

June 15, 2016

Dr. Cedrick Gray, Superintendent
Jackson Public School District (2520)
662 S. President Street
Jackson, MS 39225

VIA HAND DELIVERY

Dear Dr. Gray:

Enclosed is the preliminary report of the on-site audit the Mississippi Department of Education (MDE) conducted in the Jackson Public School District (JPSD). The audit procedures included an evaluation of accreditation standards and accountability requirements of the State Board of Education (SBE). All findings described in the enclosed report are based on the analysis of data collected during the on-site evaluation, including (a) interviews conducted with JPSD staff, (b) observations and completed evaluation forms, (c) surveys completed by JPSD staff, (d) analysis of official documentation on file in the JPSD, and (e) analysis of official reports submitted to the MDE.

Based on the audit findings, the JPSD is in violation of the following Process Standards: 1, 1.1, 1.2, 1.3, 2, 2.1, 2.2, 2.3, 2.3.1, 2.3.2, 3, 3.1, 3.2, 3.3, 3.4, 6, 6.1, 6.2, 6.3, 7, 8, 9, 10, 13, 13.1, 13.2, 14, 14.1, 14.2, 14.5, 15, 17, 17.1, 17.2, 18, 18.1, 18.2, 20, 20.1, 21, 21.1, 21.2, 22, 26, 27, 27.1, 27.2, 29, 29.1, 29.2, 29.3, 30, and 31. In addition to the violations noted above, evaluators verified that the JPSD is noncompliant with Accreditation Policy 2.1. Based on a detailed analysis of the 2015-2016 Personnel/Accreditation Data Report submitted to the MDE and official documentation on file in the JPSD, the District has failed to report complete and accurate data to the MDE.

If you disagree with the findings outlined in the enclosed report or believe them to be in error, you have minimum of thirty (30) days from the day this report is received to submit documentary evidence to verify compliance with any standard in question. During this thirty (30) day period, you also have the option of scheduling a meeting with me to review and discuss the preliminary findings. Any official written response that you wish to make to the enclosed report should be received in the Office of District Accreditation on or before August 3, 2016.

In accordance with the current Accreditation Policies 2.0, 2.1, 2.2, 2.3, and 2.5, as published in the *Mississippi Public School Accountability Standards, 2015*, these findings will be presented to the Commission on School Accreditation on August 4, 2016. A recommendation will be made in accordance with Accreditation Policy 2.5.1 to downgrade the District's accreditation status from ACCREDITED to PROBATION.

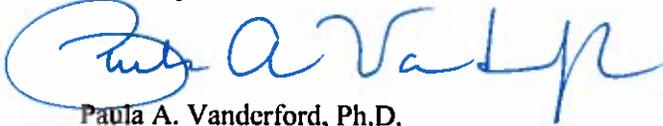
Dr. Cedric Gray, Superintendent
June 15, 2016
Page Two (2)

In accordance with Accreditation Policy 6.1, the school board of a school district may request a hearing by filing written notice with the executive secretary of the Commission on School Accreditation within ten (10) calendar days of the written notice of recommended Commission action.

Also, you may request a follow-up visit to the District at any time for the purpose of verifying compliance with any process standard in question. The Office of District Accreditation is charged with the responsibility of coordinating the on-site evaluation and reporting the findings; therefore, you will need to schedule follow-up visits with the Office of District Accreditation. Ken Stamps, kstamps@mdek12.org, will serve as the District contact in the Office of District Accreditation.

Your cooperation and the assistance of all school district employees are greatly appreciated. If you have any questions related to the enclosed report or accreditation requirements, please call me at (601) 359-3764.

Sincerely,



Paula A. Vanderford, Ph.D.
Executive Director

Enclosure

c: J. P. Beaudoin, Ed.D.
Carey M. Wright, Ed.D.



Office of District Accreditation

Preliminary Report of On-Site Audit Findings

for

Jackson Public School District (2520)

Audit Dates

April 5, 2016 – April 22, 2016

ACCREDITATION POLICY 2.1. The Commission on School Accreditation determines the annual accreditation status of all public school districts in the fall of each school year based on verified accreditation data from the previous school year. An annual district accreditation status is assigned based on compliance with Process Standards. Information concerning district compliance with Process Standards is reported to the Commission on an annual basis. The District superintendent and school principals are responsible for ensuring that all data reported to the Mississippi Department of Education are true and accurate as verified by supporting documentation on file in the school district. Reporting false information is a violation of the accreditation requirements set forth by the State Board of Education and may result in the downgrading of the District's accreditation status.

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>The District is <u>noncompliant</u> with Accreditation Policy 2.1. The school district has failed to report complete and accurate data to the MDE.</p> <ul style="list-style-type: none"> • A comparison of the 2015-2016 MSIS Personnel/Accreditation Data Report with employee contracts and salary schedules revealed numerous errors, omissions, and inconsistencies among MSIS reports, salary schedules, and contracts. The following deficiencies were noted: <ul style="list-style-type: none"> ○ Salaries reported for approximately 284 of 4881* employee contracts, differ with the salaries reported in the MSIS Personnel/Accreditation Data Report for 2015-2016. ○ Salaries reported for approximately 284 of the 4881* employees in the 2015-2016 MSIS Personnel/Accreditation Data Report and in employee contracts could not be matched to the district pay scales. ○ The number of days employed in the contracts of some employees does not match the number of days employed reported in the 2015-2016 MSIS Personnel/Accreditation Data Report. ○ Supplemental contracts were not included in employment contracts for every individual receiving district supplements 	<ul style="list-style-type: none"> • All administrative staff members and any other staff assigned to report MSIS data shall be properly trained on the MSIS data reporting requirements, procedures, and timelines to ensure that only the highest quality data is submitted. • Administrators and other appropriate personnel shall become familiar with the <i>MSIS Personnel Reference Manual</i> that can be downloaded and printed from the Management Information System (MIS) web page at http://www.mde.k12.ms.us/msis/documents/2011-2012/2011-2012%20MSISREFMAN.pdf. • The individual(s) responsible for personnel records and MSIS data shall perform their tasks with diligence and thoroughness that demonstrate the importance of keeping accurate, complete, and up-to-date records. • Documentation supporting compliance with employment policies and procedures must be current and on file in the district. • Approved job descriptions shall be developed and on file for all positions, including all additional duties assigned to employees. Each employee shall have an approved job description that accurately describes his/her job duties and qualifications. • The District shall review job descriptions, work assignments, and duties, as well as contracts and salaries, to ensure that all employees 	<p>Immediately and Ongoing.</p>

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>for additional duties. It is unclear if supplements were reported in the salaries of these individuals.</p> <p>*4881 employees with more than one (1) day employed</p>	<p>have been accurately reported on the MSIS Personnel/Accreditation Data Report, and that employee contracts substantiate the same data.</p> <ul style="list-style-type: none"> • All data shall be reported accurately and in compliance with MSIS reporting procedures. All personnel data must be consistent. That is, personnel information approved by the school board must agree with information reported in contracts and in the MSIS report. When reporting active personnel to MSIS, the District shall ensure the following: <ul style="list-style-type: none"> ○ All assigned district duties, job titles, and salaries shall be reported to the MDE via the MSIS Personnel/Accreditation Data Report. ○ Additional supplements and stipends shall be reported for each district employee in accordance with MSIS guidelines. ○ Employees who begin work after the official school-starting day shall be reported with less than 100% district time. ○ For <i>Days Employed</i>, indicate the number of days the employee is under contract. ○ <i>Special Program Codes</i> are used to indicate that all or part of the employee’s salary is paid from federal or special State funds. ○ When an employee works in more than one (1) position, the salary for each position is reported separately. ○ When an employee’s salary is paid from more than one (1) funding source, the employee’s salary and minutes must be prorated. ○ Any period block that is after normal school hours shall be indicated with “AS.” ○ The work assignments of employees shall be accurately reflected in the MSIS Personnel/Accreditation Data Report and shall correspond with each school’s daily schedule. The period numbers shall correspond to number of periods in the 	

FINDINGS	CORRECTIVE ACTION	TIMELINE
	<p>school day and shall show the class/course/assignment for each employee, including their planning period. (Exceptions include Pre-K and Kindergarten and some special education teachers.) Generally, in a seven-period day, six (6) of the class periods should correspond to six (6) courses and one (1) period shall indicate planning in the schedules of <i>full-time teachers</i>.</p> <ul style="list-style-type: none"> o The required amount of instructional time for all teachers shall be reflected in class schedules. Adequate non-instructional time that allows for movement within the school day, including class changes and lunch, should be built into these schedules. School schedules shall be uniform among all teachers within the same school. <p>The Mississippi Department of Education (MDE) will assign staff to monitor the MSIS Personnel/Accreditation data reporting process for school year 2016-2017 and verify that all required information is accurately reported following established procedures.</p> <p>This citation of noncompliance will remain on record until the 2016-2017 MSIS Personnel Accreditation Data Report has been submitted with all required data supported by documentation on file with the District, and the Office of District Accreditation has verified compliance with such data.</p> <p>Contact staff in the Office of District Accreditation at 601.359.3764 for technical assistance or when the District is prepared to verify compliance.</p>	

April 5-22, 2016

STANDARD 1. The local school board and the superintendent of schools shall exercise due diligence in performing the respective duties of each office in accordance with applicable law. The local school board’s responsibilities shall pertain to matters of setting policy and shall not interfere in the day-to-day operations of the school district that include, but are not limited to, such duties as those relating to personnel and management decisions. Failure to comply shall result in the immediate downgrade of the District’s accreditation status to Probation or Withdrawn as indicated in Accreditation Policy 2.5.

STANDARD 1.1. The school board assigns all executive and administrative duties to the superintendent, who is properly licensed and chosen in the manner prescribed by law.

REGULATIONS. Miss. Code Ann. §§ 25-41-1 et al.; §§ 25-61-1 through 17; § 37-3-4(5); §§ 37-6-7, 9, 11, and 15; § 37-7-306(1-4); §§ 37-9-1 through 75; §§ 37-9-101 through 113; § 37-7-301(p)(w); § 37-6-3(3-4); §§ 37-9-7, 13, and 14; § 37-61-9; § 37-151-5(h); and the Federal Civil Rights Act of 1964.

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>The District is noncompliant with Process Standards 1 and 1.1.</p> <p>Miss. Code Ann. § 37-9-14 outlines the management responsibilities of the school district superintendent as required by State law and approved local school board policies. The superintendent is responsible for implementing plans, procedures, programs, and systems to achieve clearly defined, desired results. Based on the Findings outlined in this audit report, the superintendent does not provide effective educational leadership in key areas including management of district personnel, effective implementation of policies, and the development of board and community relations.</p> <ul style="list-style-type: none"> Based on confidential interviews and survey results, policies are inconsistently applied. Implementation of discipline policies administered by the principal are often overturned by the Superintendent or central office administration. Reports also indicate the principals’ “hands are tied” regarding administering discipline consequences. Based on the Findings for Process Standard 1.2, the Superintendent does not ensure that the school district operates according to school board policies and procedures that comply with state and federal statutes and SBE policies and standards. 	<p>The District shall ensure the superintendent implements plans, procedures, programs, and systems to achieve clearly defined, desired results. The superintendent shall employ appropriately licensed individuals to carry out the programs.</p> <p>Best practices include:</p> <ul style="list-style-type: none"> Establish effective mechanisms for communication to and from staff; Oversee a program to manage and monitor discipline procedures for equity and effectiveness; Organize the central office in a manner consistent with district priorities and resources; Implement an instructional management plan (IMP) that clearly defines the academic goals necessary for improving student achievement and employing experienced individuals capable of implementing the IMP throughout the district; Promote a relationship among the board, administrators, teachers, and the community that promotes trust, honest communication, and sincerity; 	<p>Immediately and Ongoing.</p>

April 5-22, 2016

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • Based on the Findings for Process Standard 20, as the educational leader of the district, the Superintendent does not implement an instructional management plan that clearly defines the academic goals necessary for improving student achievement. • Based on the Findings for Process Standards 30 and 31, the Superintendent fails to ensure that school facilities are maintained according to standards required for clean, safe, and orderly schools. • Based on the Findings for Process Standard 31, the Superintendent fails to ensure that a positive, safe, and secure school climate exists for students where teachers and staff feel supported by the administration and are able to maintain order and control. 	<ul style="list-style-type: none"> • Develop and implement a system for reporting to the board on policy issues, achievement growth/lack of growth, and other significant issues; and • Establish a mechanism to promote community and business commitment and involvement with the district and building a relationship of trust. <p>Contact staff in the Office of District Accreditation at 601.359.3764 for technical assistance or when the District is prepared to verify compliance with these Process Standards.</p>	

April 5-22, 2016

STANDARD 1.2. School board policies that comply with state and federal statutes, rules, and regulations serve as the basis of operation for the District, and current copies (print or electronic) of school board policies are published and available for public review.

REGULATIONS. Miss. Code Ann. § 25-41-7; §§ 25-61-1 through 17; §§ 37-9-1 through 75; §§ 37-9-101 through 113; § 37-7-301(p)(w); and the Federal Civil Rights Act of 1964.

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>The District is noncompliant with Process Standard 1.2.</p> <p>Board policies do not serve as the basis of operation for the district. Many policies are not current, and irregularities and inconsistencies exist in these documents when compared with other district documents. Findings include, but are not limited, to the following:</p> <ul style="list-style-type: none"> • Policies and the Parent-Student Handbook contain many duplications. The handbook is disorderly and repetitious. • The handbook contains no <i>Code of Student Conduct</i>. • Policies include references to outdated versions of the <i>Mississippi Public School Accountability Standards</i>. • The school board has failed to adopt, maintain, and implement policies that are current and clearly define and ensure that the necessary plans, procedures, programs, and systems are in place to effectively implement a discipline system that supports principals and teachers and ensures decisions are made consistently for all students. Based on confidential interviews and survey results, discipline policies are applied inconsistently, and central office administrators and board members overturn the administration’s decisions regarding student discipline. • Irregularities and inconsistencies exist between school board policies and the student handbook. Furthermore, some board policies are not consistent with current state law and SBE policy. Examples include, but are not limited to, attendance, grading, graduation requirements, 	<p>Official school board policies shall serve as the basis of operation for the school district. The student handbook and personnel manual function as a means to communicate approved school board policy to staff, students, and parents/guardians.</p> <ul style="list-style-type: none"> • Establish a systematic process for reviewing and revising school board policies. • When policy revisions are approved by the school board, communicate changes to all school district staff. • Review all school district publications to ensure that all statements are clearly written and consistent with approved school board policy. • Develop one student handbook for the school district that clearly communicates approved school board policy to staff, students, and parents/guardians. • The District must develop a <i>Code of Student Conduct</i>. The <i>Code of Student Conduct</i> must provide a systematic process of behavioral correction in which inappropriate behaviors are consistently followed by consequences. At the beginning of each year, a code of conduct that has been developed in consultation with school personnel, students, and parents, shall be made available to all teachers, students, and parents. It recognizes the teacher as the classroom authority that provides the right to remove disruptive students. The code of conduct mandates procedures for developing behavior modification plans by the principal, teacher, and parents and also mandates policies regarding gang-related activities. <p>Miss. Code Ann. § 37-11-55 specifically provides as follows:</p>	<p>Immediately and Ongoing.</p>

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>promotion/retention, Tuition-based Summer School, and Extended School Year.</p> <ul style="list-style-type: none"> There is no structured procedure in place for reviewing, revising, and rescinding policies. 	<p>The local school board shall adopt and make available to all teachers, school personnel, students, and parents or guardians, at the beginning of each school year, a code of student conduct developed in consultation with teachers, school personnel, students, and parents or guardians. The code shall be based on the rules governing student conduct and discipline adopted by the school board and shall be made available at the school level in the student handbook or similar publication. The code shall include, but not be limited to:</p> <ul style="list-style-type: none"> Specific grounds for disciplinary action under the school district’s discipline plan; Procedures to be followed for acts requiring discipline, including suspensions and expulsions, which comply with due process requirements; An explanation of the responsibilities and rights of students with regard to attendance, respect for persons and property, knowledge and observation of rules of conduct, free speech and student publications, assembly, privacy, and participation in school programs and activities; Policies and procedures recognizing the teacher as the authority in classroom matters, and supporting that teacher in any decision in compliance with the written discipline code of conduct; such recognition shall include the right of the teacher to remove from the classroom any student who, in the professional judgment of the teacher, is disrupting the learning environment, to the office of the principal or assistant principal. The principal or assistant principal shall determine the proper placement for the student, who may not be returned to the classroom until a conference of some kind has been held with the parent, guardian or custodian during which the disrupting behavior is discussed and agreements are reached that no further disruption will be tolerated. If the principal does not approve of the determination of the teacher to remove the student from the classroom, the student may not be removed from the classroom, and the principal, upon request from the teacher, must provide justification for his disapproval; All school board policies and student handbooks must contain consistent and current state law and SBE policy requirements related to attendance, grading, graduation requirements, 	

FINDINGS	CORRECTIVE ACTION	TIMELINE
	<p>promotion/retention, Tuition-based Summer School, and Extended School Year.</p> <ul style="list-style-type: none"> • Policies and procedures for dealing with a student who causes a disruption in the classroom, on school property or vehicles, or at school-related activities; • Procedures for the development of behavior modification plans by the school principal, reporting teacher and student's parent for a student who causes a disruption in the classroom, on school property or vehicles, or at school-related activities for a second time during the school year; and • Policies and procedures specifically concerning gang-related activities in the school, on school property or vehicles, or at school-related activities. <p>This citation of noncompliance will remain on record until the school board has taken corrective action to ensure that local board policies comply with state and federal statutes and SBE policies and standards and also that such policies are being fully implemented in accordance with state and federal statutes and SBE policies and standards.</p> <p>Contact staff in the Office of District Accreditation at 601.359.3764 for technical assistance or when the District is prepared to verify compliance with this Process Standard.</p>	

April 5-22, 2016

STANDARD 1.3. School board members complete required basic and continuing education programs in order to effectively perform their duties in the manner prescribed by law.

