

*School Safety & Security Best Practices With Their Associated Indicators*  
**2013-2014 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

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.	Yes <b>X</b>	No	In Progress	N/A
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. <sup>1, 2</sup>	Yes <b>X</b>	No	In Progress	N/A
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. <sup>3</sup>	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules**

Does the District Meet the Best Practice (explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
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Strategies and Actions to Be Taken

- a. Broward County Public Schools (BCPS) has implemented a capital and operations budget approval process, annual performance evaluations, purchasing bid process for safety and security vendors, and reviews are conducted regularly to ensure compliance. b. BCPS has a strategic plan of continuous improvement. As a result safety and security is reviewed frequently to ensure the safety of all stakeholders who enter our schools.
- c. BCPS reviews all school resource officer agreements with local law enforcement agencies.

Fiscal Impact and Timeline

<sup>1</sup> 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.

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

<sup>3</sup> 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

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. <sup>4</sup>	Yes <b>X</b>	No	In Progress	N/A
b. The district and its schools have a process in place to collect, revise, update and ensure the accuracy of the discipline data.	Yes <b>X</b>	No	In Progress	N/A
c. The district has established and implemented strategies to ensure the reliability of SESIR, discipline, and other safety and security program data.	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1006.09(8) and 1006.13(3), F.S.

Does the District Meet the Best Practice (explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
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Strategies and Actions to Be Taken

Response: a. - c.: See attachment from Diversity, Cultural Outreach & Prevention.

Fiscal Impact and Timeline

<sup>4</sup> 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

a. The district has a process in place to determine the staffing levels necessary to ensure that staff can respond to safety crises.	Yes <b>X</b>	No	In Progress	N/A
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.	Yes <b>X</b>	No	In Progress	N/A
c. The program structure includes reasonable lines of authority and spans of control given the responsibilities of each organizational unit.	Yes <b>X</b>	No	In Progress	N/A
d. In conducting its staffing review, the district obtains broad stakeholder input.	Yes <b>X</b>	No	In Progress	N/A
e. The district reports organizational structure and administrative staffing review findings in writing and distributes these findings to school board members.	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules**

Does the District Meet the Best Practice (explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
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**Strategies and Actions to Be Taken**

Response: a. BCPS has a district-wide emergency response plan and organizational structure for role assignment. b. The School Board approves the District organizational chart annually. c. Each school has an organizational line of authority called Staff Assistance For Emergencies (SAFE) Team identified within School's safety plan. It is based on a unified incident command structure. d. BCPS conducts workshops annually, to review organizational charts and employee staffing. e. BCPS publishes an organizational chart.

**Fiscal Impact and Timeline**

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**Safety Planning**

4. **The district has implemented a school safety plan that includes district wide emergency and safety procedures and identifies those responsible for them.**

Indicators of Meeting the Best Practice

a. The district has a school safety plan that includes goals and procedures to ensure that students are in orderly, disciplined classrooms conducive to learning.	Yes <b>X</b>	No	In Progress	N/A
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"> <li>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; <sup>5</sup></li> <li>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;</li> <li>the roles and responsibilities of the transportation staff for restoring, if necessary, and maintaining a safe, secure, disciplined, and orderly bus environment;</li> <li>the goals and objectives of the school resource officers, if any;</li> <li>the mechanisms for identifying and serving the needs of students most at risk for engaging in disruptive and disorderly behavior;</li> <li>arrangements to work with local emergency officials; <sup>6</sup></li> <li>safety issues and policies at school-sponsored events; <sup>7</sup> and</li> <li>processes by which the district will instruct parents and the local community as to how to respond to an emergency situation. <sup>8</sup></li> </ul>	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1006.10 and 1002.20(22), F.S.

Does the District Meet the Best Practice (explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
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Strategies and Actions to Be Taken

a. BCPS has a Critical Resource Manual, Emergency Preparedness Manual, Crisis Flowchart, and School Code of Conduct that identifies procedures for school emergencies. b. See attached from Office of Service Quality.

Fiscal Impact and Timeline

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

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

<sup>7</sup> Such as when students are off campus at official school events.

<sup>8</sup> 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

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.	Yes <b>X</b>	No	In Progress	N/A
b. The comprehensive school safety plan and emergency procedures have been shared with appropriate emergency response agencies. <sup>9</sup>	Yes <b>X</b>	No	In Progress	N/A
c. The comprehensive school safety plan and emergency procedures have been distributed to designated administrators and staff. <sup>10</sup>	Yes <b>X</b>	No	In Progress	N/A
d. The comprehensive school safety plan and emergency procedures are reviewed and revised annually or more often if events warrant.	Yes <b>X</b>	No	In Progress	N/A
e. The district seeks input from local law enforcement on the level of local youth gang activity and incorporates relevant recommendations from the Florida Gang Reduction Strategy 2008 – 2012 into its safety plan. <sup>11</sup>	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules:** ss. 119.071, F.S.

Does the District Meet the Best Practice (explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
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Strategies and Actions to Be Taken

a. BCPS has both a Safety & Security and First Responders Committee to receive stakeholder input for school safety plans. b.,c.,d.: Each school's safety plan procedures are reviewed with staff annually. BCPS school safety plan is online for first-responding agencies. e. The Broward District Schools Police Department (BDSPD) has several individuals who are members of the Multi-Agency Gang Task Force (MAGTF); they collaborate on gang activity by sharing resources and information. In addition, the Office of Prevention Programs leads the Region VII Gang Prevention/Intervention Committee and meets frequently to discuss issues such as gang-related prevention initiatives.

Fiscal Impact and Timeline

<sup>9</sup> Emergency response agencies may include the fire department, police department, hospitals, social service, and health agencies, i.e. county health department

<sup>10</sup> 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.

<sup>11</sup> Please see <http://www.floridagangreduction.com/flgangs.nsf/pages/Strategy>, pages 34-35.

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**Safety Planning**

6. The district conducts an annual review of all relevant health and safety issues for each educational facility.<sup>12</sup>

Indicators of Meeting the Best Practice

a. The district ensures that each educational facility conducts an assessment of the safety hazards faced at that facility by a qualified person. <sup>13</sup>	Yes <b>X</b>	No	In Progress	N/A
b. A certified fire safety inspector conducts an annual fire safety inspection of all educational and ancillary plants to ensure compliance with Florida law.	Yes <b>X</b>	No	In Progress	N/A
c. The district ensures that they report to the State Fire Marshall that the fire safety inspection has been completed. <sup>14</sup>	Yes <b>X</b>	No	In Progress	N/A
d. An annual inspection is conducted to determine whether educational facilities comply with the State Requirements for Educational Facilities (SREF) Chapter 5 and State Fire Marshal's Rule Chapter 69A-58, Florida Administrative Code.	Yes <b>X</b>	No	In Progress	N/A
e. The board submits annual fire safety reports to the State Fire Marshal's Office by June 30 of each year.	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules:** s. 381.0056 and Rule 64F-6.004, F.A.C. ss. 1006.07(6), 1013.12(1)(b), 1013.12(2)(b), 1013.12(2)(c), F.S., and Rule 69A-58.004(6), F.A.C.

Does the District Meet the Best Practice(explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
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Strategies and Actions to Be Taken

a., e.: See attachment from Safety Department.

Fiscal Impact and Timeline

<sup>12</sup> Conducting this self-assessment does not meet the requirements of this practice.

<sup>13</sup> 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.

<sup>14</sup> Please see <http://www.fldoe.org/edfacil/sref.asp>. 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

a. The district has developed a district wide plan for potential attacks against school sites or students and incorporates the appropriate school responses in the emergency procedures checklist.	Yes <b>X</b>	No	In Progress	N/A
b. The district has procedures for contacting all schools simultaneously in the event of a district wide emergency.	Yes <b>X</b>	No	In Progress	N/A
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.	Yes <b>X</b>	No	In Progress	N/A
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"> <li>communicating necessary information to the media and parents;<sup>15</sup></li> <li>identifying established separate staging areas (e.g., specified locations) for media and parents; and</li> <li>providing guidelines on how to respond to media questions and interviews.</li> </ul>	Yes <b>X</b>	No	In Progress	N/A
e. The district ensures that all appropriate district personnel are familiar with the Statewide Policy for Strengthening Domestic Security in Florida Public Schools to identify protective measures and ensure NIMS compliant. The policy requirements include the following elements: <ul style="list-style-type: none"> <li>Access Control</li> <li>Emergency Equipment</li> <li>Training</li> <li>Communication &amp; Notification Procedures</li> <li>Coordination with Partners</li> <li>Vulnerability Assessment</li> <li>National Incident Management System (NIMS)</li> </ul>	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules: ss. 1006.07 and 1006.08**

Does the District Meet the Best Practice(explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
<b>Strategies and Actions to Be Taken</b> a. & e.: BCPS has a Critical Resource Manual that supports the National Incident Management System (NIMS) which describes the cycle of emergency preparedness: mitigation/prevention, response, and recovery. b. See attachment from Information & Technology Department. c. BCPS has a crisis response team and procedures for principals to follow as guidance. d. See attachment from Media Relations.				
<b>Fiscal Impact and Timeline</b>				

<sup>15</sup> 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

a. A checklist that explains step-by-step emergency procedures is readily available in every classroom. The emergency situations include, at a minimum, <sup>16</sup>	Yes	No	In Progress	N/A
<ul style="list-style-type: none"> <li>• weapons and hostage situations;</li> <li>• terrorist acts;</li> <li>• bomb threats;</li> <li>• hazardous materials or toxic chemical spills;</li> <li>• weather emergencies including hurricanes, tornadoes, severe storms, and flooding; and</li> <li>• exposure as a result of a manmade emergency.</li> </ul>			X	
b. The emergency checklist includes emergency contact numbers and provisions for backup communication with faculty, support service administrators, and emergency agencies.	Yes	No	In Progress	N/A
	X			
c. The emergency checklist includes evacuation, lockdown, and shelter-in-place procedures developed with school transportation personnel, the local fire authority, law enforcement agencies, and other local agencies as appropriate, and includes procedures for evacuating students with disabilities. <sup>17</sup>	Yes	No	In Progress	N/A
	X			

### Related Statutes and Rules: ss. 1006.07(4), F.S.

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
	X			
<b>Strategies and Actions to Be Taken</b> a. See attachment from Safety Department. BDSP is reviewing possible flip charts for every classroom b.,c.: All BCPS schools have an emergency preparedness and critical resource manual which provide step-by-step actions for school emergencies. Within the school online safety plan, schools require student identification, staff identification, and back-up for Limited Mobility Students (LMS). In addition, each plan also identifies a primary and secondary evacuation location.				
<b>Fiscal Impact and Timeline</b>				

<sup>16</sup> 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.

<sup>17</sup> 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 and develops an improvement plan based on the event/drill.**

Indicators of Meeting the Best Practice

a. The district school board has developed and implemented procedures for emergency drills in accordance with state law.	Yes <b>X</b>	No	In Progress	N/A
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. <sup>18</sup>	Yes <b>X</b>	No	In Progress	N/A
c. The district has implemented procedures for verifying that required and planned emergency drills have been conducted.	Yes <b>X</b>	No	In Progress	N/A
d. Each school varies the conditions under which required emergency drills are performed such as time of day, location of hazard, etc. to ensure that students and staff are prepared for a range of scenarios.	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1006.07(4), F.S.

Does the District Meet the Best Practice(explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
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Strategies and Actions to Be Taken

a.- d.: Schools conduct 10 fire drills and 2 tornado drills each year. Additional drills are conducted for summer school. The School District has drill forms in the District's Emergency Preparedness Program. The District has a computerized Fire Drill Monitoring Program for all schools. Emergency evacuation procedures are located in the District's Emergency Preparedness Program.

Fiscal Impact and Timeline

<sup>18</sup> 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

a. The district provides floor plans of each educational facility to local law enforcement agencies and fire departments.	Yes <b>X</b>	No	In Progress	N/A
b. The district has construction documents (plans and specifications) of each educational facility readily available for review during an emergency.	Yes <b>X</b>	No	In Progress	N/A
c. A back-up set of construction documents is stored in at least one other remote, secure location off-site.	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1013.01 and 1013.13, *F.S.*

Does the District Meet the Best Practice(explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
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Strategies and Actions to Be Taken

a. – c.: The Safety Department provides plans to all Fire Departments in a CD format. A copy of the FISH prints are contained in Knox Boxes at all District sites. Documents (Plans) for each school are in the safe of the schools, the Physical Plant Operations Department and at the Facilities Department.

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. Early Warning Systems, Mental Health issues and Suicide Prevention.**

Indicators of Meeting the Best Practice

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. <sup>19, 20</sup> This training should include classroom management and violence and alcohol, tobacco, and other drugs training for appropriate personnel.	Yes X	No	In Progress	N/A
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.	Yes X	No	In Progress	N/A
c. The district reviews and uses the relevant training opportunities provided by the Department of Education and other appropriate organizations.	Yes X	No	In Progress	N/A
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. <sup>21</sup>	Yes X	No	In Progress	N/A
e. The district supplies trained personnel with the appropriate safety equipment. <sup>22</sup>	Yes X	No	In Progress	N/A
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.	Yes X	No	In Progress	N/A
g. The district has a procedure for providing instruction to parents, teachers, school administrators, counseling staff, bus operators, and school volunteers on identifying, preventing, and responding to bullying or harassment.	Yes X	No	In Progress	N/A
h. In counties where local law enforcement has identified youth gang activity, the district provides teachers and school personnel with appropriate training such as gang awareness, conflict resolution, de-escalating methods for verbal conflicts, diversity training, self-defense training, and safe techniques to intervene in a fight.	Yes X	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1006.147(4)(l), 1012.98 (4)(b)4. and 1012.98(4)(b)5., F.S.; s. 381.0015, F.S.

Does the District Meet the Best Practice(explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
<b>Strategies and Actions to Be Taken</b>				
a.,b.,c., See attachment Question #11 e. See attachment from Safety Department & BDSPD. f.,g., See attachment from Diversity, Cultural Outreach & Prevention d.,h., See Attachment from BDSPD.				
<b>Fiscal Impact and Timeline</b>				

<sup>19</sup> 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 of working days a substitute must have before being provided with training.

<sup>20</sup> Specialized training may include suicide prevention and responses for specific emergency situations as outlined in the emergency checklist in Best Practice 8.

<sup>21</sup> 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.

<sup>22</sup> 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

a. The school district is in compliance with relevant laws and regulations regarding discipline policies, including the code of student conduct. <sup>23</sup>	Yes <b>X</b>	No	In Progress	N/A
b. The district school board and school administrators annually review discipline policies and revise those policies with input from teachers, staff, parents, and students.	Yes <b>X</b>	No	In Progress	N/A
c. The code of student conduct is clearly written and avoids the use of technical terminology.	Yes <b>X</b>	No	In Progress	N/A
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.	Yes <b>X</b>	No	In Progress	N/A
e. Each year the discipline policies are clearly and thoroughly communicated to students, parents, and other stakeholders. <sup>24</sup>	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1006.07(2) and 1006.07(2)(c), F.S.

Does the District Meet the Best Practice(explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
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Strategies and Actions to Be Taken

a. - e.: See attachment from Diversity, Cultural Outreach & Prevention.

Fiscal Impact and Timeline

<sup>23</sup> 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.

<sup>24</sup> 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

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.	Yes <b>X</b>	No	In Progress	N/A
b. Alternatives to suspension and expulsion have been built into the disciplinary policy and are appropriately and consistently used.	Yes <b>X</b>	No	In Progress	N/A
c. The district has a process in place to relocate students who are regularly dismissed from their classroom.	Yes <b>X</b>	No	In Progress	N/A
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.	Yes <b>X</b>	No	In Progress	N/A
e. Disciplinary policies include procedures regarding interviewing students by law enforcement agencies and the Department of Children and Families.	Yes <b>X</b>	No	In Progress	N/A
f. Disciplinary policies include procedures governing locker searches.	Yes <b>X</b>	No	In Progress	N/A
g. The district's discipline policies are consistent with the state and federal requirements for students with disabilities.	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1006.09(9) and 1006.13(3), F.S.

Does the District Meet the Best Practice(explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
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Strategies and Actions to Be Taken

a.- g., See attachment from Diversity, Cultural Outreach & Prevention.

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

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. <sup>25</sup>	Yes <b>X</b>	No	In Progress	N/A
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.	Yes <b>X</b>	No	In Progress	N/A
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. <sup>26, 27</sup>	Yes <b>X</b>	No	In Progress	N/A
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. <sup>28</sup> The district has a policy to share information on sexual predators and offenders who reside in close proximity of the school with school crossing guards, custodians and other persons who work or volunteer in student drop-off and pick-up areas or have a responsibility in access control. Additionally, the information is also made available to after school programs and other youth events that occur on the school's campus.	Yes <b>X</b>	No	In Progress	N/A
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.	Yes <b>X</b>	No	In Progress	N/A
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. <sup>29</sup>	Yes <b>X</b>	No	In Progress	N/A
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. <sup>30</sup>	Yes <b>X</b>	No	In Progress	N/A
h. The school district has a procedure to ensure that, prior to any decision to appoint or employ any person to volunteer at any place where children regularly congregate, a search of that person's name or information is made against the FDLE sexual offender/predator database.	Yes <b>X</b>	No	In Progress	N/A

<sup>25</sup> 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.

