

**FSUS BOARD
OPPAGA SAFE PASSAGE REPORT
JUNE 26, 2002**

School Safety and Security Best Practices with Their Associated Recommendations Goals (A, B, C...), Best Practices (1,2,3...)

SCHOOL SAFETY AND SECURITY				
<i>Goals, Best Practices, Indicators</i>			<i>Explanation/Documentation</i>	<i>Fiscal Impact and Timeline</i>
<i>Goal A:</i> 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.				
1. The district has established and implemented accountability mechanisms to ensure the performance, efficiency, and effectiveness of the safety and security program.			The Florida State University School (FSUS) is developing a strategic plan, which includes provision of a safe environment for both employees and students. Safety committees are to be organized including the PTA. These committees will identify and report potential safety problems. In addition the Florida State University Police Department (FSUPD) will provide School Resource Officers (SROs) to aid in the safety of the schools. FSUS also has surveys and periodic inspections from the Leon County Health Department, PAEC, OSHA, DOE, and Florida State University.	2002-2003 \$40,000
2. The district regularly reviews the organizational structure and staffing levels of the safety and security program and minimizes administrative layers and processes.			Annually the Director and principals, the safety committee, and the SRO's will meet to make the safety program more successful and more beneficial to the students and employees.	2002-2003 No Cost

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<u>Goal B:</u> The school district has comprehensive plans and procedures to ensure the safety and security of students and employees.				
1. The district has implemented a school safety plan that includes district-wide emergency and safety procedures and identifies those responsible for them.			The Florida State University School has a school safety plan that establishes emergency and safety procedures for employees and students to follow. FSUS has agreements with Florida State University Emergency Department and FSU Police Department to ensure immediate assistance in case of an emergency.	On Going No Cost
2. The district has developed a checklist for each educational facility that provides step-by-step emergency procedures.			A crisis checklist is available in every classroom. Among the emergency situations addressed or to be addressed are: suicide, drug incidents, chemical spills, fire, serious injury, sexual battery, severe weather, armed intruder, kidnapping, shooting, hostage situations, bomb threats, suspicious objects, and more. It is recommended that a beginning of the year and follow-up in-service be established for FSUS to provide updated information and other support in dealing with emergencies.	Minimal cost by using on staff personnel and personnel from other agencies.
3. The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.			FSUS personnel in collaboration with FSUPD, Leon County Emergency Preparedness, and John Paul II High School developed the emergency response plan used by FSUS. The plan is available for all personnel. Even though the plan is thorough, the list is non-exhaustive and needs to be updated regularly. It is recommended that a school and area wide safety committee be convened to address the annual updating of the plan.	2002-2003 On Going \$750.00

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4. The district provides emergency response agencies with floor plans and blueprints as appropriate.			The School Resource Officer, who works directly with the FSU Police Department, has gathered site plans and floor plans. Blue prints and site plans are also available on the school's website. The recommendation is that these be updated and improved upon annually.	2002-2003 Annually \$500.00
5. The district and each school regularly practice emergency responses based on potential hazards at each site.			The school district follows the law regarding the practice of emergency drills. Each principal is responsible to see that the appropriate number of drills has been conducted. Record of these drills are sent to the Director and retained by the Dean of Students. The recommendation is that the school safety committee ensures that these drills are conducted in a timely, non-predictable manner.	2002-2003 No Cost
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.			The FSUS has an extremely thorough Master Inservice Plan but it does not identify what type of safety training is needed for each employee. Even though training is periodically given, it is recommended that the principals, working together, establish requirements for the kinds of training provided. The training should include, but not be limited to: First Aid, Blood Borne Pathogens Exposure, CPR, Intruders, etc.	2002-2003 On Going \$3000.00

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<u>Goal C:</u> 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.			FSUS operates within the guidelines of the Florida School Code and related regulations regarding the Student Code of Conduct. It is mandated that students divulge all information regarding their history of expulsions, arrests with charges, and any action taken against them by juvenile authorities when they enroll at FSUS. Other policies that deal with students under the “no tolerance” clause of the law are also provided and enforced by the Board.	Already in Progress No cost to the school for the Code of Conduct, but the 2 nd Chance School cost around \$50,000.00/year
2. The district revises its code of student conduct and informs all stakeholders as to the final product.			At the beginning of each school year, the Student Code of Conduct is provided to each student enrolled in school and subsequently to each student that enrolls later. The code is written in laymen’s language and is intended to be easily understandable. Also, the code is amended each year using input from parents, students, teachers, and administrative staff. It is recommended that a more concerted and specific effort be made to gather this input and inform parents and students.	This is done each year by the beginning of the school term with no extra cost to the district.

