

Safe Passage Safety and Security Assessment

(Condensed Report)

SUMTER COUNTY SCHOOLS

Presented to the Sumter County School Board

June 18, 2002

SCHOOL SAFETY AND SECURITY

<i>Goals, Best Practices, Indicators</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>	<i>Explanation/ Documentation</i>	<i>Corrective Action</i>	<i>Fiscal Impact and Timeline</i>
<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.	✓					
1. The district has established and implemented accountability mechanisms to ensure the performance, efficiency, and effectiveness of the safety and security program.	✓			Board Rules, CIRT Manual, Budget, Program Initiation/Continuation, Outsourcing record (Fire Inspector, Alarm Certification) MIS/ School Collaboration, Safe Schools Annual Evaluation	Formalize organizational structure, intent and lines of responsibility Continue to assess potential outsourcing- currently few vendors in geographic area Initiate an annual review of all security services by the district CIRT	Negligible fiscal impact Complete by June 2003
2. The district regularly reviews the organizational structure and staffing levels of the safety and security program and minimizes administrative layers and processes.	✓			School CIRT teams, District CIRT, Counselor crisis intervention teams Self assessment, school climate surveys, comparison to like-sized counties Adopted organizational chart, response teams (school)	Annually develop a responsibility listing. Existing funding does not permit a staff position for security; security functions are spread among available staff.	No fiscal impact Complete by June 2003

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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.	✓			CIRT Manual including both proactive and response measures Principal evaluation, SRO Contract, cooperative agreements, Code of Student Conduct, sponsored activities, Board Policy, letters to parents, student information sheets	Update CIRT Manual; provide increased practice exercises	Consultant to provide revision of plan and lead one tabletop exercise for all schools and field exercise for one school.
2. The district has developed a checklist for each educational facility that provides step-by-step emergency procedures.	✓			CIRT Manual, telephone trees, school plans, Crisis Intervention Team, Specialized training – “How to Handle the Media” Radio capability, e-mail contact, telephone, fax	Re-evaluations and/or redevelopment following revision planned in Goal B. 1	
3. The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.	✓			Meeting schedule Plan provided to schools but for security reasons not widely distributed	Schedule a full CIRT review as a part of Goal B.1	Complete by June 2003
4. The district provides emergency response agencies with floor plans and blueprints as appropriate.	✓			Delivery log, letters of transmittal (Partial) Many older buildings do not have blueprints.	Contract w/architect drafter for blueprint development	Cover as many campuses as budget will allow by June 2003

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5. The district and each school regularly practice emergency responses based on potential hazards at each site.	✓			Drill schedules in CIRT box, posted emergency/evacuation routes, CIRT log	Procedures/expectations for practice to be developed in conjunction with Goal B.1	Complete by June 2003
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.	✓			# CPR per work site required, safety training for new employees, Bloodborne Pathogens training, site supervisor safety training, annual bus driver training, regional meeting (safety & security), Emergency Management, Right to Know Needs assessment, training logs, individual staff development rosters and accounts	School nurses will assume the interactive required portions of Bloodborne Pathogens training.	Budget July 2002 - partial salary for 6 nurses
<i>Goal C:</i> 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.	✓			Code of Student Conduct Tracking (Equity Requirement) Student data form: contact with sending district for out-of-zone School Board Rule District Policies and Procedures	Include expulsion and juvenile justice section on student data form	Complete by Aug. 1, 2002

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2. The district revises its code of student conduct and informs all stakeholders as to the final product.	✓			Meeting Rosters, Board Hearing, memos, Notification request Code of Student Conduct Annual Review (TV, classroom, group), classroom lesson plans, group meeting schedule, SAC meeting agendas, sign and send back forms		
<u>Goal D:</u> The school district identifies, minimizes, and protects others from disruptive and/or violent student behavior.	✓			Peaceable Place, Bullying Curriculum, Peer Mediation, gang training		
1. Each school has a system in place to identify the early warning signs of student violence.	✓			Protocol from FDLE training, school CIRT training, BE Brave hotline, protocol for following up on threats, Bullying training Psychologist ITOS counselors Behavior Specialist YFA Clinical Referrals Student confidentiality	Contract with Behavioral Analyst to establish ongoing program of classroom interventions with violent or disruptive students in elementary schools.	Contract in August, 2002

