

June 23, 2004

## **Memo**

**To: Jerry E. Tyre, Superintendent**

**From: Joe Taylor, Coordinator of Support Services**

**Re: (OPPAGA) Self Assessment Report of Safety and Security Best Practices**

The 2001 Legislature created Section 1006.07(6), F.S. pertained to Safety and Security Best Practices Review, Self Assessment, Recommendations and Reporting. Each school district must conduct a self assessment and present the findings to the School Board. Each School Board must receive the self assessment results at a publicly noticed meeting to provide the public an opportunity to hear the School Board Members discuss and take action on the report findings. You are then required, within 30 days following the School Board meeting, to report the self assessment results and School Board action to the Commissioner of Education.

Attached is the report of the self assessment of our school district=s current safety and security practices. Based on the findings of the self assessment, you are required to provide recommendations to the School Board which identify strategies and activities the school district should implement in order to improve School Safety and Security.

All schools and cost centers were involved in the self assessment process. Their reports were submitted prior to June 15, 2004. On June 24, 2004 I reviewed the self assessment reports received from each cost center. The Safety and Security Best Practices Self Assessment developed by the Office of Program Policy Analysis and Government Accountability (OPPAGA) was used by the district.

Each cost center completed its self assessment packet and then submitted its written report. This final report is based on the individual reports of their self assessments.

If you have any questions or need clarification, please feel free to contact me.

JT/dc  
Attachment

# **Washington County School District**

Promoting

**A Safe & Secure  
Teaching -Learning  
Environment**

**Self-Assessment Report  
Of  
Washington County School Board=s  
Safety and Security Practices**

**Presented to**  
Washington County School Board  
in Compliance with  
Section 1006.07(6), F.S. (Safe Passage Act)

District 1

**Vann Brock**

District 2

**Philip Rountree**

District 3

**Angia Morris**

District 4

**Francis Hinson**

District 5

**Gary F. Clark**

**Jerry E. Tyre, Superintendent**

**June 29, 2004**

# Self-Assessment Report

## Coordinator

Joe Taylor

## Self-Assessment Team

Jerry E. Tyre, Superintendent  
Mike Welch, Deputy Superintendent  
Philip Rountree, School Board Member  
Jayne Peel, Director of Administrative Services  
Joe Taylor, Coordinator of Support Services  
Sue Porlier, Coordinator of ESE and Student Services  
Myra Henderson, Director of Finance  
Jenny Strickland, Coordinator of Food Services  
Donna Pate, Coordinator of Technical Services  
Jim Hicks, Principal - Chipley High School  
Terry Tanner Smith, Principal - Kate Smith Elementary School  
Mike Parks – Assistant Principal - KMS  
Phil Flater, Principal - Roulhac Middle School  
Don Potts – Assistant Principal - RMS  
Bobbie Dawson, Principal -  
Julie Mc Waters – Teacher - Vernon Elementary School  
Bill Lee, Principal - Vernon High School  
Peggy Adams, Principal - Vernon Middle School  
Grey Presnell, Assistant Principal - - VMS  
Paul Parker, Director-Washington-Holmes Technical Center  
Bert Roberts, Guidance Counselor - WHTC  
Billy Baxter, Principal - Dozier I & II  
Joan Salzberg, Program Specialist/Principal Designee - Eckerd  
Freida Cook, Resource Teacher/Principal Designee - The Vernon Place  
Neal Mixson, Consultant - Panhandle Area Educational Consortium  
Gary Snyder, Consultant - PAEC

## Meeting of Self-Assessment Team

The meeting of the self-assessment team was held on May 6, 2004. A memo was sent to each with appropriate checklists. The self-assessment coordinator visited each cost center and reviewed the Self-Assessment Forms.

## Involvement of Schools in the Self-Assessment

All schools were given the “Best Practices” to review and were asked to complete a self-assessment and submit a report of its findings by June 15, 2004. Principals, assistant principals, guidance counselors, teachers, food service personnel, school resource officers and other staff members were involved in the assessment of best practices at each school site. The reports were submitted to the district office and were reviewed by the self-assessment coordinator. Follow-up was conducted as appropriate. PAEC personnel provided technical assistance and support as needed. The complete assessment reports from each site are on file in the School Board Office.