REGULATIONS. Miss. Code Ann. §§ 25-41-1 et. al; §§ 25-61-1 through 17; § 37-3-4(5); §§ 37-6-7, 9, 11, and 15; and § 37-7-306(1-4).

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>The District <u>is noncompliant</u> with Process Standard 1.3.</p> <p>The school board has failed to effectively perform its duties in its role of oversight of management for the District as prescribed by law.</p> <p>The school board has not maintained current school board policies. Consequently, it has failed to ensure that it has provided proper governance and leadership to the District.</p> <ul style="list-style-type: none"> School board members have acted individually, rather than as a board as a whole. Miss. Code Ann. § 37-7-301(f) requires the school board to visit schools in the District <i>as a body</i> for the purpose of determining what can be done for the improvement of the school in a general way. Numerous reports were provided from individuals within the District, as well as from members of the school board, that school board members visit schools individually and not as a group. Reports from District personnel indicate that board members are contacted directly by staff members and members of the community, as well as staff members and members of the community are contacted directly by board members, circumventing the District’s chain of command. These practices are inconsistent with training and recommendations of the Mississippi School Boards Association and the Mississippi Department of Education. 	<p>The school board shall govern in a manner that concentrates on policymaking to improve student achievement. Policies shall be developed, implemented, and practiced by all district personnel, including the school board and superintendent, in accordance with the highest educational, financial, and ethical standards.</p> <ul style="list-style-type: none"> The school board shall set policy, delegate executive, supervisory and instructional authority to its employees, and appraise the results achieved in light of the goals of the school district. A board member has no authority to act individually, which includes making unscheduled visits to schools. A board member has the authority to act on behalf of the school district <u>only</u> when the school board is in session. At no other time does the board member have any official authority. Board members are not responsible for the day-to-day operations of the school and must not become involved in issues until they come before the board. Issues or problems should be resolved following the chain of command and not at the board level until all other avenues of resolution have been exhausted. The board speaks to day-to-day situations through its policy statements. Board members must follow a policy for communicating with the public and for encouraging the public to follow the chain of command process. Parents and members of the community who contact school board members should be encouraged to contact the school district staff directly responsible for the issue, from teacher to principal to superintendent, following the appropriate chain of 	<p>Immediately and Ongoing.</p>

FINDINGS	CORRECTIVE ACTION	TIMELINE
	<p>responsibility. If the concern is not resolved, it may go before the board. Board members must explain to parents and community that the board has no authority except when in session.</p> <p>Contact staff in the Office of District Accreditation at 601.359.3764 for technical assistance or when the District is prepared to verify compliance with this Process Standard.</p>	

STANDARD 2. All district professional positions requiring licensed staff are filled by staff that are properly licensed and endorsed as required by state law and federal requirements of the Elementary and Secondary Education Act (ESEA).

REGULATIONS. Miss. Code Ann. § 37-9-7; SB Policies 7801, 7802; ESEA; and Federal Code.

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>The District is <u>noncompliant</u> with Process Standard 2.</p> <ul style="list-style-type: none"> • Many professional positions in the District are filled by staff who do not hold a valid Mississippi Teacher’s License or who are not properly endorsed for the subject they are teaching. • The District has a high teacher turnover rate and teacher abandonment of jobs. Students in those classes are divided and assigned to different classes. This also occurs when teachers are absent. Their students are dispersed among other classes. • Auditors were unable to determine the degree to which the District is noncompliant regarding the lack of properly certified or licensed professional staff. Many positions are listed in the District Personnel Edits; however, reports from individual schools revealed that a number of teachers had left the District and their classes are now covered by substitutes or either their students were merged into other classes in which the same subject matter was not being taught. The students were monitored by the classroom teacher, but received no instruction. A detailed personnel listing was provided to a staff member at one (1) school and the staff member indicated 12 professionals out of 30 were no longer teaching at the school. • One (1) individual was reported in the metro area newspaper as having a felony on record. This individual failed to disclose the felony on record. This matter has been referred to the Office of Educator Misconduct for further investigation. See Findings for Process Standard 2.1. 	<p>Refer to Miss. Code Ann. § 37-9-7 which states the following:</p> <p>It shall be unlawful for any superintendent, principal, or teacher to be employed or contracted with to teach or serve in any of the public schools of this state who does not hold a proper license as required by the State Board of Education.</p> <ul style="list-style-type: none"> • The District shall develop and implement approved local school board policy for the employment of certified teaching staff that complies with state law and SBE policy. • All district professional positions requiring licensed staff shall be filled by staff that are properly licensed and endorsed as required by state law and federal requirements of the Elementary and Secondary Education Act (ESEA). <p>Contact staff in the Office of District Accreditation at 601.359.3764 for technical assistance or when the District is prepared to verify compliance with this Process Standard.</p>	<p>Immediately and Ongoing.</p>

April 5-22, 2016

STANDARD 2.1. The school district employs an appropriately licensed full-time principal at each school. The principal may not have any other job duties assigned in areas that require a specific work area code unless a waiver is granted by the Commission on School Accreditation. This standard does not apply to assistant principals.

REGULATIONS. Miss. Code Ann. §§ 37-9-7 and 15; and § 37-151-5(g).

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>The District is noncompliant with Process Standard 2.1.</p> <p>While the District has employed appropriately licensed principals at each school, auditors reported the following concerns regarding some administrators:</p> <ul style="list-style-type: none"> The District has recently employed an administrator who was reported in the metro area newspaper as ineligible for employment due to a background check that revealed a felony on record. This matter has been referred to the Office of Educator Misconduct for further investigation. 	<p>The District must employ an appropriately licensed, full-time principal at each school. Employment procedures authorized in Miss Code. Ann. § 37-9-17 must be followed when hiring personnel.</p> <p>Contact staff in the Office of District Accreditation at 601.359.3764 for technical assistance or when the District is prepared to verify compliance with this Process Standard.</p>	<p>Immediately and Ongoing.</p>

April 5-22, 2016

STANDARD 2.2. With the exception of academic core subjects, the professional staff in each school is comprised of no more than 5% of Full Time Equivalent (FTE) units working outside the area or areas of endorsement. Assistant principals and administrative interns who are not properly endorsed may be included in the 5% FTE working outside their area of endorsement, provided that they do not act in the place of the principal. An appropriate license is required for superintendents, principals, librarians, and guidance counselors.

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>The District <u>is noncompliant</u> with Process Standard 2.2.</p> <p>Information provided through interviews with school personnel and a review of MSIS Accreditation Personnel Edits for School Year 2015-2016 indicates that approximately 79 of the 1643 certified teachers employed by the District are working outside their areas of certification in academic core subjects. Approximately 200 of the 1643 teachers have no certification or are improperly certified.</p>	<p>All District professional positions requiring licensed staff must be filled by staff that are properly licensed and endorsed as required by state law and federal requirements of the Elementary and Secondary Education Act (ESEA). All teachers of academic core subjects are required to be Highly Qualified.</p> <p>The District must report vacancies to the MS Teacher Center for assistance with recruiting Highly Qualified teachers.</p> <p>Contact staff in the Office of District Accreditation at 601.359.3764 for technical assistance or when the District is prepared to verify compliance with this Process Standard.</p>	<p>Immediately and Ongoing.</p>

April 5-22, 2016

STANDARD 2.3. The school district employs in each school a licensed librarian or media specialist who devotes no more than one-fourth (¼) of the workday to library/media administrative activities.

2.3.1 If the student enrollment is 499 or less, a half-time licensed librarian or media specialist is required.

2.3.2 If the student enrollment is 500 or more, a full-time licensed librarian or media specialist is required.

REGULATIONS. Miss. Code Ann. § 37-17-6(3) (a-e).

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>The District is <u>noncompliant</u> with Process Standards 2.3, 2.3.1, and 2.3.2.</p> <p>Of 22 schools audited, a librarian was reported at every school. The MSIS Personnel Edit Report indicates that a librarian is not reported at three (3) of the 58 schools within the District. Based on observations and interviews with district personnel, because of numerous other responsibilities assigned to librarians, librarians are unable to devote half of a day (if enrollment 499 or less) or a full day (if enrollment 500 or more) to providing library media services. See Findings for Process Standards 18, 18.1, and 18.2.</p>	<p>When the master schedule of classes has been completed for school year 2016-2017, provide a copy of the schedule that includes the librarian for all schools to the Office of District Accreditation. Note in the report the enrollment of each school.</p> <p>For technical assistance or additional information, contact Limeul Eubanks in the Office of Elementary Education and Reading at 601.359.2586 or leubanks@mdek12.org. These Process Standards will be cleared when the Office of District Accreditation has received notice from Mr. Eubanks in the Office of Elementary Education and Reading that the District is in compliance.</p>	<p>Immediately and Ongoing.</p>

April 5-22, 2016

STANDARD 3. The school district implements an annual, formal personnel appraisal system for licensed staff that includes assessment of employee on the job performance.

- 3.1 Superintendent Evaluation using the assessment benchmarks established by the Mississippi School Boards Association (MSBA) and consistent with assessment components defined in MS Code § 37-7-301.**
- 3.2 Mississippi Principal Evaluation System (MPES).**
- 3.3 Mississippi Teacher Evaluation System.**
- 3.4 Other district staff evaluations as determined by local school board policy.**

REGULATIONS. Miss. Code Ann. § 37-3-46(b) and § 37-7-301.

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>The District is <u>noncompliant</u> with Process Standards 3, 3.1, 3.2, 3.3, and 3.4.</p> <p>The District is noncompliant with Process Standards 3, 3.1, 3.2, 3.3, and 3.4 due to the lack of current, accurate school board policies regarding formal personnel appraisal systems. The school board last approved Policy GBH in 2009. It was also noted that not all librarians have been evaluated on the Mississippi Librarian Evaluation Appraisal instrument in accordance with Process Standard 3.4.</p>	<ul style="list-style-type: none"> • Properly implement the formal personnel appraisal systems for the positions specified in Process Standards 3, 3.1, 3.2, 3.3, and 3.4. For assistance, contact the Mississippi Teacher Center http://www.mde.k12.ms.us/OEE/m-star in the Department of Education at 601.359.3631 or the Mississippi School Boards Association for assistance with the Superintendent’s evaluation. • The District shall review and revise Board Policy GBH. 	<p>Immediately and Ongoing.</p>

April 5-22, 2016

STANDARD 6. The school district complies with state law and State Board of Education policy on enrollment requirements.

- 6.1 Residency requirements**
- 6.2 Immunization requirements**
- 6.3 Age of entry requirements**

REGULATIONS. Miss. Code Ann. § 37-7-301(i); § 37-15-1; § 37-15-9; § 37-15-29; § 41-23-37; and SB Policy 6600.

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>The District is <u>noncompliant</u> with Process Standards 6, 6.1, 6.2, and 6.3.</p> <p>Standard 6.1: Residency Requirements</p> <p><i>Board Policy JBE</i> regarding residency is not current and does not reflect the District’s current practice. Current policy states if the student’s residency has not changed after initial enrollment, that a <i>Declaration of Residence Form</i> is used; however, district documentation and information from district staff indicate that it is current practice in the District to obtain residency documentation every year.</p> <p>The following deficiencies are indicated by standard and by school:</p> <p><u>Casey Elementary</u> A sample of 39 student records were reviewed.</p> <ul style="list-style-type: none"> • Two (2) of 39 cumulative folders have addresses that do not match the proofs of residency. • Three (3) of 39 cumulative folders have only one (1) proof of residency. • Six (6) of 39 cumulative folders do not have a district residency form. • One (1) of 39 cumulative folders has no proof of residency. <p><u>Isable Elementary</u> A sample of 32 student records were reviewed.</p> <ul style="list-style-type: none"> • One (1) of 32 records reviewed has no proof of residency in the cumulative folder. • One (1) of the 32 records has only one (1) proof of residency. 	<p>The District shall revise its residency policy, JBE, and procedures to be in compliance with its current practice and with State Board Policy 6600.</p> <p>6.1 Residency Requirements</p> <p>The District shall develop and implement approved local school board policy for residency verification that complies with state law and SBE Policy.</p> <ul style="list-style-type: none"> • If the Board revises its policy to require the verification of residency each year, the District shall secure two (2) current, appropriate proofs of residency each year and attach them to the District form that contains a school district official’s signature. • An orderly and accurate process for securing proofs of residency must be instituted. Designate and train staff at each school to implement approved school board policy for residency verification when students initially enroll in the school district. • Following appropriate staff training, review documentation on file for each student currently enrolled to ensure that two (2) appropriate proofs of residency are on file and verified by the signature of the designated school district official. • All enrollment forms, including those used to verify residency shall <i>be completely filled out, and a school district official’s signature</i> 	<p>Immediately and Ongoing.</p>

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p><u>Timberlawn Elementary School</u> A sample of 108 student records were reviewed: 37 Pre-K, 31 kindergarten, and 40 Grades 1 through 5.</p> <ul style="list-style-type: none"> • Three (3) of the 40 cumulative folders reviewed in Grades 1 through 5 have only one (1) proof of residency. <p><u>Brinkley Middle School</u> A sample of 39 student records were reviewed. Only 24 were audited on Tdap immunization because it is not required for students in Grade 6.</p> <ul style="list-style-type: none"> • Three (3) of 39 students have only one (1) proof of residency. • One (1) of 39 students has residency in the name of someone other than the parent. • Three (3) of 39 students have residency information that is outdated. • Five (5) of 39 students have no residency form. <p><u>Northwest Middle School</u> A sample of 43 student records were reviewed. Tdap immunization is not required for students in Grade 6.</p> <ul style="list-style-type: none"> • A form used for residency in all grades has no place for a school official to sign and date. • One (1) of 43 student records reviewed has no proof of residency. • Two (2) of 43 student records reviewed have no current residency information. • One (1) of 43 student records reviewed has residency proofs for another name, and the parent's name is only on one (1) proof. • One (1) of 43 student records reviewed has an affidavit for proof of residency, but the expiration date has passed. • One (1) of 43 students has only one (1) proof of residency. <p><u>Rowan Middle School</u> A sample of 19 records were reviewed.</p> <ul style="list-style-type: none"> • One (1) of 19 records reviewed has no proof of residency. • One (1) of 19 records has no official's signature on the residency form. 	<p>on these forms is required to validate the information. These forms should be maintained at the school where the student is enrolled.</p> <ul style="list-style-type: none"> • After residency has been obtained each year, the old documents from previous years shall be removed from the student records as they will no longer be acceptable. 	

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p><u>Whitten Middle School</u> A sample of 54 student records were reviewed.</p> <ul style="list-style-type: none"> • Fifty-four (54) of the 54 records reviewed have no evidence the school is using the official residency form described in the student handbook. • Seven (7) of the 54 cumulative folders do not have 2015 residency information. • Five (5) of the 54 cumulative folders have only one (1) proof of residency. • Five (5) of the 54 cumulative folders reviewed do not have a district official's signature on the registration form. <p><u>Callaway High School</u> A sample of 160 out of 1,111 student records were randomly reviewed in Grades 9 through 12:</p> <ul style="list-style-type: none"> • One hundred sixty (160) of the 160 student records reviewed have no residency verification forms signed and dated by a school representative. • Forty-six (46) of the 160 student records reviewed do not have two (2) proofs of residence for the 2015-2016 school year. • Seventeen (17) of the 160 student records reviewed have only one (1) proof of residence for the 2015-2016 school year. • Sixty-eight (68) of the 160 student records reviewed contain old residency documentation from prior years. <p>INFO SNAP is presently being used as the registration process for this school. There was no evidence of any form for an employee of the school to sign off as verified. No records viewed indicated any changes of addresses.</p>		

April 5-22, 2016

<p><u>Forest Hill High School</u> A sample of 114 out of 1,115 student records were randomly reviewed in Grades 9 through 12:</p> <ul style="list-style-type: none">• One hundred fourteen (114) of the 114 student records reviewed have no residency verification forms signed and dated by a school representative.• Twelve (12) of the 114 student records reviewed do not have two (2) proofs of residency for the 2015-2016 school year. <p><u>Jim Hill High School</u> A sample of 140 out of 1,240 student records were randomly reviewed in Grades 9 through 12:</p> <ul style="list-style-type: none">• One hundred forty (140) of the 140 student records reviewed have no residency verification forms signed and dated by a school representative.• Sixty-eight (68) of the 140 student records reviewed do not have two (2) proofs of residency for the 2015-2016 school year. <p><u>Wingfield High School</u> A sample of 94 out of 821 student records were randomly reviewed in Grades 9 through 12:</p> <ul style="list-style-type: none">• Ninety-four (94) of the 94 student records reviewed have no residency verification forms signed and dated by a school representative.• Sixty-nine (69) of the 94 student records do not have two (2) proofs of residency for the 2015-2016 school year. <p>Standard 6.2: Immunization Requirements</p> <p><u>Casey Elementary School</u></p> <ul style="list-style-type: none">• One (1) of the 39 cumulative folders reviewed contains no compliance form. <p><u>Timberlawn Elementary School</u></p> <ul style="list-style-type: none">• Two (2) student records reviewed have no immunization documentation. <p><u>Chastain Middle School</u></p>	<p>6.2 Immunization Requirements</p> <p>Immunization compliance shall be verified and documented for all students prior to enrollment as required by state law. Every student enrolled shall meet proper immunization requirements.</p> <ul style="list-style-type: none">• All records shall be reviewed to ensure that every student has current and proper immunization documented on the form designated by the Mississippi State Board of Health.	
--	---	--

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> Forty-six (46) student records were reviewed for Grades 7 and 8. Of these 46 student records reviewed, 19 do not contain Tdap immunization. <p><u>Northwest Middle School</u></p> <ul style="list-style-type: none"> Two (2) of 25 student records reviewed contain no Tdap immunization. <p><u>Whitten Middle School</u></p> <ul style="list-style-type: none"> Eighteen (18) of 54 cumulative folders contain no documentation of Tdap immunization. <p><u>Callaway High School</u></p> <ul style="list-style-type: none"> Seven (7) of the 75 student records reviewed in Grades 9 and 10 do not contain a copy of the Tdap immunization form. <p><u>Jim Hill High School</u></p> <ul style="list-style-type: none"> Thirty-five (35) of the 70 student records reviewed in Grades 9 and 10 do not contain a copy of the Tdap immunization form. <p><u>Lanier High School</u></p> <ul style="list-style-type: none"> Of the 120 records reviewed, four (4) did not contain an immunization compliance form. Of 30 ninth grade records reviewed, seven (7) are missing documentation. <p><u>Murrah High School</u></p> <ul style="list-style-type: none"> Of the 35 ninth grade student records reviewed, 19 contain no record of Tdap immunization. <p><u>Wingfield High School</u></p> <ul style="list-style-type: none"> Twenty-five (25) of the 94 student records reviewed contain expired temporary immunization compliance forms. <p>Standard 6.3: Age of Entry Requirements</p> <p><u>Isable Elementary School</u></p>	<ul style="list-style-type: none"> Establish a procedure to follow up with students who are enrolled with a temporary immunization form and ensure that all immunization requirements are completed within the timelines indicated on the temporary form. <p>6.3 Age of Entry Requirements</p> <p>Record of birth shall be verified and documented for all students to determine appropriate age of entry.</p>	

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> One (1) kindergarten record does not have a birth certificate; therefore, the auditors were unable to determine appropriate age of entry. <p><u>Timberlawn Elementary School</u></p> <ul style="list-style-type: none"> Two (2) students have no certified birth certificate on file. 	<ul style="list-style-type: none"> All student records shall be reviewed to ensure that every student has proper documentation of birth. The record of birth shall be documented on the students' records and verified/initialed by a designated school official. <p>Contact staff in the Office of District Accreditation at 601.359.3764 for technical assistance or when the District is prepared to verify compliance with these Process Standards.</p>	

April 5-22, 2016

STANDARD 7. Any transfer student from a school or program (correspondence, tutorial, or home study) not accredited regionally or by a state board of education [or its designee(s)] is given either a standardized achievement test(s) or teacher-made special subject test(s) to determine the appropriate classification of the student within thirty (30) days after filing for transfer. Notice of the administering of such test(s) shall be given to the applicant not less than five (5) days prior to the date of the administration of such test.