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2. The district identifies and implements parent and community outreach strategies to promote safety in the home and community.	✓			Assemblage security, visitor policies, Code of Student Conduct, truancy visits Collaboration w/fire chiefs and law enforcement New student packets, back to school TV programs, pre-school roundup, student registration	Develop a plan to create a partnership with at least one business	Complete by June 2003
3. The district conducts a hazards analysis to determine the potential safety and security issues facing each school.	✓			Quarterly safety reports, fire safety reports School programs (Closed Campus, Take Stock in Children, Camp Harmony)	Assign staff person w/responsibility to obtain materials for review by the district CIRT at least semiannually	No fiscal impact Complete by June 2003
4. Based on the needs identified in the school hazards analysis, the district implements appropriate violence and drug prevention programs for each school.	✓			Safe & Drug Free Schools Plan, Collaboration w/Emergency Management and fire agencies, drug dogs, bomb dogs, drug testing Tracking of charges & convictions by direct question on employee application, arrest logs provided by law enforcement, driver records, employee fingerprint search		

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5. The district has crime watch and school safety hotlines available in all schools.	✓			Be Brave Board Rule Signage		
6. The school board adopts curricula and programs aimed at protecting students, teachers, bus operators, administrators, and school personnel. ^{1,2}	✓			Videos, curriculum, assertive discipline for drivers, ESE training for drivers, anger management (after school programs), life management skills, Excel, Board adoption of health curriculum, gun safety, Teen Court, peer mediation, SWAT, TATU, Safety Patrol		
<u>Goal E:</u> Educational facilities and equipment are safe and in good working condition.	✓					
1. The district conducts an annual review of all relevant health and safety issues for each educational facility. ³	✓			MIS Principal Review Report presented to School Board Maintenance request completions, compiled record with student occupied areas as highest priority Spar Report, climate survey, SIP Goal V	Increase coverage in public meeting available for media coverage	No fiscal impact Complete by June 2003

¹ These programs should be designed to improve overall student performance, reduce risk factors and warning signs, prevent bullying or harassment, and improve student behavior.

² 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.

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

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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.	✓			Building Plans (prints, design criteria, life/safety issues) Maintenance requests, purchase orders, class locations (high cost classes in secure location)		
3. The district has procedures that govern access to each educational facility and its students and access is limited to authorized students and visitors.	✓			Student handbook, emergency data forms, registration forms Signage, panic hardware, school observers, campus layout, fencing	Develop policy for issuance of keys	No fiscal impact Complete by Oct. 2002
4. The district ensures that playgrounds are properly constructed, maintained, and supervised so as to reduce the risk of injury.	✓			Purchases meet requirements, sand schedule, maintenance requests, PE teacher assessment, personnel assignments	Develop purchase and installation requirements Update inspection criteria and develop new checklists/training	Negligible fiscal impact Complete by June 2003
5. Each educational facility has appropriate equipment to protect the safety and security of property and records.	✓			CIRT Kit (Not all schools suitable for or desire security system – low needs assessment)		

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6. The district provides appropriate safety equipment and information to prevent injuries to students and others.	✓			First aid kits & fire extinguisher inspection, tests twice yearly, equipment refurbishing, drills, fire blankets, eye washes, emergency disconnects, eye protection Students & staff required to train before use – Board Rule & District Safety Plan		
7. The district follows environmental and food safety health practices and regulations.	✓			Audit, Health Dept. inspection New employee training (Safety & Bloodborne Pathogens), manager’s meetings Memos, work requests, CIRT		
<i>Goal F:</i> 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. ⁴	✓			Plan on file at Transportation office Duty roster, drop-off procedures, child care for early arrivals		

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

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2. The district has implemented policies, procedures, and practices that ensure the safety of transported students.	✓			School Board minutes, route assignment Lesson plans/school documentation, Safe & Drug Free Schools Plan, bus driver manual 10 points=removal from transporting students	Revise Board plan for defining unacceptable types of violations/point level	No fiscal impact Complete June 2003
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.	✓			Certification on file, Maintenance log, work log, service manager random checks, driver report, empty sign		