, conflict resolution, and other safety training components are included in the district's Master Plan for In-service Training.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district reviews and uses the relevant training opportunities provided by the Department of Education and other appropriate organizations.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. School principals can demonstrate that staff has received training based on the needs identified in the Master Plan for In-Service Training, the school's safety assessment, and the staff members' roles and responsibilities. ²⁰	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. The district supplies trained personnel with the appropriate safety equipment. ²¹	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Teachers at each grade level are provided in-service training to teach students positive social skills and violence prevention, conflict resolution, and communication/decision making skills.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
The District Master Inservice Plan contains several professional development components that relate directly to safe and orderly environment, classroom management and school safety. An infrastructure is in place to provide opportunities for both required and optional professional development experiences that are provided by varied district divisions/departments as follows: Support Services, Instructional Services, Human Resource Services, Facilities and Operations, Human Resource Development, Exceptional Student Education, Student Services and Custodial Services. Specific professional development content is based on identified District Strategic Plan Strategies and Action Plans.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

¹⁸ Training should include both instructional and non-instructional staff as well as substitute teachers and bus drivers. Districts may want to establish the minimum number working days a substitute must have before being provided with training.

¹⁹ Specialized training may include suicide prevention and responses for specific emergency situations as outlined in the emergency checklist in Best Practice 8.

²⁰ Depending on their duties, staff training can include emergency planning and intervention, classroom management, conflict resolution, CPR and first aid, the use of life-saving equipment, sexual harassment and abuse, and the early warning signs of violence, to the personnel identified in 11a.

²¹ This includes equipment such as first aid kits, fire extinguishers, or portable defibrillators.

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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The school district is in compliance with relevant laws and regulations regarding discipline policies, including the code of student conduct. ²²	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district school board and school administrators annually review discipline policies and revise those policies with input from teachers, staff, parents, and students.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The code of student conduct is clearly written and avoids the use of technical terminology.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Parents are an integral part of the student discipline procedures and actions. They are made aware of expectations of students and are informed of changes in a timely manner.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Each year the discipline policies are clearly and thoroughly communicated to students, parents, and other stakeholders. ²³	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
(12a) Code of Conduct contains this information which is reviewed by the school board attorney.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(12b) A multidisciplinary committee reviews the Code of Conduct. The board approves and a public hearing is then scheduled.				
(12c) See "Code of Conduct"				
(12d) Parents are given an opportunity for direct & indirect input via committee representation				
(12e) Each school is responsible for reviewing the "Code of Conduct" with students. Parents must sign and return a form indicating that they have reviewed the document.				

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

²² This includes laws and regulations such as respect for authority, respect for school property, respect for others, daily attendance, use of obscenities, and harming or demeaning others.

²³ This can be done by sending student handbooks to parents and posting to the school and district websites.

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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district, in cooperation with local law enforcement agencies, promotes and enforces a zero tolerance policy for crime, substance abuse, and victimization that requires the district to report all violations subject to Florida law to a local law enforcement agency.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Alternatives to suspension and expulsion have been built into the disciplinary policy and are appropriately and consistently used.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district has a process in place to relocate students who are regularly dismissed from their classroom.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Disciplinary policies include statements regarding anti-harassment, anti-bullying, and anti-violence policies and due process rights in accordance with state and federal laws.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Disciplinary policies include procedures regarding interviewing students by law enforcement agencies and the Department of Children and Families.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Disciplinary policies include procedures governing locker searches.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. The district's discipline policies are consistent with the state and federal requirements for students with disabilities.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
The district's Code of Conduct addresses all of these issues.	X	<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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district requires each student to disclose at registration legally required information regarding the student's prior disciplinary history of expulsions, arrest resulting in a charge, and juvenile justice actions. ²⁴	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district requires all school personnel to report to the principal or the principal's designee any suspected unlawful use, possession, or sale by a student of any controlled substance.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district uses available information to track charges and convictions of students and employees from within the district as well as other school districts. ^{25, 26}	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district has a policy to encourage and facilitate principals, or their designees, to regularly monitor websites that identify registered sex offenders who reside in the vicinity of their school community. ²⁷	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
e. The district school board outlines the standards for use of reasonable force by school personnel that complies with relevant state laws in order to maintain an orderly environment.	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
f. The district school board, superintendent, and principal fully support the authority of each teacher and school bus driver to remove disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive students from the classroom and the school bus and the school board, superintendent, and principal have the authority to place such students in an alternative educational setting, when appropriate and available. ²⁸	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Each school has established a process to determine placement of a student when a teacher withholds consent to the return of a student to the teacher's class. Each school principal has notified each teacher in that school about the availability, the procedures, and the criteria for the placement review committee as outlined in s. 1003.32, F.S. ²⁹	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 school registration form provides a place for students to list disciplinary history, including juvenile justice actions.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The district's Code of Conduct requires school personnel to report suspected unlawful use, possession, or sale of any controlled substance.				
A computer application has been implemented to notify and track students who have been arrested, charged, and adjudicated of felony charges. Employees are tracked through the district's Human Resource Services division.				

