

**School Safety & Security Best Practices With Their Associated Indicators**  
**2006-2007 School Safety and Security Self-Assessment Form**

**Efficiency and Effectiveness**

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

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district has clearly stated goals and outcome-based, measurable, objectives for the program that reflect the intent (purpose) of the program and address the major aspects of the program's purpose and expenditures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district uses appropriate performance and cost-efficiency measures and interpretive benchmarks to evaluate the school safety and security program and uses these in management decision making. <sup>1,2</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district regularly conducts an assessment of performance and cost of the safety program and analyzes the potential cost savings of alternatives, such as outside contracting and privatization. <sup>3</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)	Yes	No	In Progress	N/A
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The District has established the Miami-Dade Schools Police Department (MDSPD), which operates in accordance with Chapter 943 of the Florida State Statutes.

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.

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.

The Safety Program of Miami-Dade County Public Schools

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.

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.

**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 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) achieving the outcomes they are expected to achieve.

**School Safety & Security Best Practices With Their Associated Indicators**  
**2006-2007 School Safety and Security Self-Assessment Form**

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

**Related Statutes and Rules**

ss. 1006.09(8) and 1006.13(3), F.S.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
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Monthly, quarterly and annual statistical reports are monitored on a regular basis to achieve optimum deployment efficiency.

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Critical Incident reports are gathered by School Operations and the MDSPD for daily and weekly review.

The MDSPD monitors existing outside contracted security firms for quality and service.

The District maintains a Safety-to-Life database containing sanitation, casualty and fire safety deficiencies.

The District has an Automated Reporting System for all incidents. The system was designed around SESIR. Additionally, the Code of Student Conduct implemented in every school ensures consistent reporting.

The Code of Student Conduct is reviewed annually.

The Code of Student Conduct mandates reporting for all incidents. The data is collected through an Automated Reporting Case Management System, which produces reports for review by school and district administrators.

**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.

**School Safety & Security Best Practices With Their Associated Indicators**  
**2006-2007 School Safety and Security Self-Assessment Form**

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

Indicator or Measuring the Best Practice	Yes	No	In Progress	N/A
a. The district has a process in place to determine the staffing levels necessary to ensure that staff can respond to safety crises.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. On at least an annual basis, the district uses applicable comparisons and/or benchmarks and reviews the program's organizational structure and staffing levels to minimize administrative layers and processes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The program structure includes reasonable lines of authority and spans of control given the responsibilities of each organizational unit.	<input checked="" type="checkbox"/>	<input 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"/>	<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"/>	<input type="checkbox"/>

**Additional Comments and Notes**

**Additional Comments and Notes (Please provide explanation)**

**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.**

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.

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.

Staffing for emergency shelters is addressed in the M-DCPS Emergency Management Procedures manual.

Schools are required to have a School Based -Critical Incident Response Team. This requirement is outlined in the Crisis Management Procedures and the CIRP.

Staffing is reviewed district wide in all departments as part of the annual budget cycle.

**Additional Comments and Notes**

**Additional Comments and Notes**

*School Safety & Security Best Practices With Their Associated Indicators  
2006-2007 School Safety and Security Self-Assessment Form*

**Safety Planning**

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

**Indicators of Meeting the Best Practice**

	Yes	No	In Progress	N/A
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district has implemented a comprehensive school safety plan that establishes emergency and safety procedures for school and district employees and students to follow. At a minimum, the plan addresses <ul style="list-style-type: none"> <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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Related Statutes and Rules**

ss. 1001.42(16)a, 1006.10, and 1002.20(22), *F.S.*

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

	Yes	No	In Progress	N/A
<b>MDSPD works in conjunction with local law enforcement agencies in developing uniform responses in Critical Incidents and Emergency mobilization plans.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Documents that address safety and security:**

- Promoting and Maintaining a Safe Learning Environment
- Critical Incident Response Plan (CIRP)
- District-Critical Incident Response Team (DCIRT)
- School Resource Officer Emergency Plan and Department Manual
- Personnel Procedures Manual \*
- Emergency Management Procedures Manual

**Board Rule 6Gx13-5D-1.08 Maintenance of Appropriate Student Behavior, incorporates the Procedures for Promoting and Maintaining a Safe Learning Environment, and Codes of Student Conduct for Elementary, Secondary, and Adult Students.**

<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 agency 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.