REGULATIONS. Miss. Code Ann. § 37-15-33; SB Policy 3801, 3802, 3803, and 3804.

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>The District is <u>noncompliant</u> with Process Standard 7.</p> <p>Noncompliance relates to the policy in the student handbook. The policy states that grades of students who transfer into the District must be converted into numerical values. It is addressed in a number of different places, but the conversion tables are inconsistent. See pages 49, 57, 66, 71, etc., of the student handbook.</p>	<p>Policies throughout district documents shall be reviewed to ensure that the requirements are consistent.</p>	<p>Immediately and Ongoing.</p>

April 5-22, 2016

STANDARD 8. Permanent records and cumulative folders for individual students contain all required data and are collected, maintained, and disseminated in compliance with state law, the Family Educational Rights and Privacy Act of 1974, and the Confidentiality Section of the *Individuals with Disabilities Act, 1997 Amendments*.

REGULATIONS. Miss. Code Ann. §§ 37-15-1 through 3; § 37-15-6; § 37-15-10; Appendix E; and the *Mississippi Cumulative Folders and Permanent Records Manual of Directions*.

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>The District is <u>noncompliant</u> with Process Standard 8.</p> <p><u>Casey Elementary School</u> – Thirty-nine (39) records were sampled.</p> <ul style="list-style-type: none"> • Two (2) of the 39 cumulative folders reviewed have no information recorded. • One (1) of 39 cumulative folders reviewed has no standardized test data recorded. • One (1) of the 39 records reviewed has no information recorded at the top of the permanent record. • One (1) of the 39 records reviewed has a different date of birth on the permanent record than the date on the birth certificate. • One (1) of the 39 records reviewed has no immunization information recorded on the permanent record. • One (1) of the 39 records reviewed has no attendance information recorded on the permanent record. • Six (6) of the 39 cumulative folders reviewed do not have the mother’s name recorded as it appears on the birth certificate. • Three (3) of the 39 cumulative folders reviewed do not have the father’s name recorded as it appears on the birth certificate. • One (1) of the 39 cumulative folders reviewed does not have the student’s name recorded as it appears on the birth certificate. • Two (2) of the 39 cumulative folders reviewed have a different date of birth than the date on the birth certificate. <p><u>Isable Elementary School</u> – Thirty-two (32) records were sampled.</p> <ul style="list-style-type: none"> • One (1) of the 32 cumulative folders reviewed has no initials to verify the birth certificate information. • Five (5) of the permanent records reviewed have no initials verifying the birth certificate information. 	<p>The school district shall implement local school board policies that comply with accreditation standards, state law, SBE policy, and federal requirements concerning the collection, maintenance, and dissemination of cumulative folders and permanent records.</p> <ul style="list-style-type: none"> • The permanent record, as the transcript for students enrolling in post-secondary education, shall be accurate when recording grades and transferring information. • The records of last year’s graduates shall be reviewed and when necessary, corrected according to the Manual of Directions for working with cumulative folders and permanent records. • At the high schools, a major revamping of record keeping must occur. Accurate tracking of graduation requirements for all Grades 7 through 12 students shall take place and cumulative folders and permanent records for these students shall include complete documentation concerning all courses in which Carnegie units have been earned. • In addition, records shall document the test scores of any test taken by the students including ACT scores and subject area test scores using the labels provided to the District. These labels shall be affixed in the appropriate places on the student records. • All District and/or school personnel responsible for student records shall be trained by the district on how to keep accurate 	<p>Immediately and Ongoing.</p> <p>The process shall be completed prior to any record being transferred and no later than pre-registration for the 2016-2017 school year.</p>

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • Eight (8) of the 32 cumulative folders reviewed do not have the name of the mother recorded as it appears on the birth certificate. • Two (2) of the 32 cumulative folders reviewed do not have the name of the father recorded as it appears on the birth certificate. • Three (3) of the 32 cumulative folders reviewed do not have the student’s name recorded as it appears on the birth certificate. • One (1) of the 32 cumulative folders reviewed has the incorrect birth certificate in the folder. • One (1) of the 32 cumulative folders reviewed contained no certified birth certificate. • Three (3) of the 32 cumulative folders reviewed have the parents’ names recorded in pencil. • One (1) of the 32 cumulative folders reviewed has the bar code recorded instead of the birth certificate file number. • One (1) of the 32 cumulative folders reviewed does not record the student’s date of birth. • One (1) of the 32 cumulative folders reviewed does not have the mother’s name recorded. • Three (3) of the 32 cumulative folders reviewed have no attendance information recorded. • Five (5) of the 32 cumulative folders reviewed have no enrollment data recorded. • Two (2) of the 32 cumulative folders have no grades recorded. • Ten (10) of the 32 permanent records reviewed do not include updated immunization information as required to be recorded on the record. • Four (4) of the 32 cumulative folders reviewed contain Form 121 but the information is not documented on the cumulative folder. • Nine (9) of the 32 records reviewed have an address on the cumulative folder and the permanent record that does not match the proof of residency provided. • Two (2) of the 32 cumulative folders and two (2) of the permanent records reviewed have no address recorded. <p><u>Smith Elementary School</u> – Forty (40) records were sampled.</p> <ul style="list-style-type: none"> • Forty (40) Pre-K through Grade 5 student folders were reviewed. • In four (4) of four (4) Pre-K records reviewed, neither date of birth or immunization was verified. 	<p>student records. The MDE Office of District Accreditation’s website has two (2) instructional videos, <i>Online Tutorials for Cumulative Folders and Permanent Records Part A and B</i>, as well as the online <i>Mississippi Cumulative Folder and Permanent Records Manual of Directions</i>. The MDE website link is: http://www.mde.k12.ms.us/accreditation .</p> <ul style="list-style-type: none"> • It is suggested that central office administration conduct a periodic review of school records to verify that records are maintained according to the <i>Mississippi Cumulative Folder and Permanent Records Manual of Directions</i>. <p>Contact staff in the Office of District Accreditation at 601.359.3764 for technical assistance or when the District is prepared to verify compliance with this Process Standard.</p>	

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p><u>Timberlawn Elementary School</u> – Forty (40) records were sampled.</p> <ul style="list-style-type: none"> • One (1) of the 40 cumulative folders reviewed for Grades 1 through 5 contains an incomplete birth certificate file number recorded. • One (1) of the 40 Grades 1 through 5 permanent records reviewed contains an incorrect birth certificate file number. • One (1) of the 40 cumulative folders and one (1) permanent record reviewed for Grades 1 through 5 has an incomplete birth certificate file number recorded. • Five (5) of the 40 Grades 1 through 5 cumulative folders reviewed do not have the father’s name recorded as it appears on the birth certificate. • Four (4) of the 40 cumulative folders have no address recorded. • Two (2) of the cumulative folders and two (2) permanent records of the 40 records reviewed do not document immunization compliance. • Four (4) of the 40 permanent records reviewed are incomplete. • Three (3) of the 40 permanent records reviewed do not have grades recorded for school year 2014-2015. • Five (5) of the 40 cumulative folders and permanent records reviewed are missing daily attendance grades. • One (1) cumulative folder reviewed has no address listed. • Two (2) of the 91 kindergarten cumulative folders reviewed contain no birth certificate. • Two (2) of the 91 kindergarten cumulative folders reviewed contain no immunization Form 121. <p><u>Blackburn Middle School</u> – Forty-seven (47) records were sampled.</p> <ul style="list-style-type: none"> • Nine (9) of 47 student records reviewed did not contain seventh grade standardized test data. <p><u>Brinkley Middle School</u> – Thirty-nine (39) records were sampled.</p> <ul style="list-style-type: none"> • One (1) of 39 student records reviewed has no certified birth certificate. • One (1) of 39 student records reviewed has the incorrect birth date recorded. 		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • Three (3) of 39 student records reviewed have an incomplete birth certificate file number recorded. • One (1) of 39 student records reviewed has no county of birth listed but it is on the certified birth certificate. • One (1) of the certified birth certificate numbers is not initialed on the cumulative record. • One (1) of 39 students has no MSIS ID number recorded. • One (1) of 39 students has no daily attendance recorded for Grades 3 through 5. • One (1) of 24 students has no Tdap immunization update on the cumulative folder. • Three (3) of 24 students have no Tdap immunization update on their permanent records. • Twenty (20) of 24 students have no Tdap immunization update on cumulative folders or permanent records. • One (1) of 39 students has no attendance data recorded on the cumulative folder. • Five (5) of 39 students have incomplete enrollment and withdrawal data. • Two (2) of 39 student records reviewed are missing all standardized test data. • Eight (8) of 39 student records reviewed are missing Grade 7 standardized test data. • Two (2) of 39 student records reviewed are missing Grade 5 standardized test data. • One (1) of 39 student records reviewed is missing courses and grades for Grade 7. • One (1) of 39 student permanent records has no courses or grades listed. • One (1) of 39 student records reviewed has the social security number written in the space for the birth certificate file number. 		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p><u>Chastain Middle School</u> – Sixty-nine (69) records were sampled.</p> <ul style="list-style-type: none"> • Fourteen (14) of the 69 student records reviewed have incomplete attendance data. • Twelve (12) of the 69 student records reviewed were incomplete in the area of courses taken and grades earned. • Sixty-six (66) of the 69 student records reviewed did not contain all standardized test data. • Fourteen (14) of the 69 student records reviewed revealed inconsistent data on the cumulative folder and the permanent record. <p><u>Hardy Middle School</u> – Fifty-six (56) records were sampled.</p> <ul style="list-style-type: none"> • Ten (10) student records of the 56 reviewed contained incomplete attendance data. • Seven (7) student records of the 56 reviewed contained incomplete data in the area of courses taken and grades earned. • Eleven (11) of the 56 student records reviewed, contained inconsistent data on the cumulative folder and the permanent record. <p><u>Northwest Middle School</u> – Forty-three (43) records were sampled.</p> <ul style="list-style-type: none"> • Four (4) of 43 records contain an incomplete birth certificate file number. • Eight (8) of 43 have inaccurate data for enrollment and withdrawal. • Two (2) of 43 addresses on permanent records do not match the address on the cumulative folder and the proofs of residency. • Nine (9) of 43 students’ immunization data is not updated on the records after Tdap compliance. • Eight (8) of 43 student records reviewed are missing standardized test information for Grades 5 and 6. • One (1) of 43 student records reviewed has an inaccurate birth date. • One (1) of 43 students has two (2) permanent records and one (1) cumulative folder, all of which are incomplete. 		

April 5-22, 2016

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • One (1) of 43 student records reviewed has an incomplete cumulative folder and several copies of the permanent record. • Two (2) of 43 student records reviewed do not have a Form 121 indicating Tdap immunization has been completed. • Twelve (12) of 43 student records reviewed are not updated to reflect the date of the Tdap immunization on Form 121. • Twelve (12) of 43 cumulative records are missing standardized test labels. • One (1) of 43 permanent records has the front completed but the back has no information. • One (1) of 43 permanent records has the incorrect social security number recorded. <p><u>Rowan Middle School</u> – Nineteen (19) records were sampled.</p> <ul style="list-style-type: none"> • Two (2) of 19 cumulative folders have incomplete birth certificate file numbers. • One (1) of 19 cumulative folders has the student’s last name spelled incorrectly. • Two (2) of 19 cumulative folders and permanent records do not have the father’s full name as recorded on the birth certificate. • Three (3) of 19 cumulative folders and permanent records do not have the mother’s full name as recorded on the birth certificate. • One (1) of 19 cumulative folders and permanent records reviewed does not list the student’s full name as recorded on the birth certificate. • One (1) of 19 student records reviewed does not record the legal guardian’s name on the cumulative record or the permanent record. • Two (2) of 19 permanent records reviewed have incomplete enrollment/withdrawal information. • One (1) of 19 permanent records reviewed has no grades recorded for Grade 4. 		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • One (1) of 19 permanent records reviewed has no standardized test data for Grades 3 and 4. • One (1) of 19 permanent records reviewed has no standardized test data for Grade 5. • One (1) of 19 permanent records reviewed does not have the same address as recorded on the cumulative record. • Three (3) of 19 permanent records have no standardized test data. • One (1) of 19 records has an address on the cumulative folder and the permanent record that does not match the proofs of residency provided. • Six (6) of 19 records reviewed do not record the updated immunization compliance dates on the student record that reflect the date of the Tdap immunization. <p><u>Whitten Middle School</u> – Fifty-four (54) records were sampled.</p> <ul style="list-style-type: none"> • Two (2) of the 54 cumulative folders have no initials verifying the birth certificate number. • Two (2) of the 54 cumulative folders have neither parent’s name recorded. • Four (4) of the 54 cumulative folders and permanent records do not have the father’s name recorded from the birth certificate. • One (1) of the 54 cumulative folders has an incomplete birth certificate file number. • One (1) of the 54 cumulative folders has an incorrect date of birth. • Eight (8) of the 54 cumulative folders do not have the mother’s complete name as recorded on the student’s birth certificate. • One (1) of the 54 cumulative folders reviewed does not have the student’s name recorded as it is on the birth certificate. • One (1) of the 54 cumulative folders reviewed has a father named but he is not named on the birth certificate. • Forty-two (42) of the 54 cumulative folders reviewed have no attendance recorded. • Eleven (11) of the 54 cumulative folders reviewed do not indicate that students have been enrolled. 		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • Fifteen (15) of the 54 cumulative folders reviewed have no courses and grades recorded. • Three (3) of the 54 records reviewed have information scratched out when corrected, rather than crossed out as required. • Six (6) of 54 cumulative folders reviewed have certificates verifying students have taken the Tdap vaccination but the new dates have not been recorded on the cumulative folder or the permanent record. • One (1) of the 54 cumulative folders and permanent records reviewed contains an address that does not match the proofs of residency provided. • Eighteen (18) of 54 cumulative folders reviewed are not updated under the <i>Immunization Compliance</i> section to reflect documentation of Tdap immunization. <p>At the high schools, the Summary of Courses section is not being completed for the majority of students. Also, the labels indicating the results of the subject area tests are not being affixed to the student folders.</p> <p><u>Callaway High School</u> – One hundred sixty (160) records were sampled.</p> <ul style="list-style-type: none"> • One hundred ten (110) of the 160 student records reviewed contain no documentation of the entrance date into Callaway High School. • Forty-eight (48) of the 160 student records reviewed contain no course labels that reflect grades and attendance on either the cumulative folder or permanent record. • Sixty-four (64) of the 160 student records reviewed contain no documentation supporting passing or failing SATP or PARCC end-of-course assessments. • Nine (9) of the 160 student records reviewed do not include an initial of a school representative confirming birth certificate information on the cumulative folder or permanent record. 		

