

SAFE PASSAGE ACT

SAFETY AND SECURITY							
Goals, Best Practices, Indicators					Explanation/ Documentation	Corrective Action	Fiscal Impact and Timeline
	Yes	No	N/A	Partial			
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.				X	See Goal A, #2		
1. The district has established and implemented accountability mechanisms to ensure the performance, efficiency, and effectiveness of the safety and security program.	X				A district safety committee has been formed and will oversee the district's safety and security program. One task of this committee will be to monitor schools and departments as they implement the district plan. Another important task will be to assess the performance and cost of the program. Reviews of school/department self-audits, McCreary audits and inspections by the Health Department and Fire Marshall as well as safety surveys from individual schools will help guide the committee as it monitors and revises the safety program.		The district Safety Committee will meet on a quarterly basis beginning in Sept. 2002 to review and monitor safety issues and the safety/security program. Additional meetings will be on an "as needed" basis. Cost should be minimal. Five hundred dollars will be budgeted for printed materials and travel for the Committee.
2. The district regularly reviews the organizational structure and staffing levels of the safety and security program and minimizes administrative layers and processes.				X	Partial is indicated here because while a district safety committee is in place and is tasked with monitoring the safety program, help is needed to determine staff levels.	Will ask for technical assistance from McCreary Corporation to train the safety committee in the area of safety/staffing levels. An audit will also be requested of McCreary in this area.	Technical assistance to be provided in the area of safety/staffing levels by October, 2002. Will not impact the district fiscally because this is a service provided by McCreary.
GOAL B: The school district has comprehensive plans and procedures to ensure the safety and security of students and employees.	X				Schools are provided with district-wide safety and security guidelines. At the school level the plan is customized to be school specific with roles and areas of responsibility clearly denoted. At the school level all employees are given a review of the plan and have access to copies of the plan. A copy of each school - specific plan is maintained in the district office and also provided to local law enforcement agencies.		Each school will share the safety and security plan with faculty and staff during the week of August 5, 2002. This is the week teachers return to work for the 2002-03 School Year. Copies of the plans will be distributed to local law enforcement the week of August 12, 2002. This is the week students return to school for the 2002-03 School Year. Cost will be printing of plans. The estimated cost is \$200.00

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1. The district has implemented a school safety plan that includes district-wide emergency and safety procedures and identifies those responsible for them.	X				District-wide safety goals and procedures are clearly indicated in the Hendry County School District Safety and Security Guidelines. The plan was developed with input from school and district level administrators, district food service and transportation, local law enforcement(Hendry County Sheriff Department) and fire department(Fire Marshall City of Clewiston).		
2. The district has developed a checklist for each educational facility that provides step-by-step emergency procedures.	X				Checklists have been constructed and will be posted in each individual teacher's room at the beginning of the 2002/2003 School Year. The checklist provides instruction in dealing with the following type of incidents: tornado, dangerous intruder, other outside threat, major student disruption, fire, bomb threat, hazardous materials. Each school has a media response plan that includes guidelines on how to respond to questions and interviews as well as establishing separate staging areas for media and parents. Emergency contact numbers are provided at each school. The plan also covers procedures for evacuating students from one location to another. An emergency crisis team is available to provide counseling and support after an emergency.		Emergency crisis teams will be made up of school counselors and district personnel from the office of Student Services. Fiscally, inservice for crisis team members should be provided. Estimated cost \$500.00
3. The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.				X		Need to add students, additional teachers and staff, and parents to the District Safety Committee which is responsible for developing and updating the security safety plan. This will be done in School Year 2002-03. The comprehensive school safety plan will also be provided to each school advisory council in 2002-03 and be available electronically. The comprehensive school safety plan will be given an annual review by District/Security Team.	Corrective action will be taken in the 2002-03 School Year to provide all interested stakeholders copies of the security/safety plan and the plan will be available electronically. Annual review of the School Safety/Security Plan will begin in 2002-03.

