

# Manatee County School Board School Safety and Security Self-Assessment Report

<b>Goals, Best Practices, Indicators</b>	<b>Y</b>	<b>Partially</b>	<b>N</b>	<b>Explanation/ Documentation</b>	<b>Corrective Action</b>	<b>Timetable</b>	<b>Fiscal Impact</b>
<b>Goal A:</b> 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 Below			
<b>1. The district has established and implemented accountability mechanisms to ensure the performance, efficiency, and effectiveness of the safety and security program.</b>		X		The School District has a clearly stated goal of "providing a safe learning environment". Strategic plans and budgeting priorities have recently been established to achieve this goal and the District is continuing to make progress in developing outcome-based, measurable objectives to meet this goal. The District has not fully utilized performance and cost-efficiency measures and interpretive benchmarks to evaluate the school safety and security program to assist in management decision making. The District also has not conducted an assessment of performance and cost of the safety program. The District has not formally established and implemented strategies to continually assess the reliability of program performance and cost data. An independent review of the safety and security program district-wide has not been conducted annually.	The School District will continue emphasizing the development of benchmarks and outcome-based measurable objectives with respect to safety and security during our strategic planning process. With the recent development and implementation of safety and security benchmarks during this year's budgeting process this data can be used in the future to more fully evaluate the performance and effectiveness of these programs. The District will conduct an assessment on the performance and cost of the safety program in the near future.	Jul-03	\$25,000
<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>		X		No process is in place to ensure that staff can respond to safety crises. The District will consult with DOE to obtain assistance on developing a process. The School District has had no increase in safety or security positions for over ten years due to financial constraints. The School District has not fully evaluated the program structure.	The District will consult with DOE to obtain assistance on developing a process to ensure we have enough staff to respond to a safety crisis. An independent review of the safety and security program will include recommendations for optimum organizational structure and staffing. The Risk Manager has requested the addition of a safety/security specialist to his staff.	7/1/02	\$50,000

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<b>Goal B:</b> The school district has comprehensive plans and procedures to ensure the safety and security of students and employees.		X		See Below			
1. The district has implemented a school safety plan that includes district-wide emergency and safety procedures and identifies those responsible for them.	X			The School District meets all performance indicators to satisfy this objective. The School District has implemented a district-wide critical incident response plan. This plan is revised annually to address current needs.			
2. The district has developed a checklist for each educational facility that provides step-by-step emergency procedures.	X			The School District meets all performance indicators to satisfy this objective. The School District has implemented a district-wide checklist that is posted in every classroom.			
3. The district develops and maintains its school safety plan an emergency response procedures with stakeholder input.		X		The comprehensive school safety plan is developed through the Safe Learning Environment Committee which currently has no parent representatives	The addition of a parent representative will be discussed at the first safe Learning Environment Committee meeting in the fall	9/1/02	
4. The district provides emergency response agencies with floor plans and blueprints as appropriate.	X			The School District meets all performance indicators to satisfy this objective. The School District provides emergency response agencies with floor plans and blueprints.			
5. The district and each school regularly practice emergency responses based on potential hazards at each site.		X		Schools are required to conduct several lock-down and evacuation drills during the school year in addition to what is required by law. A plan was developed last year that required the development of drill schedules, however, verification that these drills were completed has not been performed by the District Office due to lack of resources	Schools need more training and assistance in conducting drills to be adequately prepared for all emergencies. The Risk Manager has requested the addition of a safety/security specialist to his staff.	See Goal A, 2d above	

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<b>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.</b>		X		The District has identified some of the required specialized safety training programs, however, more work in this area needs to be done to make this a more comprehensive program. Principals currently can contact our staff development department and obtain this information. In the very near future they will have access to all of their staff's training records through a computer database. Most, but not all of the required safety training components have been included in the Master Plan for in-Service Training	Develop a detailed list or matrix of required safety training by job title. The Master Plan will be revised to include newly mandated safety training components. A plan has been developed to allow Principals to obtain this information in the District's computer system	10/1/02	
<b><u>Goal C:</u> The school district has developed a clearly written code of student conduct and communicated with students and parents.</b>		X		See Below			
<b>1. The district and each school have established disciplinary policies and a code of student conduct that are well-defined.</b>		X		A committee has been formed to develop standards for use of reasonable force by school personnel that complies with relevant state laws in order to maintain an orderly environment. The Committee's work on this project is in progress.	Final standards will be developed and distributed to all administrative staff when completed.	8/1/02	
<b>2. The district revises its code of student conduct and informs all stakeholders as to the final product.</b>	X			The School District meets all performance indicators to satisfy this objective.			
<b><u>Goal D:</u> The school district identifies, minimizes, and protects others from disruptive and/or violent student behavior.</b>		X		See Below			