*School Safety & Security Best Practices With Their Associated Indicators*  
*2006-2007 School Safety and Security Self-Assessment Form*

**Safety Planning**

**The Safety Program of Miami-Dade County Public Schools**

**M-DCPS Emergency Management Procedures manual**

**M-DCPS Emergency Communications Plan**

**Annually M-DCPS must prepare and submit 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**

**Goal, Impact, and Timeline**

**School Safety & Security Best Practices With Their Associated Indicators**  
**2006-2007 School Safety and Security Self-Assessment Form**

**Safety Planning**

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

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

**Relevant Statutes and Rules:**

s. 119.071, F.S.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
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<p><b>The district ensures review and updates from key stakeholders for the CIRP.</b></p> <p>The Districts Emergency Management Procedures manual was sent for review and comments to local Fire Departments, Police Departments, Red Cross, Miami-Dade Office of Emergency Management, and Federal Bureau of Investigation.</p> <p>The Safety Program of Miami-Dade County Public Schools and Emergency Management Procedures manual are provided to each school site.</p> <p>The Emergency Management Procedures manual is a Board Rule. The Safety manual was revised June 2001 and Emergency Management Procedures was revised May 2007.</p> <p>The CIRP, is reviewed annually.</p> <p>The Critical Incident Response Plan (CIRP) was sent to all local Law Enforcement Agencies.</p> <p>The CIRP, Code of Student Conduct, and Promoting and Maintaining a Safe Learning Environment (PMSLE) is distributed annually to all administrators.</p> <p>Training on the CIRP was conducted during the 2005-2006 school year.</p> <p>Training for all administrators on Critical Incident Notification was conducted during the 06-07 school year.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Strategies and Actions to Be Taken**

**Fiscal Impact and Funding**

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

<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 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.

*School Safety & Security Best Practices With Their Associated Indicators*  
 2006-2007 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>**

Indicators of Meeting the Best Practices	Yes	No	In Progress	N/A
a. The district ensures that each educational facility conducts an assessment of the safety hazards faced at that facility. <sup>12</sup>	<input type="checkbox"/>	<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 type="checkbox"/>	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. An annual review is conducted to determine whether educational facilities comply with the State Requirements for Educational Facilities (SREF) Chapter 5 and Rule Chapter 69A-58, Florida Administrative Code.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Related State Statutes/Rules**

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

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

Does the District Meet the Best Practices? (Please provide explanation)	Yes	No	In Progress	N/A
<b>The district safety inspectors are certified by the State Fire Marshal as Special Fire Safety Inspectors.</b> The sanitation, casualty and fire safety inspections are performed during the annual safety-to-life inspections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Responsible 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.

**School Safety & Security Best Practices With Their Associated Indicators**  
**2006-2007 School Safety and Security Self-Assessment Form**

**Safety Planning**

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

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

**Related Statutes and Rules**

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

	Yes	No	In Progress	N/A
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<p><b>The Safety Program of Miami-Dade County Public Schools and Emergency Management Procedures manual are provided to each school site, along with an officer available to all schools who actively works with the students and staff.</b></p> <p>Miami-Dade County Office of Emergency Management and the American Red Cross reviewed the MDCPS Emergency Management Procedures Manual. Various MDCPS departments had input during the development of this manual and work closely during all emergency operations. The district purchased 800 MHZ Radios for all principals. The frequency is county-wide and each Regional Center has a separate frequency. Radios are utilized for district-wide emergencies and daily incidents such as lockdowns and evacuations.</p> <p>CIRP manual and training has been given to each administrator and provided at each site identifying all areas of concern.</p> <p><b>M-DCPS Emergency Management Procedures Manual</b></p> <p><b>M-DCPS Emergency Communication Plan</b></p> <p><b>M-DCPS Critical Incident Response Plan</b></p> <p><b>The District can simultaneously contact all school sites utilizing the District email system.</b></p> <p><b>All school site administrators have reviewed a CIRP so that school personnel can respond appropriately during an emergency. This plan is a step-by-step process.</b></p> <p><b>An internal electronic mail system is used to notify all M-DCPS and facilities in the event of an emergency. Additionally, there are Neighborhood Region Centers. Each Center is responsible for notifying a specific number of schools (Via Telephone) in the event of an emergency.</b></p> <p><b>Each school has a School-Based Critical Incident Response Team and may call upon trained staff in Region centers and the District Crisis Management Team. The district utilizing Connect Ed for notifying parents of an emergency.</b></p> <p><b>The District has a District-wide Critical Incident Response Team (DCIRT) that can be deployed to schools to offer assistance to schools during a critical incident.</b></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<sup>14</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*  
*2006-2007 School Safety and Security Self-Assessment Form*

