

**TAYLOR COUNTY SCHOOL DISTRICT
OPPAGA SAFE PASSAGE REPORT
JUNE 18, 2002**

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.

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

Work site safety committees are to be developed along district goals, objectives, strategies and an action plan. The district has school resource officers at most of the schools. The district participates with PAEC for an annual health, fire and safety inspection. The district, with the safety committees, needs to further develop goals, objectives, strategies and an action. The use of cameras for security on campus needs to be expanded. This will be an ongoing process in 2002-03 at an additional of \$7,000.00.

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

The district reviews staffing needs on an annual basis. Adequate staff is currently in place as determined by the district's review of program needs. This is an ongoing process.

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

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

The district has implemented a comprehensive school safety plan that established emergency and safety procedures for students and employees to follow. Copies of school floor plans are on file with law enforcement agencies and fire departments.

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

A Crisis Intervention plan is available for the entire district. This plan includes but is not limited to: fires, gas leaks, severe weather, chemical spills, kidnapping, shooting, bomb threats, armed person on campus and stranger on campus.

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

The Crisis Intervention Plan and safety plan were developed by administrators, teachers, and parents. These plans are at each site and available to the public. It is recommended that a district wide safety committee be convened each year to address the updating of the plan. Actual cost in materials is estimated at \$1,500.00

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

Floor plans have been submitted to the appropriate law enforcements agencies and fire departments. An architectural firm needs to update blueprints at three school sites. This will be an ongoing process during the 2002-03 school year at a cost of approximately \$8,500.00.

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

Each site has the appropriate number of fire drills and emergency drills. Reports are on file at each site and the district office. This will be an ongoing process for the 2002-03 school year at no additional cost.

6. Best Practice: 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.

There is fairly extensive Master Plan for In-Service Training on safety that instructional and non-instructional personnel participate in. The training list needs to be expanded in 2002-03. Minimal cost will be incurred by the district.

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

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

The student code of conduct is clearly written and communicated with students and parents. Each student is given a copy of the code of student conduct. Also, a copy of the code of student conduct is on file with each teacher, at the school office, and at the district. The code of student conduct should be updated annually at no additional cost.

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

The code of student conduct is reviewed annually and revised by the district school board. It is clearly written and does not contain technical technology. The code of student conduct is a part of the student handbook that is given to every student. The review takes place each year at no additional cost.

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

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

The Taylor County School District depends on students, teachers, and administrators to detect early warning signs of student violence. It is recommended that a more clear cut plan of detection be developed and the appropriate inservice be given to the staff. The plan should be completed by the end of the 2002-03 school year at an estimated cost of \$4,000.00.

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

Juvenile Justice, Emergency Management, the Health Department, law enforcement, fire department, Head Start, tobacco prevention and drug prevention are all areas where the school board works with the community. Other areas of outreach need to be identified in the 2002-03 school year.

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

The district has a Safety Committee which meets regularly to identify possible safety and security hazards and make recommendations for corrective action. The safety and security issues include but are not limited to violence, chemicals stored at school, grounds and building safety, student and staff safety, alcohol awareness, drug free schools and various health, fire and safety reports. The district needs to assess the success of school and district programs.

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

The Taylor school district has implemented an approved Safe and Drug Free School Plan that is improved upon and amended each year. Surveys of students in various grade levels are taken, and programs to prevent the use of alcohol, drugs and tobacco are implemented.

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

The district has a publicized school safety hotline available. The district does not have a crime watch safety hotline. The district crime watch hotline will be made accessible to the public in the 2002-2003 school year. The cost would be minimal.

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

The district reviews and makes available sources of violence prevention, sources of drug prevention and safety related programs through some inservice training and through some instructional material allocations. The expansion of the curricula and programs aimed at protecting all students and staff needs to be reviewed for the 2002-2003 school year. Money allocation will be represented from the implemented curricula or programs.

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

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

The State Requirement for Educational Facilities (SREF) is performed by a certified inspector for the Panhandle Area Educational Consortium. Corrections to the cited deficiencies are made. The Taylor Health Department makes inspections during the year, and the deficiencies are corrected. This is an ongoing process each year.

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

The Taylor County School Board uses safe school design principles for new construction, renovation, remodeling and general maintenance. An architect is hired for planning, and the plans are submitted to the Department of Education for approval. This is an ongoing process with the amount of money spent depending on the project.

- 3. Best Practice:** The district has procedures that govern access to each educational facility and its students and access is limited to authorized students and visitors. Each site has procedures that govern access to the buildings. Also, each site has procedure for visitors entering the site. Fencing for security is about 80% complete. Student check-out procedures are in place, and building lock down procedures are followed at each site. The upgrade of fencing and some locks will take place in the 2002-2003 school year at an additional cost of \$10,000.00.

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

New playgrounds are built to U.S. Consumer Product Safety Commission guidelines regarding construction materials and regulations. Existing playgrounds are inspected and supervised. Maintenance is attempted on older equipment. A push for continued maintenance must be increased with supervision from each site in the 2002-2003 school year. Extra cost is estimated at \$1,400.00.

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

Fireproof vaults for student and employee records exists at most sites. Security equipment and cameras need to installed at all school sites. School sites are about 75% fenced, but the other 25% needs to take place within two years. Estimated cost for cameras for school sites with fencing would \$155,000.00.

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

Each facility is equipped with fire extinguishers. Each facility has appropriate safety equipment for science and labs and vocational labs. A nurse or health aide is located at each site with appropriate first aid supplies. Athletic equipment meets safety requirements. Custodial and maintenance have appropriate safety equipment – gloves, mask, glasses, ear plugs.

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

Each lunchroom is inspected by the Taylor County Health Department with copies on file at each site and the district. Any non-compliance issue receives immediate action. Lunchroom personnel are trained for safety-related duties. Each work site has regularly changed (scheduled) filters for AC/Heat units. These tasks will remain ongoing at no additional cost.

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

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

The district's school safety transportation plan ensures that bus driveways meet the state requirements, and the parent drop-off areas are safe and secure. From time to time existing schools re-designate the school bus drop-off and loading areas. Appropriate signage is in all areas.

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

Safe school bus routes with appropriate stops are designated and published in the paper. Bus driver training is required and documented. Students are instructed on safe riding practices and given a hand-out on school bus rules. Safety seats and bus lifts are installed as needed. Random drug and alcohol tests are done for the drivers at least twice a year.

3. **Best Practice:** 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.

School bus inspections are performed every 20 days by trained and certified technicians. Inspection forms are on file in the transportation office. Buses are only returned to service when all safety and mechanical systems meet the requirements of the Florida School Bus Inspection Manual. In addition all bus drivers conduct a pre-trip inspection of their school bus and make sure any deficiency is corrected before any student is allowed to board.

APPROVED BY THE TAYLOR COUNTY SCHOOL BOARD IN A REGULAR SESSION ON JUNE 18, 2002.

Oscar M. Howard, Jr.
Superintendent of Schools

Brenda H. Carlton
Chairperson of the School Board

