

HENDRY COUNTY SCHOOL DISTRICT
School Safety & Security Best Practices
2002-2003 School Safety and Security Self-Assessment

Efficiency and Effectiveness

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

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
			X	

X

Strategies and Actions to Be Taken

A District Safety Committee oversees the district's safety and security program. Reviews of school safety self-audits, school accident reports, McCreary audits and Health Department and Fire Marshall inspections will help the committee as it annually revises the district safety program. Training is available for committee members from EMI as well as technical assistance.

A major uncompleted task is to update goals and objectives for the district safety program and complete a cost analysis.

Fiscal Impact and Timeline

Fiscal impact will be minimal. Revision of goals and objectives should be completed by January 2004.

2. The district ensures the accuracy of its safety and security related data and reports accurate data to the Department of Education.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

X

The district is in compliance with safety and security related data which is submitted to the Department of Education. State approved forms and instructions are utilized and followed. Safety and discipline data at each school is electronically reported to the district and then sent to the State using DOE approved procedures.

The district data processing department assists in the collection and submission of safety and security data as needed.

Fiscal Impact and Timeline

Minimal- Procedures already in place for data collection and submission to 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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
			X	

X

Strategies and Actions to Be Taken

The district safety committee has as a major task the review of the organizational structure and staffing levels of the safety and security program. Assistance is needed to help determine effective staffing levels. Input will be requested in the form of technical assistance from EMI to provide the committee with guidance in this area.

Fiscal Impact and Timeline

Minimal-in-service from EMI needed. Tentatively scheduled for October 2003.

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Safety Planning

4. The district has implemented a school safety plan that includes districtwide emergency and safety procedures and identifies those responsible for them.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

Strategies and Actions to Be Taken

A district school safety plan which provides schools with emergency and safety procedures is updated annually by the School Safety Committee and given to principals for disbursement in the schools.

Individual school improvement plans also may address school safety issues.

Fiscal Impact and Timeline

Updated and revised annually as needed.

5. The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

Strategies and Actions to Be Taken

A cross-section of stakeholders contributed to the development of the district security and safety plan. Parents, district staff, school administrators, and school resource officers were part of a team to complete the District plan and it has been distributed to schools and district administrative staff.

The plan is reviewed and updated annually.

Fiscal Impact and Timeline

Printing materials \$90.00/copies of the plan provided to school and district personnel in August 2003.

6. The district conducts an annual review of all relevant health and safety issues for each educational facility.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

Strategies and Actions to Be Taken

Each school conducts an annual safety/security self-audit which is submitted to the Assistant Superintendent in the Clewiston Sub Office. These self audits are reviewed by the District Safety Committee. A certified fire safety inspector conducts an annual fire safety review of all schools and district buildings. In addition an annual casualty safety review of all school plans is conducted to ensure compliance with Florida law and all deficiencies are reported to the District School Board and are corrected within a reasonable period.

EMI also is available to conduct inspections of schools or facilities and provide recommendations for safety or security issues.

Buildings are inspected by an in-district individual certified in asbestos inspection. Health inspector from Department of Health also completes an annual inspection of the schools.

Fiscal Impact and Timeline

Repair Budget for Schools (estimate \$15,000)

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Safety Planning

7. The district has developed emergency response procedures.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
			X	

Strategies and Actions to Be Taken

The district provides schools with a Security Crisis Management Guidelines Booklet which covers emergency response procedures. Each school has a site-specific plan to deal with emergency response procedures. Emergency crisis teams are trained and available to each school to provide counseling and support after an emergency. These individuals are counselors or administrators and are available through the District Student Support/ESE office.

The District Safety Committee will revise and propose an updated media response plan for the district to follow in the upcoming school year.

Fiscal Impact and Timeline

A Media Response Plan will be completed and submitted to schools by October 2003.

8. The district has provided each school with an emergency checklist.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

A checklist that explains step-by-step emergency procedures is provided to the schools by the district. It is the responsibility of the school principal to see that each classroom has a posted emergency checklist and teachers are familiar with the procedures. The District Safety Committee will revise and update these checklists on an as-needed basis annually.