²⁴ The student should be given the opportunity to provide his/her account of the incident(s) and this should be included in the student's file. All such information should be kept confidential and disclosed only to those individuals specifically required by law.

²⁵ Charges and convictions tracked should be limited to felonies, abuse of a minor, and sale or possession of a controlled substance.

²⁶ Agencies that should be consulted for this information include the Department of Juvenile Justice, the Florida Department of Law Enforcement, other appropriate law enforcement agencies, state attorneys, the courts, and the Department of Education.

²⁷ The information regarding sexual offenders, such as photographs, should be shared with bus drivers, teachers, front office staff, custodial staff, and cafeteria staff.

²⁸ The policy should allow a teacher to send a student to the principal's office to maintain effective discipline in the classroom and to recommend an appropriate consequence consistent with the district code of student conduct. In the event that the principal does not employ the teacher's recommended consequence (or a more serious disciplinary action if the student's history of disruptive behavior warrants it), the principal should consult with the teacher prior to taking a lesser disciplinary action.

²⁹ As part of this process, the principal reports on a quarterly basis to the district school superintendent and district school board each incidence of a teacher's withholding consent for a removed student to return to the teacher's class and the disposition of the incident, and the superintendent annually reports these data to the Florida Department of Education.

School Safety & Security Best Practices With Their Associated Indicators
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School Climate and Community Outreach

The School Board has not adopted standards for use of reasonable force by school personnel.

The Code of Student Conduct addresses levels of discipline, including assignment to alternative education centers.

Strategies and Actions to Be Taken

A memorandum has been sent to all schools requesting that student registration forms be submitted to the district office for review. Schools whose forms are not in compliance will be given feedback and a timeline for appropriate revision.

Plans are underway to notify school administrators of the need to monitor websites that identify registered sex offenders who reside in the vicinity of their school community.

Fiscal Impact and Timeline

School Safety & Security Best Practices With Their Associated Indicators
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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district teaches instructional and non-instructional staff, and students the early warning signs associated with students who pose a threat of future violent behavior, how to recognize them, and what to do once they are suspected. ^{30, 31}	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
b. The district facilitates and encourages requests for assistance with students who exhibit early warning signs, or pose a threat of future violent behavior. ³²	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district provides timely access to a team of specialists trained in evaluating behavioral and academic concerns and provides school staff training regarding such support.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Schools in the district have a Student Assistance Program/Team that provides assistance for students experiencing learning and/or behavioral difficulties.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. The district makes available appropriate psychological counseling for students exhibiting early warning signs, or posing a threat of future violent behavior.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. The district has procedures in place to maintain legal confidentiality of information regarding students exhibiting early warning signs, or posing a threat of future violent behavior. ³³	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. The district reviews and revises, as needed, the process to identify the warning signs of student violence.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
Each school has an Intervention Assistance Team which utilizes a problem-solving model to address student needs. Written intervention assistance team procedures are updated as necessary. Annual training/updates are provided at the beginning of the school year. “Threat Assessment/Intervention Procedures and Guidelines” has been developed and reviewed by the PCSB Legal Department. The model reflects best practices from the U.S. DOE document, “Early Warning Timely Response.”	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Threat Assessment training is planned to begin in the fall of 2004

Fiscal Impact and Timeline

³⁰ Part of this training should explain that the warning signs are indicators that a student may need help and that it is imperative to avoid jumping to conclusions.