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<u>Goal D:</u> 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.			The FSUS depends on the student body and instructional staff to detect early warning signs of student violence. A plan needs to be better defined and put in place for detection. For those who are detected, the school system makes available psychological counseling. It is recommended that a more definitive plan of detection be developed and the appropriate inservice be given to the staff.	The plan should be completed during the 2002-2003 school year. Cost should be minimal.
2. The district identifies and implements parent and community outreach strategies to promote safety in the home and community.			Although effort in this direction is not sufficient, the FSUS does work closely with the FSUPD, Tallahassee Police Department, the Health Department, Emergency Management, and Juvenile Justice to promote safety. Information regarding essential school enrollment health examinations and immunizations for all students is provided through the newspaper, letters to parents, and follow-up calls.	On Going No Cost
3. The district conducts a hazard analysis to determine the potential safety and security issues facing each school.			The Director of the FSUS receives all reports of potential signs of safety hazard problems. As the school safety committee is established, these reports should become more formal and more regular. Input from the SRO, parents, students, and various surveys is also used.	2002-2003 No Cost

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4. Based on the needs identified in the school hazards analysis, the district implements appropriate violence and drug prevention programs for each school.	Our school system has for many years implemented a Safe and Drug Free School Plan. The plan is improved upon and amended each year. The district works closely with all available agencies that deal with safety and drugs. Surveys of students in certain grade levels are taken each year and programs to prevent the use of alcohol, tobacco, and drugs are implemented also. It is recommended that a broader cross section of the student body be provided these safety programs.	On Going No Cost
5. The district has crime watch and school safety hotlines available in all schools.	The FSUS PD through the SRO has worked to make a school safety and confidential reporting a reality. A crime watch line is needed. This will be planned and is implemented in school year 2002-03. The line would be anonymous and confidential. This number should be constantly made available to students through announcements, posters, bulletins, newsletters, and the newspaper.	October 2002 \$300.00 (phone)
6. The school board adopts curricula and programs aimed at protecting students, teachers, bus operators, administrators, and school personnel.^{1,2}	Programs such as Health Promotion Wave Curriculum, Chemical Addiction Recovery Program, Tobacco Crush It Week, Say No to Drugs Week, DARE Training, Conflict Resolution, and Violence Prevention are made available to the students of FSUS. It is recommended that all teachers be made aware of these programs and positively promote them during their contact with students.	On Going No Additional Cost

¹ These programs should be designed to improve overall student performance, reduce risk factors and warning signs, prevent bullying or harassment, and improve student behavior.

² 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.

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<i>Goal E: Educational facilities and equipment are safe and in good working condition.</i>				
1. The district conducts an annual review of all relevant health and safety issues for each educational facility.³			The required fire safety inspections, SREF reviews, casualty safety reviews, and hazardous waste inspections, are conducted either annually or on an appropriate schedule and are generally overseen and contracted by FSU or a licensed inspector. Any corrections of non-compliance are attempted promptly.	On Going \$7,900.00
2. The district designs educational facilities and sites to enhance security and reduce vandalism through the use of “safe school design” principles.			The FSUS uses safe school design principals during new construction, renovation, remodeling, and general maintenance. This is evident in the new FSUS facility. Licensed architects are hired for planning and the plans are submitted to the DOE for approval. It is recommended that input be requested from all employees at work sites before plans are begun.	On Going No Cost

³ Conducting this self-assessment as required in s. 985.401, F.S., does not meet the requirements of this practice.

