

May 5, 2004

Merrett R. Stierheim, Superintendent of Schools

**SUBJECT: REQUEST THAT THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, RECEIVE THE STATE-MANDATED ANNUAL "SAFETY AND SECURITY BEST PRACTICES" SELF-ASSESSMENT, AND AUTHORIZE THE SUPERINTENDENT TO REPORT THE SELF-ASSESSMENT RESULTS AND SCHOOL BOARD ACTION TO THE COMMISSIONER OF EDUCATION BY JULY 1, 2004**

**COMMITTEE: LEGISLATIVE RELATIONS, PUBLIC RELATIONS AND PERSONNEL SERVICES**

Governor Jeb Bush signed into law HB 267, Safe Passage Legislation, which requires school districts to use the Office of Program Policy Analysis and Government Accountability's (OPPAGA) "Safety and Security Best Practices" to conduct a self assessment of their current safety and security practices. The Safe Passage Act was a product of the 2001 Legislature to ensure every child a safe passage through Florida's education system.

Specifically, Section 40 of this bill states:

1. The "Safety and Security Best Practices" developed by OPPAGA and approved by the Commissioner of Education shall be reviewed annually by OPPAGA and the Partnership for School Safety and Security established in s.229.8347, Florida Statutes, and each entity shall make recommendations to the Commissioner of Education for the addition, revision, or deletion of best practices.
2. Each school district shall use the "Safety and Security Best Practices" to conduct a self-assessment of the school district's current safety and security practices. Based on these self-assessment findings, the superintendent of each school district shall provide recommendations to the school board, which identify strategies, and activities that the school district should implement in order to improve school safety and security.

By July 1, 2002, and annually thereafter, each school board must receive the self-assessment results at a publicly noticed school board meeting to provide the public with an opportunity to hear the school board members discuss and take action on the report findings. Each superintendent shall report the self-assessment results and school board action to the Commissioner of Education within 30 days following the school board meeting.

The self-assessment considered safety in the broadest sense. The "Best Practices for Safety and Security" include physical security and facilities, fire and casualty safety, regulations associated with safety or risk management departments, violence prevention and other activities linked to law enforcement and security departments and the all-hazards approach to critical incidents that is the basis of emergency management.

The "Safety and Security Best Practices" self-assessment will be transmitted to Board Members under separate cover and will be available for inspection in the Office of the Board Recording Secretary, and in the Citizen Information Center.

**RECOMMENDED:**

That The School Board of Miami-Dade County, Florida:

- (1) Receive the "Safety and Security Best Practices" self-assessment results;
- (2) Authorize the Superintendent of Schools to report the self-assessment results and School Board action to the Commissioner of Education by July 1, 2004.

**Efficiency and Effectiveness**

**1. The district has established and implemented accountability mechanisms to ensure the performance, efficiency, effectiveness of the safety and security program.**

Indicators of Meeting the Best Practice	Yes	No	In Progress
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district uses appropriate performance and cost-efficiency measures and interpretive benchmarks to evaluate the school safety and security program and uses these in management decision making. <sup>1,2</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district regularly conducts an assessment of performance and cost of the safety program and analyzes the potential cost savings of alternatives, such as outside contracting and privatization. <sup>3</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Related Statutes and Rules**

Districts Districts Meet the Best Practice (Please describe your situation)	Yes	No	In Progress
<p><b>The District has established the Miami-Dade Schools Police Department (MDSPD), which operates in accordance with Chapter 943 of the Florida State Statutes.</b></p> <p><b>The School Police Automated Reporting (SPAR) System is utilized to record, interpret, track, security data. Reports from SPAR are essential in evaluating the accountability and effectiveness of the MDSPD's various programs: SRO, Investigative Unit, K-9, Patrol, etc.</b></p> <p><b>MDSPD focuses on specific crimes and case closures; i.e., year-to-year comparisons to identify and analyze trends. Additionally, the department re-distributed the workforce based on statistical information; Part I offenses and student population were considered for the 2002-2003 school year.</b></p> <p><b>The Safety Program of Miami-Dade County Public Schools</b></p> <p><b>Goal and objectives are addressed in the following documents: Procedures for Promoting and Maintaining a Safe Learning Environment, Code of Student Conduct, and the Electronic Staff Handbook.</b></p> <p><b>Miami-Dade County Public Schools (M-DCPS) conducts an Annual Climate Survey. The climate survey is used to analyze safety in schools. Safe school facilitators utilize Climate Survey results in working with school faculty and staff regarding bullying and harassment issues.</b></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**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.