<sup>26</sup> Charges and convictions tracked should be limited to felonies, abuse of a minor, and sale or possession of a controlled substance.

<sup>27</sup> 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.

<sup>28</sup> The information regarding sexual offenders, such as photographs, should be shared with bus drivers, teachers, front office staff, custodial staff, and cafeteria staff.

<sup>29</sup> 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.

<sup>30</sup> 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.

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i. The district promotes the use of state and national criminal history record background checks on volunteers who have unsupervised access to students on a one-on-one basis such as mentors.	Yes <b>X</b>	No	In Progress	N/A
j. The school district shall explore ways to infuse Internet safety into the curriculum. Specifically the curriculum should address crimes against children facilitated through the Internet, computer, or other technologies	Yes <b>X</b>	No	In Progress	N/A
k. The district has a DOE certified policy prohibiting bullying and harassment of students and staff on school grounds, on school transportation, at school sponsored events, and through any technology which impacts the learning environment at school.	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules:** ss. 775.21, 943.0435, 943.04351, 944.607, 1006.07(1)(a), 1006.08(2), 1006.09(8), 1006.11, 1006.13, 1006.147(4), 1012.799, 1003.31, and 1003.32, *F.S.*

Does the District Meet the Best Practice(explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
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**Strategies and Actions to Be Taken**

a.- c.,f.,g.,j.,k.: See attachment from Diversity, Cultural Outreach & Prevention. d.,e.,h.,i.: See attachment from Broward District Schools Police Department Question # 14.

**Fiscal Impact and Timeline**

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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

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. <sup>31, 32</sup>	Yes <b>X</b>	No	In Progress	N/A
b. The district facilitates and encourages requests for assistance with students who exhibit early warning signs, or pose a threat of future violent behavior. <sup>33</sup>	Yes <b>X</b>	No	In Progress	N/A
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.	Yes <b>X</b>	No	In Progress	N/A
d. Schools in the district have a Student Assistance Program/Team that provides assistance for students experiencing learning and/or behavioral difficulties.	Yes <b>X</b>	No	In Progress	N/A
e. The district makes available appropriate psychological counseling for students exhibiting early warning signs or posing a threat of future violent behavior.	Yes <b>X</b>	No	In Progress	N/A
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. <sup>34</sup>	Yes <b>X</b>	No	In Progress	N/A
g. The district reviews and revises, as needed, the process to identify the warning signs of student violence.	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1002.22(3)(d), F.S.

Does the District Meet the Best Practice(explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
<b>Strategies and Actions to Be Taken</b> a.- g.: See attachment from Student Support Services.				
<b>Fiscal Impact and Timeline</b>				

<sup>31</sup> 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.

<sup>32</sup> 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.

<sup>33</sup> This could range from guidance on what to do to help with actual intervention.

<sup>34</sup> 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

a. The district has developed, in accordance with state law, a cooperative agreement with the Department of Juvenile Justice.	Yes <b>X</b>	No	In Progress	N/A
b. The district works proactively with students, parents, law enforcement, the community and the media to address safety and security issues including issues related to Internet safety to specifically address crimes against children facilitated through the Internet, computer, or other technologies.	Yes <b>X</b>	No	In Progress	N/A
c. The district works with local community agencies and businesses to identify ways to increase support in keeping schools safe. <sup>35</sup>	Yes <b>X</b>	No	In Progress	N/A
d. The district provides information to parents regarding the necessary school-entry health examinations and immunizations for all students.	Yes <b>X</b>	No	In Progress	N/A
e. The district has crime watch programs and school safety hotline(s) in place and available in all schools.	Yes <b>X</b>	No	In Progress	N/A
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).	Yes <b>X</b>	No	In Progress	N/A
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. <sup>36</sup>	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1003.22(1), 1003.22(4), 1006.13(3), and 1006.141, F.S.; ss. 1003.22, F.S. and 381.0056, F.S.

Does the District Meet the Best Practice(explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
<b>Strategies and Actions to Be Taken</b> a. - c.,e.: See attachment from Diversity, Cultural Outreach & Prevention. d. The BCPS provides information to parents regarding the necessary school-entry health examinations and immunizations for all students. f. All District schools have access to the District Hotline, text messaging, and email resources via our Silence Hurts reporting program. g. The BCPS Youth Risk Behavior survey results are published annually.				
<b>Fiscal Impact and Timeline</b>				

<sup>35</sup> This is accomplished through activities such as through public-private partnerships.

<sup>36</sup> 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. Information relating directly to the physical security of the facility or revealing security systems.

*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.<sup>37</sup>

Indicators of Meeting the Best Practice

a. School climate surveys include questions relating to discipline, bullying, threats perceived by students, and other safety or security related issues.	Yes <b>X</b>	No	In Progress	N/A
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"> <li>• pro-social skills;</li> <li>• character education;</li> <li>• conflict resolution;</li> <li>• peer mediation; and</li> <li>• prevention of bullying and harassment.</li> </ul>	Yes <b>X</b>	No	In Progress	N/A
c. Curricula and special programs on violence and drug prevention, health, safety, and security are available to students, school staff, and parents.	Yes <b>X</b>	No	In Progress	N/A
d. The district regularly reviews the school climate at each school and revises, eliminates, or adds programs accordingly.	Yes <b>X</b>	No	In Progress	N/A
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.	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1004.04, 1004.05, and 1006.147(4)(l), F.S.; ss. 1006.20 and 1006.165, F.S.

Does the District Meet the Best Practice(explain if applicable)	<b>X</b>	Yes	No	In Progress	N/A
<b>Strategies and Actions to Be Taken</b> a.- e.: See attachment from Diversity, Cultural Outreach & Prevention.					
<b>Fiscal Impact and Timeline</b>					

<sup>37</sup> Article IX, Section 1, Florida Constitution.

*School Safety & Security Best Practices With Their Associated Indicators*  
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**Safety Programs and Curricula**

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

Indicators of Meeting the Best Practice

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.	Yes <b>X</b>	No	In Progress	N/A
b. The district has Safe and Drug-Free School (SDFS) plan and regularly reviews and updates the plan.	Yes <b>X</b>	No	In Progress	N/A
c. Coaches and athletes adhere to established policies prohibiting tobacco and drug, including alcohol, use.	Yes <b>X</b>	No	In Progress	N/A
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. <sup>38</sup>	Yes	No	In Progress	N/A <b>X</b>

**Related Statutes and Rules**

Does the District Meet the Best Practice(explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
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Strategies and Actions to Be Taken

a.,b.,d.: See attachment from Diversity, Cultural Outreach & Prevention. c. Athletic & Student Support Services, coaches and athletes adhere to policies prohibiting tobacco and alcohol use.

Fiscal Impact and Timeline

<sup>38</sup> 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. <sup>39</sup>

Indicators of Meeting the Best Practice

a. The district reviews and makes available to its schools sources of violence and drug prevention and other safety-related programs and curricula. <sup>40-41</sup>	Yes <b>X</b>	No	In Progress	N/A
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. <sup>42-43</sup>	Yes <b>X</b>	No	In Progress	N/A
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.	Yes <b>X</b>	No	In Progress	N/A
d. The district has considered a dress code or school uniform policy. <sup>44</sup>	Yes <b>X</b>	No	In Progress	N/A
e. Students at each grade level are taught violence prevention, conflict resolution, bullying/harassment prevention, and communication/decision making skills.	Yes <b>X</b>	No	In Progress	N/A
f. In developing, implementing, and maintaining its safe and drug-free schools programs, the district collaborates with other governmental and private agencies as needed. <sup>45</sup>	Yes <b>X</b>	No	In Progress	N/A
g. The district regularly reviews the performance of its intervention programs and revises, eliminates, or adds programs accordingly.	Yes <b>X</b>	No	In Progress	N/A
h. The school district shall ensure that Internet safety is infused into the curriculum. Specifically, the curriculum should address crimes against children facilitated through the Internet, computer, or other technologies.	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1003.32 and 1006.147(4)(l), F.S.

Does the District Meet the Best Practice(explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
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Strategies and Actions to Be Taken

**a.- h.: See attachment from Diversity, Cultural Outreach & Prevention**

Fiscal Impact and Timeline

<sup>39</sup> These programs should be designed to improve overall student performance, reduce risk factors and warning signs, prevent bullying or harassment, and improve student behavior.

<sup>40</sup> 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.

<sup>41</sup> Such sources would include the K-20 Education Safety Partnership's electronic clearinghouse and the Department of Education's Program Inventory.

<sup>42</sup> These programs should be designed to ensure the safety of students, teachers, and administrators.

<sup>43</sup> 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.

<sup>44</sup> 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.

<sup>45</sup> The Department of Juvenile Justice and the Department of Education are examples of such agencies.

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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

a. The district teaches instructional and non-instructional staff warning signs associated with students who pose a risk for suicidal behavior.	Yes <b>X</b>	No	In Progress	N/A
b. The district facilitates and encourages requests for assistance with students who pose a risk for suicidal behavior.	Yes <b>X</b>	No	In Progress	N/A
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.	Yes <b>X</b>	No	In Progress	N/A
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.	Yes <b>X</b>	No	In Progress	N/A
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.	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules:** s. 381.0056, F.S.

Does the District Meet the Best Practice(explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
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Strategies and Actions to Be Taken

a. - e.: See attachment from Student Support Services.

Fiscal Impact and Timeline

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**Safety Programs and Curricula**

21. Each school has a system in place to identify, assess, and minimize the risk for students indicating a threat of or exhibiting mental health issues.

Indicators of Meeting the Best Practice

f. The district teaches instructional and non-instructional staff warning signs associated with students who pose a risk for mental health behavior.	Yes <b>X</b>	No	In Progress	N/A
g. The district facilitates and encourages requests for assistance with students who pose a risk for mental health behavior.	Yes <b>X</b>	No	In Progress	N/A
h. The district provides timely access to professional staff trained to evaluate student risk for mental health behavior and provides training and consultation for appropriate staff.	Yes <b>X</b>	No	In Progress	N/A
i. The district has developed procedures for the appropriate management of students determined to be at risk for mental health behavior, including supervision, duty to warn, and community-based referrals.	Yes <b>X</b>	No	In Progress	N/A
j. The district has developed procedures for guiding the support of students re-entering the school environment following hospitalization of a mental health issue, or those surviving the mental health issue of a peer.	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules:** s. 381.0056, F.S.

Does the District Meet the Best Practice(explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
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Strategies and Actions to Be Taken

a. - f.: See attachment from Student ServicesDepartment

Fiscal Impact and Timeline

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

22. 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

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"> <li>natural access and control of schools and campuses;</li> <li>natural surveillance of schools and campuses both from within the facility and from adjacent streets by removing obstructions or trimming shrubbery;</li> <li>school and campus territorial integrity, such as securing courtyards, site lighting, building lighting;</li> <li>audio and motion detection systems covering ground floor doors, stairwells, offices and areas where expensive equipment is stored;</li> <li>exterior stairs, balconies, ramps, and upper level corridors around the perimeter of buildings that have open-type handrails or other architectural features to allow surveillance;</li> <li>open areas, such as plazas, the building's main entrance, parking lots, and bicycle compounds that are designed so they are visible by workers at work stations inside the buildings; and</li> <li>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.</li> </ul>	Yes X	No	In Progress	N/A
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. <sup>46-47</sup>	Yes X	No	In Progress	N/A
c. The district can demonstrate that whenever facilities are renovated or remodeled, safety needs are assessed and safety designs are revised or added to the facility. <sup>48</sup>	Yes X	No	In Progress	N/A
d. The district can demonstrate that facility maintenance incorporates principles of Crime Prevention Through Environmental Design. <sup>49</sup>	Yes X	No	In Progress	N/A

### Related Statutes and Rules

Does the District Meet the Best Practice(explain if applicable)	Yes X	No	In Progress	N/A
Strategies and Actions to Be Taken				
Fiscal Impact and Timeline				

<sup>46</sup> 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. For more information, consult the Florida Safe School Design Guidelines ([http://www.fldoe.org/edfacil/safe\\_schools.asp](http://www.fldoe.org/edfacil/safe_schools.asp)).

<sup>47</sup> Training in Crime Prevention Through Environmental Design is available from the state's Department of Education.

<sup>48</sup> These needs and designs include lighting, break-proof doors, security systems, and fencing. Essentially, is safety reviewed and addressed as part of the renovation or remodeling process?

<sup>49</sup> Such as territoriality and ownership.

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**Facilities and Equipment**

**23. 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

a. Access to campuses and educational facilities is limited to authorized individuals.	Yes <b>X</b>	No	In Progress	N/A
b. Each educational facility has a clearly marked central point for receiving and screening all visitors. <sup>50</sup>	Yes <b>X</b>	No	In Progress	N/A
c. Each educational facility has a procedure regarding the release of students to parents, guardians, or other persons. <sup>51</sup>	Yes <b>X</b>	No	In Progress	N/A
d. Buildings are secured when unoccupied, but security devices shall not prevent egress from the building at any time. <sup>52</sup>	Yes <b>X</b>	No	In Progress	N/A
e. There is a key control program to account for all keys to all buildings, rooms, and gates.	Yes	No	In Progress <b>X</b>	N/A

**Related Statutes and Rules**

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress <b>X</b>	N/A
<p><b>Strategies and Actions to Be Taken</b></p> <p>Question #21 response: a. Although the District's capital program is greatly diminished, the District continues to incorporate CPTED principles in the maintenance, renovation and construction of its educational facilities, where applicable. B. Yes, the District can demonstrate incorporation of the appropriate CPTED and safety features in the design of all new construction. C. See attachment from Safety Department. D. See attachment from Physical Plant Operations Department</p>				
<p><b>Fiscal Impact and Timeline</b></p> <p>Question # 22 response: a. All District school facilities have signage to direct visitors to a specific location for receiving and screening. b. All schools are marked with signs to report to the front or main office. c. All schools have sign-out procedures with posted times to pick up students. d. Electronic security locks do not prevent egress. e. BDSP is reviewing to improve key control procedures and key distribution for school emergencies.</p>				

<sup>50</sup> 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.

<sup>51</sup> This would include procedures such as identification checks.

<sup>52</sup> This would include times the building is or should be unoccupied such as after being closed for the night or the weekend.



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**Facilities and Equipment**

24. **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

a. The district follows US Consumer Product Safety Commission guidelines and consults with other authorities regarding playground construction materials and regulations.	Yes <b>X</b>	No	In Progress	N/A
b. District personnel conduct regular maintenance checks of playground equipment and ground cover surfaces, and document conditions in need of repair, replacement, or maintenance.	Yes <b>X</b>	No	In Progress	N/A
c. The district identifies and corrects playground deficiencies in a timely manner.	Yes <b>X</b>	No	In Progress	N/A
d. Playground areas are supervised when children are present and using the areas during school hours.	Yes <b>X</b>	No	In Progress	N/A
e. Playgrounds are located away from any public ways, service driveways, parking lots, or public sidewalks.	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules**

Does the District Meet the Best Practice(explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
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**Strategies and Actions to Be Taken**

b.: See attachment from Physical Plant Operations Department, Question #23b. d. Response Office of Service Quality, Students are supervised at all times.

**Fiscal Impact and Timeline**

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

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

Indicators of Meeting the Best Practice

a. Each educational facility has a security system that was selected or designed with input from security professionals. <sup>53, 54</sup>	Yes <b>X</b>	No	In Progress	N/A
b. The district can demonstrate that current security equipment is inspected and reviewed annually by safety and security professionals.	Yes <b>X</b>	No	In Progress	N/A
c. Each educational facility maintains evacuation and disaster recovery kits that include copies of all necessary records as well as basic equipment, as required by district emergency response procedures. <sup>55, 56 57</sup>	Yes <b>X</b>	No	In Progress	N/A
d. The district ensures that school buses and other fleet equipment are adequately secured when not in use. <sup>58</sup>	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules**

Does the District Meet the Best Practice(explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
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Strategies and Actions to Be Taken

a.,b.: Security intrusion alarms are reviewed and selected by the Energy Management Systems Department under Physical Plant Operations. Camera monitoring systems and security alarm systems are reviewed and maintained by BDSPD to maintain daily operations and functionality. Work orders are created by school for BCPS response. c. Since 2004, all schools through our Department of Education Emergency Readiness Response Management grant were given school emergency bags and school emergency backpacks. d. All buses and equipment are secured on a daily basis. Gates at each BCPS bus lot are locked after normal business hours.

Fiscal Impact and Timeline

<sup>53</sup> 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.

<sup>54</sup> This would include professionals such as local fire authority, police, and security experts.

<sup>55</sup> 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.

<sup>56</sup> 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.