Fiscal Impact and Timeline

Fiscal Impact/None Timeline/Ongoing

9. The district and each school regularly practice emergency responses based on potential safety concerns at each site.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

Strategies and Actions to Be Taken

Schools conduct ten (10) emergency drills per year, (5 fire, 2 tornado, and 3 of principal's choice). Drills are documented and a form is sent to the Assistant Superintendent's office in Clewiston.

District Safety Team also monitors emergency drills.

Fiscal Impact/None Timeline/Emergency Drills are on-going approximately one per month for the duration of the school year.

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Safety Planning

10. The district provides emergency response agencies with floor plans and blueprints as appropriate.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
			X	

Floor plans have been provided to the Hendry County Sheriff's Department and each school also has a copy of the floor plans. During school year 2003-04 the District Safety Committee will provide plans to the Clewiston Police Department and the fire departments on each side of the county (Clewiston and LaBelle).

Fiscal Impact and Timeline

Copy plans and submit to appropriate departments by October 2003. Fiscal Impact/Minimal to copy plans.

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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
			X	

Strategies and Actions to Be Taken

School staff annually receive training in Blood Borne Pathogens, use of fire extinguishers, chemicals and hazardous materials (Right to Know), Lab safety in secondary schools, and custodial training in clean-ups of hazardous materials.

The district needs to provide further training in school-wide discipline, classroom management, and conflict resolution. Harry Wong materials address discipline and classroom management. Further district-wide training is needed in violence prevention, conflict resolution, and communication/decision making skills.

Fiscal Impact and Timeline

Materials for conflict resolution, violence prevention and communication/decision-making skills will be reviewed by the District Safety Committee and then purchased. Training will then be provided at the school level. Estimation of materials is \$2500. EMI will be asked to help defray cost of materials. Materials should be purchased and training begun by October 2003.

Discipline Policies and Code of Student Conduct

12. The district and each school have a code of student conduct based on stakeholder input and revised on an annual basis.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

The district has a Code of Student Conduct which is annually reviewed and revised by a committee of teachers, administrators, parents, and students. The Code of Student Conduct is in compliance with current and relevant laws and regulations regarding discipline policies. All students are provided a copy of Code of Student Conduct annually and it's content is reviewed with the students at the school level.

Fiscal Impact and Timeline

Code of Student Conduct is reviewed and revised in the Spring and then copied and submitted to schools in August. Cost for printing the Code of Student Conduct is estimated at \$950.

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Discipline Policies and Code of Student Conduct

13. The district's Code of Student Conduct and other policies provide clear procedures for handling disciplinary actions.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

Strategies and Actions to Be Taken

The district Code of Student Conduct provides clear procedures for handling disciplinary actions. Discipline policies are consistent with State and Federal requirements and provide for due process. Alternatives to suspensions and expulsions are provided for in the discipline policy and are appropriately and consistently used. A list of offenses is provided which apply to zero tolerance as well as mandatory reporting to a local law enforcement agency.

Fiscal Impact and Timeline

Fiscal Impact/printing costs. Code of Student Conduct is reviewed and revised each Spring and given to schools in August.

School Climate and Community Outreach

14. The district has a process in place to minimize danger to students from community members, staff, or other students.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

Strategies and Actions to Be Taken

Registration procedures require students to self-disclose at registration, legally required information regarding prior disciplinary history of expulsions, arrests, and juvenile justice actions. The Hendry County Clerk of Court monthly sends a list of students charged with crime/misconduct and status of the individual within the court system.

Fiscal Impact and Timeline

Fiscal Impact/None Timeline/Ongoing

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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

Strategies and Actions to Be Taken

School Counselors are available to help identify students that exhibit early warning signs or pose a threat of future violent behavior. Schools have the services of the District Student Services Office to help with students who exhibit early warning signs of violent behavior. County Mental Health services are also available.

