

Pinellas County Schools Safety and Security Assessment 2002

Goals & Best Practices	Yes	No	N/A	Explanation/ Documentation	Corrective Action	Fiscal Impact and Timeline
<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.	P a r t i a l					
1. The district has established and implemented accountability mechanisms to ensure the performance, efficiency, and effectiveness of the safety and security program.	P a r t i a l			Report generated annually; information input into Student Information System, extracted by DOE for report based on data coding; SESIR Report is reviewed; some cost data is evaluated.	1) Improve data reporting and increase accuracy.	One Year; Fiscal impact To Be Determined (TBD)
					2) Develop goals and objectives for the district's safety and security program.	One Year; Fiscal impact To Be Determined (TBD)
					3) Develop performance, cost-efficiency measures and interpretive benchmarks to use in management decision making.	One Year; Fiscal impact To Be Determined (TBD)
					4) Develop an assessment tool and implement to evaluate performance and cost of the safety program, cost savings of alternatives.	One Year; Fiscal impact To Be Determined (TBD)
					5) Develop and implement strategies to assess the reliability of program and performance cost data.	One Year; Fiscal impact To Be Determined (TBD)
					6) Coordinate and conduct an independent review of the safety and security program.	One Year; Fiscal impact To Be Determined (TBD)

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2. The district regularly reviews the organizational structure and staffing levels of the safety and security program and minimizes administrative layers and processes.		X		Administrative Support; Student Services Crisis Teams; Campus Police response; local emergency agencies; annual review of all plans.		
					7) Implement an annual review of the program's organizational structure and staffing levels.	One Year; Fiscal impact To Be Determined (TBD)
					8) Work with groups such as PCTA, PTA, SAC to develop and conduct review.	One Year; Fiscal impact To Be Determined (TBD)
					9) Develop a method to demonstrate appropriate structure and staffing levels.	One Year; Fiscal impact To Be Determined (TBD)
					10) Develop lines of authority and span of control.	One Year; Fiscal impact To Be Determined (TBD)
					11) Develop review process through Personnel Department and distribute findings to Board.	One Year; Fiscal impact To Be Determined (TBD)
Goal B: The school district has comprehensive plans and procedures to ensure the safety and security of students and employees.	X					

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<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>Strategic Plan; Campus Police Department; Crisis Template; Emergency Procedures Manual; procedures manuals for various departments also detail specific safety practices and procedures (e.g. Transportation Safety Plan, Food Service Procedures Manual, Playground Safety Manual); School Improvement Plans; principal evaluations; administrative structure and roles for Transportation Department are specifically assigned safety duties; SRO Contract specifics; SRO Manual; staffing process; Child Study Teams; Threat Assessments; Student Services; activities with local emergency officials coordinated via Campus Police; district Blue Book; Operations Manual; Risk Management; Employee Manual; Media Liaison; local media coordinated in advance; Code of Student Conduct provides printed information to parents and community; telephone information line.</p>		

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2. The district has developed a checklist for each educational facility that provides step-by-step emergency procedures.	P a r t i a l			Crisis Plan; Administrative and Emergency Procedures Flipchart (Safety & Security); Emergency Procedures Flipchart (Health); E-mail; Electron; weather warning procedures; media liaison via local media stations; Crisis Response Plan; Crisis Team (part of Student Services Department).		
					12) Improve Emergency Flipchart and make available to each classroom either via electronic means or on paper.	One Year; Fiscal impact To Be Determined (TBD)
3. The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.	X			Meetings, distribution of information and feedback; Emergency Procedures Flip Chart; Emergency Procedures Book and Crisis Plan Templates distributed several copies to each school; Most established procedures are reviewed annually.		
4. The district provides emergency response agencies with floor plans and blueprints as appropriate.	X			Stored in Records Center; distributed to appropriate jurisdictions.		
5. The district and each school regularly practice emergency responses based on potential hazards at each site.	X			Schools regularly conduct Lockdown drills each semester; Fire drills monthly; Tornado Drills annually; Bus Evacuation drill semi-annually; school documentation; SREF inspections.		