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

**Efficiency and Effectiveness**

**3. The district regularly reviews the organizational structure and staffing levels of the safety and security program and minimizes unnecessary administrative layers and processes.**

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

**Related Statutes and Rules**

	<b>Yes</b>	<b>No</b>	<b>In Progress</b>
<p><b>The Chief of Police and command staff reviews the department staffing needs consistent with the needs of the School District at large, including the deployment of school resource officers. Staffing is also reviewed district-wide in all departments as part of the annual budget cycle.</b></p> <p>The Chief of Police conducts weekly command staff meetings to advise and discuss the issues and needs that arise throughout the district with supervisory staff. The department recently reorganized to maximize the effectiveness in the delivery of police services. See organizational chart.</p> <p>Staffing decisions are based on information accumulated through the SPAR and other data as it relates to crime reporting at each school site and the response and tracking of those needs.</p> <p>Staffing for emergency shelters is addressed in the M-DCPS Emergency Management Procedures manual.</p> <p>Schools are required to have a Critical Incident Response Team. This requirement is outlined in the Crisis Management Procedures and the CIRP.</p> <p>Staffing is reviewed district wide in all departments as part of the annual budget cycle.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Final Impact and Timeline**

## **Safety Planning**

### **M-DCPS Critical Incident Response Plan**

Each M-DCPS must prepare and submit annual school improvement plans, which include goals for safety.

The following is addressed in the following documents: Promoting and Maintaining a Safe Learning Environment (PMSLE), Code of Student Conduct, Emergency Management, Critical Incidence Response Plan(CIRP),and the Electronic Staff handbook

Strategies and Actions to Be Taken

Special Impact and Timeline

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

**Safety Planning**

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

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

**Related Statutes and Rules**

ss. 1006.07(6), 1013.12(1)(b), 1013.12(2)(b), and 1013.12(2)(c), F.S.

<b>Does the District Meet the Best Practice? (If not, indicate why)</b>	<b>Yes</b>	<b>No</b>	<b>In Progress</b>
<b>The district safety inspectors are certified by the State Fire Marshal as Special Fire Safety Inspectors..</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The sanitation, casualty and fire safety inspections are performed during the annual safety-to-life inspections.</b>			
<b>The District has a random selection process to include students on the surveys.</b>			

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

<sup>11</sup> Conducting this self-assessment does not meet the requirements of this practice.

<sup>12</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>13</sup> Note that life-threatening deficiencies must be corrected immediately or the facility is withdrawn from use.

**Safety Planning**

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

Indicators of Meeting the Best Practice	Yes	No	In Progress
a. A checklist that explains step-by-step emergency procedures is readily available in every classroom. The emergency situations include, at a minimum, <sup>15</sup> <ul style="list-style-type: none"> <li>• Weapons-use 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, and severe storms; and</li> <li>• Exposure as a result of a manmade emergency.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The emergency checklist includes emergency contact numbers and provisions for backup communication with faculty, support service administrators, and emergency agencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. The emergency checklist includes evacuation, lockdown, and shelter-in-place procedures developed with school transportation personnel, the fire marshal, law enforcement agencies, and other local agencies as appropriate. <sup>16</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Related Statutes and Rules**

s. 1006.07(4), F.S.