³¹ Districts may not be able to explain ALL of the early warning signs but they should design a program to help parents, students, and staff understand the major signs.

³² This could range from guidance on what to do to help with actual intervention.

³³ This may not be something the district can prove directly, but could be measured by the absence of confidentiality breaches.

School Safety & Security Best Practices With Their Associated Indicators
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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district has developed, in accordance with state law, a cooperative agreement with the Department of Juvenile Justice.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district works proactively with students, parents, law enforcement, the community and the media to address safety and security issues.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district works with local community agencies and businesses to identify ways to increase support in keeping schools safe. ³⁴	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district provides information to parents regarding the necessary school-entry health examinations and immunizations for all students.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. The district has crime watch programs and school safety hotline(s) in place and available in all schools.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. The district has procedures in place to inform students, parents, and other community partners about its crime watch programs and school safety hotline(s).	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. The district provides safety-related information, such as the safety and security self-assessment results, in an annual report to the public and other stakeholders. ³⁵	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 provides information to parents regarding school safety through cooperative agreements with the Sheriff's Department and municipal police departments. Banners, billboards, bumper stickers, business cards and Channel One presentations are strategically placed throughout the schools and community.</p> <p>Public - private partnerships have been developed with Lakeland Regional Medical Center, The Bureau of Alcohol, Tobacco & Firearms and Youth and Family Alternatives to provide information and ensure safety of students.</p> <p>(16d) Parent information on health related information is disseminated via schools, media & community agencies</p> <p>(16e) Through a partnership with the Sheriff's Office, a toll free hotline is in place for anyone to report any situation that needs to be addressed by law enforcement or school personnel. Crime Watch programs are implemented in selected middle schools participating in SDFS grant. Technical assistance is offered to all schools.</p> <p>(16f) A School Safety Hotline number is posted in each school. Information is provided to each student/family in the orientation packets. Billboards are strategically placed throughout the district with the phone number. Parent information is part of the Crime Program implemented in the selected middle schools.</p>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

³⁴ This is accomplished through activities such as through public-private partnerships.

³⁵ Information must not be sanitized. It should include such information as incidents of crime and misbehavior, trends over time, comparisons to the community, and steps taken to improve safety.

School Safety & Security Best Practices With Their Associated Indicators
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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.³⁶

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. School climate surveys include questions relating to discipline, bullying, threats perceived by students, and other safety or security related issues.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Curricula and programs for improving the school culture and climate are incorporated into the classroom. The curricula and programs should address such issues as <ul style="list-style-type: none"> • pro-social skills; • character education; • conflict resolution; and • peer mediation. 	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Curricula and special programs on violence and drug prevention, health, safety, and security are available to students, school staff, and parents.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district regularly reviews the school climate at each school and revises, eliminates, or adds programs accordingly.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Middle and secondary students participate in scheduled administrations of standardized surveys of risk behaviors and situations such as the Florida Substance Abuse Youth Survey, the Florida Youth Tobacco Survey, and the Florida Youth Risk Behavior Survey and the results are used in assessing prevention needs.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
(17a) The Polk County Prevention Survey is administered to all students in grades 6-12 on an annual basis. The school district also participates in the Florida Youth Risk Survey annually.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(17b) The district's Health, Substance Abuse, & Violence Prevention curriculum is designed for all students, K-12. Conflict resolution, peer mediation, and social skills training is available to all schools. Character education materials are integrated in subject area content.				
(17c) The Health, Substance Abuse, and Violence Prevention curriculum is presented to all students grades K-12. A district prevention resource library is available to all public and private schools, including parents and community groups. Special speakers and programs are scheduled in individual schools throughout the school year.				
(17d) The results of the annual Prevention Survey are sent to all schools for the purpose of assessing needs, program planning, program monitoring, and program evaluation. The information is also useful in the school improvement planning process.				

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

³⁶ Article IX, Section 1, Florida Constitution.