**Safety Planning**

The District has a media response plan, which is outlined in the Electronic Staff Handbook.

Strengths and Actions to Be Taken

Next Steps and Timeline

**School Safety & Security Best Practices With Their Associated Indicators**  
**2006-2007 School Safety and Security Self-Assessment Form**

**Safety Planning**

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

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. A checklist that explains step-by-step emergency procedures is readily available in every classroom. The emergency situations include, at a minimum, <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"/>	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The emergency checklist includes evacuation, lockdown, and shelter-in-place procedures developed with school transportation personnel, the fire marshal, law enforcement agencies, and other local agencies as appropriate. <sup>16</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**Related Statutes and Rules**

s. 1006.07(4), F.S.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
M-DCPS Emergency Management Procedures Manual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Safety Program of Miami-Dade County Public Schools				
M-DCPS Emergency Communication Plan				
Critical Incident Response Plan				
The district has developed a system for the Blackberry which has all emergency contact numbers for all principals, senior staff and essential personnel. The list is updated daily from a main frame data base.				
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, Police Departments, Red Cross, Miami-Dade Office of Emergency Management, and Federal Bureau of Investigation.				
A teacher's checklist has been distributed to all M-DCPS teachers.				
All schools have emergency contact numbers for faculty and staff.				

**Strategies and Actions to Be Taken**

**Dissemination 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**  
**2006-2007 School Safety and Security Self-Assessment Form**

**Safety Planning**

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

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

**Revised Statute and Rules**

s. 1006.7(4)(a), F.S.

**Indicator or Measure of Best Practice (Please provide explanation)**

**An officer is available to each facility to participate in their emergency drills such as lock down, and fire drills, etc.**

**Miami-Dade County Office of Emergency Management and local law enforcement practice emergency operations involving students, school site, administration and transportation. Mock critical exercises are held periodically throughout the year to measure procedural and response effectiveness.**

**M-DCPS Emergency Management Procedures Manual**  
**The Safety Program of Miami-Dade County Public Schools**  
**M-DCPS Emergency Communication Plan**

**Schools are required to perform one evacuation drill per month and two lockdown drills per year. Evacuation drills and Lockdown drills are tracked centrally utilizing the District's Fire Alarm Safety Inquiry system.**

**Approved and Actions to Be Taken**

**Fiscal Impact and Timeline**

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

**School Safety & Security Best Practices With Their Associated Indicators**  
**2006-2007 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 Practices	Yes	No	In Progress	N/A
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"/>	<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"/>	<input type="checkbox"/>

**Related Statutes and Rules**

**ss. 1013.01 and 1013.13, F.S.**

Does the District Meet the Best Practices? (Please provide explanation)	Yes	No	In Progress	N/A
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<b>CD's containing floor plans for District schools are provided annually each October to police and fire chiefs throughout Miami-Dade County.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments and Explanations to the District

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Comments and Explanations to the District

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**School Safety & Security Best Practices With Their Associated Indicators**  
**2006-2007 School Safety and Security Self-Assessment Form**

**Safety Planning**

**11. The district's Master Plan for In-Service Training identifies district and school personnel training needs and provides for appropriate levels of safety training, including classroom management and violence and alcohol, tobacco, and other drugs training, for all appropriate personnel.**