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					13) Utilize annual self-assessment to make improvements.	One Year; Fiscal impact To Be Determined (TBD)
<p>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.</p>	P a r t i a l			<p>The Master Plan addresses training required, primarily for professional staff, but not related specifically to safety training. Some specific areas such as Bloodborne Pathogens, Hazard Communications and CPR/First Aid are coordinated through select departments. Support and professional staff both receive the same New Employee Safety Orientation. Much training is done on-the-job or via other safety training programs specific to the department. Some jobs receive minimal safety training. Personal Protective Equipment (PPE) supplied to many employees as appropriate to job classification and hazard such as radios, gloves, safety glasses, respirators. School Safety & Security information from DOE filters from District Superintendent to departments as appropriate.</p>		
					14) Review job classifications and current training. Develop and implement revised and improved safety training where determined necessary and appropriate.	Two Years; Fiscal impact To Be Determined (TBD)

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Goal C: The school district has developed a clearly written code of student conduct and communicated with students and parents.	X					
1. The district and each school have established disciplinary policies and a code of student conduct that are well-defined.	X			Code of Student Conduct; requirements outlined in Code and implemented at schools; teacher contract outlines use of reasonable force and other protections; SRO and Campus Police presence; Crisis Prevention Intervention training; Code of Ethics and Principles of Professional Conduct ; bus driver annual training on dealing with disruptive students; media liaison; Pinellas County School Board Policy Manual.		
2. The district revises its code of student conduct and informs all stakeholders as to the final product.	X			Code of Student Conduct revision process; student newsletters; student planners; school meetings with parents; currently rewriting Code of Student Conduct.		
Goal D: The school district identifies, minimizes, and protects others from disruptive and/or violent student behavior.	X					
1. Each school has a system in place to identify the early warning signs of student violence.	X			Threat Assessment Protocols; Child Protection Teams; a wide variety of Student Services Programs; student information/confidentiality procedures.		

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<p>2. The district identifies and implements parent and community outreach strategies to promote safety in the home and community.</p>	X			<p>Offer a variety of programs: Home visits from Social Workers; Abuse/Neglect; monthly newsletters from schools; Drop Out Prevention Programs; Parent University; School SAC; School Nurses Outreach; Health Education Office functions; PTA Fall workshops; a cooperative agreement is in place reviewed and revised periodically; School Improvement Plans; many agreements with local agencies; Health Services Department functions; Family Involvement Committee.</p>		
<p>3. The district conducts a hazards analysis to determine the potential safety and security issues facing each school.</p>	X			<p>Fire/health/safety inspections are conducted in accordance with SREF requirements; corrective actions performed; SREF annual inspection evaluates some hazards; Indoor Air Quality assessments per request; visits by request of school personnel; partnerships; DOE; Youth Crime Watch; Silence Hurts; Violence Prevention Programs and other programs offered through Safe & Drug Free Schools.</p>		
					<p>15) School Operations Team tasked with "small school" subdivision.</p>	<p>One Year; Fiscal impact To Be Determined (TBD)</p>

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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.	X			Prevalence of student drug use; Youth Risk Assessment; Grant Progress Report; Office of Professional Standards for employees; Campus Police reports monthly for students; agency collaboration forms; grants; Safe & Drug Free Schools Programs; annual final report to DOE.		
5. The district has crime watch and school safety hotlines available in all schools.	X			Crimewatch; Crimestoppers; Be Brave; SRO Communication; Posters; Code of Conduct.		
6. The school board adopts curricula and programs aimed at protecting students, teachers, bus operators, administrators, and school personnel.	X			Brochures-varied; Resource Directory (SRO/Media/etc,); Violence Prevention Specialists; Multi-Cultural Team; Health Education Programs; SRO Manual; formal dress code; Peer Mediation.		
Goal E: Educational facilities and equipment are safe and in good working condition.	X					

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<p>1. The district conducts an annual review of all relevant health and safety issues for each educational facility.</p>	X			<p>Data are input into Student Information Services mainframe and uploaded directly to DOE as per the required schedule; state definitions followed to determine accuracy and appropriate reporting of discipline issues and incidents. Standard state documents presented to Board annually. Annual casualty inspections completed by each area office; documentation retained filed as per SREF requirements; annual fire/health/safety survey and corrective actions; Suspension/Expulsion Policy; drug data; annual reports to Board; press releases; media; school reports annually.</p>		
					<p>16) The District has begun to utilize the results of the self-assessment with this first report to develop specific goals and objectives for improving noted deficiencies.</p>	<p>Timeline TBD; Fiscal impact To Be Determined (TBD)</p>

