

**OPPAGA “SAFE PASSAGE”  
JEFFERSON COUNTY SELF-ASSESSMENT**

SCHOOL SAFETY AND BEST PRACTICES WITH ASSOCIATED INDICATORS

***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.**

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

The Strategic Plan, School Improvement Plan and Safe and Drug Free Schools Plan give direction, priorities and evaluation criteria for ensuring a safe and secure environment. The schools and departments each have a safety committee and respond to safety issues.

- 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 administrators meet with the Superintendent and Director of Personnel to review and establish appropriate staffing that is manageable based on state FTE funding. The strategic plan addresses re-organization to include a director of operations to supervise the Maintenance, Food Service and Transportation areas. This is recommended as a cost effective way to operate the areas.

**Goal B: 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.**

**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.**

**5. The district and each school regularly practice emergency responses based on potential hazards at each site.**

The Crisis Management Plan is located in all classrooms. The staff regularly reviews the procedures and documents drills.

Two-way radios are used by the schools and the transportation department for keeping in touch with activities as they happen. In-school suspension programs at the elementary and middle school isolate the problem students. The On-track program at the high school keeps the troubled students away from the general population of students and provides a safe learning environment.

**4. The district provides emergency response agencies with floor plans and blueprints as appropriate.**

The local law enforcement and emergency agencies are provided with floor plans and other pertinent information.

**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 Master Plan for In-Service incorporates the components from PAEC. This provides a broad spectrum of offerings to the employees. However, there are limited funds available for in-service training for the non-instructional personnel.

**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.**

The code of student conduct and discipline plans are developed and revised as needed by each school. These documents are distributed annually to the students and parents.

The Schools each have a Disciplinary Handbook that is age and grade appropriate.

**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.**

Teacher referrals are followed up to give needed help/counseling to troubled students. The principal and staff are quick to take necessary steps to take control of these students.

Counselors are at each school and contracts with FSU, CIRC and Apalachee Mental Health assist with this area.

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

The district cooperates with Boys and Girls Club, the hot line, local law enforcement agencies and FACET (Families and Communities Educating Together) to promote safety in all areas.

**3. The district conducts a hazards analysis to determine the potential safety and security issues facing each school.**

The district contracts with PAEC to provide the SREF review. The negative findings are corrected and documented in a timely manner. Each site is provided with a copy of the findings/corrections.

**4. Based on the needs identified in the school hazards analysis, the district implements appropriate violence and drug prevention programs for each school.**

The Safe and Drug-Free School Plan provides the plans, evaluation and documentation for this area.

Programs which assist in this area include: fingerprinting, drug testing, and FACET.

**5. The district has crime watch and school safety hotlines available in all schools.**

The hot line is posted in schools, on marquees, published in newsletters and newspaper.

Recommendations: Institute the Crime Watch Program at each school.

**6 The school board adopts curricula and programs aimed at protecting students, teachers, bus operators, administrators, and school personnel. <sup>1,2</sup>**

The Safe and Drug-Free School Plan provides the plans, evaluation and documentation for this area.

Programs which assist in this area include: finger printing, drug testing, and FACET.

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<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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**Goal E: Educational facilities and equipment are safe and in good working condition.**

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- 1. The district conducts an annual review of all relevant health and safety issues for each educational facility.<sup>3</sup>**
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Schools and facilities are annually inspected by the PAEC- contracted, SREF- certified inspector, Ed Paulin. The areas of violations are corrected in a timely manner. All schools are equipped with fire extinguishers, which are inspected on a monthly basis by school personnel and annually by an independent contractor.

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- 2. The district designs educational facilities and sites to enhance security and reduce vandalism through the use of “safe school design” principles.**
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The planned new high school will be constructed meeting the CPTED codes.

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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.**
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Signage is in place to notify campus visitors of the sign-in procedure in the office. The staff is identified by personal photo identification badges.

Recommendation: Continue to train staff to send unauthorized persons on campus to the office to sign-in and receive the identification badge.

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

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

The equipment is regularly inspected by the school personnel, the district maintenance staff and annually by the SREF inspector.

Recommendation: Replace old playground equipment with equipment approved by Consumer Product Safety Commission.

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

The district contracts with Sonitrol for security services.

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

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

In accordance with applicable Florida law and regulations; the school principals report data concerning school safety through the Gateway student records software package. The certified fire safety inspector conducts an annual fire safety review of all facilities.

**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.<sup>4</sup>**

**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.**

The school board policies and state statutes provide guidance for ensuring safety for students arriving and leaving school, maintenance and inspections of buses, and driver training.

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