

LEON COUNTY SCHOOLS

School Safety and Security Self-Assessment

Goals and **Best Practices**



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LEON COUNTY SCHOOLS

School Safety and Security Self-Assessment

Leon County School Board Workshop

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The Legislative Safe Passage Act created an annual requirement for school districts to complete a school safety and security self-assessment.

The safety and security self-assessment guidelines contain the best practices that were developed by the Office of Program Policy Analysis and Governmental Accountability and the Partnership for School Safety and Security.

This report contains recommendations, strategies, and actions for improving school safety and security in the Leon County School District. The self-assessment report must be submitted to the Department of Education within 30 days of the Leon County School Board review.

A special thanks to our **Principals** and the individuals listed below for providing assistance with the self-assessment evaluation.

Bill Montford, Superintendent, **Frank LaPorta**, Associate Superintendent, **Bill Johnson**, Assistant Superintendent, **Marvin Henderson**, Executive Director, **Kae Ingram**, Executive Director, **Bill Piotrowski**, Executive Director, **Foster Rosser**, Executive Director, **Forrest Van Camp**, Executive Director, **Butch Callahan**, Director of Maintenance, **Pam Campbell**, Director of Food Services, **Theresa Croteau**, Director of Staff Development, **Arthur Pla**, Director of Transportation, **Ronnie Youngblood**, Director of Interdivisional Support Services, **Janet Maxwell**, Coordinator of Risk Management, **Jo Wenger**, Coordinator of Student Services, Leon County Sheriff's Office, **Major Al Watson**, **Captain Craig Dennis**, **Lt. Jimmy Williams**, **Sgt. Tim Coughlin**, **Sgt. Bruce Gaines**.

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.

Yes No Partial Compliance

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

Explanation/Finding Yes No Partial Compliance

The safety and security program is cost effective and has unambiguous direction. The safety and security program has clear goals and objectives which address expenditures and the overall purpose of the program. The Safety and Security Office produces goals with outcome-based, measurable, objectives for the program. The goals of the program reflect the objective of Board goal number 5; which asserts for our district “to create and maintain a caring, safe and drug free environment for the entire school community.”

Assistant Superintendent Bill Johnson evaluates the effectiveness of the safety and security program and reports the findings to Superintendent Bill Montford.

Superintendent Bill Montford established the Safety and Security Office in March of 2000 and the School Board approved the recommendation.

Appropriate performance and cost-efficiency measures and interpretive benchmarks are identified in the safety and security program. Benchmark goals and principal input are the major contributors for the evaluation of the Safety and Security Program. Each year the cost of the safety and security program is reviewed by budget analysis. The safety and security program is primarily funded through a federal grant that is assessed by the MGT Corporation.

The Safety and Security Director has visited other Florida school safety and security departments and discussed contractual services, privatization, staffing, and crime issues.

The district has a process to collect, revise, and update appropriate data for the School Environmental Safety Incident Report.

The safety and security self-assessment information was collected independently with the assistance of many skilled professionals.

The next safety and security self-assessment begins in July of 2002, and Superintendent Bill Montford will present the findings to the School Board by February of 2003.

Best Practice 2--The district regularly reviews the organizational structure and staffing levels of the safety and security program and minimizes administrative layers and processes.

Explanation/Findings: Yes No Partial Compliance

The annual district financial process reviews budgeting, organizational structure, and staffing levels for the Safety and Security Office. The position of safety and security director is administrative, with a reasonable line of authority, and no administrative layers to impede the function and objectives of the program

The Superintendent, district administrators, and the Safety and Security Office convene meetings during a safety crisis to evaluate staffing and budget needs to adequately prepare a response.

The School Board receives in writing the organizational structure and staffing of the safety and security program.

The self-assessment report was prepared with feedback from principals, administrators, and law enforcement, but not the community or teachers; accordingly we have partial compliance with [Best Practice 2](#).

Recommendations-Include teachers and the community in the feedback component for the safety and security self-assessment.

Strategies and Actions- Develop an assessment form for inclusion in the school climate survey for the evaluation of the safety and security program.

Goal B: The district has comprehensive plans and procedures to ensure the safety and security of students and employees.

Yes No Partial Compliance

Best Practice 1--The district has implemented a school safety plan that includes district-wide emergency and safety procedures and identifies those responsible for them.