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<b>1. Each school has a system in place to identify the early warning signs of student violence.</b>		X		The District provides workshops in the areas of early detection and response. These workshops are provided by Student Services and SDFS. The Student Services Department has developed a "Suicide Intervention Handbook" that outlines the role of staff in this regard. We are also in the process of developing a manual designed to identify the early signs of potentially violent students. Two SDFS staff members respond to requests for assistance from 43 public schools, however, current staffing levels make it impossible to respond to all requests. Our Students Services Department also has the same difficulty. Psychologists and Social Workers are involved in testing and evaluations and are also assigned to three and four schools. Current staffing structures for psychologists do not allow for early intervention. The district (SDFS) is in the process of pursuing grant funds to assist in providing school based mental health services.	Conduct an independent review of staffing levels within SDFS and Student Services Departments and provide staffing recommendations to the Board for their consideration. Obtain assistance in pursuing grants through a contracted grant writer	5/1/03	\$15,000
<b>2. The district identifies and implements parent and community outreach strategies to promote safety in the home and community.</b>	X			The School District meets all performance indicators to satisfy this objective. SDFS has a number of programs and collaborations that include parents, law enforcement and students, refer to service delivery chart. SDFS has a number of collaborations with community agencies. We participate in the drug prevention coalition of Manatee County, partnered with Chevrolet Corp. and Cox Chevrolet in providing S.A.V.E. (Students Against Violence Everywhere) Chapters in our schools and include community representation on the SDFS Advisory committee.			

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<b>3. The district conducts a hazards analysis to determine the potential safety and security issues facing each school.</b>		X		School Principals are actively taking steps to comply with the requirements to subdivide schools into "schools-within-a-school".			
<b>4. Based on needs identified in the school hazards analysis, the district implements appropriate violence and drug prevention programs for each school.</b>	X			The School District meets all performance indicators to satisfy this objective.			
<b>5. The district has crime watch and school safety hotlines available in all schools.</b>	X			The School District meets all performance indicators to satisfy this objective. The District has a Speakout Hotline. We are in the process of establishing Crime watch programs in our schools we have had a 50% increase in youth crime prevention activities during the 2001-2002 school and predict a similar increase for the next year. SDFS distributes information to parents at SAC meetings, to principals and student services staff. SDFS will be distributing a quarterly newsletter to parents through schools beginning the 2002-2003.			
<b>6. The school board adopts curriculum and programs aimed at protecting students, teachers, bus operators, administrators, and school personnel.</b>	X			The School District meets all performance indicators to satisfy this objective. SDFS has and will continue to provide all schools with up to date, research based materials addressing violence prevention. Safe and Drug-Free School Programs are available but not all schools have taken advantage of the programs available to them. All schools have character education in their curriculum			
<b>Goal E: Educational facilities and equipment are safe and in good working condition.</b>	X			The School District meets all objectives and associated performance indicators.			

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1. The district conducts an annual review of all relevant health and safety issues for each educational facility.	X			The School District meets all performance indicators to satisfy this objective.			
2. The district designs educational facilities and sites to enhance security and reduce vandalism through the use of "safe school design" principles.	X			The School District meets all performance indicators to satisfy this objective.			
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		The School District does not have a formal key control program district-wide	The School District will develop a formal key control program	7/1/03	\$5,000
4. The district ensures that playgrounds are properly constructed, maintained, and supervised so as to reduce the risk of injury.	X			The School District meets all performance indicators to satisfy this objective.			
5. Each educational facility has appropriate equipment to protect the safety and security of property and records.	X			The School District meets all performance indicators to satisfy this objective.			
6. The district provides appropriate safety equipment and information to prevent injuries to students and others.	X			The School District meets all performance indicators to satisfy this objective.			
7. The district follows environmental and food safety health practices and regulations.	X			The School District meets all performance indicators to satisfy this objective.			

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<b>Goal F:</b> The district takes steps to ensure the safety and security of students and staff during transportation.	X			The School District meets all objectives and associated performance indicators.			
1. The district has procedures to create safe and orderly process for students arriving at or leaving each school campus.	X			The School District meets all performance indicators to satisfy this objective.			
2. The district has implemented policies, procedures, and practices that ensure the safety of transported students.	X			The School District meets all objectives and associated performance indicators.			
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			The School District meets all performance indicators to satisfy this objective.			
<b>Total Requested Amount</b>							<b>\$95,000</b>