<sup>57</sup> Refer to the 2006-07 Disaster & Crisis Management Guidebook: <http://www.ncef.org/pubs/edfacilities-disaster-management-guidebook-2007.pdf>

<sup>58</sup> 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*  
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**Facilities and Equipment**

**26. The district provides appropriate safety equipment and information to prevent injuries to students and others.**

Indicators of Meeting the Best Practice

a. Each educational facility is equipped with fully stocked first aid kits and fire extinguishers with current inspection tags.	Yes <b>X</b>	No	In Progress	N/A
b. The district has provided appropriate safety equipment in instructional areas with dangerous equipment or chemicals. <sup>59</sup>	Yes <b>X</b>	No	In Progress	N/A
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.	Yes <b>X</b>	No	In Progress	N/A
d. The district supplies all necessary protective equipment to minimize the number of injuries related to athletic activities. All athletic equipment is maintained in a safe condition. <sup>60</sup>	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1006.063, 1006.165 F.S.; S. 381.0056, F.S. and Rule 64F-6.004, F.A.C.

Does the District Meet the Best Practice(explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
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Strategies and Actions to Be Taken

a. - c.: See attachment from Safety Department. d. Response from Athletics & Student Support, all athletic equipment is maintained in a safe condition.

Fiscal Impact and Timeline

<sup>59</sup> Dangerous equipment or chemicals includes machinery such as saws or drills for shop class, chemicals for chemistry classes, scalpels for biology, and so forth.

<sup>60</sup> For example, the district ensures that automated external defibrillators are available as required in statute and that athletes wear the proper protective equipment and are properly supervised during practices.

*School Safety & Security Best Practices With Their Associated Indicators*  
**2013-2014 School Safety and Security Self-Assessment Form**

**Facilities and Equipment**

**27. The district follows environmental and food safety health practices and regulations.**

Indicators of Meeting the Best Practice

a. The district follows all appropriate food safety health practices and regulations.	Yes <b>X</b>	No	In Progress	N/A
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.	Yes <b>X</b>	No	In Progress	N/A
c. The district complies with all appropriate federal and state requirements for facility safety. <sup>61</sup>	Yes <b>X</b>	No	In Progress	N/A
d. <del>The district maintains a copy of the state and local health regulations. All school sites have a copy of the local health regulations.</del>	Yes <b>X</b>	No	In Progress	N/A
e. The district distributes written emergency procedures and plans to each <i>cafeteria site</i> for reporting, investigating, and correcting the cause of any food safety incidents and these documents are distributed to the principal and made available to all employees.	Yes <b>X</b>	No	In Progress	N/A
f. The district distributes written emergency procedures and plans to each <i>school site</i> for reporting, investigating, and correcting the cause of any environmental incidents and these documents are distributed to the principal and made available to all employees.	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules**

Does the District Meet the Best Practice(explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
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**Strategies and Actions to Be Taken**

a.- f.: See attachment from Food and Nutrition Services Department.

**Fiscal Impact and Timeline**

<sup>61</sup> Examples include EPA guidelines, Occupational Safety and Health Administration's Hazardous Communication Standards, federal and state regulations regarding hazardous materials plans, Asbestos Hazardous Emergency Response Act rules, and other mandated environmental and safety issues.

*School Safety & Security Best Practices With Their Associated Indicators*  
**2013-2014 School Safety and Security Self-Assessment Form**

**Facilities and Equipment**

28. The district has worked with staff or members of the Campus Security component of the Regional Domestic Security Task Force to develop a Pre-incident Security Enhancement plan.<sup>62</sup>

Indicators of Meeting the Best Practice

a. The district ensures that all appropriate district personnel are familiar with the National Infrastructure Protection Plan. <sup>63</sup>	Yes <b>X</b>	No	In Progress	N/A
b. A vulnerability assessment has been conducted on all educational and ancillary facilities. <sup>64</sup>	Yes <b>X</b>	No	In Progress	N/A
c. The Security Plan is NIMS compliant (see Best Practice #7 under Safety Planning) and is aligned with the School Safety Plan (Best Practice #4).	Yes <b>X</b>	No	In Progress	N/A
d. The district has participated in a regional domestic security task force exercise. <sup>65</sup>	Yes	No <b>X</b>	In Progress	N/A

**Related Statutes and Rules**

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress <b>X</b>	N/A
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Strategies and Actions to Be Taken

a. NIPP has been circulated through the Information & Technology Department. b. All schools are required to indicate the status of completing a school site assessment. c. The BCPS Emergency Preparedness Training program for the Superintendent and Senior Leadership Team is based on NIMS. d. The BDSPD is a participating member of the Region 7 Domestic Terrorism Task Force. BCPS has not participated with regional activities but has collaborated with law enforcement agencies exercises locally when involving schools.

Fiscal Impact and Timeline

<sup>62</sup> Information related to the Domestic Security Task Force can be found on the Florida Department of Law Enforcement website: <http://www.fdle.state.fl.us/Content/Domestic-Security/Menu/Domestic-Security-Organization.aspx>.

<sup>63</sup> Can be included with the In-Service Training described in Best Practice #11.

<sup>64</sup> See Best Practice #7.

<sup>65</sup> Exercises may include the following types: workshop, tabletop, drill, functional, or full scale.

*School Safety & Security Best Practices With Their Associated Indicators*  
**2013-2014 School Safety and Security Self-Assessment Form**

**Transportation**

29. 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

a. School bus service driveways at each school meet the requirements of the State Requirements for Educational Facilities (SREF) Chapter 5.	Yes <b>X</b>	No	In Progress	N/A
b. The district and charter schools have 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.	Yes <b>X</b>	No	In Progress	N/A
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.	Yes <b>X</b>	No	In Progress	N/A
d. Whenever feasible existing schools are renovated to provide for separation of vehicular and pedestrian traffic. <sup>66</sup>	Yes <b>X</b>	No	In Progress	N/A
e. Whenever feasible existing schools are renovated to provide for separation of bicycle access and bicycle parking from vehicular and pedestrian traffic.	Yes <b>X</b>	No	In Progress	N/A

**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(explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
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Strategies and Actions to Be Taken

a. - c.: See attachment from Pupil Transportation. d. - e.: See attachment from Safety Department.

Fiscal Impact and Timeline

<sup>66</sup> In general, 27c and 27d should be feasible except where prohibited by the physical structure of the school or county regulations.

*School Safety & Security Best Practices With Their Associated Indicators*  
**2013-2014 School Safety and Security Self-Assessment Form**

**Transportation**

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

Indicators of Meeting the Best Practice

a. The district and charter schools have procedures to ensure the safety of designated school bus routes and to ensure that bus stops are designated in the most reasonably safe locations. <sup>67</sup>	Yes <b>X</b>	No	In Progress	N/A
b. All persons transporting students, including school personnel, charter school personnel, and contractors, are properly licensed, trained, and qualified.	Yes <b>X</b>	No	In Progress	N/A
c. The district and each charter school monitor school bus operators' driving records and have 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.	Yes <b>X</b>	No	In Progress	N/A
d. Each school principal ensures that all transported students receive instruction in safe riding practices and rules of conduct and that these safety practices and rules are communicated to parents or guardians. This includes the parents' or guardians' shared responsibility for the safety of their children when they are not under district supervision while traveling to and from school or the bus stop. <sup>68</sup>	Yes <b>X</b>	No	In Progress	N/A
e. The district clearly communicates, such as through a checklist, what steps district staff will take in response to transportation accidents or other transportation emergencies. <sup>69</sup>	Yes <b>X</b>	No	In Progress	N/A
f. The school district has implemented procedures to ensure compliance with laws and rules related to limiting proximity of bus stops to statutorily specified sexual offenders under conditional release.	Yes <b>X</b>	No	In Progress	N/A
g. The school district has a procedure to communicate to bus drivers' information regarding registered sexual offenders and predators who reside near designated bus stops.	Yes <b>X</b>	No	In Progress	N/A
h. The school district has a procedure to ensure that students are safely transported to and from schools and released only at approved locations and under approved circumstances.	Yes <b>X</b>	No	In Progress	N/A
i. The school district has implemented procedures for timely review and correction of safety hazards reported at bus stop locations; such procedures shall include consideration of the risks to students who are unaccompanied at bus stop locations.	Yes <b>X</b>	No	In Progress	N/A
j. The school district and charter schools inform parents, guardians and students at least annually in writing of their responsibilities and related district policies to ensure safe travel and conduct of students not under the custody and control of the school district or charter school.	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules:** ss. 316.6145, 775.21, 943.0435, 944.607, 947.1405(7)(a), 1006.147(2)(b), 1006.22(12)(c), and 1012.45, F.S.; Rules 6A-3.0141, 6A-3.0151, and 6A-3.0171, F.A.C.; S. 1002.20(3), F.S. and Rules 6A-6.0251, 6A-0252, and 6A-6.0253, F.A.C.

Does the District Meet the Best Practice(explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
Strategies and Actions to Be Taken				
Fiscal Impact and Timeline				

<sup>67</sup> 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.

<sup>68</sup> 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).

<sup>69</sup> District staff should include both bus drivers as well as other affected staff.

*School Safety & Security Best Practices With Their Associated Indicators*  
**2013-2014 School Safety and Security Self-Assessment Form**

**Transportation**

31. 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

a. School bus operators perform pre-trip inspections of school bus safety items and correct deficiencies before buses are used to transport students, and school bus operators perform post-trip inspections to ensure no students are left on buses.	Yes <b>X</b>	No	In Progress	N/A
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> . <sup>70</sup>	Yes <b>X</b>	No	In Progress	N/A
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> .	Yes <b>X</b>	No	In Progress	N/A
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.	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules:** ss. 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(explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
Strategies and Actions to Be Taken				
<b>Fiscal Impact and Timeline</b> a. - j.: See attachment from Pupil Transportation Department.				

<sup>70</sup> 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.

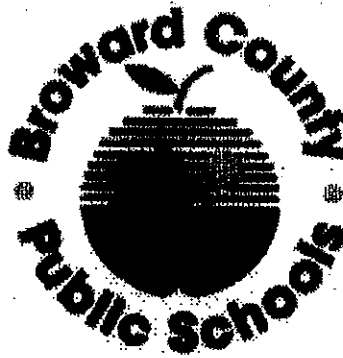


**School Safety & Security Best Practices  
With Their Associated Indicators**

**OPPAGA Resource**

**Documentation Broward**

**County Public Schools**



**Department Reference:**

**Health Education Services**

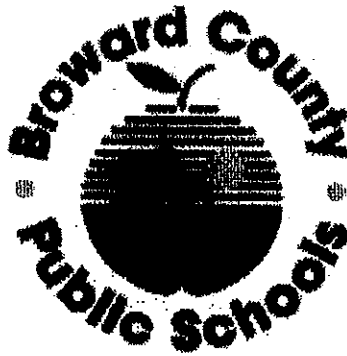


**School Safety & Security Best Practices  
With Their Associated Indicators**

**OPPAGA Resource**

**Documentation Broward**

**County Public Schools**



**Department Reference:**

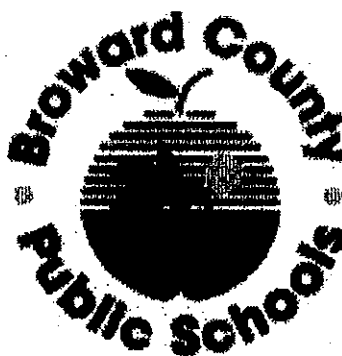
**Broward County Public Schools  
Information & Technology**

**School Safety & Security Best Practices  
With Their Associated Indicators**

**OPPAGA Resource**

**Documentation Broward**

**County Public Schools**



**Department Reference:**

**Broward County Public Schools  
Information & Technology**

***School Safety & Security Best Practices With Their Associated Indicators***  
**2013-2014 School Safety and Security Self-Assessment Form**

**Facilities and Equipment**

28. The district has worked with staff or members of the Campus Security component of the Regional Domestic Security Task Force to develop a Pre-incident Security Enhancement plan.<sup>62</sup>

**Indicators of Meeting the Best Practice**

a. The district ensures that all appropriate district personnel are familiar with the National Infrastructure Protection Plan. <sup>63</sup>	Yes <b>X</b>	No	In Progress	N/A
b. A vulnerability assessment has been conducted on all educational and ancillary facilities. <sup>64</sup>	Yes	No	In Progress	N/A
c. The Security Plan is NIMS compliant (see Best Practice #7 under Safety Planning) and is aligned with the School Safety Plan (Best Practice #4).	Yes	No	In Progress	N/A
d. The district has participated in a regional domestic security task force exercise. <sup>65</sup>	Yes	No	In Progress	N/A

**Related Statutes and Rules**

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
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**Strategies and Actions to Be Taken**

- a. NIPP has been circulated through the Information & Technology Department.

**Fiscal Impact and Timeline**

<sup>62</sup> Information related to the Domestic Security Task Force can be found on the Florida Department of Law Enforcement website: <http://www.fdle.state.fl.us/Content/Domestic-Security/Menu/Domestic-Security-Organization.aspx>.

<sup>63</sup> Can be included with the In-Service Training described in Best Practice #11.

<sup>64</sup> See Best Practice #7.

<sup>65</sup> Exercises may include the following types: workshop, tabletop, drill, functional, or full scale.

***School Safety & Security Best Practices With Their Associated Indicators***  
***2013-2014 School Safety and Security Self-Assessment Form***

**Safety Planning**

**7. The district has developed emergency response procedures.**

**Indicators of Meeting the Best Practice**

a. The district has developed a district wide plan for potential attacks against school sites or students and incorporates the appropriate school responses in the emergency procedures checklist.	Yes	No	In Progress	N/A
b. The district has procedures for contacting all schools simultaneously in the event of a district wide emergency.	<b>X</b>	No	In Progress	N/A
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.	Yes	No	In Progress	N/A
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"> <li>communicating necessary information to the media and parents;<sup>15</sup></li> <li>identifying established separate staging areas (e.g., specified locations) for media and parents; and</li> <li>providing guidelines on how to respond to media questions and interviews.</li> </ul>	Yes	No	In Progress	N/A
e. The district ensures that all appropriate district personnel are familiar with the Statewide Policy for Strengthening Domestic Security in Florida Public Schools to identify protective measures and ensure NIMS compliant. The policy requirements include the following elements: <ul style="list-style-type: none"> <li>Access Control</li> <li>Emergency Equipment</li> <li>Training</li> <li>Communication &amp; Notification Procedures</li> <li>Coordination with Partners</li> <li>Vulnerability Assessment</li> <li>National Incident Management System (NIMS)</li> </ul>	Yes	No	In Progress	N/A

**Related Statutes and Rules: ss. 1006.07 and 1006.08**

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
<b>Strategies and Actions to Be Taken</b> <b>b. SBBC Information &amp; Technology - Broward County Schools utilizes telephone, SMS Text, Mobile App alert and/or email to deliver emergency messages to all staff, students and/or parents (in total of in subset groups based on work location or role).</b>				
<b>Fiscal Impact and Timeline</b>				

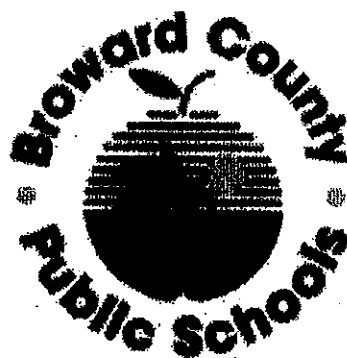
<sup>15</sup> Necessary information should include where parents should go or whom they should contact to find out about their children and where to get further information.

**School Safety & Security Best Practices  
With Their Associated Indicators**

**OPPAGA Resource**

**Documentation Broward**

**County Public Schools**



**Department Reference:**

**Broward District Schools Police Department**

# School Safety & Security Best Practices With Their Associated Indicators

## 2013-2014 School Safety and Security Self-Assessment Form

Resource Information provided by: Broward District Schools Police Department

Title:     Safety Planning    

Question: 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.

Question: 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.