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

**Related Statutes and Rules**

ss. 1012.98 (4)(b)4. and 1012.98(4)(b)5., *F.S.*

**Indicator or Practice (Please provide explanation)**

Indicator or Practice	Yes	No	In Progress	N/A
The District has an extensive professional development program for all administrators, faculty, and staff. Specific credit is given for all course work approved by the Department of Professional Development and address all areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Next Steps and Actions to Be Taken**

**Increase the number of training sessions for teachers on the topics in Item F.**

**Use of Budget and Timeline**

<sup>18</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>19</sup> Specialized training may include suicide prevention and responses for specific emergency situations as outlined in the emergency checklist in Best Practice 8.

<sup>20</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>21</sup> This includes equipment such as first aid kits, fire extinguishers, or portable defibrillators.

*School Safety & Security Best Practices With Their Associated Indicators*  
 2006-2007 School Safety and Security Self-Assessment Form

**Discipline Policies and Code of Student Conduct**

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

Indicators of Meeting the Best Practices	Yes	No	In Progress	NA
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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<input type="checkbox"/>

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

Does the District Meet the Best Practices? (Please provide explanation)	Yes	No	In Progress	NA
<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"/>	<input type="checkbox"/>
M-DCPS has an annual review process for the Code of Student Conduct and the PMSLE. All internal and external key stakeholders are included in this process.				
Technical terminologies are described in a Glossary of Terms, which is included in the Code of Student Conduct, most descriptions match SESIR.				
Due process for parents and students is clearly outlined in the Code of Student Conduct and PMSLE.				
The Code of Student Conduct, PMSLE, and the Electronic Staff Handbook is also available on the M-DCPS Web Site.				

**Strategies and Actions to Be Taken**

**Overall 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.

**Discipline Policies and Code of Student Conduct**

**13. The district's code of student conduct and other policies provide clear procedures for handling disciplinary actions.**

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

ss. 1006.09(9) and 1006.13(3), F.S.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
<p>Within the District, MDSPD performs all law enforcement functions and documents such through SPAR and Uniform Crime Reporting (UCR).</p> <p>Law Enforcement officers make all reasonable efforts to contact parents of students involved in criminal incidents.</p> <p>The Code of Student Conduct clearly states what should be reported to Law Enforcement. All alternatives to suspension and expulsion are outlined in the Code of Student Conduct and PMSLE.</p> <p>Guideline #3 from the PMSLE outlines the process for the removal of a student from class.</p> <p>The Code of Student Conduct and PMSLE addresses harassment and bullying.</p> <p>Guideline#3 from PMSLE outlines the procedures for students being interviewed by Law Enforcement and the Department of Children and Families (DCF).</p> <p>Guideline#7 from PMSLE outlines policies and procedures.</p> <p>Guideline#19 from PMSLE outlines policies and procedures.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Local Government Pledging

**School Safety & Security Best Practices With Their Associated Indicators**  
**2006-2007 School Safety and Security Self-Assessment Form**

**School Climate and Community Outreach**

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

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

<sup>24</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>25</sup> Charges and convictions tracked should be limited to felonies, abuse of a minor, and sale or possession of a controlled substance.

<sup>26</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>27</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>28</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>29</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.

A- This is revised at the time of registration.

B- Procedures are outlined in the COSC.

C- The District is notified daily of all felony arrests and formal charges. The District also has a Court Liaison assigned to every Juvenile.

D- The District notifies parents of registered sexual predators living or residing in Miami-Dade County.

G- The procedures are outlined in the Procedures for Promoting and Maintaining A Safe Learning Environment, Guideline 40.



*School Safety & Security Best Practices With Their Associated Indicators*  
 2006-2007 School Safety and Security Self-Assessment Form

**School Climate and Community Outreach**

- 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.
- 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.

**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, 1012.799, 1003.31, and 1003.32, F.S.

**Does the District Adhere to this Practice? (Please provide explanation)**

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 as outlined in Presidential Directive 8.  
 MDSPD has a dedicated e-mail address monitored daily (schoolpolice@dadeschools.net).  
 305-757-COPS (305-757-2677) and/or the "Be Brave" hotline 877-723-2728 are also in operation in continuous operation.  
 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.