Explanation/Findings: Yes No Partial Compliance

District wide emergency plans were implemented in August of 2000. The district will update the emergency plans in July with a broad cross-section of stakeholders. District emergency plans include the following topics that correlate to **Best Practice 1**:

- The Principals role and responsibilities during a crisis.
- How to identify the early warning signs of violence.
- Disruptive or disorderly issues.
- The roles of teachers, and administrators during a crisis.
- School sponsored events.

The district disaster preparedness and recovery action plan delineates the roles and responsibilities of the District Facilities Office.

The transportation emergency manual explains staff roles and responsibilities to facilitate a safe and orderly bus environment

In Sept 2001, school administrators, principals, the Leon County Sheriff's Office, and the Tallahassee Police Department cooperatively produced a step-by-step emergency guide for classroom teachers.

School improvement plans include district-wide safety goals.

Principals are held accountable for the safety and security of their school site. Board Policy clearly states that in reference to school safety; "the principal, in compliance with Leon County School Board policy, and in cooperation with the Leon County Health Department, the Leon County Sheriff's Department and

Tallahassee Police Department, shall be responsible for the safety of the students and is responsible for the elimination and reporting of hazards.”

The Leon County Sheriff’s Office is the primary provider for school law enforcement services, and their roles and responsibilities are outlined in a contract.

Schools have a process for identifying and serving the needs of students most at risk for engaging in disruptive and disorderly behavior.

Parents have received information in relation to the emergency roles of law enforcement and school staff along with parental responsibilities during a crisis.

School Board Policy 1.09 addresses the emergency closing of schools.

The district has a long term interagency agreement committed to providing for the safety and security of the community and its children. The agreement is between the Department of Juvenile Justice, District 2; The Leon County Circuit Court, Juvenile Division and/or Leon County Clerk of the Court; the Leon County School Superintendent, DISC Village Inc.; the Leon County Sheriff; the Tallahassee Chief of Police; the State Attorney of the 2nd Judicial Circuit; The District Administrator for Children and Families, District 2; and Capital City Youth Services, and Community Intervention Center.

Our district also collaborates with and receives assistance from Federal Agencies, the Florida Department of Law Enforcement, and the Florida Department of Education.

Best Practice 2--The district has developed a checklist for each educational facility that provides step-by-step emergency procedures.

Explanation/Findings: Yes No Partial Compliance

District-wide emergency plans minimally address: firearms and other weapons, visitors, trespassers, lock downs, school attacks, hostage issues, hazardous materials, chemical spills, weather emergencies, disturbances, drugs, bio-terrorism, explosives, dealing with the media, staging areas, emergency

contact numbers, evacuation procedures, school transportation for evacuations, and other emergencies.

The district emergency communication system allows for quick information dissemination to district schools.

A district emergency response team and crisis counselors are available to assist during a crisis.

Best Practice 3--The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.

Explanation/Findings: Yes No Partial Compliance

District emergency plans were developed with information from subject matter experts and recognized resources of emergency plan procedures. District emergency plans are scheduled for revision in July of 2002 with participation from the following: Dept. of Education, parents, community representatives, law enforcement, fire service, teachers, principals, district administrators, facilities personnel, students, and other interested parties.

School emergency procedures have been discussed with the following: school advisory groups, parents, community stakeholders, television, radio stations and business groups.

Principals have an emergency procedures manual for immediate reference in his or her administration area, and this information is provided to school staff.

Emergency plans are available electronically to any school through the Safety and Security Office. Sensitive school safety and security information which could compromise the safety of any school is not released to the public, but non-sensitive information is shared.

District emergency plans are as follows: fluid and subject to change, updated as conditions dictate, cover a broad range of hazards, easy to read, uncomplicated, and subject to revision every year. When a new school threat

occurs, emergency procedures are distributed immediately to our school facilities; for example, the anthrax bio-terrorism threat.

Best Practice 4--The district provides emergency response agencies with floor plans and blueprints as appropriate.

Explanation/Findings: Yes No Partial Compliance

Educational facility floor plans were provided to local law enforcement agencies and fire departments. Leon County is one of a small number of school districts that has recorded their floor plans and aerial views on a CD disk. Law enforcement carry the CD's for use with their laptop computer in case of a school emergency.