**What other actions have been taken to date? (Please provide explanation)**

	Yes	No	In Progress
<p><b>M-DCPS Emergency Management Procedures Manual</b></p> <p><b>The Safety Program of Miami-Dade County Public Schools</b></p> <p><b>M-DCPS Emergency Communication Plan</b></p> <p>Evacuation procedures are located in the Districts Emergency Management Procedures manual and the M-DCPS Critical Incident Response Plan. The District Emergency Management Procedures manual was sent for review and comments to local Fire Departments</p> <p>Police Departments, Red Cross, Miami-Dade Office of Emergency Management, Federal Bureau of Investigation, and Parent Teacher's Association.</p> <p>A checklist has been developed and will be sent to all schools for the 2003-2004 school year after the complete revision by the CIRP team.</p> <p>Schools will receive an administrative directive to include emergency contact numbers in all Faculty Handbooks. This initiative is in progress for the opening of the 2003-2004 school year.</p> <p><b>Critical Incidence Response Plan</b></p> <p><b>Department of Safety, Environment and Hazards Management</b></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Action to Be Taken**

The completed checklist will be disseminated to schools after training key school site personnel.

**Fiscal Impact and Timeline**

<sup>15</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>16</sup> In the event of an evacuation, schools should have separate areas for student assembly, parent request/release, and media operations.

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

**Safety Planning**

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

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

**Related Statutes and Rules**

ss. 1013.01 and 1013.13, F.S.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress
MDSPD has provided, by statute, floor plans of all MDCPS facilities to emergency responders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strongly Disagree    Disagree    Agree    Strongly Agree

Strongly Disagree    Disagree    Agree    Strongly Agree

**Discipline Policies and Code of Student Conduct**

**12. The district and each school have a code of student conduct based on stakeholder input and revised on an annual basis.**

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

**Related Statutes and Rules**

ss. 1006.07(2) and 1006.07(2)(c), F.S.

Discipline Policies and Code of Student Conduct (Please provide explanation)	Yes	No	In Progress
<b>All laws and regulations regarding discipline are incorporated into the Code of Student Conduct, PMSLE, and the Staff Electronic Handbook.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>MDCPS has an Annual Review Process for the Code of Student Conduct and the PMSLE. All internal and external Stake Holders are included in this process.</b>			
<b>Any terminals are described in a Glossary of Terms, which is included in the Code of Student Conduct.</b>			
<b>Due process for parents and students are clearly outlined in the Code of Student Conduct and PMSLE.</b>			
<b>The Code of Student Conduct, PMSLE, and the Electronic Staff Handbook is also available on the M-DCPS Web Site.</b>			

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

<sup>22</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>23</sup> This can be done by sending student handbooks to parents and posting to the school and district websites.

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

**14. The district has a process in place to minimize danger to students from community members, staff, or other students**

Indicators of Meeting the Best Practice	Yes	No	In Progress
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district requires all school personnel to report to the principal or the principal's designee any suspected unlawful use, possession, or sale by a student of any controlled substance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district works uses available information to track charges and convictions of students and employees from within the district as well as other school districts. <sup>24, 25</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district has a policy to encourage and facilitate principals, or their designees, regularly monitoring websites that identify registered sex offenders who reside in the vicinity of their school community. <sup>26</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. The district school board outlines the standards for use of reasonable force by school personnel that complies with relevant state laws in order to maintain an orderly environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Statutes and/or Rules**

ss. 1006.07(1)(a), 1006.08(2), 1006.09(8), 1006.11, 1006.13, 1012.799, F.S.

Does the District Meet the Best Practice? (If no, provide explanation)	Yes	No	In Progress
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Upon registration each student is required to complete a disclosure form. The reporting of unlawful use, possession or sale by a student of any enrolled controlled substance is outlined in the Code of Student Conduct and PMSLE Guideline 13. MDSPD maintains data related to the school reported incidents of suspected unlawful use, possession, or sale by a student of any controlled substance. MDSPD officers are available to upon request to assist schools with their individual prevention and safety-related programs, and to take legal action where warranted. MDSPD conducts site vulnerability assessments to evaluate facilities and point out areas of concern. In addition, the General Investigative Unit provides up-to-date information on homeland security issues. This is done by analyzing and distributing information received from the Florida Department of Law Enforcement, regional domestic security officers, and other agencies. MDSPD has a dedicated e-mail address monitored on a 24 hour basis (schoolpolice@dadeschools.net). 305-757-COPS(305-757-2677) and/or the "Be Brave" hotline 877-723-2728 are also in operation on a 24 hours basis. M-DCPS is notified daily of every Juvenile Arrest in Miami-Dade County. This list is sent directly to Miami-Dade Schools Police Department. M-DCPS has court liaisons that are assigned to every delinquency division in the Juvenile Court and special cases are tracked by these liaisons. Guideline #40 from PMSLE outlines a mandatory notification for all schools. Notification to all schools is performed by utilizing an electronic mail system.