Question: Example: Question # 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					
Question	Response	Yes	No	In progress	N/A
Q. #11 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	Each school is required to identify SAFE Team roles within the online school safety plan. BDSP and schools provide training annually.	x			
Q. #11 e. The district supplies trained personnel with the appropriate safety equipment	All schools are required to maintain a school emergency kit described within the Critical Resource Manual	x			
Q. #11 h. In counties where local law enforcement has identified youth gang activity, the district provides teachers and school personnel with appropriate training such as gang awareness, conflict resolution, de-escalating methods for verbal conflicts, diversity training, self defense training, and safe techniques to intervene in a fight.	BDSP has (3) Gang Prevention Coordinators which provide training to school and district personnel regarding gang awareness, drill preparation, and intervention as a part of the Emergency Preparedness cadre of training.	x			
Q. #14 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. 28 The district has a policy to share information on sexual predators and offenders who reside in close proximity of the school with school crossing guards, custodians and other persons who work or volunteer	Each school facility has STAR Visitor Management System that has the ability to "watch List" a visitor against the State of Florida Sex Offender database.	x			



# School Safety & Security Best Practices With Their Associated Indicators

## 2013-2014 School Safety and Security Self-Assessment Form

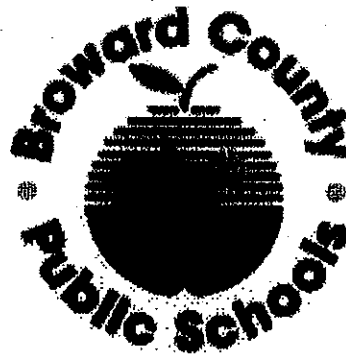
in student drop-off and pick-up areas or have a responsibility in access control. Additionally, the information is also made available to after school programs and other youth events that occur on the school's campus.					
Q. #14 e. The district school board outlines the standards for use of reasonable force by school personnel that complies with relevant state laws in order to maintain an orderly environment.	BDSP provides guidance through Professional Crisis Management (PCM) training that supports the use of reasonable force	x			
Q. #14 h. The school district has a procedure to ensure that, prior to any decision to appoint or employ any person to volunteer at any place where children regularly congregate, a search of that person's name or information is made against the FDLE sexual offender/predator database	All school volunteers are screened against clerk of courts and State of Florida sexual offender database.	x			
Q. #14 i. The district promotes the use of state and national criminal history record background checks on volunteers who have unsupervised access to students on a one-on-one basis such as mentors.	All school volunteers are screen against clerk of courts and State of Florida sexual offender database.	x			

**School Safety & Security Best Practices  
With Their Associated Indicators**

**OPPAGA Resource**

**Documentation Broward**

**County Public Schools**



**Department Reference:**

**Food & Nutrition Services**

**Food & Nutrition Services**

Technology Support Services Center

September 18, 2014

TO: Anthony Williams, Chief of Police  
Broward District Schools Police Department

FROM: Mary Mulder, Director  
Food and Nutrition Services

SUBJECT: **FOOD AND NUTRITION SERVICES RESPONSE  
OFFICE OF PROGRAM POLICY ANALYSIS AND GOVERNMENT  
ACCOUNTABILITY (OPPAGA): SCHOOL BOARD QUESTIONS**

The following questions from page 28 are answered and include attached supporting documentation:

Facilities and Equipment

**27. The District follows environmental and food safety health practices and regulations.**

**Indicators of Meeting the Best Practice**

a. The District follows all appropriate food safety health practices and regulations. <i>Food and Nutrition Services Procedure Manual: A-13 Required Classes F-1 Food Safety and Sanitation F-2 Cafeteria Inspections Performed by Broward County Health Dept.</i>	Yes <b>X</b>	No	In Progress	N/A
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. <i>Food and Nutrition Services Employee Handbook – provided to each employee Material Safety Data sheets (MSDA) – notebook available in each kitchen</i>	Yes <b>X</b>	No	In Progress	N/A
c. The District complies with all appropriate federal and state requirements for facility safety. <i>School Safety and Security Assessment Form: Safety Planning – page 6</i>	Yes <b>X</b>	No	In Progress	N/A
d. The District distributes written emergency procedures and plans to each cafeteria site for reporting, investigating, and correcting the cause of any food safety incidents and these documents are distributed to the principal and made available to all employees. <i>Food and Nutrition Services Procedure Manual F-1 Food Safety and Sanitation F-3 Suspected Foodborne Illness/Outbreak Procedures F-6 Boil Water Alert</i>	Yes <b>X</b>	No	In Progress	N/A

Mary Mulder, Director

Phone: 754-321-0215 Fax: 754-321-0235

FOOD AND NUTRITION SERVICES RESPONSE OPPAG: SCHOOL BOARD QUESTIONS

September 18, 2014

Page 2

e. The District distributes written emergency procedures and plans to each <i>cafeteria site</i> for reporting, investigating, and correcting the cause of any food safety incidents and these documents are distributed to the principal and made available to all employees. <i>Food and Nutrition Services Procedure Manual</i> <i>F-1 Food Safety and Sanitation</i> <i>F-3 Suspected Foodborne Illness/Outbreak Procedures</i> <i>F-6 Boil Water Alert</i>	Yes X	No	In Progress	N/A
f. The District distributes written emergency procedures and plans to each <i>school site</i> for reporting, investigating, and correcting the cause of any environmental incidents and these documents are distributed to the principal and made available to all employees. <i>Food and Nutrition Services Procedure Manual</i> <i>F-1 Food Safety and Sanitation</i>	Yes X	No	In Progress	N/A

**Related Statutes and Rules**

Does the District Meet the Best Practice (explain if applicable)	Yes X	No	In Progress	N/A
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**Strategies and Actions to Be Taken**

a. – f.: see attachments from Food and Nutrition Services

**Fiscal Impact and Timeline**

MM:mw  
Attachments

Cc: Maurice Woods, Chief Strategy & Operations Officer  
Scott Jarvis, Assistant Director Administrator, Office of Performance & Accountability  
Robert Dinkel, Police Major, Broward District Schools Police Department  
Reginald L. Browne, Gang Prevention Team Coordinator, Broward District Schools Police Department

*School Safety & Security Best Practices With Their Associated Indicators*  
**2013-2014 School Safety and Security Self-Assessment Form**

**Facilities and Equipment**

**27. The district follows environmental and food safety health practices and regulations.**

**Indicators of Meeting the Best Practice**

a. The district follows all appropriate food safety health practices and regulations.	Yes <b>X</b>	No	In Progress	N/A
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.	Yes <b>X</b>	No	In Progress	N/A
c. The district complies with all appropriate federal and state requirements for facility safety. <sup>61</sup>	Yes <b>X</b>	No	In Progress	N/A
d. The district maintains a copy of the state and local health regulations. All school sites have a copy of the local health regulations.	Yes <b>X</b>	No	In Progress	N/A
e. The district distributes written emergency procedures and plans to each <i>cafeteria site</i> for reporting, investigating, and correcting the cause of any food safety incidents and these documents are distributed to the principal and made available to all employees.	Yes <b>X</b>	No	In Progress	N/A
f. The district distributes written emergency procedures and plans to each <i>school site</i> for reporting, investigating, and correcting the cause of any environmental incidents and these documents are distributed to the principal and made available to all employees.	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules**

Does the District Meet the Best Practice(explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
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**Strategies and Actions to Be Taken**

**a.-f.: See attachments from Food and Nutrition Services**

**Fiscal Impact and Timeline**

<sup>61</sup> Examples include EPA guidelines, Occupational Safety and Health Administration's Hazardous Communication Standards, federal and state regulations regarding hazardous materials plans, Asbestos Hazardous Emergency Response Act rules, and other mandated environmental and safety issues.

*School Safety & Security Best Practices With Their Associated Indicators*  
**2013-2014 School Safety and Security Self-Assessment Form**

**Facilities and Equipment**

**27. The district follows environmental and food safety health practices and regulations.**

Indicators of Meeting the Best Practice

a. The district follows all appropriate food safety health practices and regulations.	Yes <b>X</b>	No	In Progress	N/A
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.	Yes <b>X</b>	No	In Progress	N/A
c. The district complies with all appropriate federal and state requirements for facility safety. <sup>61</sup>	Yes <b>X</b>	No	In Progress	N/A
d. The district maintains a copy of the state and local health regulations. All school sites have a copy of the local health regulations.	Yes <b>X</b>	No	In Progress	N/A
e. The district distributes written emergency procedures and plans to each <i>cafeteria site</i> for reporting, investigating, and correcting the cause of any food safety incidents and these documents are distributed to the principal and made available to all employees.	Yes <b>X</b>	No	In Progress	N/A
f. The district distributes written emergency procedures and plans to each <i>school site</i> for reporting, investigating, and correcting the cause of any environmental incidents and these documents are distributed to the principal and made available to all employees.	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules**

Does the District Meet the Best Practice(explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
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Strategies and Actions to Be Taken

a.-f.: See attachments from Food and Nutrition Services

Fiscal Impact and Timeline

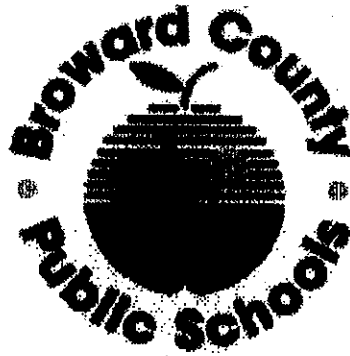
<sup>61</sup> Examples include BPA guidelines, Occupational Safety and Health Administration's Hazardous Communication Standards, federal and state regulations regarding hazardous materials plans, Asbestos Hazardous Emergency Response Act rules, and other mandated environmental and safety issues.

**School Safety & Security Best Practices  
With Their Associated Indicators**

**OPPAGA Resource**

**Documentation Broward**

**County Public Schools**



**Department Reference:**

**Office of Diversity, Prevention & Intervention**

*School Safety & Security Best Practices With Their Associated Indicators*  
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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

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. <sup>4</sup>	Yes <b>X</b>	No	In Progress	N/A
b. The district and its schools have a process in place to collect, revise, update and ensure the accuracy of the discipline data.	Yes <b>X</b>	No	In Progress	N/A
c. The district has established and implemented strategies to ensure the reliability of SESIR, discipline, and other safety and security program data.	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1006.09(8) and 1006.13(3), F.S.

Does the District Meet the Best Practice (explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
Strategies and Actions to Be Taken				
Fiscal Impact and Timeline				

<sup>4</sup> 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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**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**

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.	Yes	No	In Progress	N/A
b. The comprehensive school safety plan and emergency procedures have been shared with appropriate emergency response agencies. <sup>9</sup>	Yes	No	In Progress	N/A
c. The comprehensive school safety plan and emergency procedures have been distributed to designated administrators and staff. <sup>10</sup>	Yes	No	In Progress	N/A
d. The comprehensive school safety plan and emergency procedures are reviewed and revised annually or more often if events warrant.	Yes	No	In Progress	N/A
e. The district seeks input from local law enforcement on the level of local youth gang activity and incorporates relevant recommendations from the Florida Gang Reduction Strategy 2008 – 2012 into its safety plan. <sup>11</sup>	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules:** ss. 119.071, F.S.

Does the District Meet the Best Practice (explain if applicable)	Yes	No	In Progress	N/A
Strategies and Actions to Be Taken				
Fiscal Impact and Timeline				

<sup>9</sup> Emergency response agencies may include the fire department, police department, hospitals, social service, and health agencies., i.e. county health department

<sup>10</sup> 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.

<sup>11</sup> Please see <http://www.floridagangreduction.com/flgangs.nsf/pages/Strategy>, pages 34-35.

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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. Early Warning Systems, Mental Health issues and Suicide Prevention.

**Indicators of Meeting the Best Practice**

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. <sup>19, 20</sup> This training should include classroom management and violence and alcohol, tobacco, and other drugs training for appropriate personnel.	Yes	No	In Progress	N/A
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.	Yes	No	In Progress	N/A
c. The district reviews and uses the relevant training opportunities provided by the Department of Education and other appropriate organizations.	Yes	No	In Progress	N/A
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. <sup>21</sup>	Yes	No	In Progress	N/A
e. The district supplies trained personnel with the appropriate safety equipment. <sup>22</sup>	Yes	No	In Progress	N/A
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.	Yes X	No	In Progress	N/A
g. The district has a procedure for providing instruction to parents, teachers, school administrators, counseling staff, bus operators, and school volunteers on identifying, preventing, and responding to bullying or harassment.	Yes X	No	In Progress	N/A
h. In counties where local law enforcement has identified youth gang activity, the district provides teachers and school personnel with appropriate training such as gang awareness, conflict resolution, de-escalating methods for verbal conflicts, diversity training, self-defense training, and safe techniques to intervene in a fight.	Yes X	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1006.147(4)(l), 1012.98 (4)(b)4. and 1012.98(4)(b)5., F.S.; s. 381.0015, F.S.

<b>Does the District Meet the Best Practice(explain if applicable)</b>	Yes	No	In Progress	N/A
<b>Strategies and Actions to Be Taken</b>				
<b>Fiscal Impact and Timeline</b>				

<sup>19</sup> 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 of working days a substitute must have before being provided with training.

<sup>20</sup> Specialized training may include suicide prevention and responses for specific emergency situations as outlined in the emergency checklist in Best Practice 8.

<sup>21</sup> 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.

<sup>22</sup> 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

a. The school district is in compliance with relevant laws and regulations regarding discipline policies, including the code of student conduct. <sup>23</sup>	Yes <b>X</b>	No	In Progress	N/A
b. The district school board and school administrators annually review discipline policies and revise those policies with input from teachers, staff, parents, and students.	Yes <b>X</b>	No	In Progress	N/A
c. The code of student conduct is clearly written and avoids the use of technical terminology.	Yes <b>X</b>	No	In Progress	N/A
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.	Yes <b>X</b>	No	In Progress	N/A
e. Each year the discipline policies are clearly and thoroughly communicated to students, parents, and other stakeholders. <sup>24</sup>	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1006.07(2) and 1006.07(2)(c), F.S.

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
Strategies and Actions to Be Taken				
Fiscal Impact and Timeline				

<sup>23</sup> 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.

<sup>24</sup> 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**

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.	Yes <b>X</b>	No	In Progress	N/A
b. Alternatives to suspension and expulsion have been built into the disciplinary policy and are appropriately and consistently used.	Yes <b>X</b>	No	In Progress	N/A
c. The district has a process in place to relocate students who are regularly dismissed from their classroom.	Yes <b>X</b>	No	In Progress	N/A
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.	Yes <b>X</b>	No	In Progress	N/A
e. Disciplinary policies include procedures regarding interviewing students by law enforcement agencies and the Department of Children and Families.	Yes <b>X</b>	No	In Progress	N/A
f. Disciplinary policies include procedures governing locker searches.	Yes <b>X</b>	No	In Progress	N/A
g. The district's discipline policies are consistent with the state and federal requirements for students with disabilities.	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1006.09(9) and 1006.13(3), F.S.

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
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

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. <sup>25</sup>	Yes <b>X</b>	No	In Progress	N/A
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.	Yes <b>X</b>	No	In Progress	N/A
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. <sup>26, 27</sup>	Yes	No	In Progress	N/A
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. <sup>28</sup> The district has a policy to share information on sexual predators and offenders who reside in close proximity of the school with school crossing guards, custodians and other persons who work or volunteer in student drop-off and pick-up areas or have a responsibility in access control. Additionally, the information is also made available to after school programs and other youth events that occur on the school's campus.	Yes	No <i>X Verified 11/6/14 OPP Nieves</i>	In Progress	N/A
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.	Yes	No	In Progress	N/A
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. <sup>29</sup>	Yes <b>X</b>	No	In Progress	N/A
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. <sup>30</sup>	Yes <b>X</b>	No	In Progress	N/A
h. The school district has a procedure to ensure that, prior to any decision to appoint or employ any person to volunteer at any place where children regularly congregate, a search of that person's name or information is made against the FDLE sexual offender/predator database.	Yes	No	In Progress	N/A

<sup>25</sup> 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.

<sup>26</sup> Charges and convictions tracked should be limited to felonies, abuse of a minor, and sale or possession of a controlled substance.

<sup>27</sup> 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.

<sup>28</sup> The information regarding sexual offenders, such as photographs, should be shared with bus drivers, teachers, front office staff, custodial staff, and cafeteria staff.

<sup>29</sup> 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.

<sup>30</sup> 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.

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i. The district promotes the use of state and national criminal history record background checks on volunteers who have unsupervised access to students on a one-on-one basis such as mentors.	Yes	No	In Progress	N/A
j. The school district shall explore ways to infuse Internet safety into the curriculum. Specifically the curriculum should address crimes against children facilitated through the Internet, computer, or other technologies	Yes <b>X</b>	No	In Progress	N/A
k. The district has a DOE certified policy prohibiting bullying and harassment of students and staff on school grounds, on school transportation, at school sponsored events, and through any technology which impacts the learning environment at school.	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules:** ss. 775.21, 943.0435, 943.04351, 944.607, 1006.07(1)(a), 1006.08(2), 1006.09(8), 1006.11, 1006.13, 1006.147(4), 1012.799, 1003.31, and 1003.32, *F.S.*

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
<b>Strategies and Actions to Be Taken</b>				
<b>Fiscal Impact and Timeline</b>				

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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**

a. The district has developed, in accordance with state law, a cooperative agreement with the Department of Juvenile Justice.	Yes <b>X</b>	No	In Progress	N/A
b. The district works proactively with students, parents, law enforcement, the community and the media to address safety and security issues including issues related to Internet safety to specifically address crimes against children facilitated through the Internet, computer, or other technologies.	Yes <b>X</b>	No	In Progress	N/A
c. The district works with local community agencies and businesses to identify ways to increase support in keeping schools safe. <sup>35</sup>	Yes <b>X</b>	No	In Progress	N/A
d. The district provides information to parents regarding the necessary school-entry health examinations and immunizations for all students.	Yes	No	In Progress	N/A
e. The district has crime watch programs and school safety hotline(s) in place and available in all schools.	Yes <b>X</b>	No	In Progress	N/A
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).	Yes <b>X</b>	No	In Progress	N/A
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. <sup>36</sup>	Yes	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1003.22(1), 1003.22(4), 1006.13(3), and 1006.141, F.S.; ss. 1003.22, F.S. and 381.0056, F.S.

