





























Charlotte County Public Schools
Safety and Security Best Practices Self-Assessment
2002-2003

Best Practice	Met	Not Met	In Progress	Explanation Documentation	Strategies and Actions to be Taken	Fiscal Impact and Timeline
1. The district has established and implemented accountability mechanisms to ensure the performance, efficiency, and effectiveness of the safety and security program.				The district currently has no formal mechanism in place to ensure performance, effectiveness and efficiency of the district's safety and security program.	A Manual of Procedures is currently under development. This manual, when completed, will have standards that address performance, effectiveness, and efficiency compliance. A committee of district school officials, parents, teachers, and law enforcement will review these standards for compliance.	To be completed in May 2004. Cost: \$5,000.
2. The district ensures the accuracy of its safety and security related data and reports accurate data to the Department of Education.						
3. The district regularly reviews the organizational structure and staffing levels of the safety and security program and minimizes administrative layers and processes.				The district currently has no means to review staffing levels of the safety and security program	Standards will be developed in accordance with best practices indicators for safety and security, as specified by OPPAGA.	To be completed in May 2004. Cost: Unknown at this time.
4. The district has implemented a school safety plan that includes district wide emergency and safety procedures and identifies those responsible for them.						
5. The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.				The district has well-defined emergency response procedures, however, we do not have a formal safety plan.	A safety plan is under development as part of the Manual of Procedures currently in progress.	To be completed in May 2004. Cost: None. (Will be included in the Manual of Procedures).
6. The district conducts an annual review of all relevant health and safety issues for each educational facility.						
7. The district has developed emergency response procedures.						

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8. The district has provided each school with an emergency checklist.						
9. The district and each school regularly practice emergency responses based on potential safety concerns at each site.						
10. The district provides emergency response agencies with floor plans and blueprints as appropriate.						
11. The district's Master Plan for In-Service Training identifies district and school personnel training needs and provides for appropriate level of safety training for all personnel.						
12. The district and each school have a code of student conduct based on stakeholder input and revised on an annual basis.						
13. The district's code of student conduct and other policies provide clear procedures for handling disciplinary actions.						
14. The district has a process in place to minimize danger to students from community members, staff, or other students.						
15. Each school has a system in place to identify students that exhibit early warning signs of, or pose a threat of future violent behavior.						
16. The district identifies and implements parent and community outreach strategies to promote safety						

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in the home and community.						
17. The district fosters a positive learning climate and culture by assessing the school climate and implementing relevant scientifically based curricula and programs at each school.						
18. The district has an approved Safe and Drug-Free School Plan that has been developed with appropriate stakeholder input.						
19. Based on the district's safety assessment process (see Best Practice 6) the district implements scientifically based violence and drug prevention programs and curricula for each school.						
20. Each school has a system in place to identify, assess and minimize the risk for students indicating a threat of, or exhibiting suicidal behavior.						
21. The district designs educational facilities and sites to enhance security and reduce vandalism through the use of "safe school design" principles.						
22. The district has procedures that govern access to each educational facility and its students and access is limited to authorized students and visitors.						
23. The district ensures that playgrounds are properly constructed, maintained, and supervised so as to reduce the risk of						

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injury.						
24. Each educational facility has appropriate equipment to protect the safety and security of property and records.						
25. The district provides appropriate safety equipment and information to prevent injuries to students and others.						
26. The district follows environmental and food safety health practices and regulations.						
27. The district has procedures to create safe and orderly process for students arriving at or leaving each school campus.						
28. The district has implemented policies, procedures, and practices that ensure the safety of transported students.						
29. 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.	