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

Safety Programs and Curricula

18. The district has an approved Safe and Drug-Free School Plan that has been developed with appropriate stakeholder input.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district has a district Safe and Drug-Free School (SDFS) advisory council or committee that participates in the development of the SDFS plan.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district has an approved Safe and Drug-Free School (SDFS) plan and regularly reviews and updates the plan.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Coaches and athletes adhere to established policies prohibiting tobacco and drug, including alcohol, use.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district regularly reviews and revises, as needed, the safe and drug-free programs and publishes a performance review of the programs supported by safe and drug free schools funds. ³⁷	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
(18a) The district SDFS advisory council provides input into the district’s SDFS plan.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(18b) The SDFS advisory council participates in reviews and updates of the district’s plan.				
(18c) The “Code of Conduct” addresses substance abuse issues for all students. Grant funding was obtained from the Office of National Drug Control Policy, and 7 Polk County public high schools, with competitive athletic programs, participated in random drug testing of student athletes in Spring 2004. <u>All</u> 14 public high schools, as well as one private high school, with competitive athletic programs will participate starting Fall 2004.				
(18d) SDFS progress reports are completed annually. Periodic program evaluations are conducted by USF and are useful for monitoring program effectiveness. The student survey data is analyzed on an on-going basis to determine program/student needs.				

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

³⁷ As part of this review, the district should have performance-related data for each of these programs.

School Safety & Security Best Practices With Their Associated Indicators
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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. ³⁸□

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district reviews and makes available to its schools sources of violence and drug prevention and other safety-related programs and curricula. ³⁹⁻⁴⁰	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The school board and each school adopt violence and drug prevention, safety and health curricula and programs designed to reduce violence, increase safety, and reduce the number of violence risk factors. ^{41, 42}	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district and schools involve students in the planning and implementation of violence and drug prevention programs and other student efforts that contribute to school safety.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district has considered a dress code or school uniform policy. ⁴³	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Students at each grade level are taught violence prevention, conflict resolution, and communication/decision making skills.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. In developing, implementing, and maintaining its safe and drug-free schools programs, the district collaborates with other governmental and private agencies as needed. ⁴⁴	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. The district regularly reviews the performance of its intervention programs and revises, eliminates, or adds programs accordingly	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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>Violence and Substance Abuse Prevention training is offered to all school personnel throughout the year (conflict resolution, peer mediation, social skills, bullying, anger management, etc.). Substitutes for classroom teachers and materials for implementation are provided. The "train the trainers" model requires teachers to take information back to their peer teachers for implementation.</p> <p>The district's K-12 Health, Substance and Violence Prevention Curriculum addresses student risk and protective factors. Students are involved in numerous programs involving substance abuse and violence prevention activities including planning, implementation, and evaluation.</p> <p>Dress and uniform policies are addressed in the Code of Student Conduct.</p> <p>A listing of district partnerships/collaborations are included in the SDFS program plan.</p> <p>Program evaluation is an integral part of the district's SDFS program. USF has evaluated several SDFS programs over the past two years.</p>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

³⁸ These programs should be designed to improve overall student performance, reduce risk factors and warning signs, prevent bullying or harassment, and improve student behavior.

³⁹ This includes programs such as "Blueprints" from the Center for the Study and Prevention of Violence, the Safe and Drug Free Schools Resource Center. NOTE: There are many sites for these kinds of programs, so the district may use something else.

⁴⁰ Such sources would include the K-20 Education Safety Partnership's electronic clearinghouse and the Department of Education's Program Inventory.

⁴¹ These programs should be designed to ensure the safety of students, teachers, and administrators.

⁴² These include programs such as closed-campus lunches in high schools, structured playground activities, behavioral monitoring, behavioral counseling, student empowerment programs, extended day programs and school reorganizations, tutoring, mentors, and Saturday classes.

⁴³ Schools do not have to have a dress code, but they should be able to describe their reasoning if they have not adopted one. Dress code examples include prohibiting baggy pants, un-tucked shirts, overcoats and long jackets, and gang colors or symbols.

⁴⁴ The Department of Juvenile Justice and the Department of Education are examples of such agencies.

