

School Safety & Security Best Practices
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
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- SDFS Grant Final Report
- Surveys: Communities That Care
Florida Risk Survey
Climate Survey
- Capital and Operations Budget Approval Process
- Purchasing Bid Process for Safety and Security Vendors
- Inspections conducted randomly at all locations to ensure compliance with safety programs

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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

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

- Annual in-service training on school discipline for administrators and deans
- Discipline Referral Form
- SASI Program

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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

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

- Position allocations are reviewed annually
- The School Board reviews and approves the organizational structure and staffing levels of all SCPS departments

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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

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

- School Improvement Plans
- SCPS District-wide Emergency Management Plan
- School Planning/Team Assignments section identifies key personnel and their specific duties for responding to emergencies
- School Resource Officer Program
- Seminole County Interagency Agreement

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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

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

- The District-wide Emergency Management Plan was developed with input from law enforcement agencies, fire, mental health professionals and Emergency Operations Center personnel.
- Each school has a School Advisory Council comprised of administrators, teachers, and parents.

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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

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

- Annual Fire/Safety inspections are conducted by the municipal and county fire departments.
- Annual Fire/Safety, Casualty and Sanitation Inspection conducted by certified inspectors from SCPS Facilities Maintenance and the State Fire Marshal's Office.
- Florida Youth Tobacco Survey
- Youth Physical Activity and Nutrition Survey

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

¹ Conducting this self-assessment does not meet the requirements of this practice.

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

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"/>

- Emergency Management Plan
- Participate in Annual State-Wide Tornado Drill
- District Response Team
- Crisis Response Team
- The District has a full time Director of Community Involvement who coordinates all media contacts.

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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

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

- The Emergency Management Plan provides detailed guidelines for responding to an array of emergency situations that could occur on a campus.
- Code Yellow/Red procedures for initiating campus lockdowns are included in the Emergency Management Plan.
- Emergency evacuation routes posted in all classrooms and school board facilities

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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

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
<ul style="list-style-type: none"> Copies of emergency evacuation reports are sent to the Safety Coordinator monthly 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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

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

Plans are updated as needed and provided to county and municipal fire/rescue departments, law enforcement agencies and the Office of Public Safety. Blueprints are available as needed.

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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

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

Training provided to school and district personnel by in-house and outside agencies include:

- CPR
- First-Aid
- Facilities Equipment Training
- Emergency Response
- Conflict Resolution
- Class Management
- Non-Violent Crisis Intervention

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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

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

- The Discipline Committee, which is comprised of administrators, teachers and parents, annually evaluates and revises the Student Conduct and Discipline Code. Final approval is through the School Board.
- Issued to all students/parents at the beginning of each school year and is available on the SCPS website

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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

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

- School Environmental Safety Incident Report
- Matrix of Infractions and Consequences
- Zero Tolerance
- Teacher Authority Act
- School Resource Officer Program
- Alternative Schools

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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

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

- **Felony Arrest Notification System (FANS) Program**
- **Student Conduct and Discipline Code**
- **DOE Guidelines on Use of Reasonable Force**

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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

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
<ul style="list-style-type: none"> • Early Warning Signs of Violence In-service Training • Crisis Management Training • Student Study Group • Threat Assessments • Discipline Referral Form • Speak-Out Hotline 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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

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

- Violence Free Community Month
- Needs Assessments conducted at all schools
- Safe and Drug Free Schools Advisory Committee
- Interagency Agreement
- Speak-Out Hotline
- Youth CrimeWatch/Community CrimeWatch

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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

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

- School Climate Survey
- Bullying Prevention Program
- Youth CrimeWatch
- Violence Prevention Youth Conference
- Conflict Resolution
- Peer Mediation
- Truancy Group
- In School Support Group
- Positive Behavior Support
- Safe School Ambassadors

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

² Article IX, Section 1, Florida Constitution

~~School Safety & Security Best Practices~~
~~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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
<ul style="list-style-type: none"> • Research-based, reviewed and approved through SDFS Advisory Board • SDFS Grant Final Report includes performance review of all programs • Tobacco Enforcement training for administrators, deans and security officers 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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