**Strategies and Actions to Be Taken**

**Local Impact and Timeline**

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

**16. The district identifies and implements parent and community outreach strategies to promote safety in the home and community.**

**Indicators of Meeting the Best Practice**

	Yes	No	In Progress
a. The district has developed, in accordance with state law, a cooperative agreement with the Department of Juvenile Justice.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district works proactively with students, parents, law enforcement, the community and the media to address safety and security issues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district works with local community agencies and businesses to identify ways to increase support in keeping schools safe. <sup>31</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district provides information to parents regarding the necessary school-entry health examinations and immunizations for all students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. The district has crime watch programs and school safety hotline(s) in place and available in all schools.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. The district has procedures in place to inform students, parents, and other community partners about its crime watch programs and school safety hotline(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. The district provides safety-related information, such as the safety and security self-assessment results, in an annual report to the public and other stakeholders. <sup>32</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Related Statutes and Rules**

ss. 1003.22(1), 1003.22(4), 1006.13(3), and 1006.141, F.S.

**Describe the District's Best Practice/ What is your explanation?**

MDSPD officers provide classroom, PTA and community presentations on identified safety concerns regarding the students, staff, and school environment.  Yes  No  In Progress

1-877-723-2728, Be Brave, is monitored 24 hours a day 7 days a week, as is 305-757-COPS (305)-757-2677.

The District and specifically its police department distribute banners, posters, pencils, and other items to schools.

M-DCPS has an active Interagency Agreement and is currently under revision. (In progress)

Florida Statutes 232.032, 232.0315 and Miami-Dade County School Board Rule 6Gx13-5-1.021 require that every student in Miami-Dade County Public Schools have on entry a health examination, updated immunization record and a Tuberculosis Clinical Screening. Parents/guardians are informed of health requirements in the following manner:

- 1.) There are multiple local press and radio releases throughout the school year.
- 2.) Each summer there are School Health Days at many clinics throughout the city offering free immunizations and reduced priced school physicals with TB screening.
- 3.) Pediatricians throughout the city receive the blue Florida immunization certificates called the 680's and the yellow physical exam form called the 3040 with a TB screening from the local public health department, which keeps private physicians updated on local school health requirements.

There are many Stakeholders meeting such as, Superintendent of Schools Juvenile Dependency and Delinquency Task Force, Juvenile Justice Circuit Board, Enforcement Committee, Greater Miami Chamber of Commerce Education and Law Enforcement Committee, Youth Crime Watch and Parent Teacher Student Association where the community input is solicited.

The District utilizes Youth Crime Watch, which is coordinated through MDSPD, for reporting crime and has established a Crime Hotline monitored by MDSPD.

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

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

**Safety Programs and Curricula**

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

Indicators of Meeting the Best Practice	Yes	No	In Progress
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district has an approved Safe and Drug-Free School (SDFS) plan and regularly reviews and updates the plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Coaches and athletes adhere to established policies prohibiting tobacco and drug, including alcohol, use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district regularly reviews and revises, as needed, the safe and drug-free programs and publishes a performance review of the programs supported by safe and drug free schools funds. <sup>34</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Related Statutes and Rules**

Does the district meet the best practice? (Please provide explanation)