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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.	X			Education Specifications for design include specific safety criteria; architectural design instructions include specific criteria; input into the design process from a large group of sources for safe design: architects, campus police, SROs, administrators; Sonitrol and security monitoring systems; monitoring center; plant operations practices; architectural and project safety reviews.		
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			Educational Specifications; signs at each facility requiring visitor report to office; established procedures for release of students; security procedures; plant operations; security system & monitoring; security keyless entry system; Campus Police Procedures; area supervisor practices.		

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<p>4. The district ensures that playgrounds are properly constructed, maintained, and supervised so as to reduce the risk of injury.</p>	X			<p>PCSB Playground Safety Manual with specific rules; adopted United States Consumer Products Safety Commission guidelines by reference; included in manual; area office maintenance programs; inspection checklist developed and implemented for use by school safety committees; monthly inspections; corrective actions noted; work order procedure and documentation; district policy dictates supervision at all times; no formal recess.</p>		
<p>5. Each educational facility has appropriate equipment to protect the safety and security of property and records.</p>	X			<p>Security System for burglary and fire; 24-hour monitoring of security system; surveillance cameras; "Go Box" with essential student records and other information for emergencies; property control practices and procedures; SREF student information protection practices and procedures; computer protection controls.</p>		

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6. The district provides appropriate safety equipment and information to prevent injuries to students and others.	X			<p>SREF Requirements; Health Services Department; annual SREF fire, sanitation and casualty inspections document compliance; safety showers; eyewash stations; emergency electricity and gas shutoff devices; gas line lockout devices; flammable storage cabinets; ventilation. Safety training programs for all new employees; specific safety training depending upon job classification; annual Hazard Communication refresher training; various training courses appropriate to job are a combination of computer-based, video or live instructor. Standard athletic safety equipment is provided for the various sports offered in the district where necessary and appropriate.</p>		

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7. The district follows environmental and food safety health practices and regulations.	X			Permanent employees receive a 10 hour safety and sanitation training course with a renewal every 3 years; quarterly inspections of facilities by Environmental Health Department; in-house pest control inspections; permit to operate food service establishment; operation and care of equipment for all Specialist and Manager Intern Training; annual Hazard Communication training; Material Safety Data Sheets in all kitchens; annual fire suppression system inspection; annual boiler inspection; annual hood inspection; annual in-house fire /safety inspection; annual hood cleaning; Food Service Operations Manual in central office and all school locations.		
					17) Distribute written emergency procedures and plans to each cafeteria site.	One year; Fiscal impact To Be Determined (TBD)
Goal F: The district takes steps to ensure the safety and security of students and staff during transportation.	X					

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1. The district has procedures to create safe and orderly process for students arriving at or leaving each school campus.	X			Transportation Department's School Bus Driver Handbook; Driver Policy & Procedures Manual; Safe Driver Plan; new schools transportation areas constructed as per SREF regulations; annual survey conducted per Florida Statute 235; work with local community, traffic planning agencies and consultants; site safety programs.		
2. The district has implemented policies, procedures, and practices that ensure the safety of transported students.	X			PCS Board Policy 10.13; School Bus Driver Handbook policies, practices and procedures; driver bus stop evaluation form; Safe Driver program; pre-hire requirements and screening practices; Bus Driver Training Program; documents and training files; checklists for dispatchers and compound staff; Student Code of Conduct provided to each student outlines student expectations and responsibilities.		

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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			Buses conform to school bus safety restraint system specifications; pre-trip inspection forms completed daily by drivers; adherence to the guidelines in Florida School Bus Safety Inspection Manual; 36 certified inspectors; Journeymen Mechanics and supervisory staff are trained & certified; buses removed from service in accordance with Florida School Bus Safety Inspection Manual; monthly 20-day inspections on random list of 10 buses (2 buses from each of 5 compounds); record keeping practices established; data entered into ELKE system.		
					18) Improve the quality of pre-trip bus inspections.	One year; Fiscal Impact TBD