

*Charlotte County Public Schools
Safety and Security Best Practices Self-Assessment
2003-2004*

<i>Indicator</i>	<i>Met</i>	<i>Not Met</i>	<i>In Progress</i>	<i>Explanation Documentation</i>	<i>Strategies and Actions to be Taken</i>	<i>Fiscal Impact and Timeline</i>
1. The district has established and implemented accountability mechanisms to ensure the performance, efficiency, and effectiveness of the safety and security program.			✓	The district is working on a Manual of Best Practices for Safety and Security that will formally address these mechanisms. District-based and school-based administrators are reviewing the manual in sections. The district will also include this in the Strategic Plan. We are also conducting an informal review of campus incidents, and reviewing software for tracking these incidents. The district conducts yearly crisis drills at school sites to verify and evaluate the effectiveness of the district's security program. Our district has also participated in a countywide Mass Casualty Crisis Event with all first-responding agencies in Charlotte County (February 2004).	A Manual of Best Practices for Safety and Security is under development. District-based and school-based administrators are reviewing the manual in sections. Mechanisms to ensure performance, efficiency and effectiveness will be incorporated into this manual.	To be completed and implemented for the 2005-2006 school year. Cost: \$5,000
2. The district ensures the accuracy of its discipline and 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.	✓					
4. The district has implemented a school safety plan that includes						

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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 but does not have a safety plan per se. We do have components of a safety plan within our current school crisis plans.	The Safety Plan will be incorporated into the Manual of Best Practices for Safety and Security. A	To be completed and implemented for the 2005-2006 school year. Cost will be included in the Manual of Best Practices for Safety and Security.
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.	✓					
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 including classroom management and violence and alcohol, tobacco, and other drugs training, for all appropriate personnel.	✓					

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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 and minimize danger to teachers from 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 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 prevention needs assessment process, the district implements scientifically based violence and drug prevention programs and curricula for each school.	✓					

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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 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	✓					

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schools, and contractors, are inspected and maintained in accordance with states laws and state Department of Education rules.						