April 5-22, 2016

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • Eighteen (18) of the 75 student records reviewed in Grades 9 and 10 do not contain on the student record a school official’s initials and date to verify the updated Tdap information. • Twenty-three (23) of the 160 student records reviewed do not contain on the student records a school official’s initials and date of compliance for the original immunization information. • Thirty-eight (38) of the 160 cumulative folders contain inconsistent information between the cumulative folder and the permanent record. <p><u>Forest Hill High School</u> – One hundred fourteen (114) records were sampled.</p> <ul style="list-style-type: none"> • Seven (7) of the 114 student records reviewed do not indicate a change of address recorded on the cumulative folder or permanent record for the 2015-2016 school year, although other documentation in the record indicates a change of address. • Sixty (60) of the 114 student records reviewed do not record the entrance date into Forest Hill High School. • Nineteen (19) of the 65 student records reviewed in Grades 9 and 10 do not contain a school official’s initials and date for the updated Tdap information. • Three (3) of the 114 student records reviewed do not contain a copy of the birth certificate. • Three (3) of 114 student records reviewed do not initial and verify birth certificate information on the cumulative record or permanent record. • Eighteen (18) of 114 student records reviewed do not contain any documentation supporting passing or failing SATP or PARCC end-of-course assessments. • Twelve (12) of 114 cumulative folders have information that is inconsistent with the information on the permanent records. 		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • Four (4) of 114 student records reviewed do not show the name of the father as listed on the certified birth certificate. • Four (4) of 114 student records reviewed do not document the immunization information on the cumulative folder or permanent record. <p><u>Jim Hill High School</u> – One hundred sixty (160) records were sampled.</p> <ul style="list-style-type: none"> • Six (6) of 140 student records reviewed do not contain the name of the mother or father as listed on the student’s certified birth certificate. • Seventy (70) of 140 student records reviewed do not include the entrance date into Jim Hill High School. • Twenty-three (23) of 140 student records reviewed do not contain any documentation supporting passing or failing SATP or PARCC end-of-course assessments. • Eight (8) of 140 cumulative folders do not include a permanent record. • Twenty-six (26) of 140 student records reviewed do not contain a school official’s initials and date for the original immunization information. • Thirteen (13) of 70 student records reviewed in Grades 9 and 10 do not contain verification on the student record of the Tdap immunization. • Three (3) certified birth certificates are missing in the 140 student records reviewed. • Twelve (12) of the 140 cumulative folders contained inconsistent information with the information on the permanent records. <p><u>Lanier High School</u> – One hundred twenty (120) records were sampled.</p> <ul style="list-style-type: none"> • Fourteen (14) of the 120 records reviewed contained conflicting address information when compared to the two (2) proofs of residency. • Seven (7) of the 120 records reviewed contained enrollment and withdrawal dates that were incomplete or missing. 		

April 5-22, 2016

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • Twenty-four (24) of the 120 records reviewed contained inconsistent data on the cumulative folder and the permanent record. <p><u>Murrah High School</u> – One hundred fifty-two (152) records were sampled.</p> <ul style="list-style-type: none"> • Fifteen (15) of 152 records reviewed had incomplete attendance data. • Eight (8) of 152 records had incomplete or missing enrollment dates. • Thirteen (13) of 152 records reviewed had incomplete information in the area of courses taken and grades earned. • One hundred fifty-two (152) records of 152 records lacked end of course assessment data as evidenced by missing test labels. • Thirty-two (32) of 152 records contain inconsistent data on the cumulative folder and the permanent record. <p><u>Provine High School</u> – One hundred twelve (112) records were sampled.</p> <ul style="list-style-type: none"> • Twenty-one (21) of the 112 student records reviewed contained incomplete attendance data. • Twenty-four (24) of 112 student records revealed incomplete information pertaining to courses taken and grades earned. • One hundred twelve (112) student records reviewed contained no standardized test data, as evidenced by the lack of test labels. • Forty-eight (48) of the 112 student records reviewed contained inconsistent data on the permanent record and cumulative folder. <p><u>Wingfield High School</u> – Ninety-four (94) records were sampled.</p> <ul style="list-style-type: none"> • Sixty-seven (67) of the 94 student records reviewed do not record the entrance dates into Wingfield High School. • Twenty-three (23) of 94 student records reviewed do not contain a permanent record with the cumulative folder. • Twenty-six (26) of the 41 student records reviewed in Grades 9 and 10 do not contain a school official’s initial and date on the student record for the updated Tdap information. 		

April 5-22, 2016

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none">• Twenty-three (23) of the 94 student records reviewed do not contain any documentation supporting passing or failing SATP or PARCC end-of-course assessments.• Five (5) of the 94 cumulative folders reviewed contain information that is inconsistent with the information on the permanent records.		

April 5-22, 2016

STANDARD 9. The school district engages in planning to review the educational status of each school in the District and to address specific actions relative to accreditation and performance separately.

REGULATIONS. Miss Code. Ann § 37-3-49(2)(e).

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>The District is <u>noncompliant</u> with Process Standard 9.</p> <ul style="list-style-type: none"> There appears to be a lack of shared vision and direction for addressing student outcomes and increasing student achievement. The superintendent indicated that a strategic plan has been developed; however, during board member interviews, few board members were familiar with the existence of the document and unaware of its contents. Jackson Public School District Board Policy IB addressing Strategic Planning states that joint responsibility exists for the accomplishment of objectives and it is important that all stakeholders know and understand the focus for the District. 	<p>This citation will remain on record until the District has established a systematic process for strategic planning, and the board has approved a strategic plan that addresses the educational status of each school in the District and specific actions relative to accreditation and performance separately. The District shall make clear how its mission, vision, and goals lead to improved academic achievement.</p> <p>Contact staff in the Office of District Accreditation at 601.359.3764 for technical assistance or when the District is prepared to verify compliance with this Process Standard.</p>	<p>Immediately and Ongoing.</p>

April 5-22, 2016

STANDARD 10. The school district implements procedures for monitoring and reporting student absences as specified in the Mississippi Compulsory Attendance Law.

10.1 The most recent annual audit report of the school district, as conducted under the guidelines of the State Auditor’s Office, verifies the accuracy, validity, and timely reporting of all student data submitted to the MDE, including, but not limited to, the electronic transmission of student enrollment, attendance, transportation, absenteeism, graduation, dropouts, and any other student data and administrative functions as deemed necessary.

REGULATIONS. Miss Code Ann. § 37-13-91; § 37-37-7(2)(b)(c)(d); § 37-37-13; SB Policies 3101 and 3102.

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>The District is <u>noncompliant</u> with Process Standard 10.</p> <p>The District has failed to report attendance in accordance with the reporting guidelines outlined in Miss. Code Ann. § 37-13-91.</p> <p>Findings include failure to report unlawful absences within the required timelines, failure to ensure that correct contact information is properly placed on the student attendance referrals, lack of approved policies and procedures related to unexcused absences and tardies, and failure to report suspensions to the MDE.</p> <p>In addition, auditors reviewing student records viewed documentation of students being absent for as many as 90 days and still passing courses and earned Carnegie units.</p>	<p>The District shall report the following to the Mississippi Department of Education’s School Attendance Officer:</p> <ul style="list-style-type: none"> Any compulsory-school-age child who has accumulated five (5) unlawful absences during the school year of the public school in which the child is enrolled, the school district superintendent or his designee shall report, within two (2) school days or within five (5) calendar days, whichever is less, the absences to the school attendance officer. The District shall ensure that correct contact information is properly placed on the student attendance referrals (i.e. phone number and/or address). The District shall not have policies or procedures that apply an unexcused absence to students that have acquired three (3) tardies. <p>The District shall report suspensions, as they occur, to the Mississippi Department of Education’s School Attendance Officer assigned.</p> <p>This citation of noncompliance will remain on record pending receipt of documentary evidence to verify compliance. For additional information and technical assistance, contact Toni Kersh in the Office of Compulsory School Attendance Enforcement at 601.354.5743 or tkersh@mde.k12.ms.us.</p>	<p>Immediately and Ongoing.</p>

April 5-22, 2016

STANDARD 13. The academic year provides a minimum of 180 teaching days in which both teachers and pupils are in regular attendance for scheduled classroom instruction. Any request for an exception to this standard must be submitted in writing to the Commission on School Accreditation for review and action. If the Governor has declared a disaster emergency or the President of the United States has declared an emergency or major disaster to exist in this state, the local school board may request approval from the State Board of Education to operate the schools in its district for less than one hundred eighty (180) days.

- 13.1 The teaching day must provide at least 330 minutes of instruction per day. {Miss. Code Ann. § 37-13-67}
- 13.2 The school district must ensure that during the academic school year a minimum of 140 hours of instruction is provided for each Carnegie unit of credit offered and 70 hours for each one-half (½) unit offered, except for remedial instructional programs, dual enrollment/dual credit, correspondence courses, MS Virtual Public School courses, and innovative programs authorized by the State Board of Education.
- 13.3 No more than two (2) of the 180 days may be 60% days. Both teachers and pupils must be in attendance for not less than 60% of the normal school day. {Miss. Code Ann. § 37-151-5(j)}
- 13.4 The school district schedules preparation for graduation ceremonies in such manner that graduating seniors are absent from classes for no more than three (3) days prior to the end of the school year. (Districts Meeting the Highest Levels of Performance are exempted.)
- 13.5 The summer school/extended year program [not Extended School Year (ESY) provided through special education programs] meets all applicable requirements of the regular school program. {Miss. Code Ann. § 37-3-49}
 - 13.5.1 Students from other schools enrolled in summer programs provide written approval from the principal of their home schools.
 - 13.5.2 Students enrolled in an extended year program complete all remaining course/subject requirements/objectives before credit for the course/subject is issued. {Miss. Code Ann. § 37-3-49}
 - 13.5.3 Students enrolled in a summer program are limited to earning one (1) Carnegie unit of credit during a traditional summer school session, which does not apply to extended year programs and approved virtual courses. (Districts Meeting the Highest Levels of Performance may be exempted under Miss. Code Ann. § 37-17-11.)

REGULATIONS. Miss. Code Ann. § 37-3-49; §§ 37-13-61 through 69; § 37-151-5(j); and § 37-151-7(3)(c-d).

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>The District is <u>noncompliant</u> with Process Standards 13, 13.1, and 13.2.</p> <ul style="list-style-type: none"> • Noncompliance with Standard 13.1 is related to JPS District Policy AE that states that the weekly instructional time shall equal a minimum of 27 ½ hours of instruction. Districts are not allowed to average daily instructional time over a week to meet minimum hours of instruction. The teaching day shall provide at least 330 minutes of instruction per day. 	<p>Revise Policy AE and make necessary corrections in all district documents, schedules, and reports to be in compliance with Process Standards 13, 13.1, and 13.2. Submit a class schedule for 2016-2017 to the Office of District Accreditation for all middle schools and high schools.</p> <p>Contact staff in the Office of District Accreditation at 601.359.3764 for technical assistance or when the District is</p>	<p>Immediately and Ongoing.</p>

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • Board policy JBL incorrectly defines an instructional school day as 63% of required instructional time. This percentage is used for the purpose of determining and reporting attendance. See Process Standard 13.1. • Noncompliance with Standard 13 is related to the lack of instructional time that is required to be provided in classes that offer Carnegie unit credit as indicated at the following schools: <ul style="list-style-type: none"> ○ At Northwest Middle School, three (3) of the four (4) periods in the block schedule have 93 minutes of instruction rather than 94 minutes as required. ○ At Whitten Middle School, every block does not contain the minimum 94 minutes of instruction. 	<p>ready for a follow-up visit to verify compliance with these Process Standards.</p>	

STANDARD 14. The school district requires each student, in order to receive a high school diploma, to have met the requirements established by its local board of education and by the State Board of Education.

REGULATIONS. Miss. Code Ann. § 37-16-7; SB Policies 2902, 2903, 3801, 3802, 3803, 3804; and Appendix A.

- 14.1 Each student receiving a standard high school diploma has earned the minimum number of Carnegie units as specified in Appendix A. (See Appendix A.) (SB Policies 2902 and 2903) Students receiving a standard diploma may select from four (4) graduation pathways as specified by the local school district's graduation requirements.
 - 14.1.1 Entering ninth graders in 2005-2006 and thereafter (seniors of school year 2008-2009 and later) are required to have a minimum of 21 Carnegie units as specified in Appendix A-1.
 - 14.1.2 Entering ninth graders in 2008-2009 and thereafter (seniors of school year 2011-2012 and later) are required to have a minimum of 24 Carnegie units as specified in Appendix A-2, unless, in accordance with school board policy, their parent/guardian requests to opt the student out of Appendix A-2 requirements. This student would be required to complete the graduation requirements specified in A-1.
 - 14.1.3 Entering eleventh graders in 2010-2011 and thereafter (seniors of school year 2011-2012 and later) who chose the Career Pathway Option are required to earn the minimum graduation requirements specified in Appendix A-3. {Miss. Code Ann. § 37-16-17}
 - 14.1.4 Beginning in school year 2011-2012, all eighth grade students are required to have an Individualized Career and Academic Plan (iCAP) prior to exiting the eighth grade.
 - 14.1.5 Innovative Programs
 - 14.1.6 Early Exit Diplomas
- 14.2 Each student receiving a standard diploma has achieved a passing score on each of the required high school exit examinations. {Miss. Code Ann. § (SB Policies 3600, 3801, 3803, and 3804)}
- 14.3 Each student who has completed the secondary curriculum for special education may be issued a special diploma or certificate of completion, which states: "This student has successfully completed an Individualized Education Program." {Miss. Code Ann. § 37-16-11(1)}
- 14.4 Each student with disabilities receiving a Mississippi Occupational Diploma has successfully completed all minimum requirements established by the State Board of Education. {Miss. Code Ann. § 37-16-11(2)} (See Appendix G.)
- 14.5 The student who fails to meet the graduation requirements is not permitted to participate in the graduation exercises.

Note: Carnegie units may be awarded in the seventh grade for the following courses: Algebra I, Biology I, ICT II (Information and Communication Technology), and first-year Foreign Language provided course content is the same as the high school course. Effective with 2014-15, Carnegie units may be earned for CCSS Compacted Math Grade 7, CCSS Math Grade 8, CCSS Compacted Math Grade 8 (with Integrated Math 1), and CCSS Math Grade (with Algebra I/Traditional).

Note: Carnegie units may be awarded in the eighth grade for the following courses: Algebra I, Geometry, Mississippi Studies, Geography, Biology I, ICT II (Information & Communication Technology), STEM (Science, Technology, Engineering & Science), Introduction to Agriscience, first-year Foreign Language, and second-year Foreign Language provided course content is the same as the high school course. Carnegie units may be earned for CCSS Compacted Math Grade 7, CCSS Math Grade 8, CCSS Compacted Math Grade 8 (with Integrated Math 1), and CCSS Math Grade 8 (with Algebra I/Traditional).

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>The District is <u>noncompliant</u> with Process Standards 14, 14.1, 14.2, and 14.5.</p> <ul style="list-style-type: none"> • Local school board policies and student handbooks contain conflicting information regarding graduation requirements. District Policies provide inaccurate and inconsistent information concerning the District’s graduation requirements as follows: <ul style="list-style-type: none"> ○ Jackson Public School Board Policy IGB and JBQ indicates that the traditional diploma requires 25 Carnegie units, the District Pathway Option requires 21½ Carnegie units, and the Career Pathway Option requires 21. The policy also incorrectly lists JROTC in the required Content Area. JROTC is not required, but rather can be substituted for the physical education requirement if it meets the instructional requirements specified in the <i>Fitness through Physical Education Framework</i>. See Footnotes 8 and 9 under Appendix A-2. ○ Jackson Public School Board Policy JBJ/IGD for <i>Promotion and Retention of Students</i> also includes Graduation Requirements. The required subjects listed in the graduation requirements for a traditional diploma are incorrect. The total number of credits required is listed as 27. The District Option requires a total of 23 units. • Records reviewed for seniors of school year 2014-2015 and 2015-2016 were missing documentation to verify that all students had passed all four (4) end-of-course subject area tests. On 114 of 197 student records reviewed, the end-of-course subject area test result labels are not affixed to the cumulative folder as required. 	<p>The school district shall ensure that each student receiving a high school diploma has met the requirements established by its local board of education and by the State Board of Education. The school district shall develop an individualized schedule for each of the freshman, sophomore, junior, and senior years to ensure graduation requirements are met. This four-year plan shall be developed with the student and his/her parents during the student’s eighth grade year and should be reviewed and revised each year when necessary. It is crucial that earned grades are accurately recorded on student records. It is crucial that documentation that students have met all graduation requirements is contained in the student records. When board policies are revised and the contents of the student handbook are being adopted, persons responsible must be fully aware of all district policies and SBE policies to insure that no contradictions exist.</p> <p>The Office of District Accreditation will conduct a follow-up visit to verify compliance with graduation requirements. Contact staff in the Office of District Accreditation at 601.359.3764 for technical assistance or when the District is prepared to verify compliance with these Process Standards.</p>	<p>Immediately and Ongoing.</p>

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • Standard 14.1: A review of student records for graduating seniors of school year 2014-2015 indicated that 25 students out of 193 records reviewed did not meet graduation requirements. Based on a review of records of 2014-2015 seniors, the auditors found the following at each school: <ul style="list-style-type: none"> ○ Of 30 records reviewed at Callaway High School, one (1) student did not meet graduation requirements. ○ Of 34 records reviewed at Forest Hill High School, ten (10) students did not meet graduation requirements. ○ Of 33 records reviewed at Jim Hill High School, three (3) students did not meet graduation requirements. ○ Of 26 records reviewed at Lanier High School, four (4) students did not meet graduation requirements. ○ Of 50 records reviewed at Murrah High School, four (4) students did not meet graduation requirements. ○ Of 20 records reviewed at Wingfield High School, three (3) students did not meet graduation requirements. • Standard 14.2: A review of student records for seniors of school year 2014-2015 indicates that a large number of records contain no documentation verifying that students have passed all four (4) end-of-course subject area tests. The following is the result of the record review for seniors of school year 2014-2015: <ul style="list-style-type: none"> ○ Of 34 student records reviewed at Callaway High School, 27 lacked documentation to verify that students had passed all four (4) end-of-course subject area tests. ○ Of 34 student records reviewed at Forest Hill High School, 17 lacked documentation to verify that students had passed all four (4) end-of-course subject area tests. ○ Of 33 student records reviewed at Jim Hill High School, 31 lacked documentation to verify that students had passed all four (4) end-of-course subject area tests. 		

April 5-22, 2016

<ul style="list-style-type: none">○ Of 26 student records reviewed at Lanier High School, five (5) lacked documentation to verify that students had passed all four (4) end-of-course subject area tests.○ Of 50 student records reviewed at Murrah High School, 28 lacked documentation to verify that students had passed all four (4) end-of-course subject area tests.○ Of 20 student records reviewed at Wingfield High School, six (6) lacked documentation to verify that students had passed all four (4) end-of-course subject area tests. <p>Standard 14.5: A review of records of seniors of school year 2014-2015, and the District’s graduation ceremony program, indicate that some students who did not meet graduation requirements were permitted to participate in the graduation exercises.</p>		
---	--	--

April 5-22, 2016

STANDARD 15. The school district implements a professional development program aligned with the Learning Forward Standards for Professional Learning. (Districts Meeting the Highest Levels of Performance are exempted.)