Teachers need more training in this area. Inservice will be scheduled for School Year 2003-04 as part of the teachers inservice schedule.

Fiscal Impact and Timeline

Fiscal Impact/Minimal for inservice training

Timeline/School Year 2003-04-Ongoing until inservice complete.

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School Climate and Community Outreach

16. The district identifies and implements parent and community outreach strategies to promote safety in the home and community

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

Strategies and Actions to Be Taken

The district has a cooperative agreement with the Department of Juvenile Justice whereby pertinent information regarding school safety/security issues are shared. School resource officers are available at all schools. At the elementary level they present D.A.R.E. to fifth graders. A school safety hotline "Be Brave" is used in the schools to report safety or possible criminal actions. A teen summit is conducted annually for secondary students and safety issues are discussed. Each school reports safety and security results in an annual report to the public. Parents are kept up to date concerning necessary school-entry health examinations and immunizations for students.

Fiscal Impact and Timeline

Fiscal Impact/None Timeline/Ongoing

Safety Programs and Curricula

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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
			X	

Strategies and Actions to Be Taken

Schools address school climate through annual school climate surveys that include safety and security issues. Curricula is available to students for drug prevention, health, and safety. More training for students is needed in pro-social skills, conflict resolution and peer mediation.

Fiscal Impact and Timeline

Fiscal Impact/Minimal
Timeline/Inservice training needed for teachers in conflict resolution, pro-social skills and conflict resolution.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

The district has a Safe and Drug Free School plan and regularly reviews and updates the plan. Teen Summit as well as D.A.R.E. are student activities that are encouraged by Safe and Drug Free School planning.

Fiscal Impact and Timeline

Fiscal Impact/None Timeline/Ongoing

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Safety Programs and Curricula

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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
			X	

Currently need to work on this goal. Schools need to be made aware of sources of violence prevention and other safety related programs. The district does have a dress code in effect at the two middle schools and three of six elementary schools. Students need to be taught violence prevention, conflict resolution, and communication/decision making skills.

Fiscal Impact and Timeline

Fiscal Impact/None Timeline/Ongoing

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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

Strategies and Actions to Be Taken

The district has training available that teaches instructional and non-instructional staff warning signs associated with students who pose a rise for suicidal behavior. Counselors have received this training and are available on an as needed basis.

Fiscal Impact and Timeline

Fiscal Impact/None Timeline/Ongoing

Facilities and Equipment

21. The district designs educational facilities and sites to enhance security and reduce vandalism through the use of "safe school design" principles.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

Strategies and Actions to Be Taken

The district utilizes architects who incorporate Crime Prevention Through Environmental Design (CPTED) principles in the maintenance, renovation, and construction of district educational facilities. Safety needs are assessed whenever facilities are renovated.

Fiscal Impact and Timeline

Fiscal Impact/Cost is in construction fees Timeline/Ongoing

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Facilities and Equipment

22. The district has procedures that govern access to each educational facility and its students and access is limited to authorized students and visitors.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

Strategies and Actions to Be Taken

Entrances to educational facilities are as limited as possible considering the layout of each facility. All schools have a clearly marked central point for receiving visitors. Each facility has a procedure in place regarding the release of students to parents, guardians, or other persons. Buildings are secured when not in use. Each principal maintains a key control program to account for all keys at his/her facility.

Fiscal Impact and Timeline

Fiscal Impact/None Timeline/Ongoing

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

Strategies and Actions to Be Taken

New playgrounds are constructed following US Consumer Product Safety Commission Guidelines and use materials approved by this commission. EMI also is consulted for playground safety and has recently conducted an inspection of all school programs. Recommendation from these inspections have been completed. Some playground material was removed at the recommendation of EMI and cushion barriers established at all playgrounds around equipment.

Playground equipment is regularly inspected at each school site by school or district employees. Deficiencies noted are given high priority for repairs.

Playground areas are supervised during the day when children are present.