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

Explanation/Findings: Yes No Partial Compliance

School Board Policy has developed and implemented procedures for emergency drills in accordance with state law. Board policy 1.10 requires at least one emergency drill each month, with an additional drill being held within the first two (2) weeks of school. Each school must verify the practice by sending documentation to the District Facilities Office.

The safety and security self-assessment is being used to assist in identifying potential school hazards.

Schools practice hazard response drills to prepare for potential threats. Schools regularly practice lock-down drills to determine their readiness for various types of school hazards.

The Safety and Security Office in cooperation with the Leon County Sheriff's Office monitor possible hazards at schools and practice responses based on those hazards.

During non-school hours, local law enforcement use district facilities to practice tactical response procedures for school violence. This allows for school facility familiarization and provides a realistic training environment.

Best Practice 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.

Explanation/Findings: Yes No Partial Compliance

The district has a process in place to identify school improvement training focus areas with School Board priorities. The master plan for in-service training provides the approved components, numbers, and identifiers to facilitate in-service education credit for the school focus training area. In-service training records are kept by the school principal to verify and demonstrate that training has occurred in their school focus areas.

The district reviews and participates in training opportunities provided by the Florida Department of Education and the Partnership for School Safety and Security.

CPR and first aid training is provided for school employees. School facilities have first aid kits and fire extinguishers.

The Safety and Security Office and Leon County Sheriff's Office have provided broad based training for school staff and principals as follows: bio-terrorism, mail handling procedures, early warning signs of school violence, bullying, school violence lessons, bomb threats, hazardous chemicals, school shootings, hostage crisis, lockdown guidelines, evacuation procedures, access control, Secret Service study of school shootings, suicide, sexual predators and offenders, school violence prevention strategies, threat analysis and other school hazard training areas.

The Safety and Security Office provides emergency training to schools by transmitting safety and security bulletins via the Internet. In the past two years, 52 safety and security bulletins were distributed to schools. When a serious school violence event occurs, a detailed informational bulletin is immediately transmitted to all schools.

Other security bulletin topics include the following: school violence warning signs, drug prevention, seat belt safety, evacuation procedures, history of school violence, who are the school shooters, sexual offenders, runaways, tips for teachers to prevent violence, tips for principals to prevent violence, tips for parents to protect their children, emergency kits, anthrax, smallpox, boys/girls and violence, how safe are our schools, mail handling procedures, bombers and terrorist, legal issues, victim issues, bullying, and other topics.

The District Area 3 Office maintains a web site with safe schools and healthy kid's information. A safety and security web site will be operational in the next school year to provide additional information for schools and parents.

Bullying prevention, anger management, and conflict resolution brochures are dispersed to schools and parents.

The safety and security program circulates school safety and security information to parents by direct e-mail.

Goal C: The school district has developed a clearly written code of student conduct and communicated with students and parents.

Yes No Partial Compliance

Best Practice 1--The district and each school have established disciplinary policies and a code of student conduct that are well defined.

Explanation/Findings: Yes No Partial Compliance

The district conforms to **Best Practice 1** by the following practices:

- Complies with relevant laws and regulations regarding discipline policies including the code of student conduct.
- Requires each student to disclose at registration legally required information regarding the student's prior disciplinary history of expulsions, arrest resulting in a charge, and juvenile justice actions.
- Cooperates with local law enforcement agencies, promotes and enforces a zero tolerance policy for crime, substance abuse, and

victimization that requires the district to report all violations subject to Florida law to a local law enforcement agency.

- Outlines the standards for use of reasonable force by school personnel (Board Policy 7.20) and complies with relevant state laws in order to maintain an orderly environment.
- Disciplinary policies include statements regarding anti-harassment and anti-violence policies and due process rights in accordance with state and federal laws (Board Policy 1.31, 1.33, 1.16, 7.06, 7.09, and 7.18).
- Have procedures for interviewing students by law enforcement agencies and the Department of Children and Family Services (Board Policy 7.12).
- Board policies describe school locker searches (Board Policy 7.11).
- Board and district policies are consistent with the state and federal requirements for students with disabilities.
- A process is in place to relocate students who are regularly dismissed from their classroom.

Best Practice 2--The district revises its code of student conduct and informs all stakeholders as to the final product.