Does the district meet the best practice? (Please provide explanation)	Yes	No	Progress
<p>The Miami Coalition for a safe and drug free community serves as the advisory council. The Division of Student Services, through its Safe and Drug Free Schools Program implements and monitors a program aimed at recognizing early warning signs of suicide and violent behaviors and arming students with the necessary skills to reduce the occurrence of drug use and violence. The plan is reviewed annually.</p> <p>The District collaborates with other governmental and private agencies, when developing plans that impact the safe learning environment of schools. The District has also had representatives from these agencies serve directly on committees that develop plans in order to provide feedback.</p> <p>Coaches and athletes adhere to the FHSAA Policy 30 prohibiting the use of alcohol, tobacco and other substances. Definitive consequences are established for violations, in accordance with this policy. In addition, student athletes must adhere to all School Board Rules and the M-DCPS Student Code of Conduct covering the prohibiting of alcohol, tobacco and other substances at all school related functions. Coaches are governed under the policies of Drug-Free Work Place Guidelines.</p> <p>The Drug Free Program reviews the performance of its intervention and prevention program and modifies the program to meet needs of individual schools.</p> <p>This program is evaluated bi-annually by an outside consultant.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

**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 suicidal behavior.**

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

**Related Statutes and Rules**

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

**Guideline #34: Suicide Prevention/Intervention, which can be located in the Procedures for Promoting and Maintaining a Safe Learning Environment Manual, addresses the procedures to identify, assess, and minimize the risk of suicidal behaviors. Further support can be found in the Miami-Dade County Public Schools Comprehensive Student Services Program, which recommends as part of it responsive services, that counseling and support be provided to students and/or families facing crisis situations. The District has sent to all schools a Florida Department of Education document that outlines early warning signs.**

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

**Strategies and Actions to Be Taken**

**Increase the in-service sessions available to instructional and non-instructional staff on this subject.**

**Fiscal Impact and Timeline**

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

**Facilities and Equipment**

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

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. Entrances to educational facilities are as limited as the physical setting will allow.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Each educational facility has a clearly marked central point for receiving all visitors. <sup>46</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Each educational facility has a procedure regarding the release of students to parents, guardians, or other persons. <sup>47</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Buildings are secured when unoccupied, but security devices shall not prevent egress from the building at any time. <sup>48</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. There is a key control program to account for all keys to all buildings, rooms, and gates.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Related Statutes and Rules**

	Yes	No	In Progress	N/A
<p><b>Signs are posted throughout the facilities directing visitors to the main office. Principals deploy security monitors to control access to the facility. Student release procedures are part of the site handbook. Logs are also maintained</b></p> <p><b>Principals maintain a record of key distribution to staff.</b></p> <p><b>The Safety Program of M-DCPS and Emergency Management Procedures manual instruct administrators to allow egress while securing unoccupied buildings.</b></p> <p><b>These policies and procedures are outlined in the PMSLE guideline #36, Electronic Staff Handbook, Faculty Handbook, and Student/Parent Handbooks.</b></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

**Facilities and Equipment**

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

<b>Indicators of Meeting the Best Practice</b>	<b>Yes</b>	<b>No</b>	<b>In Progress</b>	<b>N/A</b>
a. Each educational facility has a security system that was selected or designed with input from security professionals. <sup>49, 50</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district can demonstrate that current security equipment is inspected and reviewed annually by safety and security professionals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Each educational facility maintains evacuation and disaster recovery kits that include copies of all necessary records and as well as basic equipment, as required by district emergency response procedures. <sup>51, 52</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district ensures that school buses and other fleet equipment are adequately secured when not in use. <sup>53</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Related Statutes and Rules**

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

	<b>Yes</b>	<b>No</b>	<b>In Progress</b>	<b>N/A</b>
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**Security Systems are selected or designed with input from in-house security professionals at the inception as well as during design review.**  Yes  No  In Progress  N/A

Daily security system trouble/activity reports are generated by the District's Alarm Center and forwarded to the appropriate Maintenance Satellite for resolution. Additionally, the District's Safety Inspectors perform annual safety-to-life inspections at each school and support facility.

The M-DCPS Emergency Procedures Manual instructs instructional personnel to bring class roll books during emergency evacuations.