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
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**Strategies and Actions to Be Taken**

e and f. All District schools have access to the District Hotline, text messaging and email resources via our Silence Hurts reporting program. Broward District School Police and Diversity, Prevention and Intervention will conduct trainings to schools in an effort to develop more robust Crime Watch Programs.

**Fiscal Impact and Timeline**

<sup>35</sup> This is accomplished through activities such as through public-private partnerships.

<sup>36</sup> 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. Information relating directly to the physical security of the facility or revealing security systems.

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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.<sup>37</sup>

**Indicators of Meeting the Best Practice**

a. School climate surveys include questions relating to discipline, bullying, threats perceived by students, and other safety or security related issues.	Yes <b>X</b>	No	In Progress	N/A
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"> <li>• pro-social skills;</li> <li>• character education;</li> <li>• conflict resolution;</li> <li>• peer mediation; and</li> <li>• prevention of bullying and harassment.</li> </ul>	Yes <b>X</b>	No	In Progress	N/A
c. Curricula and special programs on violence and drug prevention, health, safety, and security are available to students, school staff, and parents.	Yes <b>X</b>	No	In Progress	N/A
d. The district regularly reviews the school climate at each school and revises, eliminates, or adds programs accordingly.	Yes <b>X</b>	No	In Progress	N/A
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.	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1004.04, 1004.05, and 1006.147(4)(l), F.S.; ss. 1006.20 and 1006.165, F.S.

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
<b>Strategies and Actions to Be Taken</b>				
<b>Fiscal Impact and Timeline</b>				

<sup>37</sup> Article IX, Section 1, Florida Constitution.



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**Safety Programs and Curricula**

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

**Indicators of Meeting the Best Practice**

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.	Yes <b>X</b>	No	In Progress	N/A
b. The district has Safe and Drug-Free School (SDFS) plan and regularly reviews and updates the plan.	Yes <b>X</b>	No	In Progress	N/A
c. Coaches and athletes adhere to established policies prohibiting tobacco and drug, including alcohol, use.	Yes <b>X</b>	No	In Progress	N/A
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. <sup>38</sup>	Yes	No	In Progress	N/A <b>X</b>

**Related Statutes and Rules**

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
Strategies and Actions to Be Taken				
Fiscal Impact and Timeline				

<sup>38</sup> As part of this review, the district should have performance-related data for each of these programs.

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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. <sup>39</sup>

**Indicators of Meeting the Best Practice**

a. The district reviews and makes available to its schools sources of violence and drug prevention and other safety-related programs and curricula. <sup>40-41</sup>	Yes <b>X</b>	No	In Progress	N/A
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. <sup>42-43</sup>	Yes <b>X</b>	No	In Progress	N/A
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.	Yes <b>X</b>	No	In Progress	N/A
d. The district has considered a dress code or school uniform policy. <sup>44</sup>	Yes <b>X</b>	No	In Progress	N/A
e. Students at each grade level are taught violence prevention, conflict resolution, bullying/harassment prevention, and communication/decision making skills.	Yes <b>X</b>	No	In Progress	N/A
f. In developing, implementing, and maintaining its safe and drug-free schools programs, the district collaborates with other governmental and private agencies as needed. <sup>45</sup>	Yes <b>X</b>	No	In Progress	N/A
g. The district regularly reviews the performance of its intervention programs and revises, eliminates, or adds programs accordingly.	Yes <b>X</b>	No	In Progress	N/A
h. The school district shall ensure that Internet safety is infused into the curriculum. Specifically, the curriculum should address crimes against children facilitated through the Internet, computer, or other technologies.	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1003.32 and 1006.147(4)(I), F.S.

<b>Does the District Meet the Best Practice(explain if applicable)</b>	Yes	No	In Progress	N/A
<b>Strategies and Actions to Be Taken</b>				
<b>Fiscal Impact and Timeline</b>				

<sup>39</sup> These programs should be designed to improve overall student performance, reduce risk factors and warning signs, prevent bullying or harassment, and improve student behavior.

<sup>40</sup> 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.

<sup>41</sup> Such sources would include the K-20 Education Safety Partnership's electronic clearinghouse and the Department of Education's Program Inventory.

<sup>42</sup> These programs should be designed to ensure the safety of students, teachers, and administrators.

<sup>43</sup> 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.

<sup>44</sup> 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.

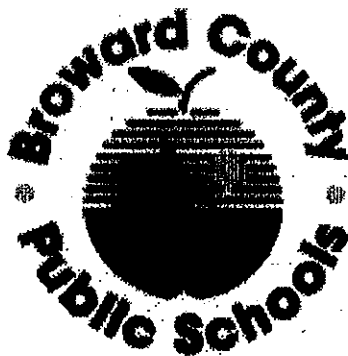
<sup>45</sup> The Department of Juvenile Justice and the Department of Education are examples of such agencies.

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**Documentation Broward**

**County Public Schools**



**Department Reference:**

**Office of Service Quality**

# Office of Service Quality

Page 4

Question

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

- ☐ 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;
- ☐ 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;

Answer

Question 4b Yes, The District is meeting this standard. The Office of School Performance and Accountability is the school district division authorized to set expectations and evaluation measures for school based administrators. Principals' performance regarding the establishment and implementation of plans to address school operations and safety is an expectation standard that has been codified in the Broward Assessment for School Administrators, the most recent school administrator evaluation instrument. This instrument contains the standards that school district principals have been trained to demonstrate. These standards include the expectation noted as the "leader (Principal) manages the organization, operations, and facilities to provide the faculty with quality resources and time for professional learning and promotes, participates in, and engages faculty in effective individual and collaborative learning on priority professional goals throughout the school year." The Cadre Directors of the Office of School Performance and Accountability will be the members of District Administration who will be expected to evaluate the appropriate creation and implementation of these safety operational procedures, implemented within the overall scope of school operations. Principals will be expected to integrate procedures from the School Board of Broward County Critical Response Manual to address safety concerns.

## Office of Service Quality

Other indicators of the district being in compliance as evidenced in 'The Evaluation of Principal's Performance' includes the several indicators including; Indicator 2.2

School Climate: The leader maintains a school climate that supports student engagement in learning.

Indicator 5.1

Student Centered: The leader maintains a safe, respectful and inclusive student-centered learning environment that is focused on equitable opportunities for learning and building a foundation for a fulfilling life in a democratic society and global economy by providing recurring monitoring and feedback on the quality of the learning environment and aligning learning environment practices with system objectives, improvement planning, faculty proficiency needs, and appropriate instructional goals.

Indicator 6.3

Quality Control: The leader maintains recurring processes for evaluating decisions for effectiveness, equity, intended and actual outcome(s); implements follow-up actions revealed as appropriate by feedback and monitoring; and revises decisions or implementing actions as needed.

Indicator 8.2

Strategic Instructional Resourcing: The leader maximizes the impact of school personnel, fiscal and facility resources to provide recurring systemic support for instructional priorities and a supportive learning environment.

Page 7 c.

This standard is continues to be met through the implementation of the procedures described on Attachment A.

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c. Each educational facility has a procedure regarding the release of students to parents, guardians, or other persons.

The response is Yes. The setting of expectations for non-instructional personnel is referred to on page one of Attachment B. Attachment C displays the uniform Emergency Contact Card. In addition, the General Counsel's Office has provided some guidance to principals in the form of Attachment D. **Additionally, the School Board of Broward County Critical Response Manual will be used as a guide for several situations that may arise.**

e. There is a key control program to account for all keys to all buildings, rooms, and gates.

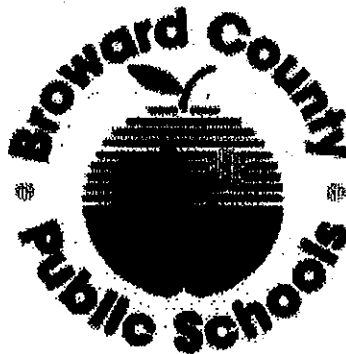
The response is Yes. New School Manual explains the expectation that Principals are responsible for the logging and distribution of keys. (Attachment E, page 18.

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**County Public Schools**



**Department Reference:**

**Communications Department**

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Assessment Form**

a. The district has developed a district wide plan for potential attacks against school sites or students and incorporates the appropriate school responses in the emergency procedures checklist.	Yes	No	In Progress	N/A
b. The district has procedures for contacting all schools simultaneously in the event of a district wide emergency.	Yes	No	In Progress	N/A
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.	Yes	No	In Progress	N/A
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"> <li>communicating necessary information to the media and parents;</li> <li>identifying established separate staging areas (e.g., specified locations) for media and parents; and</li> <li>providing guidelines on how to respond to media questions and interviews.</li> </ul>	Yes X	No	In Progress	N/A
e. The district ensures that all appropriate district personnel are familiar with the Statewide Policy for Strengthening Domestic Security in Florida Public Schools to identify protective measures and ensure NIMS compliant. The policy requirements include the following elements: <ul style="list-style-type: none"> <li>Access Control</li> <li>Emergency Equipment</li> <li>Training</li> <li>Communication &amp; Notification Procedures</li> <li>Coordination with Partners</li> <li>Vulnerability Assessment</li> <li>National Incident Management System (NIMS)</li> </ul>	Yes	No	In Progress	N/A

**Public Information Office Response:**

**Comment**

The Public Information Office continues to review and update practices and procedures for communicating with parents and media. The PIO Marketing and Communication Center intranet site provides a wide range of tools and resources to assist schools and departments. These include template letters and ParentLink messages that can be modified and used by school leaders to meet the specific needs and circumstances for a variety of school issues (i.e. school lockdowns, school security rumors, bomb threats and evacuations).

A Media Made Easy resource also provides school leaders with guidance and tips for dealing with media, as well as marketing their schools.

School Safety & Security Best Practices With Their Associated  
Indicators  
*2013-2014 School Safety and Security Self-  
Assessment Form*

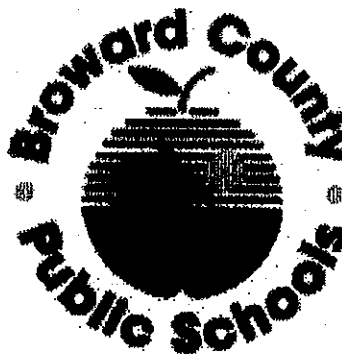


**School Safety & Security Best Practices  
With Their Associated Indicators**

**OPPAGA Resource**

**Documentation Broward**

**County Public Schools**



**Department Reference:**

**Physical Plant Operation**

**School Safety & Security Best Practices With Their Associated Indicators**  
**2013-2014 School Safety and Security Self-Assessment Form**

**Facilities and Equipment**

- 22. 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**

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"> <li>natural access and control of schools and campuses;</li> <li>natural surveillance of schools and campuses both from within the facility and from adjacent streets by removing obstructions or trimming shrubbery;</li> <li>school and campus territorial integrity, such as securing courtyards, site lighting, building lighting;</li> <li>audio and motion detection systems covering ground floor doors, stairwells, offices and areas where expensive equipment is stored;</li> <li>exterior stairs, balconies, ramps, and upper level corridors around the perimeter of buildings that have open-type handrails or other architectural features to allow surveillance;</li> <li>open areas, such as plazas, the building's main entrance, parking lots, and bicycle compounds that are designed so they are visible by workers at work stations inside the buildings; and</li> <li>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.</li> </ul>	Yes <b>X</b>	No	In Progress	N/A
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. <sup>46-47</sup>	Yes <b>X</b>	No	In Progress	N/A
c. The district can demonstrate that whenever facilities are renovated or remodeled, safety needs are assessed and safety designs are revised or added to the facility. <sup>48</sup>	Yes <b>X</b>	No	In Progress	N/A
d. The district can demonstrate that facility maintenance incorporates principles of Crime Prevention Through Environmental Design. <sup>49</sup> Maintenance ensures that the built environments remain true to the CPTED initiatives planned by the Design Professionals, and the Florida Building Code Special Requirements for Educational Facilities, by refraining from changes to the building design unless those changes are vetted through the District's own design process (which is heavily weighted towards Crime Prevention through Environmental Design).	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules**

Does the District Meet the Best Practice(explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
Strategies and Actions to Be Taken				
Fiscal Impact and Timeline				

<sup>46</sup> 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. For more information, consult the Florida Safe School Design Guidelines ([http://www.fldoe.org/edfacil/safe\\_schools.asp](http://www.fldoe.org/edfacil/safe_schools.asp)).

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

<sup>48</sup> These needs and designs include lighting, break-proof doors, security systems, and fencing. Essentially, is safety reviewed and addressed as part of the renovation or remodeling process?

<sup>49</sup> Such as territoriality and ownership.

**School Safety & Security Best Practices With Their Associated Indicators**  
**2013-2014 School Safety and Security Self-Assessment Form**

**Facilities and Equipment**

29. 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:

a. The district follows US Consumer Product Safety Commission guidelines and consults with other authorities regarding playground construction materials and regulations.	Yes X	No	In Progress	N/A
b. District personnel conduct regular maintenance checks of playground equipment and ground cover surfaces, and document conditions in need of repair, replacement, or maintenance. Playground equipment and ground cover surfaces are inspected regularly by school-based staff and safety inspectors who generated a total of 480 work orders in 2013-2014, totaling nearly \$644K.	Yes X	No	In Progress	N/A
c. The district identifies and corrects playground deficiencies in a timely manner.	Yes X	No	In Progress	N/A
d. Playground areas are supervised when children are present and using the areas during school hours.	Yes X	No	In Progress	N/A
e. Playgrounds are located away from any public ways, service driveways, parking lots, or public sidewalks.	Yes X	No	In Progress	N/A

**Related Statutes and Rules**

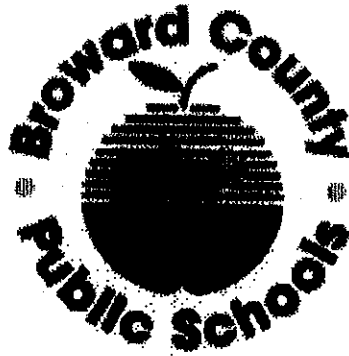
Does the District Meet the Best Practice(explain if applicable)	Yes X	No	In Progress	N/A
<b>Strategies and Actions to Be Taken</b>				
<b>Fiscal Impact and Timeline</b>				

**School Safety & Security Best Practices  
With Their Associated Indicators**

**OPPAGA Resource**

**Documentation Broward**

**County Public Schools**



**Department Reference:**

**Safety Department**

<sup>4</sup> 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.

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

a. The district has a process in place to determine the staffing levels necessary to ensure that staff can respond to safety crises.	Yes	No	In Progress	N/A
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.	Yes	No	In Progress	N/A
c. The program structure includes reasonable lines of authority and spans of control given the responsibilities of each organizational unit.	Yes	No	In Progress	N/A
d. In conducting its staffing review, the district obtains broad stakeholder input.	Yes	No	In Progress	N/A
e. The district reports organizational structure and administrative staffing review findings in writing and distributes these findings to school board members.	Yes	No	In Progress	N/A

**Related Statutes and Rules**

Does the District Meet the Best Practice (explain if applicable)	Yes	No	In Progress	N/A
Strategies and Actions to Be Taken				
Fiscal Impact and Timeline				

4. **The district has implemented a school safety plan that includes district wide emergency and safety procedures and identifies those responsible for them.**

Indicators of Meeting the Best Practice

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

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.	Yes	No	In Progress	N/A
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. <sup>1,2</sup>	Yes	No	In Progress	N/A
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. <sup>3</sup>	Yes	No	In Progress	N/A

**Related Statutes and Rules**

Does the District Meet the Best Practice (explain if applicable)	Yes	No	In Progress	N/A
Strategies and Actions to Be Taken				
Fiscal Impact and Timeline				

<sup>1</sup> 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.

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

<sup>3</sup> 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.

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

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. <sup>4</sup>	Yes	No	In Progress	N/A
b. The district and its schools have a process in place to collect, revise, update and ensure the accuracy of the discipline data.	Yes	No	In Progress	N/A
c. The district has established and implemented strategies to ensure the reliability of SESIR, discipline, and other safety and security program data.	Yes	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1006.09(8) and 1006.13(3), F.S.

Does the District Meet the Best Practice (explain if applicable)	Yes	No	In Progress	N/A
Strategies and Actions to Be Taken				
Fiscal Impact and Timeline				

**Related Statutes and Rules:** ss. 1006.10 and 1002.20(22), F.S.

Does the District Meet the Best Practice (explain if applicable)	Yes	No	In Progress	N/A
Strategies and Actions to Be Taken				
Fiscal Impact and Timeline				

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

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

<sup>7</sup> Such as when students are off campus at official school events.