Explanation/Findings: Yes No Partial Compliance

The School Board and school administrators annually review discipline policies and revise those policies with input from teachers, staff, parents, and students. The student code of conduct is clearly written and avoids the use of technical terminology, and is clearly and thoroughly communicated to students, parents, and other stakeholders.

Goal D: The school district identifies, minimizes, and protects others from disruptive and/or violent student behavior.

Yes No Partial Compliance

Best Practice 1--Each school has a system in place to identify the early warning signs of student violence.

Explanation/Findings Yes No Partial Compliance

District school violence prevention focuses on prevention and early intervention into problem situations; enhancing resiliency; and forming strong and consistent relationships based on shared values.

The Safety and Security Office, principals, administrators, and the Leon County Sheriff's Office have provided information to parents and teachers about the student wall of silence, the early warning signs of violence, and how they can be misinterpreted.

Information provided to teachers included the following:

- Report to your school administration as quickly as possible any threats or warning signs of potential violence, discussions of weapons/firearms, signs of gang activity, or other conditions that might invite or encourage violence.
- Be familiar with the early warning signs of a troubled child in order to facilitate a timely intervention.
- Teachers can enhance their ability to recognize early warning signs by establishing close, caring, and supportive relationships with children and youth; by getting to know them well enough to be aware of their needs, feelings, attitudes, and behavior patterns.
- Help break down the student wall of silence by removing barriers that impede the reporting of potential school violence.
- Create a school environment where kids feel valued.
- Give your students respect and encourage them to demonstrate the respect they expect.
- Incorporate discussions on violence prevention as the class subject matter allows and stress the "silence hurts" theme.

- Firmly and consistently, but fairly enforce school policies that seek to reduce the risk of violence.
- Take responsibility for areas inside and outside of your classroom.
- Stop the bullying, the teasing, and harassing which is so often an underlying cause of school violence.
- Encourage students to treat others as they want to be treated and teach with enthusiasm.
- Students engaged in work that is challenging, informative, and rewarding are less likely to get into trouble.
- Promote conflict resolution and anger management skills, and help your students practice applying them in everyday life.

Students were sponsored by the district to attend the “Silence Hurts” campaign in Orlando last year. “Silence Hurts” is an all-inclusive student movement developed to generate an environment where students feel free to speak up about potential school violence.

Early intervention assistance for students who exhibit warning signs is conducted through school referral coordinators and school intervention teams. Counseling is available for students who are exhibiting early warning signs of violence.

School staff follows confidentiality guidelines with student behavioral information that pertain to the early warning signs of violence.

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

Explanation/Findings: Yes No Partial Compliance

The district has developed in accordance with state law, a cooperative inter-agency agreement with the Department of Juvenile Justice.

The district works proactively with students, parents, law enforcement, media and the community to address safety and security issues. The following are examples:

- In 2001, the district and the Leon County Sheriff's Office co-hosted community meetings at Chiles HS, Godby HS, Rickards HS, and Leon HS to discuss school violence and drugs.
- Superintendent Bill Montford in cooperation with the Leon County Sheriff's Office held a community meeting at Godby HS, to discuss the following: bio-terrorism, human relations, and psychological issues with the World Trade Center attack, terrorism, and school emergency plans.
- The district is proactive with school violence prevention information by providing TV, radio, and newspaper interviews.
- By collaborating with a local media organization in 2001, thousands of newspapers with school violence prevention information were distributed to elementary school children to carry home to their parents.
- In collaboration with Judge Charles Miner in 2001, an innovative school violence prevention program was initiated called "Help Anonymous." The program is directed at secondary students and provides another mechanism to acquire help for troubled students in crisis. The program is based on anonymity for the reporting of drugs, crimes, potential school violence, or any other situation in which a student needs crisis intervention.
- Meetings were held with the business community to discuss school violence prevention.
- The district has a web site that provides information to the public and school employees about safe schools initiatives.
- The Safety and Security Director regularly meets with the District Advisory Council to discuss safety and security issues.

- The District Health Services Office and the Leon County Health Department cooperatively provide information to parents regarding the necessary school-entry health examinations, and immunizations for all students.

