

# HERNANDO COUNTY SCHOOLS SAFETY AND SECURITY BEST PRACTICES SELF AUDIT

## SCHOOL SAFETY AND SECURITY

| Goals and Best Practices   | Yes | No | Partial        | N/A | Explanation/<br>Documentation  | Corrective Action  | Fiscal Impact<br>and Timeline  |
|--|-----|----|----------------|-----|--|--|--|
| <p><b><u>Goal A:</u> 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.</b></p> |     |    | <i>Partial</i> |     | <ul style="list-style-type: none"> <li>There is no mechanism in place for clear control and direction of all involved in the Safety and Security Program</li> </ul>  | Create and implement an organizational flow chart of all involved in safety and security. Clearly defining job descriptions and responsibilities. Monitoring the effectiveness of the new structure and making changes as required | This process has already Started the new organizational chart will be complete and monitoring of the program will take place during the 2002-2003 school year. \$0 |
| <p><b>1. The district has established and implemented accountability mechanisms to ensure the performance, efficiency, and effectiveness of the safety and security program.</b></p>           |     |    | <i>Partial</i> |     | <ul style="list-style-type: none"> <li>State Auditors review program yearly.</li> <li>We are currently working on a Certification program for all cost centers model after Volusa County's Program</li> </ul>                | We are currently working on a Certification program for all cost centers model after Volusia County's Program this will be implemented with the assistance of additional personnel. (See Goal E practice #5                        | This program will be administrated through the county wide safety committee 2003-2004 school year \$0. (See Goal E practice #5                                     |
| <p><b>2. The district regularly reviews the organizational structure and staffing levels of the safety and security program and minimizes administrative layers and processes.</b></p>         |     |    | <i>Partial</i> |     | <ul style="list-style-type: none"> <li>Staffing levels are limited by budget and space restrains.</li> <li>Safety and Security duties are fragmented and personnel are assigned to many different administrators.</li> </ul> | Create and implement an organizational flow chart of all involved in safety and security. Clearly defining job descriptions and responsibilities. Monitoring the effectiveness of the new structure and making changes as required | This process has already Started the new organizational chart will be complete and monitoring of the program will take place during the 2002-2003 school year. \$0 |

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|---|------------|-----------|----------------|------------|---|--------------------------|---------------------------------------|
| <b><i>Goal B:</i></b> The school district has comprehensive plans and procedures to ensure the safety and security of students and employees.   | <i>Yes</i> |           |                |            | <ul style="list-style-type: none"> <li>• Hernando County Schools Safety Program Emergency Management Procedures Guide</li> </ul>            |                          |                                       |
| 1. The district has implemented a school safety plan that includes district-wide emergency and safety procedures and identifies those responsible for them.                                     | <i>Yes</i> |           |                |            | <ul style="list-style-type: none"> <li>• Hernando County Schools Safety Program</li> <li>• Emergency Management Procedures Guide</li> </ul> |                          |                                       |
| 2. The district has developed a checklist for each educational facility that provides step-by-step emergency procedures.  | <i>Yes</i> |           |                |            | <ul style="list-style-type: none"> <li>• Emergency Management Procedures Guide</li> </ul>   |                          |                                       |
| 3. The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.   | <i>Yes</i> |           |                |            | <ul style="list-style-type: none"> <li>• County Wide Safety Committee reviews and recommends all changes to the board</li> </ul>            |                          |                                       |
| 4. The district provides emergency response agencies with floor plans and blueprints as appropriate.  | <i>Yes</i> |           |                |            | <ul style="list-style-type: none"> <li>• Supplied to all emergency response agencies</li> </ul>   |                          |                                       |
| 5. The district and each school regularly practice emergency responses based on potential hazards at each site.   | <i>Yes</i> |           |                |            | <ul style="list-style-type: none"> <li>• Emergency drill reports 2001-2002 school year</li> </ul>   |                          |                                       |
| 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. | <i>Yes</i> |           |                |            | <ul style="list-style-type: none"> <li>• Master Plan for In-Service Training</li> </ul>   |                          |                                       |
| <b><i>Goal C:</i></b> The school district has developed a clearly written code of student conduct and communicated with students and parents.   | <i>Yes</i> |           |                |            | <ul style="list-style-type: none"> <li>• Student/Parent Handbook 2001-2002</li> </ul>   |                          |                                       |