Guideline #40 from PMSLE outlines a mandatory notification for all schools.  
 Notification to all schools is performed by utilizing an electronic mail system.

**Outcomes and Actions to be Taken**

**Next Update and Timeline**

**School Safety & Security Best Practices With Their Associated Indicators**  
**2006-2007 School Safety and Security Self-Assessment Form**

**School Climate and Community Outreach**

15. Each school has a system in place to identify students that exhibit early warning signs of, or pose a threat of, future violent behavior.

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

**Related Statutes and Rules**

s. 1002.22(3)(d), F.S.

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

The district conducts workshops and distributes information on early warning signs, including information published by the Florida Department of Education, and United States Department of Education.  Yes  No  In Progress  N/A

A Standards Based Student Career Development Program has been established, and being implemented ensure that all students receive services and have the opportunity to acquire the necessary life skills, which assist students to recognize early warning signs and take appropriate action, thus reducing school violence. In addition, the district is currently involved in the production of materials designed to create an awareness of the early warning signs.

The District also provides training and distributes to school personnel on bullying prevention.

**Strategies and Actions to Be Taken**

**Final Impact and Timeline**

<sup>30</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>31</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>32</sup> This could range from guidance on what to do to help with actual intervention.

<sup>33</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**  
**2006-2007 School Safety and Security Self-Assessment Form**

**School Climate and Community Outreach**

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

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

**Related Statutes and Rules**

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

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

MDSPD officers provide presentations to students, parents, and other members of the community on identified safety concerns regarding the students, staff, and school environment.  Yes  No  In Progress  N/A

1-877-723-2728, (Be Brave) and 305-995-COPS (305)-995-2677 are monitored continuously.

The District distributes relevant promotional material to schools.

Florida Statutes and Miami-Dade County School Board Rule requires that every student in Miami-Dade County Public Schools have a health examination, updated immunization record and a Tuberculosis Clinical Screening prior to entry. 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.) Local pediatricians throughout the city - Florida immunization certificates, and the yellow physical exam form 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, Miami Dade Chiefs of Police Association, Miami-Dade County Criminal Justice Council, Miami-Dade County Youth Crime 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 MSPD, for reporting crime.

**Strengths and Actions to Be Taken**

<sup>34</sup> This is accomplished through activities such as through public-private partnerships.

<sup>35</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.

*School Safety & Security Best Practices With Their Associated Indicators*  
*2006-2007 School Safety and Security Self-Assessment Form*

**School Climate and Community Outreach**

Fiscal Impact and Timeline

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*School Safety & Security Best Practices With Their Associated Indicators*  
 2006-2007 School Safety and Security Self-Assessment Form

**Safety Programs and Curricula**

17. The district fosters a positive learning climate and culture by assessing the school climate and implementing relevant scientifically based curricula and programs at each school.<sup>36</sup>

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

**Related Statutes and Rules:**  
 ss. 1004.04 and 1004.05, F.S.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
Miami-Dade County Public Schools fosters a positive learning climate and culture by assessing the school climate and implementing relevant scientifically based curricula and programs at each school which address issues such as: pro-social skills, character education, conflict resolution, peer mediation, violence and drug prevention, anti-bullying, and health safety and security. Programs and curricula that demonstrate the successful implementation of these initiatives include, but are not limited to the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Life Skills curricula (Grades 6, 7)
- Science, Social Studies and Driver's Education infusion curricula
- Peer Counseling/Mediation
- Substance Education curricula (Grades PK-5)
- Parenting for Drug Prevention curricula
- Alternative to Indoor Suspension curricula
- PIN (Proudly Infusing Nonviolence) curricula (Grades K, 2,4,6, 9,)
- Peace Education Foundation curricula (Grades K-12)
- Elementary and secondary school support groups
- Substance Education Program (TRUST – To Reach Ultimate Success Together)
- Youth Crime Watch Programs
- D.A.R.E. Program
- D-FY-IT (Drug Free Youth In Town) (Grades 6-12)
- S.W.A.T (Students Working Against Tobacco)
- S.A.D.D (Students Against Destructive Decisions) (Grades 9-12)
- Connect with Kids!-Character Education/Life Skills Development (Grades 3-12)

<sup>36</sup> Article IX, Section 1, Florida Constitution.