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4. The district provides emergency response agencies with floor plans and blueprints as appropriate.	X				Local law enforcement agencies as well as fire department are provided with floor plans of each school. The district office maintains blueprints for each school and is ready to make them available for review during an emergency.		Plans will be updated at the beginning of each school year and provided to local law enforcement. Cost for copying plans should be minimal.
5. The district and each school regularly practice emergency responses based on potential hazards at each site.				X	During the school year 2001-02 schools conducted drills that varied in number from 2 to 6. Schools will utilize information from the annual self-assessment of school security/safety to determine areas for improvement. Self-assessments will be reviewed by the District Safety/Security Committee.	Schools will be monitored by the district to ensure that the required ten (10) drills per year are completed. Forms verifying emergency drills will be completed by the school principal or his/her designee and sent to the Clewiston Area Assistant Superintendent for verification.	Documentation of drills will be maintained at the school level by the principal and a copy sent to the Clewiston Area Assistant Superintendent's Office beginning School Year 2002-03.
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 Master Plan for In-Service Training needs to be updated and currently does not provide for all the safety training needed in the district.	The district Master Plan for In-Service training will be updated. Specifically the District Safety Security Committee has determined the following training should be included in the Master Plan for Inservice: 1) Blood Borne Pathogen Training 2) Right to Know 3) Fire Extinguisher Training 4) Child Abuse Inservice 5) Restraint Training 6) CPR/First Aid 7) Safe Use of Chemicals/Safety Equipment for Labs	Inservice in the areas identified by the District Safety Committee will be provided annually beginning with the 2002-03 School Year. A cost estimation of \$750 for video tapes and inservice will come from the 2002-03 Budget. The Clewiston Area Assistant Superintendent's office will make the video tapes and training available to principals. Principals will be responsible to see that school level employees receive the appropriate training.

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	GOAL C: The school district has developed a clearly written Code of Student Conduct and communicated with students and parents.	X					
1. The district and each school have established disciplinary policies and a code of student conduct that are well defined.	X				The school district follows relevant laws and regulations regarding disciplinary policies included in the Code of Student Conduct. Students/Parents are questioned concerning prior disciplinary history of expulsions, arrests, and juvenile justice actions, during the school registration process. The Code of Student Conduct includes a zero tolerance policy for crime and substance abuse. A list of those infractions which are reported to local law enforcement is included in the Code of Student Conduct. Standards of reasonable force by school personnel is provided to employees and complies with relevant state laws in order to maintain an orderly environment. Students who are continually disruptive and dismissed from their classroom may be sent to a time-out room where they are required to complete their assignment or at the secondary level they may be sent to an alternative school. District disciplinary policies include anti-harassment, anti-violence, and due process in accordance with state and federal law. District policy also addresses procedures regarding interviewing students by the Department of Family Services and law enforcement. Locker searches are included in district policy and the Code of Student Conduct is reviewed annually to be consistent with state and federal requirements for students with disabilities.		Established disciplinary policies as well as the Code of Student Conduct are reviewed and revised annually.

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2. The district revises its code of student conduct and informs all stakeholders as to the final product.	X				The Code of Student Conduct is reviewed and revised annually by a committee consisting of teachers, staff, parents, and students. Copies are provided to each student and reviewed at the school level at the beginning of each School Year.		
GOAL D: The school district identifies, minimizes and protects others from disruptive and/or violent student behavior.				X	See Goal D, #1,3		
1. Each school has a system in place to identify the early warning signs of student violence.				X	ESE staff have training in identifying and dealing with student violence. Each school has a team of individuals trained in "CPI" which deals with handling out-of-control individuals or high aggressive individuals. A "Be Brave Hotline" is located in each school. This hotline enables students to anonymously report incidents or concerns about school security/safety. Mental health counseling is provided in the schools. Guidance counselors are also used to prevent violent episodes.	An inservice program "Too Good for Violence" will be provided to all Elementary Teachers and selected Middle and High School Teachers in the 2002-03 School Year.	CPI Training will be completed during the first month of the School Year 2002-03.
2. The district identifies and implements parent and community outreach strategies to promote safety in the home and community.	X				A cooperative agreement between Juvenile Justice and our school system enables the district to know what individuals are presently active in the juvenile justice system and their current status. The sheriff's department provides schools with lists of sexual predators within the community. School resource officers help each school with security and safety issues. Programs include DARE, Explorers, Teen Summit. These help students seek alternatives to drug abuse, violence. Schools work closely with the District Health Department to provide information necessary for school entry such as school entrance health examinations and immunizations.		