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

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

**Indicators of Meeting the Best Practice**

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.	Yes	No	In Progress	N/A
b. The comprehensive school safety plan and emergency procedures have been shared with appropriate emergency response agencies. <sup>9</sup>	Yes	No	In Progress	N/A
c. The comprehensive school safety plan and emergency procedures have been distributed to designated administrators and staff. <sup>10</sup>	Yes X	No	In Progress	N/A
d. The comprehensive school safety plan and emergency procedures are reviewed and revised annually or more often if events warrant.	Yes X	No	In Progress	N/A
e. The district seeks input from local law enforcement on the level of local youth gang activity and incorporates relevant recommendations from the Florida Gang Reduction Strategy 2008 – 2012 into its safety plan. <sup>11</sup>	Yes	No	In Progress	N/A

**Related Statutes and Rules:** ss. 119.071, F.S.

Does the District Meet the Best Practice (explain if applicable)	Yes	No	In Progress	N/A
Strategies and Actions to Be Taken				
The District's Emergency Preparedness Manual is posted on the Safety Department's Web Site for downloading. It is password protected.				
Fiscal Impact and Timeline				

<sup>9</sup> Emergency response agencies may include the fire department, police department, hospitals, social service, and health agencies, i.e. county health department

<sup>10</sup> 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 choose 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.

<sup>11</sup> Please see <http://www.floridagangreduction.com/flgangs.nsf/pages/Strategy>, pages 34-35.

a. The district ensures that each educational facility conducts an assessment of the safety hazards faced at that facility by a qualified person. <sup>13</sup>	Yes X	No	In Progress	N/A
b. A certified fire safety inspector conducts an annual fire safety inspection of all educational and ancillary plants to ensure compliance with Florida law.	Yes X	No	In Progress	N/A
c. The district ensures that they report to the State Fire Marshall that the fire safety inspection has been completed. <sup>14</sup>	Yes X	No	In Progress	N/A

d. An annual inspection is conducted to determine whether educational facilities comply with the State Requirements for Educational Facilities (SREF) Chapter 5 and State Fire Marshal's Rule Chapter 69A-58, Florida Administrative Code.	Yes X	No	In Progress	N/A
e. The board submits annual fire safety reports to the State Fire Marshal's Office by June 30 of each year.	Yes X	No	In Progress	N/A

**Related Statutes and Rules:** s. 381.0056 and Rule 64F-6.004, F.A.C. ss. 1006.07(6), 1013.12(1)(b), 1013.12(2)(b), 1013.12(2)(c), F.S., and Rule 69A-58.004(6), F.A.C.

Does the District Meet the Best Practice(explain if applicable)	Yes X	No	In Progress	N/A
<p><b>Strategies and Actions to Be Taken</b>  <b>Strategies and Actions to Be Taken</b>  Our School District was the first in the State to have a computerized joint inspection program.</p> <p>The Annual Comprehensive Safety Inspection of all School District owned and leased facilities, which covers fire, casualty, and sanitation, for the 2013 - 2014 School Year have been completed. Most of these inspections were conducted jointly with the local Fire Departments. These reports were received by the Board in May, 2014. Re-Inspections were also conducted at all of our school sites.</p> <p>Also, our School District consistently receives a 100% report from the State Fire Marshal's Office for completing all required inspections.</p> <p><b>Fiscal Impact and Timeline</b></p>				

<sup>12</sup> Conducting this self-assessment does not meet the requirements of this practice.

<sup>13</sup> 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.

<sup>14</sup> Please see <http://www.fdoe.org/edfacil/sref.asp>. Note that life-threatening deficiencies must be corrected immediately or the facility is withdrawn from use.

a. The district has developed a district wide plan for potential attacks against school sites or students and incorporates the appropriate school responses in the emergency procedures checklist.	Yes	No	In Progress	N/A
b. The district has procedures for contacting all schools simultaneously in the event of a district wide emergency.	Yes	No	In Progress	N/A
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.	Yes	No	In Progress	N/A
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"> <li>communicating necessary information to the media and parents; <sup>15</sup></li> <li>identifying established separate staging areas (e.g., specified locations) for media and parents; and</li> <li>providing guidelines on how to respond to media questions and interviews.</li> </ul>	Yes	No	In Progress	N/A
e. The district ensures that all appropriate district personnel are familiar with the Statewide Policy for Strengthening Domestic Security in Florida Public Schools to identify protective measures and ensure NIMS compliant. The policy requirements include the following elements: <ul style="list-style-type: none"> <li>Access Control</li> <li>Emergency Equipment</li> <li>Training</li> <li>Communication &amp; Notification Procedures</li> <li>Coordination with Partners</li> <li>Vulnerability Assessment</li> <li>National Incident Management System (NIMS)</li> </ul>	Yes	No	In Progress	N/A



**Related Statutes and Rules:** ss. 1006.07 and 1006.08

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
<b>Strategies and Actions to Be Taken</b>				
<b>Fiscal Impact and Timeline</b>				

<sup>15</sup> 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.

a. A checklist that explains step-by-step emergency procedures is readily available in every classroom. The emergency situations include, at a minimum, <sup>16</sup>	Yes X	No	In Progress	N/A
<ul style="list-style-type: none"> <li>• weapons and hostage situations;</li> <li>• terrorist acts;</li> <li>• bomb threats;</li> <li>• hazardous materials or toxic chemical spills;</li> <li>• weather emergencies including hurricanes, tornadoes, severe storms, and flooding;</li> <li>and</li> <li>• exposure as a result of a manmade emergency.</li> </ul>				
b. The emergency checklist includes emergency contact numbers and provisions for backup communication with faculty, support service administrators, and emergency agencies.	Yes X	No	In Progress	N/A
c. The emergency checklist includes evacuation, lockdown, and shelter-in-place procedures developed with school transportation personnel, the local fire authority, law enforcement agencies, and other local agencies as appropriate, and includes procedures for evacuating students with disabilities. <sup>17</sup>	Yes X	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1006.07(4), F.S.

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
<b>Strategies and Actions to Be Taken</b>				
<p>The following items are covered in the School District's Emergency Preparedness Program Manual:</p> <ul style="list-style-type: none"> <li>• bomb threats;</li> <li>• hazardous materials or toxic chemical spills;</li> <li>• weather emergencies including hurricanes, tornadoes, severe storms, and flooding;</li> </ul> <p>All district sites have Knox Boxes which contain all keys for the buildings, site plan of the school/site and emergency phone number for the District.</p>				
<b>Fiscal Impact and Timeline</b>				

<sup>16</sup> 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.

<sup>17</sup> In the event of an evacuation, schools should have separate areas for student assembly, parent request/release, and media operations.

9. The district and each school regularly practice emergency responses based on potential safety concerns at each site and develops an improvement plan based on the event/drill.

Indicators of Meeting the Best Practice

a. The district school board has developed and implemented procedures for emergency drills in accordance with state law.	Yes X	No	In Progress	N/A
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. <sup>18</sup>	Yes X	No	In Progress	N/A
c. The district has implemented procedures for verifying that required and planned emergency drills have been conducted.	Yes X	No	In Progress	N/A
d. Each school varies the conditions under which required emergency drills are performed such as time of day, location of hazard, etc. to ensure that students and staff are prepared for a range of scenarios.	Yes X	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1006.07(4), F.S.

Does the District Meet the Best Practice(explain if applicable)	Yes X	No	In Progress	N/A
<p><b>Strategies and Actions to Be Taken</b>  School District conducts 10 fire drills and 2 tornado drills each year. Additional drills are conducted for summer school. The School District has drill forms in the District's Emergency Preparedness Program.</p> <p>The District has a computerized Fire Drill Monitoring Program for all schools.</p> <p>Emergency evacuation procedures are located in the District's Emergency Preparedness Program.</p> <p><b>Fiscal Impact and Timeline</b></p>				

<sup>18</sup> This will include fire drills, but should also include responses to any other hazards identified in Best Practice 6.

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

Indicators of Meeting the Best Practice

a. The district provides floor plans of each educational facility to local law enforcement agencies and fire departments.	Yes X	No	In Progress	N/A
b. The district has construction documents (plans and specifications) of each educational facility readily available for review during an emergency.	Yes X	No	In Progress	N/A
c. A back-up set of construction documents is stored in at least one other remote, secure location off-site.	Yes X	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1013.01 and 1013.13, F.S.

Does the District Meet the Best Practice(explain if applicable)	Yes X	No	In Progress	N/A
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**Strategies and Actions to Be Taken**

The Safety Department provides plans to all Fire Departments on a CD disk. A copy of the FISH Prints are contained in Knox Boxes at all District sites.

Documents (Plans) for each school are in the safe of the schools, the Physical Plant Operations Department and at the Facilities Department.

**Fiscal Impact and Timeline**

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. Early Warning Systems, Mental Health issues and Suicide Prevention.**

**Indicators of Meeting the Best Practice**

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. <sup>19,20</sup> This training should include classroom management and violence and alcohol, tobacco, and other drugs training for appropriate personnel.	Yes	No	In Progress	N/A
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.	Yes	No	In Progress	N/A
c. The district reviews and uses the relevant training opportunities provided by the Department of Education and other appropriate organizations.	Yes	No	In Progress	N/A
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. <sup>21</sup>	Yes	No	In Progress	N/A
e. The district supplies trained personnel with the appropriate safety equipment. <sup>22</sup>	Yes X	No	In Progress	N/A
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.	Yes	No	In Progress	N/A
g. The district has a procedure for providing instruction to parents, teachers, school administrators, counseling staff, bus operators, and school volunteers on identifying, preventing, and responding to bullying or harassment.	Yes	No	In Progress	N/A
h. In counties where local law enforcement has identified youth gang activity, the district provides teachers and school personnel with appropriate training such as gang awareness, conflict resolution, de-escalating methods for verbal conflicts, diversity training, self-defense training, and safe techniques to intervene in a fight.	Yes	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1006.147(4)(l), 1012.98 (4)(b)4. and 1012.98(4)(b)5., F.S.; s. 381.0015, F.S.

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
<b>Strategies and Actions to Be Taken</b> School District Policy requires a minimum of two (2) people per site trained in First Aid/CPR. All District sites have 1 or more AED's. We currently have over 380 AED's in the School District. Health Services Department conducts all training. Our District exceeds current State Law on AED's.				
<b>Fiscal Impact and Timeline</b>				

<sup>19</sup> 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 of working days a substitute must have before being provided with training.

<sup>20</sup> Specialized training may include suicide prevention and responses for specific emergency situations as outlined in the emergency checklist in Best Practice 8.

<sup>21</sup> 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.

<sup>22</sup> This includes equipment such as first aid kits, fire extinguishers, or portable defibrillators.

a. The school district is in compliance with relevant laws and regulations regarding discipline policies, including the code of student conduct. <sup>23</sup>	Yes	No	In Progress	N/A
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b. The district school board and school administrators annually review discipline policies and revise those policies with input from teachers, staff, parents, and students.	Yes	No	In Progress	N/A
c. The code of student conduct is clearly written and avoids the use of technical terminology.	Yes	No	In Progress	N/A
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.	Yes	No	In Progress	N/A
e. Each year the discipline policies are clearly and thoroughly communicated to students, parents, and other stakeholders. <sup>24</sup>	Yes	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1006.07(2) and 1006.07(2)(c), F.S.

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
Strategies and Actions to Be Taken				
Fiscal Impact and Timeline				

<sup>23</sup> 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.

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

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.	Yes	No	In Progress	N/A
b. Alternatives to suspension and expulsion have been built into the disciplinary policy and are appropriately and consistently used.	Yes	No	In Progress	N/A
c. The district has a process in place to relocate students who are regularly dismissed from their classroom.	Yes	No	In Progress	N/A
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.	Yes	No	In Progress	N/A
e. Disciplinary policies include procedures regarding interviewing students by law enforcement agencies and the Department of Children and Families.	Yes	No	In Progress	N/A
f. Disciplinary policies include procedures governing locker searches.	Yes	No	In Progress	N/A
g. The district's discipline policies are consistent with the state and federal requirements for students with disabilities.	Yes	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1006.09(9) and 1006.13(3), F.S.

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
Strategies and Actions to Be Taken				
Fiscal Impact and Timeline				

## 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

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. <sup>25</sup>	Yes	No	In Progress	N/A
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.	Yes	No	In Progress	N/A
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. <sup>26,27</sup>	Yes	No	In Progress	N/A
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. <sup>28</sup> The district has a policy to share information on sexual predators and offenders who reside in close proximity of the school with school crossing guards, custodians and other persons who work or volunteer in student drop-off and pick-up areas or have a responsibility in access control. Additionally, the information is also made available to after school programs and other youth events that occur on the school's campus.	Yes	No	In Progress	N/A
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.	Yes	No	In Progress	N/A
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. <sup>29</sup>	Yes	No	In Progress	N/A
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. <sup>30</sup>	Yes	No	In Progress	N/A
h. The school district has a procedure to ensure that, prior to any decision to appoint or employ any person to volunteer at any place where children regularly congregate, a search of that person's name or information is made against the FDLE sexual offender/predator database.	Yes	No	In Progress	N/A

<sup>25</sup> 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.

<sup>26</sup> Charges and convictions tracked should be limited to felonies, abuse of a minor, and sale or possession of a controlled substance.

<sup>27</sup> 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.

<sup>28</sup> The information regarding sexual offenders, such as photographs, should be shared with bus drivers, teachers, front office staff, custodial staff, and cafeteria staff.

<sup>29</sup> 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.

<sup>30</sup> 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.

i. The district promotes the use of state and national criminal history record background checks on volunteers who have unsupervised access to students on a one-on-one basis such as mentors.	Yes	No	In Progress	N/A
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j. The school district shall explore ways to infuse Internet safety into the curriculum. Specifically the curriculum should address crimes against children facilitated through the Internet, computer, or other technologies.	Yes	No	In Progress	N/A
k. The district has a DOE certified policy prohibiting bullying and harassment of students and staff on school grounds, on school transportation, at school sponsored events, and through any technology which impacts the learning environment at school.	Yes	No	In Progress	N/A

**Related Statutes and Rules:** ss. 775.21, 943.0435, 943.04351, 944.607, 1006.07(1)(a), 1006.08(2), 1006.09(8), 1006.11, 1006.13, 1006.147(4), 1012.799, 1003.31, and 1003.32, *F.S.*

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
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Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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

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. <sup>31-32</sup>	Yes	No	In Progress	N/A
b. The district facilitates and encourages requests for assistance with students who exhibit early warning signs, or pose a threat of future violent behavior. <sup>33</sup>	Yes	No	In Progress	N/A
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.	Yes	No	In Progress	N/A
d. Schools in the district have a Student Assistance Program/Team that provides assistance for students experiencing learning and/or behavioral difficulties.	Yes	No	In Progress	N/A
e. The district makes available appropriate psychological counseling for students exhibiting early warning signs or posing a threat of future violent behavior.	Yes	No	In Progress	N/A
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. <sup>34</sup>	Yes	No	In Progress	N/A
g. The district reviews and revises, as needed, the process to identify the warning signs of student violence.	Yes	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1002.22(3)(d), *F.S.*

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
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Strategies and Actions to Be Taken

Fiscal Impact and Timeline

<sup>31</sup> 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.

<sup>32</sup> 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.

<sup>33</sup> This could range from guidance on what to do to help with actual intervention.

<sup>34</sup> This may not be something the district can prove directly but could be measured by the absence of confidentiality breaches.

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

j. The district has developed, in accordance with state law, a cooperative agreement with the Department of Juvenile Justice.	Yes	No	In Progress	N/A
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b. The district works proactively with students, parents, law enforcement, the community and the media to address safety and security issues including issues related to Internet safety to specifically address crimes against children facilitated through the Internet, computer, or other technologies.	Yes	No	In Progress	N/A
c. The district works with local community agencies and businesses to identify ways to increase support in keeping schools safe. <sup>35</sup>	Yes	No	In Progress	N/A
d. The district provides information to parents regarding the necessary school-entry health examinations and immunizations for all students.	Yes	No	In Progress	N/A
e. The district has crime watch programs and school safety hotline(s) in place and available in all schools.	Yes	No	In Progress	N/A
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).	Yes	No	In Progress	N/A
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. <sup>36</sup>	Yes	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1003.22(1), 1003.22(4), 1006.13(3), and 1006.141, F.S.; ss. 1003.22, F.S. and 381.0056, F.S.

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
Strategies and Actions to Be Taken				
Fiscal Impact and Timeline				

<sup>35</sup> This is accomplished through activities such as through public-private partnerships.

<sup>36</sup> 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. Information relating directly to the physical security of the facility or revealing security systems.

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.<sup>37</sup>

Indicators of Meeting the Best Practice

a. School climate surveys include questions relating to discipline, bullying, threats perceived by students, and other safety or security related issues.	Yes	No	In Progress	N/A
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"> <li>• pro-social skills;</li> <li>• character education;</li> <li>• conflict resolution;</li> <li>• peer mediation; and</li> <li>• prevention of bullying and harassment.</li> </ul>	Yes	No	In Progress	N/A
c. Curricula and special programs on violence and drug prevention, health, safety, and security are available to students, school staff, and parents.	Yes	No	In Progress	N/A
d. The district regularly reviews the school climate at each school and revises, eliminates, or adds programs accordingly.	Yes	No	In Progress	N/A
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.	Yes	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1004.04, 1004.05, and 1006.147(4)(l), F.S.; ss. 1006.20 and 1006.165, F.S.