*School Safety & Security Best Practices With Their Associated Indicators*  
*2006-2007 School Safety and Security Self-Assessment Form*

**Safety Programs and Curricula**

The District conducts an annual climate survey; it is used to analyze safety in schools. Safe School Facilitators use these results to work with school faculty and staff regarding bullying and other harassment issues.

Strategies and Actions to Be Taken

Fiscal Impact and Timeline

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*School Safety & Security Best Practices With Their Associated Indicators*  
 2006-2007 School Safety and Security Self-Assessment Form

**Safety Programs and Curricula**

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

Indicators of Meeting the Best Practices	Yes	No	In Progress	N/A
a. The district has a district Safe and Drug-Free School (SDFS) advisory council or committee that participates in the development of the SDFS plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district has an approved Safe and Drug-Free School (SDFS) plan and regularly reviews and updates the plan.	<input checked="" type="checkbox"/>	<input 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"/>	<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>37</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**School Policies and Rules**

Indicators of Meeting the Best Practices (Please provide explanation)	Yes	No	In Progress	N/A
<b>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.</b>  Coaches and athletes adhere to the FHSAA Policy 30, School Board Rules and Code of Student Conduct prohibiting the use of alcohol, tobacco and other substances. Drug Free Program, personnel reviews the performance of the intervention and prevention program and adapt to the program to meet needs of individual schools.  This program is reviewed for performance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Programs and Actions to be Taken**

**Fiscal Budget and Funding**

<sup>37</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**  
**2006-2007 School Safety and Security Self-Assessment Form**

**Safety Programs and Curricula**

19. Based on the district's prevention needs assessment process, the district implements scientifically based violence and drug prevention programs and curricula for each school.<sup>38</sup>

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

**Related Statutes and Rules**

s. 1003.32, F.S.

How the District Meets the Best Practices (Please provide explanation)	Yes	No	In Progress	N/A
<p>Miami-Dade County Public Schools has developed and/or adopted curricula to address the prevention of violence and drug use at each school. Skill building programs, including Proudly Resolving Our Unsettled Differences (PROUD), Proudly Infusing Nonviolence (PIN), Peace Education, Character Education, To Reach Ultimate Success Together (TRUST), and the Standards-Based Student Career Development Program are instituted throughout M-DCPS to support primary and secondary prevention efforts. Materials that are used in promoting violence prevention and conflict resolution have been purchased through Safe and Drug Free school funds and sent to elementary, middle and senior high schools.</p> <p>MDSPD officers are available and frequently assist schools with their individual prevention and safety related programs.</p> <p>Dress code guidelines exist and are governed by board rule.</p> <p>Key Stakeholders periodically review and revise the performance of District intervention programs.</p> <p>The Code of Student Conduct, Guideline #31 from PMSLE, and the Electronic Staff Handbook.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>38</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>39</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>40</sup> Such sources would include the K-20 Education Safety Partnership's electronic clearinghouse and the Department of Education's Program Inventory.

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

<sup>42</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>43</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>44</sup> The Department of Juvenile Justice and the Department of Education are examples of such agencies.



**Safety Programs and Curricula**

*Strategies and Actions to be Taken*

**The Board recently adopted an extensive anti-bullying program.**

*Great Impact and Benefits*

**School Safety & Security Best Practices With Their Associated Indicators**  
**2006-2007 School Safety and Security Self-Assessment Form**

**Safety Programs and Curricula**

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

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

**Related Services/Interventions**

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
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 conducts workshops and distributes information on early warning signs, including information on early warning signs, including information published by the Florida Department of Education, and United States Department of Education.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

*School Safety & Security Best Practices With Their Associated Indicators*  
 2006-2007 School Safety and Security Self-Assessment Form