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Safety Programs and Curricula

Fiscal Impact and Timeline

School Safety & Security Best Practices With Their Associated Indicators
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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district teaches instructional and non-instructional staff warning signs associated with students who pose a risk for suicidal behavior.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district facilitates and encourages requests for assistance with students who pose a risk for suicidal behavior.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district provides timely access to professional staff trained to evaluate student risk for suicidal behavior and provides training and consultation for appropriate staff.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district has developed procedures for the appropriate management of students determined to be at risk for suicidal behavior, including supervision, duty to warn, and community-based referrals.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. The district has developed procedures for guiding the support of students re-entering the school environment following hospitalization, suicide attempt, or those surviving the suicide attempt of a peer.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
In-depth suicide training is provided to Student Services personnel annually. A training video and teacher guidelines for recognizing signs and symptoms and making referrals for student assistance have been distributed to schools. When school level personnel are not available to intervene, the crisis team sends out a qualified counselor. Following up with students who have previously expressed suicidal ideation are a part of the district procedures for suicide intervention.	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
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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district incorporates Crime Prevention Through Environmental Design (CPTED) principles in the maintenance, renovation, and construction of district educational facilities. CPTED principles include <ul style="list-style-type: none"> • natural access and control of schools and campuses; • natural surveillance of schools and campuses both from within the facility and from adjacent streets by removing obstructions or trimming shrubbery; • school and campus territorial integrity, such as securing courtyards, site lighting, building lighting; • audio and motion detection systems covering ground floor doors, stairwells, offices and areas where expensive equipment is stored; • exterior stairs, balconies, ramps, and upper level corridors around the perimeter of buildings should have open-type handrails or other architectural features to allow surveillance; • open areas, such as plazas, the building's main entrance, parking lots, and bicycle compounds should be designed so they are visible by workers at work stations inside the buildings; and • designs that will promote the prevention of school crime and violence, such as exterior architectural features without footholds or handholds on exterior walls, tamper-proof doors and locks, and non-breakable glass or shelter window protection systems. Landscaping and tree placement should be designed so they do not provide access to roofs by unauthorized persons. Sections of schools commonly used after hours should be separated by doors or other devices from adjacent areas to prevent unauthorized access. Locks should be installed on roof hatches and slippery finishes should be applied to exterior pipes. 	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district can demonstrate that Crime Prevention Through Environmental Design and other appropriate safety features are incorporated into the design of all new construction. ⁴⁵⁻⁴⁶	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district can demonstrate that whenever facilities are renovated, safety needs are assessed and safety designs are revised or added to the facility. ⁴⁷	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district can demonstrate that facility maintenance incorporates principles of Crime Prevention Through Environmental Design. ⁴⁸	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
21.a. CPTED Principles have been incorporated into our standard design documents.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.b. The appropriate safety measures are incorporated into the design.				
21.c. Minutes of review meetings reflect such discussions.				
21.d. Service Manager Monthly Meetings				

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

⁴⁵ CPTED design principles include natural surveillance of school grounds, access control, and territoriality. CPTED design features include, but are not limited to, controlled access entrances, fencing, sufficient entrances and exits, signage, and front desks having views of the entrance.

⁴⁶ Training in Crime Prevention Through Environmental Design is available from the state’s Department of Education.

⁴⁷ These needs and designs include lighting, break-proof doors, security systems, fencing, and window or door bars. Essentially, is safety reviewed and addressed as part of the renovation process?

⁴⁸ Such as territoriality and ownership.

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Facilities and Equipment

School Safety & Security Best Practices With Their Associated Indicators
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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. Entrances to educational facilities are as limited as the physical setting will allow.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Each educational facility has a clearly marked central point for receiving all visitors. ⁴⁹	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Each educational facility has a procedure regarding the release of students to parents, guardians, or other persons. ⁵⁰	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Buildings are secured when unoccupied, but security devices shall not prevent egress from the building at any time. ⁵¹	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. There is a key control program to account for all keys to all buildings, rooms, and gates.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
22.a. By Design.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.b. Signs.				
22.c. Visitors are required to check-in through the school office. Access to students requires identification and compliance with district policies regarding the access and release of students. Refer to the Code of Conduct.				
22.d. Panic bars.				
22.e. Each principal establishes a key control program for their school site.				

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

⁴⁹ This will require signs throughout the school telling visitors where to check in and training staff to ensure that visitors check in at the appropriate location.

⁵⁰ This would include procedures such as identification checks.

⁵¹ This would include times the building is or should be unoccupied such after being closed for the night.