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
Strategies and Actions to Be Taken				
Fiscal Impact and Timeline				

<sup>37</sup> Article IX, Section 1, Florida Constitution.

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

**Indicators of Meeting the Best Practice**

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.	Yes	No	In Progress	N/A
b. The district has Safe and Drug-Free School (SDFS) plan and regularly reviews and updates the plan.	Yes	No	In Progress	N/A
c. Coaches and athletes adhere to established policies prohibiting tobacco and drug, including alcohol, use.	Yes	No	In Progress	N/A
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. <sup>38</sup>	Yes	No	In Progress	N/A

**Related Statutes and Rules**

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
Strategies and Actions to Be Taken				
Fiscal Impact and Timeline				

**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. <sup>39</sup>**

**Indicators of Meeting the Best Practice**

a. The district reviews and makes available to its schools sources of violence and drug prevention and other safety-related programs and curricula. <sup>40-41</sup>	Yes	No	In Progress	N/A
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. <sup>42-43</sup>	Yes	No	In Progress	N/A
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.	Yes	No	In Progress	N/A
d. The district has considered a dress code or school uniform policy. <sup>44</sup>	Yes	No	In Progress	N/A
e. Students at each grade level are taught violence prevention, conflict resolution, bullying/harassment prevention, and communication/decision making skills.	Yes	No	In Progress	N/A
f. In developing, implementing, and maintaining its safe and drug-free schools programs, the district collaborates with other governmental and private agencies as needed. <sup>45</sup>	Yes	No	In Progress	N/A
g. The district regularly reviews the performance of its intervention programs and revises, eliminates, or adds programs accordingly.	Yes	No	In Progress	N/A
h. The school district shall ensure that Internet safety is infused into the curriculum. Specifically, the curriculum should address crimes against children facilitated through the Internet, computer, or other technologies.	Yes	No	In Progress	N/A

**Related Statutes and Rules: ss. 1003.32 and 1006.147(4)(l), F.S.**

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
Strategies and Actions to Be Taken				



# **Fiscal Impact and Timeline**

- <sup>39</sup> These programs should be designed to improve overall student performance, reduce risk factors and warning signs, prevent bullying or harassment, and improve student behavior.
- <sup>40</sup> 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.
- <sup>41</sup> Such sources would include the K-20 Education Safety Partnership's electronic clearinghouse and the Department of Education's Program Inventory.
- <sup>42</sup> These programs should be designed to ensure the safety of students, teachers, and administrators.
- <sup>43</sup> 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.
- <sup>44</sup> 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, untucked shirts, overcoats and long jackets, and gang colors or symbols.
- <sup>45</sup> The Department of Juvenile Justice and the Department of Education are examples of such agencies.

## **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**

a. The district teaches instructional and non-instructional staff warning signs associated with students who pose a risk for suicidal behavior.	Yes	No	In Progress	N/A
b. The district facilitates and encourages requests for assistance with students who pose a risk for suicidal behavior.	Yes	No	In Progress	N/A
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.	Yes	No	In Progress	N/A
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.	Yes	No	In Progress	N/A
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.	Yes	No	In Progress	N/A

### **Related Statutes and Rules: s. 381.0056, F.S.**

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
<b>Strategies and Actions to Be Taken</b>				
<b>Fiscal Impact and Timeline</b>				
f. The district teaches instructional and non-instructional staff warning signs associated with students who pose a risk for mental health behavior.	Yes	No	In Progress	N/A
g. The district facilitates and encourages requests for assistance with students who pose a risk for mental health behavior.	Yes	No	In Progress	N/A
h. The district provides timely access to professional staff trained to evaluate student risk for mental health behavior and provides training and consultation for appropriate staff.	Yes	No	In Progress	N/A
i. The district has developed procedures for the appropriate management of students determined to be at risk for mental health behavior, including supervision, duty to warn, and community-based referrals.	Yes	No	In Progress	N/A
j. The district has developed procedures for guiding the support of students re-entering the school environment following hospitalization of a mental health issue, or those surviving the mental health issue of a peer.	Yes	No	In Progress	N/A

### **Related Statutes and Rules: s. 381.0056, F.S.**

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
<b>Strategies and Actions to Be Taken</b>				
<b>Fiscal Impact and Timeline</b>				

a. The district incorporates Crime Prevention Through Environmental Design (CPTED) principles in the maintenance, renovation, and construction of district educational facilities. CPTED principles include	Yes	No	In Progress	N/A
<ul style="list-style-type: none"> <li>natural access and control of schools and campuses;</li> <li>natural surveillance of schools and campuses both from within the facility and from adjacent streets by removing obstructions or trimming shrubbery;</li> <li>school and campus territorial integrity, such as securing courtyards, site lighting, building lighting;</li> <li>audio and motion detection systems covering ground floor doors, stairwells, offices and areas where expensive equipment is stored;</li> <li>exterior stairs, balconies, ramps, and upper level corridors around the perimeter of buildings that have open-type handrails or other architectural features to allow surveillance;</li> <li>open areas, such as plazas, the building's main entrance, parking lots, and bicycle compounds that are designed so they are visible by workers at work stations inside the buildings; and</li> <li>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.</li> </ul>				
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. <sup>46-47</sup>	Yes	No	In Progress	N/A
c. The district can demonstrate that whenever facilities are renovated or remodeled, safety needs are assessed and safety designs are revised or added to the facility. <sup>48</sup>	Yes X	No	In Progress	N/A
d. The district can demonstrate that facility maintenance incorporates principles of Crime Prevention Through Environmental Design. <sup>49</sup>	Yes	No	In Progress	N/A

### Related Statutes and Rules

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
<b>Strategies and Actions to Be Taken</b> School District has a "Single Point of Entry" (SPE) Program for all schools. Xsssss				
<b>Fiscal Impact and Timeline</b>				

<sup>46</sup> 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. For more information, consult the Florida Safe School Design Guidelines ([http://www.fldoe.org/edfacil/safe\\_schools.asp](http://www.fldoe.org/edfacil/safe_schools.asp)).

<sup>47</sup> Training in Crime Prevention Through Environmental Design is available from the state's Department of Education.

<sup>48</sup> These needs and designs include lighting, break-proof doors, security systems, and fencing. Essentially, is safety reviewed and addressed as part of the renovation or remodeling process?

<sup>49</sup> Such as territoriality and ownership.

a. Access to campuses and educational facilities is limited to authorized individuals.	Yes	No	In Progress	N/A
b. Each educational facility has a clearly marked central point for receiving and screening all visitors. <sup>50</sup>	Yes	No	In Progress	N/A
c. Each educational facility has a procedure regarding the release of students to parents, guardians, or other persons. <sup>51</sup>	Yes	No	In Progress	N/A
d. Buildings are secured when unoccupied, but security devices shall not prevent egress from the building at any time. <sup>52</sup>	Yes X	No	In Progress	N/A
e. There is a key control program to account for all keys to all buildings, rooms, and gates.	Yes	No	In Progress	N/A

## Related Statutes and Rules

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
<b>Strategies and Actions to Be Taken</b> The District has painted, in large numbers, the School's location number in the main parking lot to line up with the main entrance of the school. This will help emergency first responders to determine what facility they are at, especially from the air.				
<b>Fiscal Impact and Timeline</b>				

<sup>50</sup> 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.

<sup>51</sup> This would include procedures such as identification checks.

<sup>52</sup> This would include times the building is or should be unoccupied such as after being closed for the night or the weekend.

**injury.**

Indicators of Meeting the Best Practice

a. The district follows US Consumer Product Safety Commission guidelines and consults with other authorities regarding playground construction materials and regulations.	Yes X	No	In Progress	N/A
b. District personnel conduct regular maintenance checks of playground equipment and ground cover surfaces, and document conditions in need of repair, replacement, or maintenance.	Yes X	No	In Progress	N/A
c. The district identifies and corrects playground deficiencies in a timely manner.	Yes X	No	In Progress	N/A
d. Playground areas are supervised when children are present and using the areas during school hours.	Yes X	No	In Progress	N/A
e. Playgrounds are located away from any public ways, service driveways, parking lots, or public sidewalks.	Yes X	No	In Progress	N/A

## Related Statutes and Rules

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
<b>Strategies and Actions to Be Taken</b> District has a playground Manual and a Playground Safety Committee. District has a National Certified Playground Inspector.				
<b>Fiscal Impact and Timeline</b>				

a. Each educational facility has a security system that was selected or designed with input from security professionals. <sup>53-54</sup>	Yes	No	In Progress	N/A
b. The district can demonstrate that current security equipment is inspected and reviewed annually by safety and security professionals.	Yes	No	In Progress	N/A
c. Each educational facility maintains evacuation and disaster recovery kits that include copies of all necessary records as well as basic equipment, as required by district emergency response procedures. <sup>55,56,57</sup>	Yes	No	In Progress	N/A
d. The district ensures that school buses and other fleet equipment are adequately secured when not in use. <sup>58</sup>	Yes	No	In Progress	N/A

## Related Statutes and Rules

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
<b>Strategies and Actions to Be Taken</b>				
<b>Fiscal Impact and Timeline</b>				

<sup>53</sup> 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.

<sup>54</sup> This would include professionals such as local fire authority, police, and security experts.

<sup>55</sup> 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.

<sup>56</sup> 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.

<sup>57</sup> Refer to the 2006-07 Disaster & Crisis Management Guidebook: <http://www.ncel.org/pubs/edfacilities-disaster-management-guidebook-2007.pdf>

<sup>58</sup> Bus compounds should have adequate fencing, lighting, or other security measures to ensure adequate access control.

a. Each educational facility is equipped with fully stocked first aid kits and fire extinguishers with current inspection tags.	Yes X	No	In Progress	N/A
b. The district has provided appropriate safety equipment in instructional areas with dangerous equipment or chemicals. <sup>59</sup>	Yes X	No	In Progress	N/A
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. <b>PART OF CURRICULUM</b>	Yes X	No	In Progress	N/A
d. The district supplies all necessary protective equipment to minimize the number of injuries related to athletic activities. All athletic equipment is maintained in a safe condition. <sup>60</sup> <b>PLEASE CHECK WITH THE ATHLETICS</b>	Yes X	No	In Progress	N/A

**Related Statutes and Rules:** ss. 1006.063, 1006.165 F.S.; S. 381.0056, F.S. and Rule 64F-6.004, F.A.C.

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
<b>Strategies and Actions to Be Taken</b>  Section A & B is covered by School District Safety Inspectors and any deficiencies are listed on the Annual Comprehensive Safety Inspection Report. Section C is handled by Science and Vocational Curriculum Departments.				
<b>Fiscal Impact and Timeline</b>				

<sup>59</sup> Dangerous equipment or chemicals includes machinery such as saws or drills for shop class, chemicals for chemistry classes, scalpels for biology, and so forth.

<sup>60</sup> For example, the district ensures that automated external defibrillators are available as required in statute and that athletes wear the proper protective equipment and are properly supervised during practices.

a. The district follows all appropriate food safety health practices and regulations.	Yes	No	In Progress	N/A
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.	Yes	No	In Progress	N/A
c. The district complies with all appropriate federal and state requirements for facility safety. <sup>61</sup>	Yes X	No	In Progress	N/A
d. The district maintains a copy of the state and local health regulations. All school sites have a copy of the local health regulations.	Yes	No	In Progress	N/A
e. The district distributes written emergency procedures and plans to each cafeteria site for reporting, investigating, and correcting the cause of any food safety incidents and these documents are distributed to the principal and made available to all employees.	Yes	No	In Progress	N/A

f. The district distributes written emergency procedures and plans to each <i>school site</i> for reporting, investigating, and correcting the cause of any environmental incidents and these documents are distributed to the principal and made available to all employees.	Yes	No	In Progress	N/A
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### Related Statutes and Rules

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
Strategies and Actions to Be Taken				
Fiscal Impact and Timeline				

<sup>61</sup> Examples include EPA guidelines, Occupational Safety and Health Administration's Hazardous Communication Standards, federal and state regulations regarding hazardous materials plans, Asbestos Hazardous Emergency Response Act rules, and other mandated environmental and safety issues.

28. The district has worked with staff or members of the Campus Security component of the Regional Domestic Security Task Force to develop a Pre-Incident Security Enhancement plan. <sup>62</sup>

### Indicators of Meeting the Best Practice

a. The district ensures that all appropriate district personnel are familiar with the National Infrastructure Protection Plan. <sup>63</sup>	Yes	No	In Progress	N/A
b. A vulnerability assessment has been conducted on all educational and ancillary facilities. <sup>64</sup>	Yes	No	In Progress	N/A
c. The Security Plan is NIMS compliant (see Best Practice #7 under Safety Planning) and is aligned with the School Safety Plan (Best Practice #4).	Yes X	No	In Progress	N/A
d. The district has participated in a regional domestic security task force exercise. <sup>65</sup>	Yes	No	In Progress	N/A

### Related Statutes and Rules

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
Strategies and Actions to Be Taken The School District's Emergency Preparedness Training Program for Superintendent and Senior Leadership Team is based on NIMS. All Safety Department Key Staff have been trained in NIMS.				
Fiscal Impact and Timeline				

<sup>62</sup> Information related to the Domestic Security Task Force can be found on the Florida Department of Law Enforcement website <http://www.flstatefl.us/Content/DomesticSecurity/Menu/DomesticSecurityOrganization.aspx>.

<sup>63</sup> Can be included with the In-Service Training described in Best Practice #11.

<sup>64</sup> See Best Practice #7.

<sup>65</sup> Exercises may include the following types: workshop, tabletop, drill, functional, or full scale.

a. School bus service driveways at each school meet the requirements of the State Requirements for Educational Facilities (SREF) Chapter 5.	Yes	No	In Progress	N/A
b. The district and charter schools have 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.	Yes	No	In Progress	N/A

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.	Yes X	No	In Progress	N/A
d. Whenever feasible existing schools are renovated to provide for separation of vehicular and pedestrian traffic. <sup>66</sup>	Yes X	No	In Progress	N/A
e. Whenever feasible existing schools are renovated to provide for separation of bicycle access and bicycle parking from vehicular and pedestrian traffic.	Yes X	No	In Progress	N/A

**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(explain if applicable)	Yes	No	In Progress	N/A
<p><b>Strategies and Actions to Be Taken</b></p> <p>Section B &amp; C: All of our District Schools have separate areas for Bus and Vehicle traffic, including separate bus and parent pick-up and drop-off areas. This also pertains to the separation of traffic for pedestrians and bicycles.</p> <p>We work with Broward County Traffic Engineering on these issues. We meet three (3) times a year with our city representatives on traffic safety issues.</p> <p>We maintain a list of all school crossing guard locations. There are approximately 956 School Zone Flashing Yellow Lights with 15 mile per hour (mph) school zones.</p> <p>We have a variety of safety signs posted in our driveways and parking lots.</p>				
<b>Fiscal Impact and Timeline</b>				

<sup>66</sup> In general, 27c and 27d should be feasible except where prohibited by the physical structure of the school or county regulations.

a. The district and charter schools have procedures to ensure the safety of designated school bus routes and to ensure that bus stops are designated in the most reasonably safe locations. <sup>67</sup>	Yes	No	In Progress	N/A
b. All persons transporting students, including school personnel, charter school personnel, and contractors, are properly licensed, trained, and qualified.	Yes	No	In Progress	N/A
c. The district and each charter school monitor school bus operators' driving records and have 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.	Yes	No	In Progress	N/A
d. Each school principal ensures that all transported students receive instruction in safe riding practices and rules of conduct and that these safety practices and rules are communicated to parents or guardians. This includes the parents' or guardians' shared responsibility for the safety of their children when they are not under district supervision while traveling to and from school or the bus stop. <sup>68</sup>	Yes	No	In Progress	N/A
e. The district clearly communicates, such as through a checklist, what steps district staff will take in response to transportation accidents or other transportation emergencies. <sup>69</sup>	Yes	No	In Progress	N/A
f. The school district has implemented procedures to ensure compliance with laws and rules related to limiting proximity of bus stops to statutorily specified sexual offenders under conditional release.	Yes	No	In Progress	N/A
g. The school district has a procedure to communicate to bus drivers' information regarding registered sexual offenders and predators who reside near designated bus stops.	Yes	No	In Progress	N/A

h. The school district has a procedure to ensure that students are safely transported to and from schools and released only at approved locations and under approved circumstances.	Yes	No	In Progress	N/A
i. The school district has implemented procedures for timely review and correction of safety hazards reported at bus stop locations; such procedures shall include consideration of the risks to students who are unaccompanied at bus stop locations.	Yes	No	In Progress	N/A
j. The school district and charter schools inform parents, guardians and students at least annually in writing of their responsibilities and related district policies to ensure safe travel and conduct of students not under the custody and control of the school district or charter school.	Yes	No	In Progress	N/A

**Related Statutes and Rules:** ss. 316.6145, 775.21, 943.0435, 944.607, 947.1405(7)(a), 1006.147(2)(b), 1006.22(12)(c), and 1012.45, F.S.; Rules 6A-3.0141, 6A-3.0151, and 6A-3.0171, F.A.C.; S. 1002.20(3), F.S. and Rules 6A-6.0251, 6A-0252, and 6A-6.0253, F.A.C.