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>The District is <u>noncompliant</u> with Process Standard 15.</p> <p>The following schools listed have limited professional development plans: Callaway High School, Forest Hill High School, Jim Hill High School, and Wingfield High School; Brinkley Middle School, Northwest Middle School, Rowan Middle School, and Whitten Middle School; Casey Elementary School, Isable Elementary School, and Timberlawn Elementary School. Their plans were either calendars or incomplete plans, not completely addressing the <i>Learning Forward Standards for Professional Learning</i>.</p>	<p>All schools with the District must implement a professional development plan that aligns with the <i>Learning Forward Standards for Professional Learning</i>.</p> <p>This citation of noncompliance will remain on record pending receipt of documentary evidence to verify compliance.</p> <p>For additional information and technical assistance, contact Wendy Clemons in the Office of Professional Development at 601.359.2869 or wclemons@mdek12.org.</p>	<p>Immediately and Ongoing.</p>

April 5-22, 2016

STANDARD 17. The school district is in compliance with state and/or federal requirements for the following programs:

- 17.1 **Early Childhood Programs (kindergarten and teacher assistant) {Miss. Code Ann. § 37-21-1, et seq.} (SB Policies 4400, 4401, 6006, and 6301) (Refer to the *Mississippi Kindergarten Guidelines*.) [Districts Meeting the Highest Levels of Performance are exempted from provisions of subsection (4) of Miss. Code Ann. § 37-21-7.]**
- 17.2 **Pre-Kindergarten {Miss. Code Ann. § 37-7-301(ss)} (SB Policy 2904) (Refer to the *Mississippi Early Learning Guidelines*.) {Miss. Code Ann. § 37-7-301 (zz)}**
- 17.3 **Career-Technical Education {Miss. Code Ann. § 37-31-1, et seq.} (SB Policies 8100, 8200, 8300, 8400, 8500, 8600, 8700, 8800, 8900, 9000, 9100, 9200, 9300, 9400, and Federal Code)**
- 17.4 **Special Education {Miss. Code Ann. § 37-23-1 through 9} (SB Policies 7201, 7203, 7204, 7205, 7206, 7208, 7210, 7211, 7212, 7213, 7214, 7219, and Federal Code) [See State Policies Regarding Children with Disabilities under the Individuals with Disabilities Education Act of 2004 (IDEA 2004)]**
- 17.5 **Child Nutrition {Miss. Code Ann. § 37-11-7} (SB Policies 2001, 2002, 2004, 2007, 2009, and Federal Code)**
 - 17.5.1 **School Wellness Policy**
- 17.6 **Elementary and Secondary Education Act: Titles I, II, III, IV, V, VI, X, and any other federally funded programs and grants (SB Policies 4700, 7801, 7802, 7803, 7804, and Federal Code)**
- 17.7 **Driver Education {Miss. Code Ann. § 37-25-1, et seq.} (SB Policy 3000)**

REGULATIONS. Miss. Code Ann. § 37-21-1, et seq.; § 37-21-7; SB Policies 4400, 4401, 6006, 6301; and the *Mississippi Kindergarten Guidelines*.

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>The District is noncompliant with Process Standards 17, 17.1, and 17.2. The following problems at the following schools were noted:</p> <p><u>Casey Elementary</u> is noncompliant with Process Standards 17 and 17.1:</p> <ul style="list-style-type: none"> • Lesson plans are not written in unit/thematic format. • The District does not give the school a kindergarten budget, so it cannot be determined if \$200 is spent on instructional materials for each class. <p><u>Davis Magnet School</u> is noncompliant with Process Standards 17 and 17.1.</p> <ul style="list-style-type: none"> • A review of the lesson plans did not include large and small group activities, learning centers, or individual instruction activities. Lesson plans for the current week were unavailable. • A parent handbook that addresses program philosophy, goals, and policies was unavailable. • The toilet door lock is not designed to permit the opening of the locked door from the outside in the event of an emergency. <p><u>French Elementary School</u> is noncompliant with Standards 17, 17.1, and 17.2.</p> <ul style="list-style-type: none"> • Neither the master schedule nor lesson plans indicate that physical activity is provided for 30 minutes daily for kindergarten students. • Documentation was unavailable to verify that training on principles and methods of early childhood education has been provided. • The school does not have a parent handbook that addresses program philosophy, goals, and policies for Pre-K and Kindergarten. 	<p>Correct all deficiencies noted in the report. When the District has corrected the noted deficiencies or if the District needs technical assistance, contact the Office of Early Childhood to schedule a visit. For additional information and technical assistance, contact Dr. Jill Dent in the Office of Early Childhood at 601.359.2586 or jdent@mdek12.org.</p>	<p>Immediately and Ongoing.</p>

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • Based on staff interviews, a review of the master schedule and lesson plans, 330 minutes of daily instruction is not provided for Pre-K students. • The school does not schedule on the calendar a minimum of three (3) face-to-face parent/teacher conferences for Pre-K students. <p><u>Isable Elementary</u> is noncompliant with Standards 17 and 17.1.</p> <ul style="list-style-type: none"> • Lesson plans are not written in unit/thematic format. • Lesson plans do not describe multiple learning centers or large and small group activities. • Lesson plans do not indicate integrated language arts, music, art, math, social studies, science, dramatic play, and P.E. • The outside play area is inadequate. On the day of the auditors' visit there was standing water and mud preventing access to the playground. • The District does not provide the school a kindergarten budget so it cannot be determined if \$200 is spent on instructional materials for each class. <p><u>Lester Elementary School</u> is noncompliant with Standards 17 and 17.1.</p> <ul style="list-style-type: none"> • Lesson plans for the current week were not available in any of the three (3) classrooms. A review of the lesson plans for the previous week did not include large and small group activities, learning centers, or individual instruction activities. • Lesson plans were not thematic or integrated. • A parent handbook that addresses program philosophy, goals, and policies is unavailable. <p><u>Smith Elementary School</u> is noncompliant with Standards 17, 17.1, and 17.2.</p> <ul style="list-style-type: none"> • A review of the lesson plans does not include large and small group activities, learning centers, or individual instruction activities. • Lesson plans are not integrated across content areas. • Neither the master schedule nor lesson plans indicate that physical activity is provided for 30 minutes daily for kindergarten students. 		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • Documentation that training on principles and methods of early childhood education has been provided is unavailable. • A parent handbook that addresses program philosophy, goals, and policies is not available. • Based on staff interviews, a review of the master schedule and lesson plans, 330 minutes of daily instruction are not provided for Pre-K students. • For Pre-K students, the required 40 minutes of indoor/outdoor physical activity per day is not provided. • In the Pre-K classroom, safety covers are not placed on all electrical outlets. • According to the master schedule, both Pre-K and kindergarten students have the same recess period, although staff reports that the recesses do not coincide. • The school does not schedule on the calendar a minimum of three (3) face-to-face parent/teacher conferences for Pre-K students. <p><u>Timberlawn Elementary</u> is noncompliant with Standards 17, 17.1, and 17.2.</p> <ul style="list-style-type: none"> • Lesson plans do not indicate grouped activities or learning centers. • Lesson plans are not written in unit/thematic format. • Lesson plans do not indicate integrated language arts, music, art, math, social studies, science, dramatic play, and physical education. • There is no documentation of early childhood training for the kindergarten teacher assistants. • The District does not provide the school a kindergarten budget so it cannot be determined if \$200 is spent on instructional materials for each class. • Lesson plans do not address all competencies. • Several electrical wall outlets are uncovered. • There is no parent handbook. 		

April 5-22, 2016

STANDARD 18. Each school has a library media center.

- 18.1 Each school has a library media center with an organized collection of materials and equipment that represents a broad range of current learning media, including instructional technology.**
- 18.2 The library staff offers a systematic program of service to students and staff by providing access to the materials and equipment, by providing instruction in the use of the materials and equipment, and by working with teachers and other staff members to provide learning activities for the students.**

REGULATIONS. Miss. Code Ann. § 37-17-6(3)(a-e) and the *Mississippi School Library Media Guide*.

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>The District is <u>noncompliant</u> with Process Standards 18, 18.1, and 18.2.</p> <p><u>Casey Elementary School</u></p> <ul style="list-style-type: none"> • The librarian required auditor’s assistance to run requested circulation reports from the library automation system and was unable to produce some of the requested reports. The computer is excessively slow, and there are printing problems. • The minimum of ten (10) books per student exists, but the average copyright age of the nonfiction collection is 1984 and does not support the school’s instructional program. • The reference collection has been damaged because of a leaky roof, and the librarian has deleted these books. The reference items that are on the shelves are outdated. A needs assessment and curriculum objectives have not been used to update the reference collection. Reference books have been ordered to update the collection but have not been processed. • A list of credible and age appropriate websites is not evident. Magnolia is not visibly advertised in the library. • A collection of professional titles is evident, but appears to be outdated. The professional collection is not catalogued in the 	<ul style="list-style-type: none"> • A long-range plan for providing library services in all schools with collections of materials and equipment, including technology, that represent a broad range of learning media must be developed and implemented according to an established schedule. • Library operating procedures throughout the District should be standardized and a district level library handbook covering all aspects of the operation of the libraries must be compiled. • The library must offer an organized program of service to students and staff. There shall be no other classes conducted in the library and the librarian must function 100% in that position either ½ time or full time, depending on the school population. The librarian shall not serve as a substitute teacher. • The librarian must become fully knowledgeable of the needs of teachers related to the curriculum; otherwise, it is difficult to have a library of materials and a program of service that effectively provides a support structure to the instruction taking place in the schools. This includes building communication with staff and administration around budgeting, media services, and information technology. • The library media center shall be used for its intended purpose and function (e.g., research, library instruction, etc.) It shall be clean, orderly, and organized, provide an inviting environment for 	<p>Immediately and Ongoing.</p>

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>automation software program, making it difficult to determine the average copyright age of the collection.</p> <ul style="list-style-type: none"> • A certified librarian is assigned full-time to the school library although the enrollment requires only a half-time librarian. The librarian does serve a number of roles in the school that take away from time spent on library duties. The additional roles include testing coordinator, webpage coordinator, and a daily assignment as a literacy coach/ tutor for approximately 105 minutes each day. • An annual budget request has not been communicated to administration. An average of \$6.52 per student is budgeted for the library (this amount does not include the Lake Memorial Funds) and does not appear to be adequate to replace the dated nonfiction collection. • Shelving of resources according to the Dewey Decimal System or another recognized classification system was not evident. Books are shelved by their colored Accelerated Reader dots. • The library follows a fixed schedule, except when music programs or other school programs are planned for the multi-purpose room that houses the library. Library services are suspended when the facility is used as an auditorium. • An annual report to the administration documenting expenditures from each funding source was not evident. • Long-term and short-term goals exist but are not supported by program assessment including input from administrators, faculty, and students to assist in the process. • The school library does not have an advocacy committee. • Carpet in the main library area was stained and a tripping hazard. 	<p>students and staff with appropriately shelved and labeled resources. The District must improve access to resources by disposing of broken equipment and providing for storage of working equipment.</p> <ul style="list-style-type: none"> • Librarians shall be fully trained, knowledgeable, and proficient in all systems used to effectively provide a program of services. • Reference the <i>Mississippi School Library Media Guide</i> to help with policies and procedures to better serve students and staff. <p>It is the responsibility of the District to work with Limeul Eubanks in the Office of Elementary Education and Reading in correcting the areas of noncompliance. Mr. Eubanks can assist the District in developing a plan for providing library services and providing other technical assistance to correct the Findings. The District can contact him at 601.359.2586 or leubanks@mdek12.org. Clearance of this deficiency will depend upon receipt in this office of a follow-up letter from Mr. Eubanks stating that all noted deficiencies have been corrected and the District is in compliance with Process Standards 18, 18.1, and 18.2.</p>	