**Facilities and Equipment**

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

How does the district address the Best Practice?	Yes	No	In Progress	N/A
a. The district incorporates Crime Prevention Through Environmental Design (CPTED) principles in the maintenance, renovation, and construction of district educational facilities. CPTED principles include <ul style="list-style-type: none"> <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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The district can demonstrate that Crime Prevention Through Environmental Design and other appropriate safety features are incorporated into the design of all new construction. <sup>45-46</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The district can demonstrate that whenever facilities are renovated, safety needs are assessed and safety designs are revised or added to the facility. <sup>47</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The district can demonstrate that facility maintenance incorporates principles of Crime Prevention Through Environmental Design. <sup>48</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Review Needs and Rubric**

How do you address the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
The District addresses the best practice indicators by providing architects and designers with mandatory design criteria and specifications to comply with life safety, accessibility, and other applicable codes. School site administrators and Regional Centers are involved in the review process for all construction projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Assessment and Action to be Taken**

**Exit Interview and Timeline**

<sup>45</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.firn.edu/doe/edfacil/safe\\_schools.htm](http://www.firn.edu/doe/edfacil/safe_schools.htm)).

<sup>46</sup> Training in Crime Prevention Through Environmental Design is available from the state's Department of Education.

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

<sup>48</sup> Such as territoriality and ownership.

**School Safety & Security Best Practices With Their Associated Indicators**  
**2006-2007 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	NA
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 and screening all visitors. <sup>49</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>50</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>51</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**

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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	NA
<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. Principals maintain a record of key distribution to staff. The Safety Program of M-DCPS and Emergency Management Procedures manual instruct administrators to allow egress while securing unoccupied buildings. Violations of non compliance of this policy are reported and corrected through the District Safety Inspections. These policies and procedures are outlined in the PMSLE guideline #36, Electronic Staff Handbook, Faculty Handbook, and Student/Parent Handbooks.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

<sup>49</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>50</sup> This would include procedures such as identification checks.

<sup>51</sup> This would include times the building is or should be unoccupied such as after being closed for the night.

**School Safety & Security Best Practices With Their Associated Indicators**  
**2006-2007 School Safety and Security Self-Assessment Form**

**Facilities and Equipment**

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

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

**Related Sources and Rules**

Implementation of School Safety Best Practices (Please provide explanation)	Yes	No	In Progress	N/A
<b>Miami-Dade County Public Schools adheres to Guidelines of Playgrounds Selection and Installation.</b> <b>On-going reviews are conducted to ensure playground construction materials meet guidelines with regards to product safety.</b> <b>Playgrounds are inspected during annual safety-to-life inspections</b> <b>Supervision of students is a prime directive of all instructional personnel.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Goals, Objectives and Timelines**

*School Safety & Security Best Practices With Their Associated Indicators  
2006-2007 School Safety and Security Self-Assessment Form*

**Facilities and Equipment**

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

Multiple Loss of Multiple Losses	Yes	No	In Progress	N/A
a. Each educational facility has a security system that was selected or designed with input from security professionals. <sup>52, 53</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 as well as basic equipment, as required by district emergency response procedures. <sup>54, 55</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>56</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

Multiple Losses of Multiple Losses (Please provide explanation)	Yes	No	In Progress	N/A
<b>Security Systems are selected or designed with input from in-house security professionals at the inception as well as during design review.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily security system trouble/activity reports are generated by the District's Communication Management Center and forwarded to the appropriate Regional Maintenance Center 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.				
District school buses are parked in secured and well lighted compounds with twenty-four security.				

**Strategies and Actions to Be Taken**

**Fiscal Budget and Priorities**

<sup>52</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>53</sup> This would include professionals such as fire marshal, police, and security experts.

<sup>54</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>55</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>56</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*  
 2006-2007 School Safety and Security Self-Assessment Form

**Facilities and Equipment**

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

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

*Related Statutes and Rules*  
 s. 1006.063, F.S.

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

Yes   
  No   
  In Progress   
  N/A

First aid kits are purchased and maintained by school sites.