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

Explanation/Findings: Yes No Partial Compliance

The Safety and Security Office and the Leon County Sheriff's Office routinely inspect schools for safety hazards. School principals are trained in recognizing and responding to hazards.

The Safety and Security Office and the Leon County Sheriff's Office review any school hazard complaint from the public or a school staff member.

In accordance with Florida law, the School Board has identified schools that will not be considered "small schools" and has developed plans to subdivide those schools into "schools-within-a-school" in order to comply with Florida law.

Schools have monitored lunch times, structured playground activities, behavioral monitoring, counseling services, extended day programs, tutoring, mentoring programs and student empowerment programs.

The district reviews the applicability of potential programs identified by the Partnership for School Safety and Security, and the Department of Education.

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

Explanation/Findings: Yes No Partial Compliance

The district has an approved Safe and Drug Free School plan that is reviewed regularly and updated.

A district employee works in conjunction with the courts, law enforcement and prosecutors to facilitate the use of available information to track student charges and convictions.

The Safety and Security Office works cooperatively with local law enforcement when a school employee is arrested.

The district reviews its intervention programs and revises, eliminates, or adds programs accordingly.

A performance review is published of the programs supported by safe and drug free schools funds.

Best Practice 5--The district has crime watch programs and school safety hotlines available in all schools.

Explanation/Findings: Yes No Partial Compliance

The district has crime watch programs at several schools and a school safety hotline available to all students. Principals who utilize crime watch programs inform students, parents, and other community partners. The Leon County Sheriff's Office, the Safety and Security Office, and school administrators distribute information about the school safety hotline.

Best Practice 6--The School Board adopts curricula and programs aimed at protecting students, teachers, bus operators, administrators, and school personnel.

Explanation/Findings: Yes No Partial Compliance

The District Media Center, Safety and Security Office, and the Area 3 Office reviews and makes available to schools sources of violence prevention and safety-related programs and curricula.

The School Board and each school adopt safety and health curricula, and programs designed to reduce violence and increase safety.

Leon School programs and efforts to reduce school violence include the following:

- **Student interaction with the School Principal.**
- **Guidance Counselors, Social Workers and Psychologist** contributions are momentous for school violence prevention.
- **SRO counseling of students and families.**
- **Drug Abuse and Resistance Education (D.A.R.E.)** The D.A.R.E. program is primarily for elementary school students, and is designed to help students recognize and resist the pressures that influence them to experiment with illegal and controlled substances.
- **The Gang Resistance Education and Training (G.R.E.A.T.)** program is a prevention program that seeks to reduce gang involvement and curb violence in our communities.
- **Silence Hurts** is a campaign designed to encourage students to break the code of silence. In the vast majority of serious school violence incidents, someone knew prior to the act taking place.
- **Help Anonymous** is a system of anonymity for the reporting of drugs, crimes, potential school violence, and any other situation in which a student needs crisis intervention.
- **Learning for Life** is a classroom based program designed to support schools in their efforts toward preparing youth to successfully handle the complexities of today's society and to enhance their self-confidence, motivation, and self-worth.
- **Crime Watch** is a youth-led movement to create a crime-free, drug-free environment in our schools and neighborhoods.
- **Steps to Respect** is designed for elementary grades 3-6 for bullying prevention.
- **Second Step Violence Prevention** is a universal intervention that addresses violence prevention through the development of empathy, problem-solving skills, and anger-management techniques.

- **First Step Violence Prevention** is an early intervention designed to address the needs of kindergartners identified as having antisocial or aggressive behaviors.
- **Anti-Bullying Programs** to stop acts of aggression.
- **Human Relations Club** to educate about human rights and to foster inter-group relations.
- **Anger Management Training** to identify danger signs, and how to keep anger within safe limits.
- **Conflict Resolution Programs**
- **Leon County Sheriff's Office SRO** classroom education for violence prevention and drug prevention.
- **Drug Prevention and Violence Prevention by classroom teachers.**
- **Character Education Training** for promoting key values that children need to develop as they become healthy adults.
- **Peace Works** teaches conflict resolution skills.
- **Peer Mediation** Is a process in which trained mediators help people who disagree about something solve their problems.
- **Video Training** for sexual harassment, conflict resolution, anger management, and bullying.
- **Creative Differences** teaches diversity education and respect.
- **Hands are not for Hurting** is designed to work in partnership with all violence prevention, conflict resolution and character building skills programs.
- **Get Real About Violence** is a K-12 curriculum directed toward changing norms that promote violence and inter-personal strife.