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • Library doors do not lock, leaving materials and equipment unsecured. • The circulation area is cramped and cluttered. • There is no area for small group use, no storytelling area, no library office, no storage room, and no special areas for displays. • Large rolling racks of chairs for assembly programs were evident. <p><u>Davis Magnet School</u></p> <ul style="list-style-type: none"> • The library does not maintain a printed list of credible and age-appropriate websites available that support the curriculum. • The District does not provide sufficient funding for the purchase and maintenance of current resources for the library. • The librarian does not submit an annual budget request to the principal or a summary end-of-year report of expenditures by funding source. • A review of the collection statistics indicated that the average copyright is 1990. <p><u>French Elementary School</u></p> <ul style="list-style-type: none"> • The library does not maintain a printed list of credible and age-appropriate websites available that support the curriculum. • The librarian does not submit an annual budget request to the principal or a summary end-of-year report of expenditures by funding source. • The furniture is not age appropriate. The tables and chairs are too large for the younger students. 		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • A review of the collection statistics indicated that the average copyright is 1993. <p><u>Isable Elementary School</u></p> <ul style="list-style-type: none"> • The minimum of ten (10) books per student does exist; however, the average copyright age of the collection is 1996. The average copyright age of the nonfiction collection is 1998, and does not support the school’s instructional program. • There is evidence of a reference collection, but it appears to be aged; for example, the encyclopedias are a 2004 set. • A list of DVDs/CDs has not been compiled, and the collection appears to be outdated. The collection is not catalogued in the automation software making it difficult to determine the average age of this collection. • A collection of professional titles was evident, but appears to contain outdated materials. The collection is not catalogued in the automation software making it difficult to determine the average age of this collection. • An annual report documenting expenditures from each funding source for the library program was not evident. • The school library does have an advocacy committee, but does not include an administrator, a parent, or a student on the committee as recommended. • The library facility does not include a library office or a library storage room. An office storage room may be used when needed. <p><u>Lester Elementary School</u></p> <ul style="list-style-type: none"> • Selection of library materials is based on a narrow needs assessment relying primarily on Children Festival workshops and library 		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>conferences with limited input from teachers, circulation data, and curriculum needs.</p> <ul style="list-style-type: none"> • The library does not maintain a printed list of credible and age-appropriate websites available that support the curriculum. • The library does not have the required minimum professional titles or professional periodicals. The professional section is disorganized. • The librarian does not submit an annual budget request to the principal or a summary end-of-year report of expenditures by funding source. • The librarian has not conducted periodic reviews and ongoing assessments to formulate short- and long-term goals. • The library does not have an advocacy committee or a formal public relations plan. • The library is messy and disorganized. The circulation desk is cluttered with books and papers. Many books are organized by the AR reading levels and not by the Dewey Decimal System. • The library was used as a regular classroom from October of 2015 until March of 2016 and use was limited. <p><u>Smith Elementary School</u></p> <ul style="list-style-type: none"> • The library does not maintain a printed list of credible and age-appropriate websites available that support the curriculum. • The library does not have the required minimum professional titles. • The librarian does not submit an annual budget request to the principal or a summary end-of-year report of expenditures by funding source. 		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • The library does not have formal, dedicated advocacy committee or a formal public relations plan. <p><u>Timberlawn Elementary School</u> (The librarian was at a testing meeting the morning of the auditors' visit to the school. The principal informed the audit team that the librarian would return at 10:30 a.m., but it was 12:00 p.m. before she returned.)</p> <ul style="list-style-type: none"> • Printers in the library were non-functional, and the requested circulation reports from the library automation system were emailed to auditor's email for further examination. Online access to materials was not available in the school library. • The minimum of ten (10) books per student exists, but the average copyright age of the nonfiction collection is 1985, and does not support the school's instructional program. • The reference collection has an average copyright age of 1999 and is outdated. A needs assessment and curriculum objectives have not been used to update the reference collection. • Magnolia was not visibly advertised in the library and not easily accessible on the library computers. • There is no evidence of a school library website available on the school homepage. • A collection of professional titles was evident, but does not contain the two (2) professional periodicals required for teacher and administer use. • A certified librarian is assigned full-time to the school library but the library schedule indicates that a daily 70-minute A-Team intervention period is assigned to the librarian. The librarian serves 		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>as School Testing Coordinator for the various testing sessions throughout the school year.</p> <ul style="list-style-type: none"> • An annual budget request has not been communicated to administration. • An annual report documenting expenditures from each funding source has not been submitted to date. Time has not been allotted at the beginning and end of the school year for necessary library maintenance tasks. • Long-term and short-term goals exist but are not supported by program assessment including input from administrators, faculty, and students to assist in the process. • The school library does have an advocacy committee, but does not include a parent or a student on the committee as recommended. There was no documentation of the committee’s meetings. • The library facility does not include a library office. The library storage area was cluttered. Appropriate library signage indicating various sections of the library collection needs updating. <p><u>Brinkley Middle School</u></p> <ul style="list-style-type: none"> • The average copyright age of nonfiction books is 1985. • The collection of books is not well-balanced in age and neither is it content-appropriate. • There are no needs assessments, professional tools, and curriculum objectives used by the school librarian to establish a basic reference collection. • There are limited CD’s/DVD’s and emerging formats available to support the curriculum. 		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • The librarian is a half-time librarian because of the enrollment of the school, but she spends more than 25% of her time in other responsibilities. • An advocacy committee has been established, but no meetings have occurred during the 2015-2016 school year. • Long-term and short-term goals exist but are not supported by program assessment including input from administrators, faculty, and students to assist in the process. • The roof in the northwest area of the library leaks. <p><u>Chastain Middle School</u></p> <ul style="list-style-type: none"> • The library does not maintain a printed list of credible and age-appropriate websites available that support the curriculum. • The professional collection does not have the required minimum professional periodicals. • While the librarian is listed as full-time, she has other assigned duties as school testing coordinator and the responsibility for maintaining the fixed asset inventory. • The school librarian had not submitted a budget request or an annual summary report of expenditures by funding source. • The librarian has not participated in a formal assessment to develop short- and long-term goals. <p><u>Hardy Middle School.</u></p> <ul style="list-style-type: none"> • The library system was down and no reports could be provided. The team was unable to determine the number of books in the collection. 		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • The library does not have a list of credible and age-appropriate websites available. • The school library website was not accessible. • The audit team could not find a professional collection and the professional periodicals were not current. • The school librarian had not submitted a budget request, nor an annual summary report of expenditures by funding source. • The library has an advocacy committee; however, there was no documentation of minutes, meetings, or agendas. • The public relations initiatives are limited to Public Address announcements. • The media center is not neat or well organized. The circulation desk is cluttered with papers and magazines. There were two (2) carts with books in front of the circulation desk. • Books had not been reshelved. <p><u>Northwest Middle School</u></p> <ul style="list-style-type: none"> • The average copyright age of nonfiction books is over ten (10) years old. • Reference materials are outdated. • There are no needs assessments, professional tools, and curriculum objectives used by the school librarian to establish a basic reference collection. • There are no CD's/DVD's and emerging formats available to support the curriculum. 		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • Long-term and short-term goals exist but are not supported by program assessment including input from administrators, faculty, and students to assist in the process. • An advocacy committee has been created; one meeting occurred in September, but all of the items recorded have not been carried out and no other meeting has occurred. <p><u>Rowan Middle School</u></p> <ul style="list-style-type: none"> • The average copyright of nonfiction books is 1991. • The librarian was unable to run a report from the Automated Management System due to rain from the previous night. According to the librarian this is a frequent occurrence. • There is no list of credible and age-appropriate websites that support the curriculum. • The library does have a professional collection, but one-half (1/2) of the books are old, outdated, and not being used. • A budget request for school year 2015-2016 has been submitted to the office, but the librarian did not have a copy of it. • There is no plan for managing the library staff and volunteers to optimize student/teacher services and the efficiency of the school library operations. • The school library program does not participate in periodic reviews and ongoing informal and formal assessments which include input from administrators, faculty, and students to develop short- and long-term goals for improvement. • A library advocacy committee does exist, but there is no evidence of any meetings, agendas, or sign-in sheets. 		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • An interview with the librarian revealed that she is the school’s coordinator of Positive Behavioral Interventions and Support (PBIS) and coordinator of testing. She also coordinates the Reading Fair and staffs the school store. • The arrangement of the school library does not provide an atmosphere of welcome and productivity. Three (3) shelves are broken with books shelved on them. The library has a leak over an air conditioning unit and is not equipped with temperature control. <p><u>Siwell Middle School</u></p> <ul style="list-style-type: none"> • The library does not maintain a printed list of credible and age-appropriate websites available that support the curriculum. • The Magnolia database is inaccessible. • While the librarian is listed as full-time, she has other assigned duties as school testing coordinator and the responsibility for the maintaining the fixed asset account. • The District has not provided sufficient funding for the purchases and maintenance of current resources. • The library has an advocacy committee; however, there was no documentation of minutes, meetings, or agendas. • The school librarian has not submitted an annual summary report of expenditures by funding source. • The school librarian does not have a formal public relations plan. <p><u>Whitten Middle School</u></p> <ul style="list-style-type: none"> • The average copyright is 1988 for nonfiction books and 1992 for fiction books. • The average copyright of reference books is 1999. 		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • There are no needs assessments, professional tools, or curriculum objectives used by the school librarian to establish a basic reference collection. • There are limited CD's/DVD's and emerging formats available to support the curriculum. • The library has an area for its professional collection, but there are less than 20 books. • The librarian is required to be full-time because of the enrollment of the school, but he spends more than 25% of his time in other responsibilities. He is the technology coordinator, testing coordinator, is responsible for the fixed assets inventory, and is on the school's leadership team. • The library program assessment is not based on informal and formal assessments, including input from administrators, faculty, and students. • The school library does not have an established advocacy committee for the school library program. • The school librarian does not use a public relations plan to promote advocacy for the school library program. <p><u>Callaway High School:</u></p> <ul style="list-style-type: none"> • The automated library system, Alexandria, works as designed, but is unavailable online to provide access to materials in the school library. • The librarian has limited knowledge concerning the automation system and required auditor's assistance to run requested circulation reports. 		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • The minimum of ten (10) books per student does not exist. • The average copyright age of the nonfiction collection is 1995. • Reference materials are old, with an average copyright age of 1998. • There has been no formal needs assessment conducted that includes input from teachers, student interest surveys, or instructional program needs. • There was no evidence of a school library website available on the school homepage, and no list of websites that support the curriculum. • A collection of professional titles was evident, but contains less than the recommended 25-50 titles and two (2) professional periodicals. • The school librarian is assigned full-time to the school library but is required to serve as a substitute teacher at times. • Sufficient funding is not available to provide for the purchase and maintenance of current resources for the school library. • An annual budget request and an annual report documenting expenditures from each funding source have not been submitted. • Long-term and short-term goals exist but are not supported by assessment to assist in the process and are not communicated to the administration. • A library advocacy committee exists, but at the time of the audit, the committee had not met and no meetings are scheduled before the end of the school year. 		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • There is no public relations plan to publicize the library’s resources and services to students and parents; however, faculty meetings are used as a means to communicate with faculty concerning resources and services. • The library space is organized and neat, but the arrangement does not accommodate small group use. • The storage room is used as a general storage area for school needs. Channel One equipment is still onsite in the storage room. • Eighteen (18) of 28 lights in the main library reading area are not working in an area with an extremely high ceiling. • The library houses the copiers for the second floor teachers’ use, which requires the doors to be left unlocked when the librarian is away from the library. This situation could result in stolen library materials and students entering the library unsupervised. <p><u>Forest Hill High School</u></p> <ul style="list-style-type: none"> • The minimum of ten (10) books per student exists, but the average copyright age of the nonfiction collection is 1985 and does not support the school’s instructional program. • The reference collection has an average copyright age of 1984 and is outdated. • A list of credible and age appropriate websites was not evident on the school webpage for classroom and school site use. • There is an extensive list of electronic resources available to support the curriculum, but 87% of the collection is in VHS format and is outdated. • A certified librarian is assigned full-time to the school library, but she also serves as a substitute teacher when substitutes are not 		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>available. She is also responsible for the fixed asset inventory. (Note: The librarian is asked to substitute when the office cannot secure enough substitute teachers to cover all classes. She substituted four (4) of 16 school days in March, 2016.)</p> <ul style="list-style-type: none"> • An annual budget request and an annual report documenting expenditures from each funding source are not submitted. • Long-term and short-term goals exist but are not supported by program assessment including input from administrators, faculty, and students to assist in the process. • The school library does not have an advocacy committee. <p><u>Jim Hill High School</u></p> <ul style="list-style-type: none"> • The minimum of ten (10) books per student does not exist. The average copyright age of the collection is 1977. Extensive weeding of approximately 5000 books has recently taken place, resulting in a current collection of 6.23 books per student. • The reference collection has an average copyright age of 1972 and is outdated. • A list of credible and age appropriate websites was not evident on the school webpage for classroom and school site use. • A collection of professional titles was evident, but the collection contains less than the recommended 25-50 titles. • An annual report documenting expenditures from each funding source for the library program is not submitted. • Long-term and short-term goals exist but are not supported by a program assessment including input from administrators, faculty, and students to assist in the process. 		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p><u>Lanier High School</u></p> <ul style="list-style-type: none"> • The librarian was unable to print collection reports from the digital system, Alexandrine. • The library does not have a website with access to online materials. • The library does not maintain a printed list of credible and age-appropriate websites available that support the curriculum. • The professional collection does not have the required minimum titles for books or periodicals. • The District does not provide sufficient funding to meet the minimum fiscal requirement. • The library does not have an advocacy committee or a public relations plan to promote the library activities. • A review of the media center budget reveals that the total allocated is not sufficient to meet the minimum basic collection requirement. • The school librarian had not submitted a budget request or an annual summary report of expenditures by funding source. • An assessment of the media center program had not been conducted to determine short- or long-term goals. • The library was not neat or well organized and not conducive to productivity. <p><u>Murrah High School</u></p> <ul style="list-style-type: none"> • The school librarian has not submitted a budget request or an annual summary report of expenditures by funding source. <p><u>Provine High School</u></p> <ul style="list-style-type: none"> • The library does not have an advocacy committee; however, it is being developed. 		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • The school librarian has not submitted a budget request or an annual summary report of expenditures by funding source. <p><u>Wingfield High School</u></p> <ul style="list-style-type: none"> • The librarian required auditor’s assistance to print requested circulation reports from the library automation system. • The reference collection has an average copyright age of 1993 and is outdated. A needs assessment and curriculum objectives have not been used to update the reference collection. • A list of credible and age appropriate websites was not evident. Magnolia was not visibly advertised in the library and not easily accessible on the library computers. • There was no evidence of a school library website available on the school homepage. • A collection of professional titles was evident but does not contain the two (2) professional periodicals required for teacher and administer use. • A certified librarian is assigned full-time to the school library, but she also serves a number of roles in the school that interfere with her duties as a librarian. • An annual budget request has not been communicated to administration. • An annual report documenting expenditures from each funding source is not submitted. Time has not been allotted at the beginning and end of the school year for necessary library maintenance tasks. • Long-term and short-term goals exist but are not supported by program assessment including input from administrators, faculty, 		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>and students to assist in the process; library goals have not been shared with administration.</p> <ul style="list-style-type: none">• The school library does not have an advocacy committee.• There is no public relations plan to publicize the library's resources and services to students and parents; however, faculty meetings are used as a means to communicate with faculty concerning resources and services.• The carpet in the main library area is stained. The seams between the sections of carpet are frayed and buckling, possibly creating a tripping hazard.		

STANDARD 20. The school district meets the following instructional management requirements:

- 20.1 The school district implements an instructional management system that has been adopted by the school board and includes, at a minimum, the competencies and objectives required in the curriculum frameworks approved by the State Board of Education that are available to all teachers in each school. (Districts Meeting the Highest Levels of Performance are exempted.)**
- 20.2 The instructional management system includes a tiered instructional model in accordance with State Board of Education Policy 4300, including academic interventions, behavioral interventions, and *Literacy-Based Promotion Act* requirements.**

REGULATIONS. Miss. Code Ann. § 37-3-49(2)(a-c) and (5); and SB Policy 4300.

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>The District is <u>noncompliant</u> with Process Standards 20 and 20.1.</p> <p>The instructional practices that are occurring in the classrooms across the district on a daily basis do not provide the necessary instruction that result in student achievement.</p> <p><u>Casey Elementary School</u></p> <p>Thirteen (13) of the 15 total core academic classes were observed:</p> <ul style="list-style-type: none"> • The school’s instructional management plan (i.e. District pacing guides) does not have suggested assessment or teaching strategies or suggested resources for all subjects, only the tested ones. • The IMS has not been implemented to adequately reflect the M-STAR standards in lesson plans and classroom practice. Very few higher order thinking activities were observed in plans or practice. • Of the 13 classes observed, eight (8) appeared to have effective instruction with good student engagement. • Five (5) appeared to have adequate instruction with minimal engagement. • Out of the five (5) lesson plans reviewed, all five (5) were very good to excellent. <p><u>Davis Magnet School</u></p> <p>Nine (9) of the 12 academic classrooms were observed.</p> <ul style="list-style-type: none"> • In three (3) of the 12 classrooms observed, instructional time was not maximized. 	<p>Update all needed frameworks within the district and ensure that teachers are using the most current curriculum framework for planning and instruction.</p> <p>Build a system of accountability whereby administrators ensure teachers utilize current frameworks in all content areas and courses.</p> <p>Ensure continuous updates to curriculum.</p> <p>For additional information and technical assistance, contact Nathan Oakley in the Office of Elementary Education and Reading at 601.359.2586 or noakley@mdek12.org or Jean Massey in the Office of Secondary Education at 601.359.3461 or jmassey@mdek12.org.</p>	<p>Immediately and Ongoing.</p>

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • In five (5) of the 12 classrooms observed, formative assessments were used infrequently without immediate feedback. • In four (4) of the 12 classrooms observed, questioning and discussion techniques were not used to promote higher order thinking. • In six (6) of the 12 classrooms observed, instruction was not differentiated. • In four (4) of the 12 classrooms observed, deep knowledge of content was not demonstrated. <p>A review of the lesson plans indicated the following:</p> <ul style="list-style-type: none"> • In two (2) classrooms, the lesson plans did not have instructional goals that included higher level of learning for all students. • In three (3) classrooms, the lesson plans did not meet diversity of students’ background, cultures, skills, learning levels, language proficiencies, interests, and special needs. • In two (2) classrooms, the plans did not include an opening or bell ringer activity, activities related to the objective or closure. <p><u>French Elementary School</u> All ten (10) academic classrooms were observed.</p> <ul style="list-style-type: none"> • In three (3) of the ten (10) classrooms observed, formative assessments were infrequent and without immediate feedback. <p><u>Isable Elementary School</u> Eleven (11) of the 18 total core academic classes were observed:</p> <ul style="list-style-type: none"> • The school’s instructional management plan (i.e. District pacing guides) does not have suggested assessment or teaching strategies or suggested resources for all subjects, only for the tested subjects. • The IMS has not been implemented to adequately reflect the M-STAR standards in lesson plans and classroom practice. Very few higher order thinking activities were observed in plans or practice. • Out of the 11 classes observed, three (3) appeared to have effective instruction with very good student engagement. 		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • Eight (8) of the 11 classes observed appeared to have students on task, but involved in worksheet activities. • Of the 17 lesson plans reviewed, 12 were either dated December, 2015, or January 5-8, 2016. Five (5) out of 17 lesson plans reviewed were dated April 4-8, 2016. Nine (9) of the lesson plans reviewed were very good, six (6) were adequate but included only basic instruction, and two (2) were very weak. <p><u>Lester Elementary School</u> Fourteen (14) of the 15 academic classrooms were observed.</p> <ul style="list-style-type: none"> • In four (4) of the 14 classrooms observed, classroom space and resources were not managed effectively. • In six (6) of the 14 classrooms observed, instructional time was not maximized. • In three (3) of the 14 classrooms observed, communication was not clear or effective. • In five (5) of the 14 classrooms observed, students were not actively engaged in the learning process. • In nine (9) of the 14 classrooms observed, questioning and discussion techniques were not used to promote higher order thinking. • In thirteen (13) of the 14 classrooms observed, instruction was not differentiated. • In nine (9) of the 14 classrooms observed, deep knowledge of content was not demonstrated. • In seven (7) of the 14 observed, student behavior was not managed effectively, and a productive learning environment was not evident. <p><u>Smith Elementary School</u> Twelve (12) of the 18 academic classrooms were observed.</p> <ul style="list-style-type: none"> • In four (4) of the 12 classrooms observed, classroom space and resources were not managed effectively. • In five (5) of the 12 classrooms observed, instructional time was not maximized. • In three (3) of the 12 classrooms observed, students were not actively engaged in the learning process. 		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • In ten (10) of the 12 classrooms observed, formative assessments were used infrequently without immediate feedback. • In 11 of the 12 classrooms observed, questioning and discussion techniques were not used to promote higher order thinking. • In eight (8) of the 12 classrooms observed, instruction was not differentiated. • In four (4) of the 12 classrooms observed, deep knowledge of content was not demonstrated. • In seven (7) of the 12 observed, student behavior was not managed effectively, and a productive learning environment was not evident. • In five (5) of the 12 observed, a culture of learning to high expectations was not maintained. <p><u>Timberlawn Elementary</u> Eighteen (18) of the 23 total core academic classes were observed.</p> <ul style="list-style-type: none"> • The school’s instructional management plan is complete. However, the IMS has not been implemented to adequately reflect the M-STAR standards in lesson plans and classroom practice. Very few higher order thinking activities were observed in plans or practice. • Out of the 18 classrooms observed, nine (9) appeared to have effective instruction with strong student engagement. • Six (6) of the 18 classes observed appeared to have adequate student engagement with instruction at the basic level. • Three (3) of the 18 classes observed appeared to have weak instruction with very little engagement. • Of 13 lesson plans reviewed, nine (9) were very good to excellent, three (3) were adequate using a standard lesson template, and one (1) was weak. <p><u>Brinkley Middle School</u> Seven (7) of the 14 total core academic classes were observed:</p> <ul style="list-style-type: none"> • The school’s instructional management plan (i.e. District pacing guides) does not have suggested assessment or teaching strategies or suggested resources for all subjects, only the tested ones. • The IMS has not been implemented to adequately reflect the M-STAR standards in lesson plans and classroom practice. Very few 		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>higher order thinking activities were observed in plans or practice.</p> <ul style="list-style-type: none"> • Two (2) of the seven observed appeared adequate but basic, using mostly worksheets. • Four (4) of the seven observed appeared very weak with little to no student engagement. [Two (2) of the classes could be considered possibly dangerous as students were running all over the room, yelling and paying no attention to the teachers who were screaming at them. As the auditor approached another of these classes, a fight had just ended, and the principal was in the doorway trying to calm one of the students who was fighting.] • One (1) class was testing. • Of the eight (8) lesson plans reviewed, one (1) was very good, four (4) were adequate with basic level instruction, and three (3) were weak. <p><u>Chastain Middle School</u></p> <ul style="list-style-type: none"> • In three (3) of the 12 classrooms observed, instructional time was not maximized and consistent procedures were not utilized. • In four (4) of the 12 classrooms observed, questioning and discussion techniques were not used to promote higher order thinking. • In six (6) of the 12 classrooms observed, the teacher did not use multiple perspectives to deliver content. Instruction was not differentiated. • In three (3) of the 12 classrooms observed, the teacher did not demonstrate deep knowledge of content. • A review of the lesson plans indicated that in three (3) classrooms, the lesson plans did not meet diversity of students' background, cultures, skills, learning levels, language proficiencies, interests, and special needs. <p><u>Hardy Middle School</u></p> <p>Twenty (20) teachers were observed out of 40 on staff.</p> <ul style="list-style-type: none"> • In 16 of the 20 classrooms observed, students were not actively engaged. • In 16 of the 20 classrooms observed, the teacher did not use questioning and discussion techniques to promote higher order thinking. 		