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|---|-----|----|----------------|-----|---|---|--|
| 1. The district and each school have established disciplinary policies and a code of student conduct that are well defined.           | Yes |    |                |     | <ul style="list-style-type: none"> <li>• Student/Parent Handbook 2001-2002</li> </ul>   |   |  |
| 2. The district revises its code of student conduct and informs all stakeholders as to the final product.                             | Yes |    |                |     | <ul style="list-style-type: none"> <li>• Student/Parent Handbook 2001-2002</li> <li>• Handbook is available on hard copy and school board web site.</li> </ul>  |   |  |
| <b><u>Goal D:</u></b> The school district identifies, minimizes, and protects others from disruptive and/or violent student behavior. |     |    | <i>Partial</i> |     | <ul style="list-style-type: none"> <li>• Administrators and front office personnel have been trained in the warning signs of aggressive and violent behavior and how to defuse the situation before violence takes place.</li> </ul>                                | A formalized program to train all school personnel in violence prevention is being developed. | Program implementation is scheduled for the 2002-2003 school year. \$40,000.00 |
| 1. Each school has a system in place to identify the early warning signs of student violence.   | Yes |    |                |     | <ul style="list-style-type: none"> <li>• Safe &amp; Drug Free Schools Program</li> <li>• Silence Hurts program</li> <li>• Breaking the Code of Silence program</li> <li>• School Safety Hotline program</li> <li>• Anger Management and Bullying program</li> </ul> |   |  |

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|--|-------------------|------------------|-----------------------|-------------------|--|---------------------------------|--|
| <b>2. The district identifies and implements parent and community outreach strategies to promote safety in the home and community.</b> | Yes               |                  |                       |                   | <ul style="list-style-type: none"> <li>Department of Juvenile Justice agreement</li> <li>Interagency agreements with law enforcement agencies</li> <li>Student/Parent handbook</li> <li>School Safety Hotline</li> <li>Second-chance school programs</li> <li>Anger management classes</li> <li>Summer behavior program</li> </ul> |                                 |  |
| <b>3. The district conducts a hazards analysis to determine the potential safety and security issues facing each school.</b>           | Yes               |                  |                       |                   | <ul style="list-style-type: none"> <li>Hazard analysis has been conducted in conjunction with local law enforcement at each of our educational facilities</li> <li>School based Safety &amp; Security plans identify school hazards</li> </ul>   |                                 |  |

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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.   |     |    | <i>Partial</i> |     | <ul style="list-style-type: none"> <li>The gathering of information to track charges and convictions of students and employees is currently fragmented between multiple departments.</li> </ul>   | Safety & Security Department will be responsible for gathering and tracking this information with the assistance of additional personnel. (See Goal E practice #5) | 2002-2003 school year. \$0. (See Goal E practice #5)                                      |
| 5. The district has crime watch and school safety hotlines available in all schools.  |     |    | <i>Partial</i> |     | <ul style="list-style-type: none"> <li>Currently have school safety hotline but have not yet implemented a crime watch program.</li> </ul>  | Safety & Security will work with all schools to develop a school based Crime Watch program.  | High schools and middle schools 2002-2003 and Elementary Schools 2003-2004<br>\$10,000.00 |
| 6. The school board adopts curricula and programs aimed at protecting students, teachers, bus operators, administrators, and school personnel. <sup>1,2</sup> | Yes |    |                |     | <ul style="list-style-type: none"> <li>Safe &amp; Drug Free Schools Program</li> <li>Silence Hurts program</li> <li>Breaking the Code of Silence program</li> <li>School Safety Hotline program</li> <li>Anger Management and Bullying program</li> </ul> |  |   |

<sup>1</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>2</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.

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| <b><u>Goal E:</u> Educational facilities and equipment are safe and in good working condition.</b>  |            |    | <i>Partial</i> |     | See #3 and #4 below   | See #3 and #4 below   | See #3 and #4 below  |
| <b>1. The district conducts an annual review of all relevant health and safety issues for each educational facility.<sup>3</sup></b>                              | <i>Yes</i> |    |                |     | <ul style="list-style-type: none"> <li>2001-2002 Safety Inspection report</li> </ul>  |   |  |
| <b>2. The district designs educational facilities and sites to enhance security and reduce vandalism through the use of “safe school design” principles.</b>      | <i>Yes</i> |    |                |     | <ul style="list-style-type: none"> <li>Phase III DOE approved plans for Nature Coast High School</li> </ul>   |   |  |
| <b>3. The district has procedures that govern access to each educational facility and its students and access is limited to authorized students and visitors.</b> |            |    | <i>Partial</i> |     | <ul style="list-style-type: none"> <li>Capital projects submitted to the Facilities Department for the 2000-2001, 2001-2002 school years were not brought before the Board for Approval for funding.</li> </ul> | Capital projects to enhance entrances to Elementary, Middle and High Schools Have been submitted to the Board for funding. Money for these projects has been budgeted and is awaiting Board Approval. A new capital project budgeting procedure has been implemented to assure these projects are include in the budget each year | <ul style="list-style-type: none"> <li>2002-2003 school year. \$220,000</li> <li>2003-2004 school year \$50,000</li> </ul> |
| <b>4. The district ensures that playgrounds are properly constructed, maintained, and supervised so as to reduce the risk of injury.</b>                          |            |    | <i>Partial</i> |     | <ul style="list-style-type: none"> <li>The procedure for regular maintenance checks of playgrounds and documentation of conditions in need of repair needs improvement.</li> </ul>                              | Curriculum has been purchased and will be implemented too train school-based employees on how to perform maintenance checks and properly document deficiencies.   | August 2002 \$900  |