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

## Facilities and Equipment

Does the District Meet the Best Practice? (Please provide explanation) Yes      No      In Progress

- |  |                                     |                          |                          |
|--|-------------------------------------|--------------------------|--------------------------|
|  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|-------------------------------------|--------------------------|--------------------------|
- a. Food service staff at all school locations is required to follow regulations as listed in the State of Florida Chapter 643-11.001-14 Food Hygiene, guidelines for food storage and handling as established by Food and Nutrition Services of the DOE (Chapter 21), MDCPS Food and Nutrition Procedures H-2 – H-10 (Sanitation and Safety) and temperature guidelines as established by HACCP.
  - b. Food service employees receive safety training through M-DCPS staff from Safety to Life during scheduled in-service training meetings. This same training is also included as part of the intern training program for new managers. Food service staff also receives on-site training as well as OSHA Material and Data Sheets for cleaning supplies utilized in cleaning the Food production and serving areas. Food and Nutrition employees have also attended all day summer workshops on food sanitation and safety following the Department of Food and Nutrition Food Production Training Handbook. All full time food service managers and satellite assistants have completed the USDA Serving It Safe Training Program. Serving It Safe is an intensive program covering program food handling safety, on the job injuries, food borne illness, sanitation and food preparation. At the completion of the training program each employee received a certificate of completion.  
(The area of training is on-going on a yearly as well as dally basis).
  - c. The Department adheres to all facility safety regulations as established in the district Safety Procedures Manual. In addition, food service employees are required to follow and Nutrition Procedure 11-8 Authorized Access to Food Service Areas and State of Florida Food Hygiene Chapter 64E-11.007 and 11.008.
  - d. All food service employees as well as district staff have access to State of Florida regulations for food hygiene Chapter 64E-11 by logging onto the district web site. All school locations will be receiving written directions for retrieving this information. All schools have received notification with written directions for retrieving local health department regulations on-line through the Department of Food and Nutrition Website. The health department regulations can be viewed as well as printed at each school location.
  - e. Food service staff follows established procedures on suspected food borne illness as outlined in Food and Nutrition Procedure H-4 and State of Florida Food Hygiene Chapter 64E-11.011 and Florida School Food Service reference manual Chapter 21 Sanitation and Food Handling.

## Strategies and Actions to Be Taken

## Fiscal Impact and Timeline

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

**Transportation**

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

<b>Indicators of Meeting the Best Practice</b>	<b>Yes</b>	<b>No</b>	<b>In Progress</b>	<b>N/A</b>
a. The district ensures that all new school buses purchased have an appropriate safety restraint system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district has procedures to ensure the safety of designated school bus routes and to ensure that bus stops are designated in the most reasonably safe locations. <sup>58</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. All persons transporting students, including school personnel, charter school personnel, and contractors, are properly licensed, trained, and qualified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district has adopted a safe driver plan that defines the threshold for unacceptable levels and types of violations by all persons transporting students and specifies consequences for those who exceed the threshold.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Each school principal ensures that all transported students receive instruction in safe riding practices and rules of conduct. <sup>59</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. The district clearly communicates, such as through a checklist, what steps district staff will take in response to transportation accidents or other transportation emergencies. <sup>60</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Related Statutes and Rules ss. 316.6145, 1006.22(12)(c), and 1012.45, F.S.; Rules 6A-3.0141, 6A-3.0151, and 6A-3.0171, F.A.C.**

<b>Does the District Meet the Best Practice? (Please provide explanation)</b>	<b>Yes</b>	<b>No</b>	<b>In Progress</b>	<b>N/A</b>
<b>The District is in compliance with School Board Rule 6Gx13E-1.10 (Transportation Specific Procedures) and appropriate state statutes.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The district provides directives to principals to ensure that transported students receive instruction in safe riding practices and rules of conduct. (School Board Rule 6A-3.017(2)(e), School Bus Transportation Rules and Procedures Manual, and the Handbook for School Bus Drivers, Aides, and Operations Staff).

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**