

Martin County School District School Safety and Security Best Practices

School Safety and Security					
Goals and Best Practices	Yes	No	Partial	N/A	Explanation /Documentation
<p>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.</p>					
<p>1. The school district has established and implemented accountability mechanisms to ensure the performance, efficiency, and effectiveness of the safety and security program.</p>			X		<p>The Superintendent created the "Safe Passage, Safety & Security Compliance Review Committee" in October 2001. Committee membership includes: the Assistant Superintendent; the Directors of Food Service, Facilities, Transportation; the Coordinators of School Resource Officers, Safe & Drug Free Schools, Student Services and the District Safety Officer. The purpose of the committee is to guide the self-assessment and collect the documentation. The absence of established benchmarks, within or outside of the district, against which performance efficiency and cost effectiveness can be measured is the reason this benchmark is rated as partially achieved.</p>
<p>2. The district regularly reviews the organizational structure and staffing levels of the safety and security program and minimizes administrative layers and processes.</p>	X				<p>The Superintendent's Leadership Team regularly reviews the organizational structure and staffing levels of all departments, schools and other organizational entities, including those involved with safety and security, within the district. In addition, the Safety & Security Review Committee was added during the 2001-2002 school year to assist in this process.</p>
<p>Goal B: The school district has comprehensive plans and procedures to ensure the safety and security of students and employees.</p>					
<p>1. The district has implemented a school safety plan that includes district-wide emergency and safety procedures and identifies those responsible for them.</p>	X				<p>The district's "Emergency Procedures Operating Manual" was developed during the 1995-1996 school year and has been updated several times since then. Major revisions were added during the past (2001-2002) year to address post September 11 concerns. These revisions include information generated at the local, state and national levels. School Site Crisis/Emergency plans are updated annually and are due to the Superintendent's office August 1 of each year.</p>
<p>2. The district has developed a checklist for each educational facility that provides step-by-step emergency procedures.</p>	X				<p>An Emergency Checklist, for placement in every classroom and office in the district, was developed during the 2001-2002 school year and paid for out of Safe & Drug Free Schools funding.</p>

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3. The district develops and maintains its school safety plan and emergency procedures with stakeholder input.	X				The "Interagency Committee for Emergency Planning and Teamwork" (INTERCEPT) was developed to plan and practice the emergency evacuation of two (2) schools that fall within a ten (10) mile radius of the nuclear power plant. This has since become a standing committee and includes members from the County Office of Emergency Management, Sheriff's Office, City Police, Red Cross and Martin County School District. In addition, the district seeks input from SAC committees, PTO and staff.
4. The district provides emergency response agencies with floor plans and blueprints as appropriate.	X				Emergency Management agencies throughout the county were provided with floor plans, blueprints and aerial photographs of all school campuses during the 2001-2002 school year.
5. The district and each school regularly practice emergency responses based on potential hazards at each site.	X				Fire, tornado and intruder (lockdown) drills are regularly conducted in accordance with state statutes and local school board policies and procedures.
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 master inservice plan identifies the targeted staff and facilitates the provision of this training.
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.	X				The district annually revises the Elementary Student Conduct and Discipline Code and the Secondary Student Conduct and Discipline Code. Every effort is made to gather stakeholder input and present the code as clearly written and easy to understand.
2. The district revises its code of student conduct and informs all stakeholders as to the final product.	X				When the annual revision is completed the Codes are presented to the Superintendent and the School Board. A copy of the Code is given to students/parents at the beginning of each school year. Students/parents sign and return an acknowledgement form which states that they have read and understand the content of the Code.

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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.	X				<i>The process for identification of the early warning signs of violence is expressed and training is provided through a variety of resources.</i>
2. The district identifies and implements parent and community outreach strategies to promote safety in the home and community.	X				<i>The district has maintained a cooperative agreement with the Department of Juvenile Justice, the Juvenile Court, the Department of Children and Families and local law enforcement agencies for a number of years. In, addition, parent training has been offered by the Safe & Drug Free Schools program, School Advisory Council(s) and District Advisory Council.</i>
3. The district conducts a hazards analysis to determine the potential safety and security issues facing each school.	X				<i>The district utilizes a number of data collection instruments to determine the current status of potential safety and security issues. These include, but are not limited to: the SREF report, SESIR report, Safe & Drug Free Schools needs assessment, SAC climate surveys and Safety and Security self-assessment checklists.</i>
4. Based on the needs identified in the school hazards analysis, the district implements appropriate violence and drug prevention programs for each school.	X				<i>A variety of violence prevention and drug prevention programs are currently being presented in the Martin County Schools. These programs are provided by district staff, eg. Project Northland and Reconnecting Youth , and Community agencies, eg. Student Assistance Program (New Horizons) and Smart Moves (Boys & Girls Club).</i>
5. The district has crime watch and school safety hotlines available in all schools.	X				<i>Crime prevention hotline numbers are available and posted at all schools.</i>
6. The school board develops curricula and programs aimed at protecting students, teachers, bus operators, administrators, and school personnel.	X				<i>The district has identified and implemented a number of programs aimed at protecting students and staff. Training in behavior management, Crisis Prevention & Intervention, Peer Mediation, DARE and GREAT are but a few examples.</i>

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<u>Goal E:</u> Educational facilities and equipment are safe and in good working condition.					
<i>1. The district conducts an annual review of all relevant health and safety issues for each educational facility.</i>	X				<i>Annual reviews are conducted by all district schools and departments.</i>
<i>2. The district designs educational facilities and sites to enhance security and reduce vandalism through the use of "safe school design" principles.</i>	X				<i>The district incorporates safe school design principals into the design, improvement and renovation plans for all schools and district owned facilities.</i>
<i>3. The district has procedures that govern access to each educational facility and its students and access is limited to authorized students and visitors.</i>	X				<i>Building access and staff/visitor identification procedures have been established for all schools.</i>
<i>4. The district ensures that playgrounds are properly constructed, maintained, and supervised so as to reduce the risk of injury.</i>	X				<i>Playgrounds are designed and maintained with safety as the primary concern. Schools and district programs provide appropriate levels of supervision to insure safety at all times. Emergency kits are maintained at all sites.</i>
<i>5. Each educational facility has appropriate equipment to protect the safety and security of property and records.</i>	X				<i>The security systems in all district facilities were designed, installed and are maintained by qualified security professionals.</i>
<i>6. The district provides appropriate safety equipment and information to prevent injuries to students and others.</i>	X				<i>The appropriate safety equipment is in place at all facilities. Training is provided to staff and students in the proper use of the equipment.</i>
<i>7. The district follows environmental and food safety health practices and regulations.</i>	X				<i>Environmental and food safety rules and regulations are disseminated and training is provided to all appropriate staff members.</i>

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<i>Goal F:</i> The district takes steps to ensure the safety and security of students and staff during transportation.					
<i>1. The district has procedures to create safe and orderly process for students arriving at or leaving each school campus.</i>	X				<i>The district has developed policies and procedures to insure the orderly arrival and departure of all students. These policies and procedures are communicated to all staff students and parents through faculty and parent meetings, student/parent handbooks, staff manuals and the Codes of Student Conduct and Discipline.</i>
<i>2. The district has implemented policies, procedures, and practices that ensure the safety of transported students.</i>	X				<i>The district's transportation department has developed policies and procedures that ensure the safety of all transported students.</i>
<i>3. School buses, including buses operated by schools, charter schools, and contractors, are inspected and maintained in accordance with state laws and state Department of Education rules.</i>	X				<i>The transportation department follows all state laws and DOE rules with regard to the inspection and maintenance of vehicles.</i>