Custodians and Maintenance personnel are trained annually on topics such as "First Aid," "Fire Safety," "Introduction to Safety," "Lifting Safety," "Right to Know," "Asbestos and Lead Awareness" and "Blood Borne Pathogens."

Appropriate safety equipment is provided for labs and instructional area with dangerous chemicals.

Fire extinguishers are provided to schools as prescribed by Florida Fire Code.

The District provides adequate necessary protective equipment for the athletic programs.

*Subsequent and Action to Be Taken*

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*Overall Impact and Finality*

<sup>57</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>58</sup> For example, the district ensures that athletes wear the proper protective equipment and are properly supervised during practices.

**School Safety & Security Best Practices With Their Associated Indicators**  
**2006-2007 School Safety and Security Self-Assessment Form**

**Facilities and Equipment**

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

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

**Related Standards and Rules**

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
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Food service staff at all school locations are 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.

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. (This area of training is on-going on a yearly as well as daily basis).

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 Food and Nutrition Procedure H-8 Authorized Access to Food Service Areas and State of Florida Food Hygiene Chapter 64E-11.007 and 11.008.

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 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, as well as the Food and Nutrition Procedures Manual, can be viewed as well as printed at each school location.

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**

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



**Facilities and Equipment**

Best Practice and Timeline

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**School Safety & Security Best Practices With Their Associated Indicators**  
**2006-2007 School Safety and Security Self-Assessment Form**

**Transportation**

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

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. School bus service driveways at each school meet the requirements of the State Requirements for Educational Facilities (SREF) Chapter 5.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Whenever feasible, existing schools are renovated to provide for separate drop-off and pick-up areas for school buses and parents' and other private passenger vehicles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Whenever feasible existing schools are renovated to provide for separation of vehicular and pedestrian traffic. <sup>60</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Related Statutes and Rules**

ss. 1006.21, 1006.22, 1006.23, *F.S.*; Rules 6A-2.001 and 6A-3.0171(2)(e)2.b., *F.A.C.*

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
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**Vehicular and pedestrian traffic is directed via sidewalks, fences, and curbs to control egress patterns and maintain the safety of the user.**

Yes   
  No   
  In Progress   
  N/A

The M-DCPS Safe Paths to School Programs works in conjunction with, Miami-Dade County Metropolitan Planning Organization and the Florida Department of Transportation.

Separate drop off and pick up areas for school buses parents and other vehicles are considered during the design review process for renovation of existing schools.

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

<sup>60</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**  
**2006-2007 School Safety and Security Self-Assessment Form**

**Transportation**

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

Indicators of Meeting the Best Practice	Yes	No	In Progress	N/A
a. The district 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>61</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. 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"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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>62</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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>63</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Related Statutes and Rules**

ss. 316.6145, 775.21, 943.0435, 944.607, 947.1405(7)(a), 1006.22(12)(c), and 1012.45, *F.S.*; Rules 6A-3.0141, 6A-3.0151, and 6A-3.0171, *F.A.C.*

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

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

**Strengths and Actions to Be Taken**

<sup>61</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>62</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>63</sup> District staff should include both bus drivers as well as other affected staff.

*School Safety & Security Best Practices With Their Associated Indicators*  
*2006-2007 School Safety and Security Self-Assessment Form*

**Transportation**

**Fiscal Impact and Timeline**

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**School Safety & Security Best Practices With Their Associated Indicators**  
**2006-2007 School Safety and Security Self-Assessment Form**

**Transportation**

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

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

**Related Statutes and Rules**

s. 1006.22, F.S., and Rules 6A-3.0171(2)(e) and 6A-3.0171(8), F.A.C.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
School bus operators perform inspections prior to the start of each route (twice daily). The District maintains monthly inspection forms signed by the operator verifying inspections. Operators are trained annually regarding this and sign a receipt for these directives. Staff performs random checks of operator's pre-trip inspections.  The District inspects all buses every twenty (30) school days. Inspectors are trained and state certified as School Bus Inspectors in accordance with the "State of Florida School Bus Safety Inspection Manual."	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strategies and Actions to Be Taken**

**Fiscal Impact and Timeline**

<sup>64</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.