## The Final Report

The overall self-assessment report identifies the Goals and Best Practices, the finding related to these, recommendations to address specific practices and steps that are to be taken to implement the recommendations.

The report is divided into the following seven areas.

- § **Section 1:** addresses the need for the efficiency and effectiveness of the District's Safety and Security Program.
- § **Section 2:** deals with the accuracy of its discipline, safety and security related data and reports
- § **Section 3:** covers the structure and staffing levels of the safety and security program
- § **Section 4:** focuses on the School Safety Plan
- § **Section 5:** speaks to the Safety Program
- § **Section 6:** addresses the health and safety issues for each facility
- § **Section 7:** deals with Transportation Safety

Each Section lists the best practices, findings, recommendations and strategies to be taken to implement the recommendations.

### **Section 1. Efficiency and Effectiveness of Safety and Security Program**

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

**Findings:** The district is in compliance with the best practices associated with efficiency and effectiveness.

**Recommendations:** None at this time.

**Strategies:** No additional ones needed at this time.

## **Section 2. Safety Planning**

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.
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 emergency checklists.
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 levels of safety training, including classroom management and violence and alcohol, tobacco, and other drugs training, for all appropriate personnel.

**Findings:** 1) The district has taken steps to review and update its emergency plan, procedure and coordination with appropriate agencies.

2) The master plan components were developed to identify individuals in need of training and the type of training needed.

**Recommendations:** None at this time

**Strategies:** Continue emphasis on review and update of the emergency plan.

## **Section 4. Discipline Policies and Code of Student Conduct**

12. The district and each school have a code of student conduct based on stakeholder input that is revised on an annual basis.
13. The district's code of student conduct and other policies provide clear procedures for handling disciplinary actions.

**Findings:** The district is in full compliance.

**Recommendations:** None at this time

**Strategies:** No additional ones.

#### **Section 4. 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, 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.

**Findings:** The district is in compliance with this area.

**Recommendations:** None at this time.

**Strategies:** No additional ones at this time.

#### **Section 5. 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.
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.
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.

**Findings:** The district is in compliance with these indicators and practices.

**Recommendations:** Continue emphasis in this area.

**Strategies:** No additional ones at this time.



## **Section 6. 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.
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.

**Findings:** The District is in compliance with most of the best practices.

- 1) Access to each facility will continue to be reviewed. Efforts to better limit access to unauthorized students and visitors are under consideration;
- 2) Playground equipment is still in need of systematic review and monitoring in an effort to maintain it for proper functioning;
- 3) The district continues to need better accounting for keys to all buildings, rooms and gates.

**Strategies:**

1. A comprehensive review for the need and placement of surveillance equipment will be performed.
2. The needs for access control for all facilities will be constantly reviewed..
3. Each administrator will submit a written plan to limit access and increase visibility of unauthorized students and visitors.
4. A plan will be developed to address the lack of an adequate key control program. It will identify the keys available, holders of the keys etc, and provide for a proper accounting of all keys.

## **Section 7. Transportation**

27. The district has procedures to create a 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 state laws and state Department of Education rules.

**Findings:**

The district is in compliance with best practices.

**Recommendations:**

- 1) The district needs to continue the study of the traffic flow at several of the schools in order to reduce intermingling of buses, cars and speed of vehicles in bus loading zones.
- 2) The district will study the need for and implementation of a transportation wide emergency communication system.

Corrective actions taken by each school during 2003-2004 as a result of the 2002-2003 findings are on file in the district office.

June 23, 2004

Commissioner Jim Horne  
Attention: Office of Safe Schools  
Florida Department of Education  
325 West Gaines Street, Room 501  
Tallahassee, Florida 32399-0400

Dear Commissioner Horne:

Attached you will find an electronic copy in Microsoft Word of our Report of Washington County's Safety and Security Best Practices. It was presented at a publicly noticed school board meeting on June 29, 2004. This provided the opportunity for the public to hear the school board discuss and approve the report. Members of the media who are always present, utilized information from the report in their newspapers coverage of the board meeting.

If you have any questions, feel free to contact Joe Taylor of my staff.

Sincerely,

Jerry E. Tyre, Superintendent  
**Washington County School District**

JET/dc  
Attachment

## **Appendix A**