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

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| 5. Each educational facility has appropriate equipment to protect the safety and security of property and records. |            |    | <i>Partial</i> |     | <ul style="list-style-type: none"> <li>Capital Security projects that were submitted to the Facilities Department for the 1999-2000, 2000-2001, 2001-2002 school years were not brought before the Board for approval for funding.</li> <li>Key control and inventory system non-capital items needs improvement</li> </ul> | <ul style="list-style-type: none"> <li>Capital Security projects to enhance security at elementary, middle, high Schools and on school busses has been submitted to the Board. Money for these projects has been budgeted and is awaiting Board Approval. A new capital project budgeting procedure has been implemented to assure these projects are include in the budget each year</li> <li>A request has been made for a loss prevention specialist to develop, implement, and oversee this area</li> </ul> | <ul style="list-style-type: none"> <li>2002-2003 school year. \$300,000</li> <li>2002-2003 school year 26,000.00</li> </ul> |
| 6. The district provides appropriate safety equipment and information to prevent injuries to students and others.  | <i>Yes</i> |    |                |     | <ul style="list-style-type: none"> <li>Fire extinguisher inspection report</li> <li>Employee training records</li> <li>Personnel protective equipment supply requests and invoices</li> </ul>   |   |   |

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| 7. The district follows environmental and food safety health practices and regulations.  |     |    | <i>Partial</i> |     | <ul style="list-style-type: none"> <li>Emergency procedures and plans are currently being written.</li> </ul>  | Cafeteria personnel will be trained during their in-service in August of 2002 on all cafeteria emergency procedures. | Written procedures will be supplied to each cafeteria site at the beginning of the 2002-2003 school year. \$0 |
| <b><u>Goal F:</u></b> The district takes steps to ensure the safety and security of students and staff during transportation.          |     |    | <i>Partial</i> |     | <ul style="list-style-type: none"> <li>School bus service driveways need to be modified at several schools to meet the State Requirements for Educational Facilities.</li> </ul>   | Bus areas are being evaluated by school principals and transportation department administrators                      | Recommendations for improvements will be submitted with the 2003-2004 Capital Budget. \$ Unknown              |
| 1. The district has procedures to create safe and orderly process for students arriving at or leaving each school campus. <sup>i</sup> |     |    | <i>Partial</i> |     | <ul style="list-style-type: none"> <li>School bus service driveways need to be modified at several schools to meet the State Requirements for Educational Facilities.</li> </ul>   | Bus areas are being evaluated by school principals and transportation department administrators                      | Recommendations for improvements will be submitted with the 2003-2004 Capital Budget. \$ Unknown              |
| 2. The district has implemented policies, procedures, and practices that ensure the safety of transported students.                    | Yes |    |                |     | <ul style="list-style-type: none"> <li>All new buses have seat belts</li> <li>All bus stop locations are reviewed by Administration</li> <li>All bus drivers are trained</li> <li>Drivers licenses are reviewed</li> <li>Safe Driver Plan is in place</li> </ul> |  |   |

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|---|-------------------|------------------|-----------------------|-------------------|---|---------------------------------|--|
| <b>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.</b> | <i>Yes</i>        |                  |                       |                   | <ul style="list-style-type: none"> <li>Mechanics inspect buses every 20 days</li> <li>Buses are pre-tripped each day</li> <li>Quality control checks are done randomly by shop manager</li> </ul> |                                 |  |

<sup>i</sup> Refer to s. 234.0215, *F.S.*, and Rules 6-2.001 and 6-3.017(2)(e)2.b., *F.A.C.*