April 5-22, 2016

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • In 16 of the 20 classrooms observed, the teacher did not use multiple perspectives to deliver content. • In 15 of the 20 classrooms observed, the teacher did not demonstrate deep knowledge of content. • In 12 of the 20 classrooms observed, the teacher did not maintain a climate of safety, respect, and support for all students. There were extreme noise levels, students roaming in and out of classrooms, and students on cell phones and eating in the classrooms. • In 12 of 20 classrooms observed, the teacher did not maintain a culture of high expectation. • The school has not implemented a tiered instructional model in accordance with State Board Policy 4300. <p><u>Northwest Middle School</u> Ten (10) of the 16 total core academic classes were observed. Because the school is an International Baccalaureate (IB) school their instructional management plan is complete with suggested assessment or teaching strategies or suggested resources for all subjects.</p> <ul style="list-style-type: none"> • The IMS has not been implemented to adequately reflect the M-STAR standards in lesson plans and classroom practice. Even though this is an IB school, very few higher order thinking activities were observed in plans or practice. • Three (3) of the ten observed appeared to have very good, engaging lessons. • Two (2) of the ten observed appeared to have adequate instruction and student engagement. • Three (3) of the ten observed appeared to have weak instruction and little student engagement. • Two (2) classes were testing. • Of the five (5) lesson plans reviewed, all five (5) were adequate. <p><u>Rowan Middle School</u> Nine (9) of the ten (10) total core academic classes were observed:</p> <ul style="list-style-type: none"> • The school's instructional management plan (i.e. District pacing guides) does not have suggested assessment or teaching strategies or suggested resources for all subjects, only the tested ones. 		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • The IMS has not been implemented to adequately reflect the M-STAR standards in lesson plans and classroom practice. Very few higher order thinking activities were observed in plans or practice. • Two (2) of the nine (9) classes observed appeared to have high quality lessons and engagement. • Four (4) of the nine (9) classes observed appeared to have adequate engagement. • Three (3) of the nine (9) classes observed were weak with almost all worksheet activities. • Of the eight (8) lesson plans submitted and reviewed, two (2) were written by one (1) teacher, two (2) were written by another teacher, and three (3) by a third teacher. The plans were adequate. <p><u>Siwell Middle School</u> Twenty (20) of the 40 teachers on staff were observed.</p> <ul style="list-style-type: none"> • In four (4) of the 20 classrooms observed, students were actively engaged. • In four (4) of the 20 classrooms observed, the teacher used questioning and discussion techniques to promote higher order thinking. • In four (4) of the classrooms, the teacher used multiple perspectives to deliver content. • In five (5) of the 20 classrooms, the teacher demonstrated deep knowledge of content. • In eight (8) of the classrooms, the teacher maintained a climate of safety, respect, and support for all students. • In the majority of classes observed, teachers lacked classroom management skills. There were extreme noise levels, students roaming in and out of classrooms, and students on cell phones and eating in the classrooms. • In six (6) of 20 classrooms observed, the teacher maintained a culture of high expectation. • The school has not implemented a tiered instructional model in accordance with State Board Policy 4300. 		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p><u>Whitten Middle School</u> Thirteen (13) of the 21 total core academic classes were observed.</p> <ul style="list-style-type: none"> • The school’s instructional management plan (i.e. District pacing guides) does not have suggested assessment or teaching strategies or suggested resources for all subjects, only the tested ones. • The IMS has not been implemented to adequately reflect the M-STAR standards in lesson plans and classroom practice. Very few higher order thinking activities were observed in plans or practice. • Seven (7) of the 13 classes observed appeared to have good lessons with student engagement. • Six (6) of the 13 classes observed appeared to have minimal student engagement. • One (1) of the 13 classes observed appeared to have weak instruction and very little student engagement. • Of the six (6) lesson plans reviewed, two (2) were excellent, two (2) were adequate, and two (2) were very weak with little explanation of activities. <p><u>Callaway High School:</u> Twenty-six (26) of the 36 total core academic classes were observed.</p> <ul style="list-style-type: none"> • The school’s instructional management plan (i.e. District pacing guides) does not have suggested assessment or teaching strategies or suggested resources for all subjects, only for the tested subjects. • The Instructional Management System (IMS) has not been implemented to adequately reflect the M-STAR standards in lesson plans and classroom practice. Very few higher order thinking activities were observed in plans or practice: • Eleven (11) of 26 classes appeared to have effective instruction, although at the basic level, and students appeared to be engaged in learning. • Eight (8) of 26 classes appeared to have fair instruction and engagement. • Seven (7) of 26 classes appeared to have poor instruction and little to no student engagement. Students in these classes were observed sleeping, texting, talking on the phone, laughing and talking with each other. 		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • One (1) out of the five (5) lesson plans presented to auditors had engaging activities and higher order thinking. The other lesson plans were lecture and rote activities. (Note: the auditors had to request lesson plans three (3) times before receiving any that were current.) <p><u>Jim Hill High School</u> Of fifty-nine (59) total core academic classes, 31 were observed:</p> <ul style="list-style-type: none"> • The school’s instructional management plan (IMP) (i.e. District pacing guides) does not have suggested assessment or teaching strategies or suggested resources for all subjects, only the tested ones. • The IMS has not been implemented to adequately reflect the M-STAR standards in lesson plans and classroom practice. Very few higher order thinking activities were observed in plans or practice. <ul style="list-style-type: none"> ○ Twelve (12) of 31 classes appeared to have effective instruction with engaged students. ○ Fifteen (15) of 31 classes appeared to have fair instruction with students somewhat engaged. ○ Four (4) of 31 classes appeared to have poor instruction with little to no student engagement. In these classes the primary activity was filling in the blanks on worksheets. Students were observed talking to each other, sleeping, and on phones. (One student’s phone even rang in class and the student answered it.) ○ Nine (9) current lesson plans were reviewed: <ul style="list-style-type: none"> ▪ Five (5) of the nine (9) described excellent lessons with objectives and activities that promoted critical thinking and included engaging activities. ▪ Four (4) of the nine (9) described good instruction with some indication of higher level objectives and student activities. <p><u>Lanier High School</u> Fifteen (15) of the 51 academic teachers identified on the Lanier High School’s Detail Personnel Report were selected for classroom observations.</p>		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • In six (6) of the 15 classrooms observed, classroom space and resources were not managed effectively for student learning. • In six (6) of the 15 classrooms observed, instructional time was not maximized and consistent procedures were not utilized. • In four (4) of the 15 classrooms observed, communication was unclear and ineffective. • In seven (7) of the 15 classrooms observed, students were not actively engaged in the learning process. • In nine (9) of the 15 classrooms observed, questioning and discussion techniques were not used to promote higher order thinking. • In ten (10) of the 15 classrooms observed, the teacher did not use multiple perspectives to deliver content. Instruction was not differentiated. • In six (6) of the 15 classrooms observed, the teacher did not demonstrate deep knowledge of content. • In six (6) of the 15 classrooms observed, the teacher did not maintain a climate of safety, respect, and support for all students. • In seven (7) of the 15 classrooms observed, the teacher did not manage student behavior to provide a productive learning environment. • In seven (7) of the 15 classrooms observed, the teacher had not established or maintained culture of learning to high expectations. <p>A review of the lesson plans indicated the following:</p> <ul style="list-style-type: none"> • In six (6) classrooms, the lesson plans did not demonstrate knowledge of content and pedagogy or instructional goals that included higher level of learning for all students. • In eight (8) classrooms, the lesson plans did not meet diversity of students' background, cultures, skills, learning levels, language proficiencies, interests, and special needs. • In eight (8) classrooms, the teacher could not produce a copy of the Mississippi Curriculum Frameworks or Common Core State Standards. 		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p><i>Based on information gained while auditing the classrooms, there was no evidence to indicate the existence of an instructional management system.</i></p> <p><i>Based on classroom observations, there was no indication that a system of classroom discipline had been implemented.</i></p> <p><u>Murrah High School</u> Eighteen (18) of the 72 academic teachers identified on the Murrah High School MSIS Detail Personnel Report were selected for observations.</p> <ul style="list-style-type: none"> • In 13 of the 18 classrooms observed, instructional time was not maximized and consistent procedures were not followed such as classroom management and discipline procedures. • In nine (9) of the 18 classrooms observed, students were not actively engaged in the learning process. • In 14 of the 18 classrooms observed, formative assessment was infrequent with limited feedback. • In 13 of the 18 classrooms observed, questioning and discussion techniques were not used to promote higher order thinking. • In 14 of the 18 classrooms observed, the teacher did not use multiple perspectives to deliver content. Instruction was not differentiated. • In 11 of the 18 classrooms observed, the teacher did not demonstrate deep knowledge of content. • In seven (7) of the 18 classrooms observed, the teacher did not maintain a climate of safety, respect, and support for all students. • In 12 of the 18 classrooms observed, the teacher did not manage student behavior to provide a productive learning environment. • In 12 of the 18 classrooms observed, the teacher did not maintain a culture of high expectation. <p><u>Provine High School</u> Fourteen (14) of the 56 academic teachers identified on the Provine High School MSIS Detail Personnel Report were selected for observations.</p>		

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none"> • In four (4) of the 14 classrooms observed, questioning and discussion techniques were not used to promote higher order thinking. • In four (4) of the 14 classrooms observed, instruction was not differentiated. • In four (4) of the 14 classrooms observed, the teacher did not demonstrate deep knowledge of content. <p><u>Wingfield High School</u> Seventeen (17) of the 34 total core academic classes were observed:</p> <ul style="list-style-type: none"> • The school’s instructional management plan (i.e. District pacing guides) does not have suggested assessment or teaching strategies or suggested resources for all subjects, only the tested ones. • The IMS has not been implemented to adequately reflect the M-STAR standards in lesson plans and classroom practice. Very few higher order thinking activities were observed in plans or practice. <ul style="list-style-type: none"> ○ Four (4) appeared to have quality instruction with student engagement. ○ Eight (8) appeared to have adequate, though basic level, instruction and student engagement. ○ Three (3) had very little student engagement. ○ Two (2) classes were testing. • Throughout the 17 classes, the following were observed: <ul style="list-style-type: none"> ○ Students had their heads down, and the teacher did not address the behavior. ○ Teachers called on the same one (1) or two (2) students constantly, ignoring the others. ○ Teachers remained sitting at their desks even after the auditors entered. They did not walk around to monitor students. ○ Mostly whole-group teaching was observed although there were times that groups would have been a better choice for the lesson. ○ There was too much copying notes and filling in the blanks and not enough analyzing and thinking on the students’ part. 		

April 5-22, 2016

STANDARD 21. The District follows an established board policy that defines criteria for the academic promotion/progression/retention of students. Such criteria prohibit the retention of students for extracurricular purposes.

21.1 The school district implements a uniform grading policy.

21.2 A student who is enrolled in any grade higher than Grade 6 in a school district must be suspended from participation in any extracurricular or athletic activity sponsored or sanctioned by the school district after a semester in which the student’s cumulative grade point average is below 2.0 on a 4.0 scale in accordance with the Mississippi High School Activities Association (MHSAA). This portion of the standard will be jointly monitored and enforced by the State Board of Education and the MHSAA.

REGULATIONS. Miss. Code Ann. §§ 37-11-64, 65, and 66; and SB Policy 403.

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>The District is <u>noncompliant</u> with Process Standards 21, 21.1, and 21.2.</p> <ul style="list-style-type: none"> • Policies within the student handbook addressing the scales used in converting grades for transfer students is inconsistent within the handbook and with the District’s grading policy. • A policy addressing changing of students’ grades could not be found. 	<p>The District shall follow established board policy that defines criteria for the academic promotion/progression/retention of students. The District must establish policies that adhere to Miss. Code Ann. §§ 37-11-64, 65, and 66, and SBE Policy <i>Rule 2.3</i>. Review all policies for consistency and agreement with other district documents.</p> <p>A follow-up visit must be conducted to verify compliance with Process Standards 21, 21.1, and 21.2. Contact staff in the Office of District Accreditation at 601.359.3764 for technical assistance or when the District is prepared to verify compliance with these Process Standards.</p>	<p>Immediately and Ongoing.</p>

April 5-22, 2016

STANDARD 22. The school district provides access to an alternative education program that meets the program guidelines outlined in MS Code § 37-13-92 and the guidelines established by the State Board of Education.

REGULATIONS. Miss. Code Ann. § 37-13-92; SB Policy 901; and the *Guidelines for Alternative/GED School Programs*.

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>The District is <u>noncompliant</u> with Process Standard 22.</p> <p>Based on the compliance indicators, the Capital City Alternative School (CCAS) has not met the criteria for providing appropriate services to students with Individualized Education Programs (IEPs) in accordance with 34 C.F.R. §§ 300.320-300.324 and State Board Policy 7219.</p> <ul style="list-style-type: none"> • IEPs on file from the home schools did not address all components, goals, and objectives and are not individually based on the needs of the students. • IEPs received from the home schools for the following students had the following deficiencies: Expired; no timely review and had not been revised. Therefore, monitors were unable to determine the report of progress and/or related services provided. <ul style="list-style-type: none"> ○ Student A – only back page of IEP provided; therefore, monitors were unable to determine the report of progress and/or related services provided. ○ Student B – only back page of IEP provided; therefore, monitors were unable to determine the report of progress and/or related services provided. ○ Student C – no current IEP – found on side of notebook; review sheet with signatures; however, the sheet did not contain parent or student signatures; therefore, monitors were unable to determine the report of progress and/or related services provided. ○ Student D – based on STAR Reading/Math his academic performance had dropped in both areas and there was not report of progress; therefore, monitors were unable to 	<p>The Capital City Alternative School must ensure that each home school is accountable and aware of the following:</p> <p>Individualized Education Programs 34 C.F.R. §§ 300.320-300.324 and State Board Policy 7219</p> <ul style="list-style-type: none"> • Ensure that all schools who have students that attend the Capital City Alternative School with an IEP have verified that all IEPs are current and up to date prior to placement. • Ensure home school that has a student placed at the Capital City Alternative School must ensure an individualized education program (IEP) is developed and implemented for each child with a disability. • The special education coordinator and/or designee should ensure that a current IEP is on file for each child receiving special education services as well as verify that all IEPs are current and up to date prior to placement. <p>This citation of noncompliance will remain on record pending receipt of documentary evidence to verify compliance.</p> <p>For additional information and technical assistance, contact Toni Kersh in the Office of Compulsory School Attendance Enforcement at 601.354.7760 or tkersh@mdek12.org.</p> <p>Based on the information provided, the Office of Compulsory School Attendance Enforcement would need to conduct a follow-up visit once proper documentation to evaluate that all IEPs from all schools are current and up to date.</p>	<p>Immediately and Ongoing.</p>

April 5-22, 2016

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>determine the report of progress and/or related services provided.</p> <ul style="list-style-type: none"> ○ Student E – Temporary IEP 07/09/15; Manifestation hearing on 11/16/15; therefore, monitors were unable to determine the report of progress and/or related services provided. 	<p>The following are recommendations from the Office of Compulsory School Attendance Enforcement:</p> <p>The District should print out a list of due dates for IEPs and evaluations and distribute that list to administrators, intervention specialists, and related service personnel responsible for the students.</p>	

STANDARD 26. The curriculum of each high school at a minimum consists of required and approved courses that generate at least 32½ Carnegie units annually. Any request for an exemption from teaching the courses listed in Appendix B must be submitted in writing to the Commission on School Accreditation for review and action.

REGULATIONS. Miss. Code Ann. § 37-1-3(2); SB Policies 2902, 2903; and Appendices B and C.

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>The District is noncompliant with Process Standard 26.</p> <p>At least one (1) advanced placement course in each of the four (4) core areas is not offered at each high school. Based on the 2015-2016 MSIS Reports submitted to the MDE, the following schools do not offer the required advanced placement courses:</p> <p><u>Callaway High School</u></p> <ul style="list-style-type: none"> • AP English and AP Social Studies <p><u>Forest Hill High School</u></p> <ul style="list-style-type: none"> • AP English, AP Math, and AP Social Studies <p><u>Jim Hill High School</u></p> <ul style="list-style-type: none"> • AP English, AP Math, and AP Social Studies <p><u>Lanier High School</u></p> <ul style="list-style-type: none"> • AP English, AP Math, and AP Social Studies <p><u>Murrah High School</u></p>	<p>The curriculum of <u>each</u> high school, at a minimum, shall consist of required and approved courses that generate at least 32½ Carnegie units annually, <i>including at least one (1) advanced placement course in each of the four (4) core areas.</i></p> <p>The District must submit documentation to the Office of District Accreditation to verify compliance or submit a justification for exemption from offering the required courses in Appendix B. See Appendix B of the <i>Mississippi Public School Accountability Standards.</i></p> <p>This citation of noncompliance will remain on record pending receipt of documentary evidence to verify compliance.</p> <p>Contact staff in the Office of District Accreditation at 601.359.3764 for technical assistance or when the District is prepared to verify compliance with this Process Standard.</p>	<p>Immediately and Ongoing.</p>

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none">• AP English and AP Social Studies <p><u>Provine High School</u></p> <ul style="list-style-type: none">• AP English and AP Social Studies <p><u>Wingfield High School</u></p> <ul style="list-style-type: none">• AP English and AP Social Studies		

April 5-22, 2016

STANDARD 27. The curriculum of each elementary or middle school (any configuration of grades K-8) at a minimum consists of reading/language arts, mathematics, science, social studies, the arts, health education, and physical education, which may be taught by a regular classroom teacher.

STANDARD 27.1. In any configuration of grades K-8, the curriculum must include 150 minutes of activity-based instruction per week and 45 minutes of instruction in health education per week.

STANDARD 27.2. Implementation of the activity-based instruction must meet or exceed the standards as approved by the State Board of Education.

STANDARD 27.3. A regular classroom teacher may provide instruction in the arts, health education, and physical education in a self-contained classroom setting.

REGULATIONS. Miss. Code Ann. § 37-1-3(2) and § 37-13-134.