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
Strategies and Actions to Be Taken				
Fiscal Impact and Timeline				

<sup>67</sup> 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.

<sup>68</sup> 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).

<sup>69</sup> District staff should include both bus drivers as well as other affected staff.

**31. 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

a. School bus operators perform pre-trip inspections of school bus safety items and correct deficiencies before buses are used to transport students, and school bus operators perform post-trip inspections to ensure no students are left on buses.	Yes	No	In Progress	N/A
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> . <sup>70</sup>	Yes	No	In Progress	N/A
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> .	Yes	No	In Progress	N/A
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.	Yes	No	In Progress	N/A

**Related Statutes and Rules:** ss. 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(explain if applicable)	Yes	No	In Progress	N/A
Strategies and Actions to Be Taken				
Fiscal Impact and Timeline				

)

<sup>70</sup>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.

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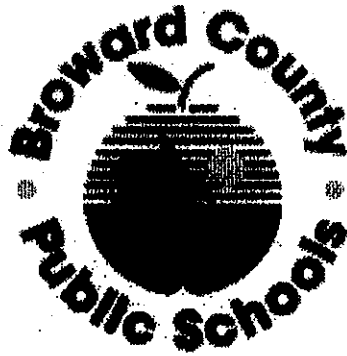


**School Safety & Security Best Practices  
With Their Associated Indicators**

**OPPAGA Resource**

**Documentation Broward**

**County Public Schools**



**Department Reference:**

**Transportation Department**

***School Safety & Security Best Practices With Their Associated Indicators***  
***2013-2014 School Safety and Security Self-Assessment Form***

**Transportation**

29. 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**

a. School bus service driveways at each school meet the requirements of the State Requirements for Educational Facilities (SREF) Chapter 5.	Yes <b>X</b>	No	In Progress	N/A
b. The district and charter schools have 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.	Yes <b>X</b>	No	In Progress	N/A
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.	Yes <b>X</b>	No	In Progress	N/A
d. Whenever feasible existing schools are renovated to provide for separation of vehicular and pedestrian traffic. <sup>66</sup>	Yes <b>X</b>	No	In Progress	N/A
e. Whenever feasible existing schools are renovated to provide for separation of bicycle access and bicycle parking from vehicular and pedestrian traffic.	Yes <b>X</b>	No	In Progress	N/A

**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(explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
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**Strategies and Actions to Be Taken**

a. - c.: Transportation staff distributes memo and "loading zone" checklist to schools for completion annually.  
d. - e.: See attachment from Safety Department.

**Fiscal Impact and Timeline**

<sup>66</sup> In general, 27c and 27d should be feasible except where prohibited by the physical structure of the school or county regulations.

**School Safety & Security Best Practices With Their Associated Indicators**  
**2013-2014 School Safety and Security Self-Assessment Form**

**Transportation**

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

**Indicators of Meeting the Best Practice**

a. The district and charter schools have procedures to ensure the safety of designated school bus routes and to ensure that bus stops are designated in the most reasonably safe locations. <sup>67</sup>	Yes <b>X</b>	No	In Progress	N/A
b. All persons transporting students, including school personnel, charter school personnel, and contractors, are properly licensed, trained, and qualified.	Yes <b>X</b>	No	In Progress	N/A
c. The district and each charter school monitor school bus operators' driving records and have 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.	Yes <b>X</b>	No	In Progress	N/A
d. Each school principal ensures that all transported students receive instruction in safe riding practices and rules of conduct and that these safety practices and rules are communicated to parents or guardians. This includes the parents' or guardians' shared responsibility for the safety of their children when they are not under district supervision while traveling to and from school or the bus stop. <sup>68</sup>	Yes <b>X</b>	No	In Progress	N/A
e. The district clearly communicates, such as through a checklist, what steps district staff will take in response to transportation accidents or other transportation emergencies. <sup>69</sup>	Yes <b>X</b>	No	In Progress	N/A
f. The school district has implemented procedures to ensure compliance with laws and rules related to limiting proximity of bus stops to statutorily specified sexual offenders under conditional release.	Yes <b>X</b>	No	In Progress	N/A
g. The school district has a procedure to communicate to bus drivers' information regarding registered sexual offenders and predators who reside near designated bus stops.	Yes <b>X</b>	No	In Progress	N/A
h. The school district has a procedure to ensure that students are safely transported to and from schools and released only at approved locations and under approved circumstances.	Yes <b>X</b>	No	In Progress	N/A
i. The school district has implemented procedures for timely review and correction of safety hazards reported at bus stop locations; such procedures shall include consideration of the risks to students who are unaccompanied at bus stop locations.	Yes <b>X</b>	No	In Progress	N/A
j. The school district and charter schools inform parents, guardians and students at least annually in writing of their responsibilities and related district policies to ensure safe travel and conduct of students not under the custody and control of the school district or charter school.	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules:** ss. 316.6145, 775.21, 943.0435, 944.607, 947.1405(7)(a), 1006.147(2)(b), 1006.22(12)(c), and 1012.45, F.S.; Rules 6A-3.0141, 6A-3.0151, and 6A-3.0171, F.A.C.; S. 1002.20(3), F.S. and Rules 6A-6.0251, 6A-0252, and 6A-6.0253, F.A.C.

<b>Does the District Meet the Best Practice(explain if applicable)</b>	Yes <b>X</b>	No	In Progress	N/A
<b>Strategies and Actions to Be Taken</b>				
<b>a - j Transportation staff have systems, procedures and communication tools are in place that are implemented annually.</b>				
<b>Fiscal Impact and Timeline</b>				

<sup>67</sup> 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.

<sup>68</sup> 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).

<sup>69</sup> District staff should include both bus drivers as well as other affected staff.

**School Safety & Security Best Practices With Their Associated Indicators**  
**2013-2014 School Safety and Security Self-Assessment Form**

**Transportation**

31. 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

a. School bus operators perform pre-trip inspections of school bus safety items and correct deficiencies before buses are used to transport students, and school bus operators perform post-trip inspections to ensure no students are left on buses.	Yes <b>X</b>	No	In Progress	N/A
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> . <sup>70</sup>	Yes <b>X</b>	No	In Progress	N/A
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> .	Yes <b>X</b>	No	In Progress	N/A
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.	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules:** ss. 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(explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
<b>Strategies and Actions to Be Taken</b> a. - d.: Buses inspected daily by Drivers and every 30 days by State-certified Inspectors.				
<b>Fiscal Impact and Timeline</b>				

<sup>70</sup> 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.

November 6, 2014 9:34:14 AM 

**From:** **W. Kay J. Blake**

**Subject:** Re: Urgent Transportation Question #25 of

To: **Reginald L. Browne**

Morning Reginald,  
Yes. I agree. Thanks.

**Kay Blake**  
Manager, Transportation Operations

Reginald L. Browne on Wednesday, November 05, 2014 at 3:47 PM -0500 wrote:  
Do you agree? Need your assistance.

2.4.4. In determining the school buses and other fleet equipment are adequately covered when not in use.

**Feedback**

All buses and equipment are secured on a daily basis. General Contractors are not allowed after normal business hours.

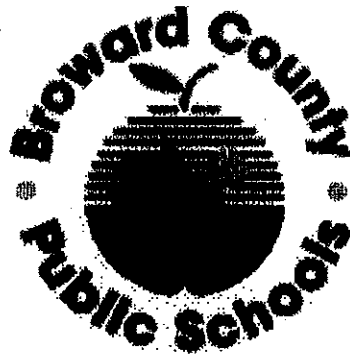
**Reynolds, Bruce M.D., FRC**  
Hemoglobinopathy Section, State Department  
1754 E. 103rd St. SE, Apt. 1002  
Atlanta, GA 30316

**School Safety & Security Best Practices  
With Their Associated Indicators**

**OPPAGA Resource**

**Documentation Broward**

**County Public Schools**



**Department Reference:**

**Food & Nutrition Services**

**Food & Nutrition Services**

Technology Support Services Center

September 18, 2014

TO: Anthony Williams, Chief of Police  
Broward District Schools Police Department

FROM: Mary Mulder, Director  
Food and Nutrition Services

SUBJECT: **FOOD AND NUTRITION SERVICES RESPONSE**  
**OFFICE OF PROGRAM POLICY ANALYSIS AND GOVERNMENT**  
**ACCOUNTABILITY (OPPAGA): SCHOOL BOARD QUESTIONS**

The following questions from page 28 are answered and include attached supporting documentation:

**Facilities and Equipment**

**27. The District follows environmental and food safety health practices and regulations.**

**Indicators of Meeting the Best Practice**

a. The District follows all appropriate food safety health practices and regulations. <i>Food and Nutrition Services Procedure Manual:</i> <i>A-13 Required Classes</i> <i>F-1 Food Safety and Sanitation</i> <i>F-2 Cafeteria Inspections Performed by Broward County Health Dept.</i>	Yes <b>X</b>	No	In Progress	N/A
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. <i>Food and Nutrition Services Employee Handbook – provided to each employee</i> <i>Material Safety Data sheets (MSDA) – notebook available in each kitchen</i>	Yes <b>X</b>	No	In Progress	N/A
c. The District complies with all appropriate federal and state requirements for facility safety. <i>School Safety and Security Assessment Form: Safety Planning – page 6</i>	Yes <b>X</b>	No	In Progress	N/A
d. The District distributes written emergency procedures and plans to each cafeteria site for reporting, investigating, and correcting the cause of any food safety incidents and these documents are distributed to the principal and made available to all employees. <i>Food and Nutrition Services Procedure Manual</i> <i>F-1 Food Safety and Sanitation</i> <i>F-3 Suspected Foodborne Illness/Outbreak Procedures</i> <i>F-6 Boil Water Alert</i>	Yes <b>X</b>	No	In Progress	N/A

Mary Mulder, Director

Phone: 754-321-0215 Fax: 754-321-0235

e. The District distributes written emergency procedures and plans to each <i>cafeteria site</i> for reporting, investigating, and correcting the cause of any food safety incidents and these documents are distributed to the principal and made available to all employees. <i>Food and Nutrition Services Procedure Manual</i> <i>F-1 Food Safety and Sanitation</i> <i>F-3 Suspected Foodborne Illness/Outbreak Procedures</i> <i>F-6 Boll Water Alert</i>	Yes X	No	In Progress	N/A
f. The District distributes written emergency procedures and plans to each <i>school site</i> for reporting, investigating, and correcting the cause of any environmental incidents and these documents are distributed to the principal and made available to all employees. <i>Food and Nutrition Services Procedure Manual</i> <i>F-1 Food Safety and Sanitation</i>	Yes X	No	In Progress	N/A

**Related Statutes and Rules**

Does the District Meet the Best Practice (explain if applicable)	Yes X	No	In Progress	N/A
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**Strategies and Actions to Be Taken**

a. – f.: see attachments from Food and Nutrition Services

**Fiscal Impact and Timeline**

MM:mw  
 Attachments

Cc: Maurice Woods, Chief Strategy & Operations Officer  
 Scott Jarvis, Assistant Director Administrator, Office of Performance & Accountability  
 Robert Dinkel, Police Major, Broward District Schools Police Department  
 Reginald L. Browne, Gang Prevention Team Coordinator, Broward District Schools Police Department



**School Safety & Security Best Practices With Their Associated Indicators**  
**2013-2014 School Safety and Security Self-Assessment Form**

**Facilities and Equipment**

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

Indicators of Meeting the Best Practice

a. The district follows all appropriate food safety health practices and regulations.	Yes <b>X</b>	No	In Progress	N/A
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.	Yes <b>X</b>	No	In Progress	N/A
c. The district complies with all appropriate federal and state requirements for facility safety. <sup>61</sup>	Yes <b>X</b>	No	In Progress	N/A
d. The district maintains a copy of the state and local health regulations. All school sites have a copy of the local health regulations.	Yes <b>X</b>	No	In Progress	N/A
e. The district distributes written emergency procedures and plans to each <i>cafeteria site</i> for reporting, investigating, and correcting the cause of any food safety incidents and these documents are distributed to the principal and made available to all employees.	Yes <b>X</b>	No	In Progress	N/A
f. The district distributes written emergency procedures and plans to each <i>school site</i> for reporting, investigating, and correcting the cause of any environmental incidents and these documents are distributed to the principal and made available to all employees.	Yes <b>X</b>	No	In Progress	N/A

**Related Statutes and Rules**

Does the District Meet the Best Practice(explain if applicable)	Yes <b>X</b>	No	In Progress	N/A
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**Strategies and Actions to Be Taken**

**a.-f.: See attachments from Food and Nutrition Services**

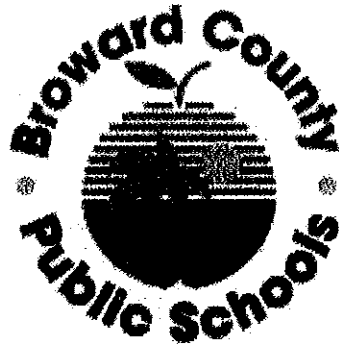
**Fiscal Impact and Timeline**

<sup>61</sup> Examples include EPA guidelines, Occupational Safety and Health Administration's Hazardous Communication Standards, federal and state regulations regarding hazardous materials plans, Asbestos Hazardous Emergency Response Act rules, and other mandated environmental and safety issues.

School Safety & Security Best Practices  
With Their Associated Indicators

OPPAGA Resource Documentation

Broward County Public Schools



Department Reference:

Office of Talent Development

## OPPAGA Section 11

2014

### Collaborative Response

#### Office of Talent Development/Broward District Schools Police Department

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. Early Warning Systems, Mental Health issues and Suicide Prevention.

##### Indicators of Meeting the Best Practice

- 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.<sup>19, 20</sup> This training should include classroom management and violence and alcohol, tobacco, and other drugs training for appropriate personnel.

**Response:** The district has a process in place working through program managers to coordinate training requirements for school personnel. Program managers are supported by the Office of Talent Development.

The department of Diversity, Department Cultural Outreach & Prevention (DCO&P) and Broward District Schools Police Department (BSDPD) provide training for all types of schools staff. These trainings follow the guidelines for Broward County Staff Development system. Our school district has programs such as our prevention education and emergency preparedness program. **Prevention Education for Educators Program** provided by DCO&P department consists of Train the Trainer, Classroom Management (CHAMPS), Anti-Bullying, Dating Violence Prevention, Substance Abuse Prevention and Tobacco Prevention Training and is available for all types of school staff. Training is determined by reviewing district policies, examining data (e.g. FYSAS, Annual Customer Surveys, YRBS, and administrative requests). In addition, Prevention Liaisons conduct needs assessments to identify training needs. The **Emergency Preparedness Program** consists of courses such as De-Escalation/Reasonable Force, Staff Assistance For Emergencies, (S.A.F.E) Team, and STAR visitor management trainings are some examples concerning safety trainings offered to all types of school staff. Our District Gang Prevention Coordinators provide gang awareness and violence prevention workshops to educate all types of school staff. The district will continue to review and incorporate the wide variety of school safety training within the Master In-service plan.

- 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.

**Response:** Pursuant to Florida Statute 1012.98 requiring a Professional Development System and an annually updated Master In-service Plan, The School Board of Broward County (SBBC), Florida develops and maintains in-service education, professional development programs and training activities for all employees based on an assessment of training needs in the District and in local schools. SBBC Program Managers are responsible for the overall coordination of programs they manage and their components along with the evaluation of the programs meeting their goals.

The DCO&P Master Plan for required training include school-wide discipline, CHAMPS for new educators and identified teachers in need, and training for conflict resolution via peer counseling. Additionally, the BSDPD has required training for SAFE team members, who include but are not limited to administrators and non-instructional school based employees to develop response proficiency to school emergencies.

- c. The district reviews and uses the relevant training opportunities provided by the Department of Education and other appropriate organizations.

**Response:** -

The district reviews courses released from the Department of Education and Office of Emergency Management as it relates to school safety. For example, Crime Prevention Through Environmental Design, SESIR on-line training, Bullying, Choose Peace, FLDOE, Bullying Prevention, Tobacco Prevention, and Florida Association of Management Information System (FAMIS) state hosted training

regarding data systems collection.

- 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

**Response:** Activities entered in MyLearningPlan , SBBC's professional development management system, are able to be tracked. Additionally, Principals ensure that staff understands assigned roles and responsibilities and provide direction based on observations of safety drills conducted throughout the year. Further, SBBC reviews safety and security matters through an established District Safety and Security Committee that is headed by Broward District Schools Police Department (BDSPD).