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3. The district conducts a hazards analysis to determine the potential safety and security issues facing each school.			X	Each year SCREMP, the fire marshall conducts an assessment of safety hazards at the facility. A Successful Team Summit for Middle School Students was held in the spring of 2002. Closed campus sites help reduce the number of violence risk factors.	Need to follow through with work done at Teen Summit.	Middle School Coordinator will establish follow-up sessions for Teen Summit participants beginning in August 2002.
4. Based on the needs identified in the school hazards analysis, the district implements appropriate violence and drug prevention programs for each school.	X			The district has a Safe and Drug-free School plan. Presently staff is trained in Mendez Drug Awareness Program. Students receive instruction in this program.	"Too Good For Drugs" and "Too Good For Violence" will be implemented in Grades K-12 next school year. A performance review of programs supported by safe and drug free schools funds is to be printed yearly, beginning with the 2002-03 School Year.	Will utilize Safe and Drug Free Schools monies to fund.
5. The district has crime watch and school safety hotlines available in all schools.	X			Be Brave Hotline is advertized in each school and reviewed with students. This program is provided in association with the Hendry County Sheriff Department. Each middle and high school has a School Resource Officer assigned to each individual school. Elementary Schools share 2 officers-one works with LaBelle Elementary Schools, the other Clewiston Elementary Schools. A teen summit held in the Spring of 2002 utilizing Safe Schools funds wil help middle and high schools with violence prevention and peer mediation. DARE is provided to all 5th. Graders. Students, parents, and community are informed of crime watch programs and the school safety hotline through newsletters, notices, and school improvement meetings.		Be Brave Hotline and materials is provided by the Hendry County Sheriff's Department.
6. The school board adopts curricula and programs aimed at protecting students, teachers, bus operators, administrators and school personnel.	X			Two new programs will be purchased during the 2002-03 School Year, "Too Good for Violence" and "Too Good For Drugs". In addition the district currently supports the Mendez Drug Program, Keys to Character, Project Wisdom and Water Safety. These programs are designed to increase student/staff safety. Students are involved in planning and implementing violence prevention programs and are		Cost of the programs mentioned is estimated to be \$5,000.00.

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	6. Continued..						
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.	X				Safety and discipline data at each school is electronically reported to the district and then sent to the state using DOE approved procedures. Schools have an annual fire safety review conducted by a certified fire safety inspector. The supervisor of maintenance in conjunction with SCREMP officials also do a safety inspection of the schools. This information is used to determine whether our educational facilities comply with State Requirements for Educational Facilities (SREF)chapter 5, Existing Facilities Requirements. The results of the annual reviews are utilized to improve/ correct deficiencies found. Effort is made to correct deficiencies in a timely manner. Safety related information is available to the public in school annual reports as well as individual school improvement plans.		Fiscal impact is determined by what is found in the annual review of 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.	X				Current architect for School Board has followed "safe school design" principles on new construction and renovations.		Review as new construction and renovations take place.
3. The district has procedures that govern access to each educational facility and its students and access is limited to authorized students and visitors.	X				Entrances to schools are clearly indicated. Signs are posted directing visitors to report to the office. Exterior doors are locked and where feasible fence gates are closed and locked. All schools have procedures in place for release		Review annually.