Safety Programs and Curricula

19. Based on the district's prevention needs assessment process, the district implements scientifically based violence and drug prevention programs and curricula for each school. ^{3*}

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"/>

- Peer to Peer Program
- Youth Crime Watch
- Violence Prevention Youth Conference
- Bullying Prevention Program
- Conflict Resolution
- Peer Mediation
- In School Support Group
- Positive Behavior Support
- Signs and Symptoms Training
- Seminole County Interagency Agreement
- Safe School Ambassadors

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

^{3*} These programs should be designed to improve overall student performance, reduce risk factors and warning signs, prevent bullying or harassment, and improve student behavior.

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

Safety Programs and Curricula

20. Each school has a system in place to identify, assess, and minimize the risk for students indicating a threat of, or exhibiting suicidal behavior.

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"/>

- Guidance Manual is annually evaluated/ revised and provided to each school counselor

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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

Facilities and Equipment

21. The district designs educational facilities and sites to enhance security and reduce vandalism through the use of “safe school design” principles.

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"/>

- Safety/Security requirements for new and renovated facilities are included in architectural contracts.

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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

Facilities and Equipment

22. The district has procedures that govern access to each educational facility and its students and access is limited to authorized students and visitors.

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"/>

- Where possible, points of entry to schools and school board offices have been reduced
- Visitor access procedures and corresponding signage are in place at all schools and school board offices per design.
- Most high schools utilize their parking lot security officers to monitor and control entry/exit activity.
- Sonitrol alarm system in place at all facilities

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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

Facilities and Equipment

23. The district ensures that playgrounds are properly constructed, maintained, and supervised so as to reduce the risk of injury.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
<ul style="list-style-type: none"> • SCPS follows the CPSC (Consumer Product Safety Commission) and ASTM (American Society of Testing Materials) guidelines for purchasing and installation of all playground equipment • All equipment is installed by NPSI (National Playground Safety Inspectors) certified installers • Teachers and/or staff members supervise playground areas • Playgrounds inspected annually by in-house fire and safety inspectors • Maintenance of playground equipment is performed on a monthly basis 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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

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

- Fire detection and security systems in place at all schools, ancillaries and School Board offices
- Fire extinguishers installed at all locations according to NFPA requirements and are inspected annually by a certified contractor.
- Fire sprinkler systems in place at most locations/inspected annually by a certified contractor
- Buses, fleet and other fleet equipment are maintained and secured at all facilities

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

~~School Safety & Security Best Practices~~
~~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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
<ul style="list-style-type: none"> • Secondary schools have a safety video and DOE safety science manual (No Game of Chance) that is reviewed annually by the Curriculum Department staff and shared with administrators and new teachers • Classroom, shop and laboratory safety instructions are posted and available at each facility • A school nurse and/or clinic is available during hours of operation and during special events • MSDS sheets for chemicals and paints are kept at each facility • Protective equipment is available at each facility for laboratory, athletic, shop and kitchen areas 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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

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
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Cafeteria sites are routinely inspected by the Health Department and Food Services Administration for compliance with state and local health regulations and SCPS guidelines. • All Food Services personnel receive comprehensive training at the beginning of each school year. • New Food Services managers complete a Manager Training program before being assigned to a cafeteria site. 				

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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

Transportation

27. The district has procedures to create a safe and orderly process for students arriving at or leaving each school campus.

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"/>

- School design projects that affect bus and vehicle traffic flow, parent pick-up/drop-off areas, the number and location of crosswalks, crossing guards and entry points are reviewed and approved by the School Safety Advisory Committee.

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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

Transportation

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

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"/>

- SCPS Transportation Routing Procedures
- 8 -Hour In-service Training
- CDL Training
- Testing
- Safe Driver Plan
- Safety Rules
- Accident Procedures

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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

Transportation

29. School buses, including buses operated by schools, charter schools, and contractors, are inspected and maintained in accordance with state laws and state Department of Education rules.

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"/>

- Driver Pre-Trip Inspection Log
- Bus Inspections performed every 30 days by certified mechanics

Strategies and Actions to Be Taken

Fiscal Impact and Timeline