

CHARLOTTE COUNTY PUBLIC SCHOOLS
Safety and Security Best Practices
Self-Assessment Final Report

Indicator	Yes	No	Explanation/Documentation	Corrective Action	Fiscal Impact and Timeline
<i>Goal A: The school district ensures that its safety and security program has clear direction and is effective at meeting its intended purpose in a cost-efficient manner.</i>				
1. The district has established and implemented accountability mechanisms to ensure the performance, efficiency, and effectiveness of the safety and security program.		X	The district currently has no formal established mechanism in place to ensure performance, effectiveness, and efficiency of the district's safety and security program.	The district will establish a set of standards that will provide a clear and effective direction to the safety and security program and is cost-efficient.	Standards will be developed in accordance with best practices indicators for safety and security, as specified by Florida Office of Program Policy Analysis and Government Accountability (OPPAGA). A committee of local district officials, parents, teachers, and local law enforcement will review these standards to assure efficiency and accountability for an effective safety and security program. To be completed in May 2004
2. The district regularly reviews the organizational structure and staffing levels of the safety and security program and minimizes administrative layers and processes.		X	The district currently has no means to review staffing levels of the safety and security program.	The district will establish standards for staffing levels for the safety and security program.	Standards will be developed in accordance with best practices indicators for safety and security, as specified by OPPAGA. To be completed in May 2004
<i>Goal B: The school district has comprehensive plans and procedures to ensure the safety and security of students and employees.</i>				
1. The district has implemented a school safety plan that includes district-wide emergency and safety procedures and identifies those responsible for them.	✓				
2. The district has developed a checklist for each educational facility that provides step-by-step emergency procedures.	✓				
3. The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.	✓				
4. The district provides emergency response agencies with floor plans and blueprints as appropriate.	✓				
5. The district and each school regularly practice emergency responses based on potential hazards at each site.	✓				
6. The district's Master Plan for In-Service Training identifies district and school personnel who need safety training and provides an appropriate level of safety training for all personnel.		X	The district can show that instructional staff have received inservice training. A plan will be revised and implemented so that the district can demonstrate that staff (instructional	A process will be developed and implemented to ensure that all staff will receive the minimum training required in specialized safety training and the components reflecting	To be completed by May 2003. Budget to implement this system is unavailable at this time.

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			and non-instructional) have received inservice training.	these trainings areas will be incorporated in the Master Plan for Inservice.	
Goal C: The school district has developed a clearly written code of student conduct and communicated with students and parents.				
1. The district and each school have established disciplinary policies and a code of student conduct that are well-defined.	✓				
2. The district revises its code of student conduct and informs all stakeholders as to the final product.	✓				
Goal D: The school district identifies, minimizes, and protects others from disruptive and/or violent student behavior.				
1. Each school has a system in place to identify the early warning signs of student violence.	✓				
2. The district identifies and implements parent and community outreach strategies to promote safety in the home and community.	✓				
3. The district conducts a hazards analysis to determine the potential safety and security issues facing each school.		X	CCPS does not have a formal Hazardous Analysis assessment instrument.	A committee of law enforcement officers, district and school-based personnel, and a Charlotte County Hazmat professional will develop and implement a school plant safety and hazardous analysis standards for the district.	This plan will be implemented over the next eighteen months. Cost: unknown
4. Based on the needs identified in the school hazards analysis, the district implements appropriate violence and drug prevention programs for each school.		X	CCPS currently does not have a Hazards Analysis assessment instrument.	A committee of district and school-based personnel will develop and implement a school plant safety and hazardous analysis plan.	This plan will be implemented over the next eighteen months. Cost: unknown
5. The district has crime watch and school safety hotlines available in all schools.	✓				
6. The school board adopts curricula and programs aimed at protecting students, teachers, administrators, and school personnel.		X	The School Board currently does not adopt curricula aimed at safety and security programs.	District personnel will research safety and security curricula suitable for adoption.	Curricula will be reviewed and researched by May 2004. Cost is unknown.
Goal E: Educational facilities and equipment are safe and in good working condition.				
1. The district conducts an annual review of all relevant health and safety issues for each educational facility.	✓				
2. The district designs educational facilities and sites to enhance security and reduce vandalism through the use of "safe school design" principles.	✓				
3. The district has procedures that govern access to each		X	The district has no formal written policy /procedure that govern access.	A written procedure/policy will be developed and	Will be completed and implemented by May 2003.

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educational facility and its students and access is limited to authorized students and visitors.				implemented by CCPS staff.	Cost will be minimal.
4. The district ensures that playgrounds are properly constructed, maintained, and supervised so as to reduce the risk of injury.	✓				
5. Each educational facility has appropriate equipment to protect the safety and security of property and records.	✓				
6. The district provides appropriate safety equipment and information to prevent injuries to students and others.	✓				
7. The district follows environmental and food safety health practices and regulations.	✓				
Goal F: The district takes steps to ensure the safety and security of students and staff during transportation.				
1. The district has procedures to create safe and orderly process for students arriving at or leaving each school campus.		X	The district has no formal written procedures that govern safe and orderly processes for students arriving and leaving school campus.	Procedure will be developed and published.	To be completed by May 2003. Cost will be minimal.
2. The district has implemented policies, procedures, and practices that ensure the safety of transported students.	✓				
3. School buses, including buses operated by schools, charter schools, and contractors, are inspected and maintained in accordance with states laws and state Department of Education rules.	✓				