Schools involve students in the planning and implementation of violence prevention programs and other student efforts that contribute to school safety.

The district has a dress and grooming policy and is in the process of reviewing the dress code.

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

Yes No Partial Compliance

Best Practice 1--The district conducts an annual review of all relevant health and safety issues for each educational facility.

Explanation/Findings Yes No Partial Compliance

In accordance with applicable Florida law and regulations, school principals have procedures in place to ensure the accuracy of safety and discipline data and report that data using DOE-approved forms.

A certified fire safety inspector conducts an annual fire safety review of all education and ancillary plants to ensure compliance with Florida law.

The District Facilities Office conducts an annual casualty safety review of all education and ancillary plants to ensure compliance with Florida law.

An annual review by the School Facilities Office is conducted to determine whether educational facilities comply with State Requirements for Educational Facilities.

The findings from the self-assessment review were used to develop recommendations and appropriate actions to correct deficiencies in a reasonable time.

The self-assessment information is available to the public and other stakeholders.

Best Practice 2--The district designs educational facilities and sites to enhance security and reduce vandalism through the use of “safe school design” principles.

Explanation/Findings Yes No Partial Compliance

Crime Prevention Through Environmental Design (CPTED) principles are incorporated in the maintenance, renovation, and construction of district educational facilities by utilizing CPTED experts from law enforcement and the Safety and Security Office. The Safety and Security Office conducts CPTED inspections to assist school sites with crime prevention strategies and safe school design guidelines. Sections of schools commonly used after hours are separated by doors or other devices from adjacent areas to prevent unauthorized access. Crime Prevention Through Environmental Design and other appropriate safety features are incorporated into the design of all new construction and facility renovation.

Best Practice 3--The district has procedures that govern access to each educational facility and its students, and access is limited to authorized students and visitors.

Explanation/Findings Yes No Partial Compliance

The entrance to an educational facility is clearly marked with a central receiving area for all visitors, and the receiving area is as limited as the physical setting will allow.

Schools have identification requirements for the release of students to parents, guardians, or other persons.

District buildings are secured when unoccupied, but security devices don't prevent egress from the building at any time.

Schools have a key control program to account for all keys to all buildings, rooms, and gates.

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

Explanation/Findings Yes No Partial Compliance

The district follows US Consumer Product Safety Commission guidelines and consults with other authorities, regarding playground construction materials and regulations. The Facilities Office and school staff conduct regular

maintenance checks of playground equipment and documents conditions in need of repair. The Facilities Office identifies and corrects playground deficiencies in a timely manner. School playgrounds are supervised when children are present during school hours.

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

Explanation/Findings Yes No Partial Compliance

School security systems were selected and designed with input from security professionals within our school system and professionals from the outside. School security equipment is checked and inspected at least annually by safety and security professionals.

Many, but not all of our district schools have evacuation and disaster recovery kits; accordingly we are in partial compliance with [Best Practice 5](#).

Recommendations- Provide emergency evacuation kits for all schools.

Strategies and Actions- Determine what financial resources are available for the purchase of emergency evacuation kits which will cost approximately \$20,000.

Best Practice 6--The district provides appropriate safety equipment and information to prevent injuries to students and others.

Explanation/Findings Yes No Partial Compliance

Educational facilities are equipped with first aid kits and fire extinguishers

Appropriate safety equipment is located in instructional areas with dangerous equipment or chemicals.

Students and school personnel are trained in the appropriate safety procedures for dealing with dangerous tools, equipment, or chemicals.

All necessary protective equipment is issued to minimize the number of injuries related to athletic activities.

Best Practice 7--The district follows environmental and food safety health practices and regulations.

Explanation/Findings Yes No Partial Compliance

All appropriate food safety health practices and regulations are followed, and the Leon County Health Department audits for food safety compliance on a quarterly basis. Facilities conduct an annual SREF kitchen review per DOE mandate.

Food safety training is conducted at monthly safety meetings, monthly manager meetings, and preschool in-service meetings that all employees attend. The food services department has participated in training in areas such as Serve Safe, HACCP (Hazard Analysis Critical Control Points), and hazardous materials.