Fiscal Impact: Eastside/Westside Elementary Schools are currently seeking replacement playground equipment. A joint grant for \$25,000 has been applied for and schools are in the process of raising money through fund raisers. Approximately \$35,000 - \$40,000 of equipment is the goal.

Timeline: Hope to begin purchasing and installing equipment during the 2003-04 school year.

24. Each educational facility has appropriate equipment to protect the safety and security of property and records.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
		X		

Strategies and Actions to Be Taken

The majority of our educational facilities do not have a security system. Records at the school level are kept in vaults, however, there are no security systems except at the Clewiston ESE office and Clewiston Youth Development Academy.

Schools presently do not have disaster recovery kits that includes copies of necessary records and basic equipment.

Fiscal Impact and Timeline

Currently no estimates have been made to provide security systems for each school. Presently feel it is cost prohibitive.

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Facilities and Equipment

25. The district provides appropriate safety equipment and information to prevent injuries to students and others.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

Strategies and Actions to Be Taken

All educational facilities are equipped with first aid kits and fire extinguishers. Fire extinguisher training is provided to instructional personnel. Fire extinguishers are inspected by an outside agency yearly and by school staff on an ongoing basis. District maintenance personnel are provided with needed safety equipment. Secondary labs are equipped with safety equipment. Secondary labs are equipped with safety equipment in instructional areas. Appropriate personnel are trained in the appropriate safety procedures for dealing with dangerous tools, equipment, or chemicals. All necessary protective equipment is provided students participating in athletic activities to minimize the number and severity of injuries.

Fiscal Impact and Timeline

Fiscal Impact: Cost for maintaining fire extinguishers is in yearly budget. Athletic equipment replaced or repaired as needed.
Timeline: Ongoing

26. The district follows environmental and food safety health practices and regulations.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

Strategies and Actions to Be Taken

The district has a Food Service Manual that outlines appropriate food safety health practices and regulations. All school cafeterias maintain a copy of state and local regulations. Employees receive training in food handling, preparation, and safety. School cafeterias are inspected on a quarterly basis by the County Health Department.

Fiscal Impact and Timeline

Fiscal Impact/Minimal for training Timeline/Ongoing

Transportation

27. The district has procedures to create safe and orderly process for students arriving at or leaving each school campus.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

Strategies and Actions to Be Taken

The district has a school safety transportation plan. Where feasible schools have separate drop-off and pick-up areas for school buses and private passenger vehicles. Children are monitored as they arrive and depart from school. Crossing guards from the Hendry County Sheriff's Department are utilized at crucial intersections for traffic control and student safety.

Fiscal Impact and Timeline

Fiscal Impact/None, crossing guards provided by Sheriff's Department Timeline/Ongoing

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Transportation

28. The district has implemented policies, procedures, and practices that ensure the safety of transported students.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

All new school buses are equipped with appropriate safety restraints. School bus routes and bus stops are regularly reviewed and examined for safety. All individuals who transport children in our district are properly licensed, trained, and qualified. The District Driver's Handbook defines unacceptable levels and types of violations by individuals transporting students and specific consequences.

Students are instructed in safe riding practices and rules to follow while being transported.

The district also has a checklist on how to respond to transportation accidents or other transportation emergencies.

Fiscal Impact and Timeline

Fiscal Impact/Cost of restraints added to bus purchase. Training for bus drivers.

Timeline/Ongoing

29. 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.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X			

Strategies and Actions to Be Taken

School bus drivers are required to complete a pre-trip inspection of school bus safety items. Any deficiencies must be corrected before buses are used to transport students.

Mechanics perform school bus inspections every twenty days and these individuals are trained and certified consistent with required procedures in the Florida School Bus Safety Inspection Manual. A school bus is used to transport students, meets maintenance, safety and mechanical system requirements as outlined in the before mentioned manual.

Fiscal Impact and Timeline

Fiscal Impact/None Timeline/Ongoing

BOARD APPROVED DATE 10-Jun-03

SUPERINTENDENT'S SIGNATURE: Thomas W. Conner