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3. The district has procedures that govern access to each educational facility and its students and access is limited to authorized students and visitors.			<p>FSUS is clearly marked with instructions for every visitor to report to the main office upon arrival. Students are released only through precise procedures of identification of the person-requesting checkout. All school buildings are locked during non-school hours and the fence surrounding the campus is locked.</p> <p>It is recommended that each school employee be reminded periodically to check with visitors to make sure they have gone to the main office before coming on campus.</p>	<p>On Going</p> <p>No Cost</p>
4. The district ensures that playgrounds are properly constructed, maintained, and supervised so as to reduce the risk of injury.			<p>Maintaining and repairing playground equipment is an ongoing venture. No plan is in place other than yearly inspections of the playgrounds and expansion or replacement of equipment based on relevant code, insurance information, and teacher/parent input. It is recommended that maintenance personnel do more thorough and frequent inspections of the playgrounds and corrections be made immediately.</p>	<p>2002-2003</p> <p>No Cost</p>
5. Each educational facility has appropriate equipment to protect the safety and security of property and records.			<p>The FSUS is completely fenced, door access cards/readers are used, and the school's fire and security alarms are regularly inspected. Records are kept in fireproof file cabinets or a fireproof vault. FSUS Environmental Safety inspects fire extinguishers and alarm systems each year. All areas are sprinkled for safety.</p>	<p>2002-2004</p> <p>\$12,500.00</p>

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6. The district provides appropriate safety equipment and information to prevent injuries to students and others.			FSUS is fortunate to have a nurse on campus. First Aid supplies are available and stored in the health clinic. Safety rules and procedures are taught in all laboratories and shop classes. Necessary safety equipment is supplied such as rubber gloves, goggles, dust masks, etc. When it is needed to help prevent or at least lessen the number of injuries to students. The secondary principal is charged to maintain and correct all classroom/laboratory hazardous conditions caused by lack of protective gear and related training.	On Going 2002-2003
7. The district follows environmental and food safety health practices and regulations.			The Leon County Health Department on a monthly basis inspects the lunchroom and food service facility. Copies of these inspections are sent to the Food Service Director so that immediate action can be taken on any noted non-compliance issue. Generally, the inspector finds a safe facility. All lunchroom personnel are trained in safety and made aware of their safety-related duties.	On Going No Cost

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<u>Goal F:</u> 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.⁴			The school bus service drive at FSUS meets the approval of state inspections and is deemed to be in compliance with SREF Regulations. However, problems with safety still occurred during 2001-02 because of “mixed” bus and private vehicle traffic. The FSUS implemented a barricade system and signage during Spring of 2002 for the bus loading and unloading periods, which has been effective on the south side of the school. This will be continued and evaluated in 2002-03. The north entrance continues to be problematic. FSUPD and Tallahassee PD will increase traffic surveillance in this area. The principals and the Director are always finding better and safer ways to load and unload our students both from buses and private vehicles.	August 2002 No Cost
2. The district has implemented policies, procedures, and practices that ensure the safety of transported students.			Whenever the FSUS Board purchases new busses they contain all the required equipment and appropriate gear. The FSUS Board goes to great lengths to ensure that all drivers of students are properly trained, licensed, and qualified. Random drug and alcohol tests are done for current drivers to make sure no driver is using any illegal or inappropriate substances. Contracted bus service providers are contracted by parents, not the school, but contractors must use state-approved vehicles, inspection, and safety procedures. Drivers must be properly licensed and tested as required by the Florida Department of Education.	On Going No Cost

⁴ Refer to s. 234.0215, F.S., and Rules 6-2.001 and 6-3.017(2)(e) 2.b., F.A.C.

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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.			All school busses are inspected under Florida DOT guidelines every 20 days by highly trained and certified mechanics. In addition all bus drivers conduct a pre-trip inspection of their school bus and make sure any deficiency is corrected before any student is allowed to board. If any deficiency is found, the bus is taken off the road and only returned to service following the correction of the deficiency or when it meets the requirements of the Florida School Bus Inspection Manuel.	On Going No Additional Cost