The district documents that appropriate personnel have received information and materials pertaining to their safety-related duties, rights, and responsibilities under Florida Law, Federal Law, and OSHA.

The district complies with all appropriate federal and state requirements for facility safety. School kitchens are routinely checked for safety issues by Food Services supervisory staff.

The Facilities Office maintains a copy of state and local health regulations, and school sites have a copy of local health regulations.

Written emergency plans and procedures are distributed to each cafeteria site for reporting, investigating, and correcting the cause of incidents and these documents are available to all employees.

Goal F: The district takes steps to ensure the safety and security of students and staff during transportation.

Yes No Partial Compliance

Best Practice 1--The district has procedures to create a safe and orderly process for students arriving at or leaving each school campus.

Explanation/Findings Yes No Partial Compliance

School Board policy (5.01, 5.06, 5.07, 5.11, 5.18, and 7.19) addresses a safe, adequate, and economical transportation for all eligible students.

The Transportation Office has a handbook and emergency plans for the bus transportation system.

Bus service driveways at each school meet the State Requirements for Educational Facilities.

District schools have procedures to ensure the safety of children arriving at each school or leaving each school campus, including those who walk, ride bicycles, ride in buses, or are passengers or drivers in private vehicles

Schools provide for a separate drop-off and pick-up area for school buses, parents, and other private passenger vehicles. Our schools separate vehicular and pedestrian traffic as much as possible.

The Safety and Security Office and the Transportation Office have procedures in place for emergency evacuations.

Best Practice 2--The district has implemented policies, procedures, and practices that ensure the safety of transported students

Explanation/Findings Yes No Partial Compliance

The district ensures that all new purchased school buses have an appropriate safety restraint system. School buses are ordered by state bid guidelines and inspected upon arrival for safety restraint systems.

The school transportation department has procedures to confirm the safety of designated school bus routes and to ensure that bus stops are designated in the most reasonably safe locations. Bus routes are monitored for hazards, and bus route safety reviews are performed as often as necessary.

The Safety and Security Office provides the Transportation Office with updated information about the location of all sexual offenders in Leon County.

School transportation guidelines and Board policy require that all persons transporting students, including school personnel, charter school personnel, and contractors, are properly licensed, trained, and qualified.

Per Board policy and the transportation handbook, the district has adopted a safe driver plan that defines the threshold for unacceptable levels and types of violations by all persons transporting students and specifies consequences for those who exceed the threshold.

School principals ensure that all transported students receive instruction in safe riding practices and rules of conduct.

The district transportation handbook, and transportation emergency plans clearly communicates through a checklist, what steps district staff will take in response to transportation accidents or other transportation emergencies,

All district buses that are engaged in the transportation of school children are equipped with video cameras, first aid kits, fire extinguishers and radio communication.

Best Practice 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.

Explanation/Findings Yes No Partial Compliance

Per board policy and the transportation handbook, school bus operators perform pre-trip inspection of school bus safety items and correct deficiencies before buses are used to transport students. School bus inspections are performed every 20 days, and inspectors are trained and certified, consistent with the required procedures and criteria in the Florida School Bus Safety Inspection Manual.

District procedures for school bus repair, maintenance, and quality control ensure that buses are only returned to service to transport students when all

safety and mechanical systems meet the requirements of the Florida School Bus Safety Inspection Manual. This procedural requirement is outlined in the districts work and safety rules and regulations, and board policy. Board policy directs our district to use a quality control process to review, on a selective basis, the routine servicing and repair work done on vehicles in connection with the 20-day inspections and confirm the completeness of the service record.

END—Self Assessment Report

Superintendents Recommendations to the Board for School Safety and Security Improvements

2002/2003 School Year

- Create a safety and security program feedback component for teachers and the community for the 2002/2003 school year.
- Provide funds for the purchase of emergency evacuation kits for all district schools.
- Ensure that district students are involved in all aspects of school violence prevention.
- The beginning teacher and substitute teacher curriculum must include training on how to recognize and respond to the early warning signs of school violence.
- Strengthen programs to prevent bullying and interpersonal violence.
- Continue to assist Principals with strategies for implementation of quality school violence prevention programs, to ensure a district wide methodology.

End Recommendations