School Safety & Security Best Practices With Their Associated Indicators
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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district follows US Consumer Product Safety Commission guidelines and consults with other authorities regarding playground construction materials and regulations.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. District personnel conduct regular maintenance checks of playground equipment and documents conditions in need of repair.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district identifies and corrects playground deficiencies in a timely manner.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Playground areas are supervised when children are present and using the areas during school hours.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
23.a. Safety Department Guidelines. Specialist consults with schools and vendors.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.b. Safety Inspections Annually.				
23.c. Work orders are given a priority status (1day).				
23.d. Playgrounds are supervised by the school staff when children are present.				

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

School Safety & Security Best Practices With Their Associated Indicators
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Facilities and Equipment

24. Each educational facility has appropriate equipment to protect the safety and security of property and records.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. Each educational facility has a security system that was selected or designed with input from security professionals. ^{52, 53}	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district can demonstrate that current security equipment is inspected and reviewed annually by safety and security professionals.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Each educational facility maintains evacuation and disaster recovery kits that include copies of all necessary records and as well as basic equipment, as required by district emergency response procedures. ^{54, 55}	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district ensures that school buses and other fleet equipment are adequately secured when not in use. ⁵⁶	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
24.a. Security Alarm Contracts and proposals.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.b. Security Alarm contracts include maintenance and monitoring.				
24.c. Each facility maintains disaster and recovery kits that include all necessary records.				
24.d. Buses, etc are secured.				

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

⁵² This may include alarm systems as well as equipment such as fencing. Not all schools will require electronic security so the selection of security systems should be based on hazard analyses with input from security professionals.

⁵³ This would include professionals such as fire marshal, police, and security experts.

⁵⁴ One kit should be in the main office, but another should be kept at the opposite side of the site in case the office is inaccessible or damaged.

⁵⁵ This includes records such as of staff and student medical records, student and staff rosters, school floor plan, school safety plan, personnel trained in CPR, cell phone, first aid kit, emergency medicine, weather gear, and bullhorn.

⁵⁶ Bus compounds should have adequate fencing, lighting, or other security measures to ensure adequate access control.

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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. Each educational facility is equipped with first aid kits and fire extinguishers.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district has provided appropriate safety equipment in instructional areas with dangerous equipment or chemicals. ⁵⁷	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district can demonstrate that students and school personnel are trained in the appropriate safety procedures for dealing with dangerous tools, equipment, or chemicals.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district supplies all necessary protective equipment to minimize the number of injuries related to athletic activities. ⁵⁸	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
25.a. First Aid Kits and supplies stocked in warehouse (Safety procedure outlines procurement). Fire Extinguishers provided for all schools and inspected by contractor annually.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.b. Fume Hoods & Eye Wash facilities.				
25.c. The district maintains records on student and school personnel training in the appropriate safety procedures.				
25.d. The district furnishes all necessary protective equipment				

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

⁵⁷ Dangerous equipment or chemicals includes machinery such as saws or drills for shop class, chemicals for chemistry classes, scalpels for biology, and so forth.

⁵⁸ For example, the district ensures that athletes wear the proper protective equipment and are properly supervised during practices.

School Safety & Security Best Practices With Their Associated Indicators
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Facilities and Equipment

26. The district follows environmental and food safety health practices and regulations.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district follows all appropriate food safety health practices and regulations.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district documents that appropriate personnel have received information and materials pertaining to their safety-related duties, rights, and responsibilities under Florida law, federal law, and OSHA.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district complies with all appropriate federal and state requirements for facility safety. ⁵⁹	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district maintains a copy of the state and local health regulations. All school sites have a copy of the local health regulations.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. The district distributes written emergency procedures and plans to each cafeteria site for reporting, investigating, and correcting the cause of incidents and these documents are available to all employees.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
All potential foodservice employees are required to take the Orientation Class. The class includes sanitation and safety basics. Additionally, all regular employees are required to take the Foundations Course. This class provides more extensive training in proper food handling techniques. Employees who complete the class meet the requirements for ASFSA Certification.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Each Foodservice Manager has a copy of the FDA Food Code for reference. Additionally, the Foodservice Manager Guidebook has a section with guidelines for monitoring food safety including preparing and holding a test meal for 48 hours. Any concerns with food safety are carefully documented by the foodservice manager and building administrator as outlined in the Guidebook. Suspicious food or food related illnesses are reported immediately to the foodservice department who in turn contact the local health department				
All foodservice equipment is bid using correct specifications to ensure that the equipment is safe. Local health inspectors inspect food preparation sites at least twice a year				

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

⁵⁹ Examples include EPA guidelines, Occupational Safety and Health Administration's Hazardous Communication Standards, federal and state regulations hazardous materials plans, Asbestos Hazardous Emergency Response Act rules, and other mandated environmental and safety issues, (i.e., Refrigerant Use and Disposal, Florida Department of Labor and Employment Security regulations).