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3. Continued..					of students to parents, guardians or other persons. Sign in-out logs are kept. An account of building keys is taken at each school with one individual designated by the principal to run a key control program.		
4. The district ensures that playgrounds are properly constructed, maintained, and supervised so as to reduce the risk of injury.				X	Playgrounds are not inspected by school or maintenance staff on a regularly scheduled basis with documentation of inspections. When items are broken or present a hazard to students the problem is taken care of in a timely manner by school or district maintenance staff. Playgrounds are supervised when children are present and using the area during school hours.	District and School level personnel will conduct and document regular maintenance check of playground beginning with the 2002-03 School Year.	Maintenance inspection of playgrounds will begin in School Year 2002-03.
5. Each educational facility has appropriate equipment to protect the safety and security of property and records.		X			None of our schools has a security system except CYDA that was designed or selected with input from security professionals. Schools presently do not have disaster recovery kits.	District will check the feasibility of installing alarms in the schools beginning with School Year 2002-03. Schools will be provided with district recovery kits.	Cost of recovery kits for all schools is estimated at \$1,500. Tentative estimation of alarms for schools \$35,000.
6. The district provides appropriate safety equipment and information to prevent injuries to students and others.	X				All facilities are equipped with fire extinguishers and are maintained through a contract with an outside vendor. First aid kits are located in each school. Safety equipment such as goggles, eye wash stations, showers, etc. are provided in instructional areas with dangerous equipment or chemicals. Students in science, agriculture, vocational classes are instructed in safe practices regarding equipment or chemicals in these particular areas. Maintenance and cafeteria workers receive safety instruction yearly in their respective departments. All employees receive blood borne pathogen training as well as instruction in "The Right to Know". Students who participate in athletics are provided necessary protective equipment to minimize the risk of injury.		Annually, safety equipment is bought on a per need basis.

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	7. The district follows environmental and food safety health practices and regulations.	X					
GOAL F: The district takes steps to ensure the safety and security of students and staff during transportation.	X				See Goal F, Best Practices		
1. The district has procedures to create safe and orderly process for students arriving at or leaving each school campus.				X	The district has a school safety transportation plan. Not all school bus service driveways currently meet SREF Requirements. Schools use crossing guards in association with the Sheriff's Department to help ensure the safety of students arriving or leaving school, including those who walk, ride bicycles, buses or private vehicles. Principals instruct students in safety procedures regarding this matter and address these procedures in student handbooks. Sidewalks are provided for pedestrian traffic and crossing guards assist in helping walking students arrive safely at school.	Currently school bus driveways at COES, Eastside/Westside, and Central Elementary Schools do not meet SREF Requirements because they are also parking areas. This has been discussed with DOE personnel in previous audits. Presently due to the configurations of the lots/driveways we cannot comply. To help with safety crossing guards are used to help with traffic and teacher/administrators are on duty during time students are dropped off and picked up. Where feasible, schools are renovated to provide for separate drop-off and pick up areas for school buses and private vehicles.	Would be a major fiscal impact to renovate bus driveways. A separate parent vehicle student drop off was created at Eastside Elementary at a cost of \$15,000.00

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	2. The district has implemented policies, procedures, and practices that ensure the safety of transported students.	X					
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.	X				School bus drivers daily complete pre-trip inspections of bus safety items before starting their routes. School bus inspections are performed every 20 days in accordance with criteria in the Florida School Bus Safety Inspection Manual. No bus that is sent to the garage for repair or maintenance is returned to service until all safety and mechanical systems are met in accordance with the Florida School Bus Safety Inspection Manual. Mechanics use a quality control process on a selective basis to review on a selective basis the routine servicing and repair work completed.		



HENDRY COUNTY SCHOOLS

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Safety and Security Best Practices
Annual Self-Assessment
June 25, 2002

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