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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. School bus service driveways at each school meet the requirements of the Florida Building Code.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district has procedures to ensure the safety of children arriving at each school or leaving each school campus, including those who walk, ride bicycles, ride in buses, or are passengers or drivers in private vehicles.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Whenever feasible existing schools are renovated to provide for separate drop-off and pick-up areas for school buses and parents' and other private passenger vehicles.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Whenever feasible existing schools are renovated to provide for separation of vehicular and pedestrian traffic. ⁶⁰	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
27.a. Architectural Services incorporates SREF requirements into Design.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.b. The District evaluates perceived hazards as reported by school personnel on a case-by-case basis. The District participates with the Board of County Commission, Sheriff's Office and other municipalities on the school crossing guard safety committee. This committee evaluates and resolves all pedestrian and traffic related issues as it relates to arriving or leaving school. This committee meets quarterly or as needed. Each school's Safety Committee addresses student arrival and dismissal procedures which ensures proper supervision. These procedures are communicated to students and parents.				
27.c. Architectural Services/In-House Construction supporting data on file.				
27.d. Architectural Services and In-House Construction supporting data on file.				

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

⁶⁰ In general, 27c and 27d should be feasible except where prohibited by the physical structure of the school or county regulations.

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Transportation

28. The district has implemented policies, procedures, and practices that ensure the safety of transported students.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district ensures that all new school buses purchased have an appropriate safety restraint system.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district has procedures to ensure the safety of designated school bus routes and to ensure that bus stops are designated in the most reasonably safe locations. ⁶¹	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. All persons transporting students, including school personnel, charter school personnel, and contractors, are properly licensed, trained, and qualified.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district has adopted a safe driver plan that defines the threshold for unacceptable levels and types of violations by all persons transporting students and specifies consequences for those who exceed the threshold.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Each school principal ensures that all transported students receive instruction in safe riding practices and rules of conduct. ⁶²	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. The district clearly communicates, such as through a checklist, what steps district staff will take in response to transportation accidents or other transportation emergencies. ⁶³	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 district's transportation division operates following all requirements as specified in Florida Statute 1006 and Florida Administrative Code 6A-3 and adheres to all elements of this indicator.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

⁶¹ Procedures should include such requirements as timely reporting and identification of potential hazards by bus operators, reliable intake of reports of potential hazards by parents and other community members, physical reviews of each route and stop location by transportation personnel at least annually, and correction of agreed hazards.

⁶² Student training should include at least the following: safe practices while waiting for, boarding, and disembarking from the bus; safe behavior while riding in the bus; school bus evacuation procedures; safe behavior at railroad crossings; and use of safety restraints (if applicable)

⁶³ District staff should include both bus drivers as well as other affected staff.

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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.

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. School bus operators perform pre-trip inspection of school bus safety items and correct deficiencies before buses are used to transport students.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. School bus inspections are performed at least each 30 school days, and inspectors are trained and certified, consistent with the required procedures and criteria in the <i>Florida School Bus Safety Inspection Manual</i> . ⁶⁴	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. District procedures for school bus repair, maintenance, and quality control ensure that buses are only returned to service to transport students when all safety and mechanical systems meet the requirements of the <i>Florida School Bus Safety Inspection Manual</i> .	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district uses a quality control process to review, on a selective basis, the routine servicing and repair work done on vehicles in connection with the 30-day inspections and confirm the completeness of the service record.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 drivers are required to perform a pre-trip inspection prior to operation of their buses. All forms are validated and filed for documentation. All buses are inspected and repaired in accordance to state statute. Certified technicians perform all inspections. Service managers regularly review the repairs to ensure quality performance.	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

⁶⁴ Staff should maintain a secure file that includes complete records of these inspections and all work done in connection with the inspections, confirming that all buses are inspected according to the established 30-day inspection schedule.