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>The District is <u>noncompliant</u> with Process Standards 27, 27.1, and 27.2.</p> <p>The following elementary schools do not provide 45 minutes of health education per week:</p> <ul style="list-style-type: none"> • French Elementary School • Lester Elementary School • Smith Elementary School 	<p>The class schedules shall be revised to include 45 minutes of health instruction each week.</p> <p>The District shall review instructional practices at each school for each grade level to ensure that 45 minutes of health instruction is provided weekly. Lesson plans shall also be reviewed to ensure instruction in health education is provided for at least 45 minutes per week.</p> <p>For additional information and technical assistance, contact Nathan Oakley in the Office of Elementary Education and Reading at 601.359.2586 or noakley@mdek12.org.</p>	<p>Immediately and Ongoing.</p>

April 5-22, 2016

STANDARD 29. The school district complies with the applicable policies of the State Board of Education and state and federal laws in the operation of its transportation program. The school district implements Nathan’s Law as a priority for promoting school bus safety.

- 29.1** All buses are inspected on a quarterly basis and are well-maintained and clean.
- 29.2** Each bus driver has a valid bus driver certificate and a commercial driver's license and operates the bus according to all specified safety procedures. The school district has on file a yearly motor vehicle report on each driver and evidence that each driver has received two (2) hours of in-service training per semester.
- 29.3** Bus schedules ensure arrival of all buses at their designated school sites prior to the start of the instructional day.
- 29.4** Emergency bus evacuation drills are conducted at least two (2) times each year.

REGULATIONS. Miss. Code Ann. § 37-41-53; § 63-1-73; § 63-1-33; § 63-3-615; § 97-3-7; SB Policies 7903, 7904, 7906, 7907, and 7909.

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>The District is <u>noncompliant</u> with Process Standards 29, 29.1, 29.2, and 29.3.</p> <p>Standard 29.1. See the enclosed ATTACHMENT A (Bus Fleet Inspection Report) for specific details of noncompliance with Process Standard 29.1 pertaining to the District’s Bus Fleet.</p> <p>Standard 29.2 requires that each school bus driver receive at least two (2) hours of professional development per semester. There was no documentation provided to submit the required professional development. Both terminal supervisors stated that they hold monthly meetings; however, no documentation was available to verify.</p> <p>Standard 29.3 requires that school buses arrive at the schools before the start of the instructional day. Some of the school buses arrived up to one (1) hour late while the MDE auditors were in the district. Prior to the audit, the MDE Division of Pupil Transportation representative received a number of complaints from parents stating the following:</p> <ul style="list-style-type: none"> • School buses are getting students to school as late as 10:00 a.m. Some parents stated that their children were forced to stay home because parents who worked could not leave and take them to school. 	<p>Corrective Action Standard 29.1 – Correct all noted deficiencies in ATTACHMENT A.</p> <p>Corrective Action Standard 29.2 -The District shall conduct and maintain documentation of required professional development for all bus drivers.</p> <p>Corrective Action Standard 29.3 -The District shall recruit and employ the appropriate number of bus drivers or revise the current routes to ensure the arrival and departure of all buses at their designated school sites.</p> <p>The District is responsible for coordinating with the Division of Pupil Transportation to correct the areas of noncompliance. Clearance of this accreditation deficiency will depend upon receipt in the Office of District Accreditation of a notice from the Division of Pupil Transportation stating that all noted deficiencies have been corrected and the District is in compliance with Process Standards 29, 29.1, 29.2, and 29.3. Please contact Leonard Swilley in the Division of Pupil Transportation at 601.359.1028 or lswilley@mdek12.org for technical assistance and/or when the District is prepared for a follow-up visit.</p>	<p>Immediately and Ongoing.</p>

FINDINGS	CORRECTIVE ACTION	TIMELINE
<ul style="list-style-type: none">• Late buses create problems for the operation of the cafeteria. Staff are forced to delay the start of lunch preparations because students are still coming to get breakfast.• One administrator stated that pickup time in the afternoon was as late as 5:00 p.m. <p>Buses from the south terminal appear to have the most problems with late buses. They also have the largest number of open bus routes.</p>		

April 5-22, 2016

STANDARD 30. The school district provides clean/sanitary facilities in a safe and secure environment. All classrooms in each school will be air-conditioned.

REGULATIONS. Miss. Code Ann. § 37-7-301(c)(d)(j); § 37-11-5 and 49; and § 45-11-101.

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>The District is noncompliant with Process Standard 30. See enclosed ATTACHMENT B (Facility Safety Assessment) from the Division of School Buildings.</p>	<p>See ATTACHMENT B for specific Corrective Actions. The District is responsible for coordinating with the Division of School Buildings to correct the areas of noncompliance. Clearance of this accreditation deficiency will depend upon receipt in the Office of District Accreditation of a notice from the Division of School Buildings stating that all noted deficiencies have been corrected and the District is in compliance with Process Standard 30. Please contact Dennis Meador or Mark Hobson in the Office of School Buildings at 601.359.1028, dmeador@mdek12.org, or mhobson@mdek12.org for technical assistance and/or when the District is prepared for a follow-up visit.</p>	<p>Immediately and Ongoing.</p>

April 5-22, 2016

STANDARD 31. The school district complies with State Board Policies and State and Federal laws to provide Safe Schools. Each school has a comprehensive School Safety Plan on file that has been approved annually by the local school board. (See the templates for MDE’s School Safety Manual and the School Occupational Safety and Crisis Response Plan at <http://www.mde.k12.ms.us/safe-and-orderly-schools/school-safety>.)

REGULATIONS. Miss. Code Ann. §§ 37-3-81 and 83(2); § 37-11-67; § 37-11-69; and the *School Safety Manual*.

FINDINGS	CORRECTIVE ACTION	TIMELINE
<p>The District is noncompliant with Process Standard 31. See enclosed ATTACHMENT C (School Safety Audit) from the Division of School Safety.</p>	<p>See ATTACHMENT C for specific Corrective Actions. The District is responsible for coordinating with the Division of School Safety to correct the areas of noncompliance. Clearance of this accreditation deficiency will depend upon receipt in the Office of District Accreditation of a notice from the Division of School Safety stating that all noted deficiencies have been corrected and the District is in compliance with Process Standard 31. Please contact Cooper Dixon in the Division of School Safety at 601.359.1028 or jdixon@mdek12.org for technical assistance and/or when the District is prepared for a follow-up visit.</p>	<p>Immediately and Ongoing.</p>

ATTACHMENTS

A, B, C and D

ATTACHMENT A

Jackson Public Schools

Fleet Inspection Report

April 5-22, 2016

<u>Bus #</u>	<u>Year, Make, Model</u>	<u>Mileage</u>	<u>Defects</u>
90-095	1990-Blue Bird	324,819	Stop sign cover needs replacing Horn not working Fire extinguisher missing Emergency markers missing Park brake not holding
95-135	1995-Amtran	161,664	Front signal lights left and right not operating Headlight dimmer inoperable Three (3) seats need clamping Emergency door buzzer not working Both reverse lights out
97-149	1997- Blue Bird	71,572	Stop sign needs new cover Needs sweeping Eight (8) seats need clamping Emergency window buzzers not working Emergency door buzzer not working Emergency roof hatch buzzer not working Emergency markers missing Both reverse lights inoperable Reverse buzzer not working Lower right brake light out Right rear reflector missing
97-190	1997-Blue Bird	161,880	Needs new stop sign cover Driver side crossover mirror loose

April 5-22, 2016

<u>Bus #</u>	<u>Year, Make, Model</u>	<u>Mileage</u>	<u>Defects</u>
			Bus was dirty Emergency roof hatch buzzer not working Both reverse lights out Reverse buzzer not working Right side reflector missing
17-211	1997-Blue Bird		Not Operational
97-207	1997-Blue Bird	128,107	Needs new stop sign cover No emergency door buzzer Emergency roof hatch buzzer not working Both reverse lights out Reverse buzzer not working Park brake not holding
97-210	1997- Blue Bird		RESTRICTED Crossing control arm missing
97-166	1997-Blue Bird	191,393	Needs new stop sign cover Horn not operating Cracked windshield Two (2) seats need clamping Emergency window buzzers not working Emergency door buzzer not working Reverse buzzer not working Park brake not holding Reflector on right side missing
97-178	1997-Blue Bird	145,679	RESTRICTED Both rear passenger side tires need replacing Needs new stop sign cover Horn not operating Fire extinguisher outdated Front passenger side signal light out Reverse buzzer not working
97-182	1997-Blue Bird	134,236	RESTRICTED Stop sign needs new cover Two (2) rear seat frames are broken

April 5-22, 2016

<u>Bus #</u>	<u>Year, Make, Model</u>	<u>Mileage</u>	<u>Defects</u>
			Emergency doors difficult to open and buzzer working Both reverse lights out Reverse buzzer not working Tag light needs new cover
97-195	1997-Blue Bird	165,949	Stop sign needs new cover Right side windshield wiper not operating Two (2) seats need clamping Emergency door buzzer not working Reverse lights out Park brake not holding
97-158	1997-Blue Bird	163,765	RESTRICTED Exhaust pipe missing Stop sign needs new cover Horn not operating Both crossover mirrors are loose Needs sweeping Six (6) seats need clamping One (1) seat torn Reverse buzzer not working Front wheels missing lug nuts
97-222	1997-Blue Bird	172,893	Stop sign needs new cover Signal light out on rear driver's side Two (2) seats need clamping Emergency window buzzers not working Emergency door buzzer not working Exhaust pipe needs to be extended Both reverse lights out Reverse buzzer not working Park brake not holding Left and right reflectors missing
97-189	1997-Blue Bird	200,117	Stop sign needs new cover Horn not operating Two (2) seats need clamping

April 5-22, 2016

<u>Bus #</u>	<u>Year, Make, Model</u>	<u>Mileage</u>	<u>Defects</u>
			Emergency window buzzers not working Cracked emergency window Both reverse lights out Reverse buzzer not working Park brake not holding
97-169	1997-Blue Bird	197,158	Stop sign needs new cover Top light on stop sign out Bus is dirty and needs cleaning inside/out All seats need clamping One (1) window emergency buzzer is inoperable Emergency door buzzer not working Front emergency roof hatch buzzer not working Both reverse lights not out Reverse buzzer not working Park brake not holding Lug nuts on both front wheels are missing
99-235	1999-Blue Bird	132,645	Stop sign needs new cover One (1) seat needs clamping All emergency window buzzers not working Emergency roof hatch buzzer not working Both reverse lights are out Reverse buzzer not working Reflectors right side missing
01-243	2001-Thomas	75,508	Front driver's side signal light out Driver's side crossover mirror loose All emergency widow buzzers not working Emergency roof hatch buzzers working Park brake not holding
01-247	2001-Thomas	69,420	Front passenger side signal light out Five (5) seats need clamping Emergency window buzzers not working Emergency door buzzer not working Emergency roof hatch buzzer not working

April 5-22, 2016

<u>Bus #</u>	<u>Year, Make, Model</u>	<u>Mileage</u>	<u>Defects</u>
			Both reverse lights out Reverse buzzer not working
01-251	2001- Thomas	114,959	Five (5) seats need clamping Two (2) seats are torn One (1) seat needs padding Bus is filthy and needs cleaning Emergency window buzzers not working Emergency roof hatch buzzers not working Park brake not holding
01-284	2001- Thomas	161,132	Horn not operating Crossover mirror on driver's side loose Five (5) seats need clamping Emergency door buzzer not working Emergency widow buzzers not working Emergency roof hatch buzzers not working Weak isle flooring Five (5) covers broken on clearance lights
01-285	2001-Thomas	151,008	Crossover mirrors broken both sides Windshield cracked One (1) torn seat Emergency window buzzers not working Three (3) window emergency handles broken Emergency door buzzer not working Outside emergency door handle broken Both reverse lights out Reverse buzzer not working Front clearance light on left side out
01-283	2001- Thomas	76,177	Crossover mirror loose driver side Nine (9) seats need clamping Emergency window buzzers not working All window emergency handles missing Emergency roof hatch buzzer not working Both reverse lights out

April 5-22, 2016

<u>Bus #</u>	<u>Year, Make, Model</u>	<u>Mileage</u>	<u>Defects</u>
			Reverse buzzer not working Weak isle flooring Front left side clearance light out
01-248	2001- Thomas	41,117	RESTRICTED Crossing control arm not working Rear tires left and right needed
01-278	2001- Thomas	158,689	Stop sign light not operating Five (5) seats need clamping Dirty bus needs cleaning Emergency window buzzers not working Two (2) emergency windows will not open Emergency roof hatch buzzers not working Replace transmission dip stick Both reverse lights not working Reverse buzzer not working Left hood latch broken Crossover mirror passenger side broken
01-272	2001- Thomas	124,368	Rear passenger tire needs replacing Crossover mirror passenger side loose Several seats torn Emergency window buzzers not working Emergency window handles broken Emergency roof hatch buzzer not working First aid kit missing Body fluid kit missing Broken interior driver mirror Reverse buzzer not operating Park brake not holding
04-43	2004- Thomas	112,647	Signal light rear driver's side out Windshield cracked Thirteen (13) seats need clamping Three (3) emergency window buzzers not working
04-039	2004- Thomas	151,407	Stop sign needs new cover

April 5-22, 2016

<u>Bus #</u>	<u>Year, Make, Model</u>	<u>Mileage</u>	<u>Defects</u>
			Driver's turn signal side out Six (6) seats need clamping Left reverse light out Park brake not holding
04-037	2004- Thomas	164,702	Stop sign needs new cover Driver's side rear turn signal light out Windshield cracked right side Twelve (12) seats need clamping Three (3) emergency window buzzers not working Both reverse lights not operating Park brake not holding
04-059	2004- Thomas	97,941	Upper student red light out front driver side Dimmer switch not working Signal light rear passenger side out Emergency window buzzers not working
04-007	2004- Thomas	133,525	Headlights lower beam left and right out Two (2) seats need clamping Park brake not holding
04-003	2004- Thomas	153,177	Left lower beam headlight out Back seat needs clamping Dirty bus needs cleaning One (1) window buzzer not operating Park brake not holding Left rear clearance light out
04-005	2004- Thomas	165,628	Needs sweeping Nine (9) seats need clamping Both reverse lights out Two (2) front clearance lights out left side
04-009	2004- Thomas	141,197	One (1) seat needs clamping Two (2) window emergency buzzers not working Park brake not holding
04-061	2004- Thomas	103,176	Windshield wipers left side not working Eleven (11) seats need clamping

April 5-22, 2016

<u>Bus #</u>	<u>Year, Make, Model</u>	<u>Mileage</u>	<u>Defects</u>
			Emergency window buzzers not working Three (3) window emergency handle broken Emergency roof hatch not working Park brake not holding
04-072	2004- Thomas	223,820	Tire needs replacing right rear inside Crossover mirror loose passenger side Fourteen (14) seats need clamping Bus was filthy needs cleaning Emergency window was cracked Emergency window buzzers were inoperable Emergency roof hatch buzzers not working Reverse buzzer not working
02-293	2002- Thomas	184,455	Cracked left windshield Four (4) seats need clamping Emergency window buzzers not working
04-006	2004-Thomas	149,603	Needs new stop sign cover Upper rear passenger side red light out Sixteen (16) seats need clamping One (1) seat torn Emergency window buzzers not working Park brake not holding Right reverse light out
04-010	2004- Thomas	179,675	Needs new stop sign cover Two (2) seats need clamping Dirty bus needs cleaning One (1) seat torn Emergency window buzzers not working Two (2) emergency window handles broken Park brake not holding
04-024	2004- Thomas	158,216	Needs new stop sign cover Horn not operating Driver's side turn signal not operating Two (2) seats need clamping

April 5-22, 2016

<u>Bus #</u>	<u>Year, Make, Model</u>	<u>Mileage</u>	<u>Defects</u>
			Tag light out
04-026	2004- Thomas	272,510	Needs new stop sign cover Seven (7) seats need clamping Emergency window buzzers not working Two (2) emergency window handles broken Park brake not holding
04-030	2004- Thomas	199,002	Stop sign needs new cover Rear passenger side signal light cover broken Driver's side crossover mirror loose Three (3) seats need clamping Three (3) seats torn Three (3) seats have graffiti Left reverse light out Emergency window buzzers not working All emergency window handles broken Emergency roof hatch buzzer not working
04-032	2004-Thomas		RESTRICTED Missing crossing control arm
04-050	2004Thomas	151,127	Needs new stop sign cover Three (3) seats need clamping Right side emergency window buzzers inoperable Emergency door buzzer not working Front wheel barring cap missing
04-034	2004- Thomas	184,485	Six (6) seats need clamping Three (3) emergency window buzzers not working Reverse buzzer not working
04-038	2004- Thomas	152,541	Needs new stop sign cover Right windshield cracked Cracked emergency window Nine (9) seats need clamping Three (3) emergency window handles broken Emergency roof hatch buzzers not working
04-040	2004- Thomas	161,180	Needs new stop sign cover

April 5-22, 2016

<u>Bus #</u>	<u>Year, Make, Model</u>	<u>Mileage</u>	<u>Defects</u>
			Stop sign inoperable Six (6) seats need clamping Emergency door difficult to open Emergency window cracked Two (2) emergency window buzzers not working Turn signal driver's side signal Left reverse light not working
04-046	2004- Thomas	154,219	Stop sign needs new cover Six (6) seats need clamping Left two (2) emergency window buzzers not working
04-070	2004- Thomas	156,732	Front upper red light out Eight (8) seats need clamping All emergency window buzzers not working All emergency window handles broken Emergency door difficult to open Emergency roof hatch buzzers not working Reverse buzzer not working
04-068	2004- Thomas	142,743	Rear passenger tire needs replacing Ten (10) seats need clamping All emergency window buzzers not working Left reverse light out
06-005	2006- Thomas	113,230	Thirteen (13) seats need clamping All emergency window buzzers inoperable Emergency door inoperable Emergency roof hatch buzzer inoperable
06-003	2006- Thomas	140,6679	Passenger side tire rear needs replacing Stop sign top light out Signal light on driver's and passenger side out (side light) Cracked windshield Eight (8) seats need clamping All emergency window buzzers not working Emergency door buzzer not working Emergency roof hatch buzzers not working

April 5-22, 2016

<u>Bus #</u>	<u>Year, Make, Model</u>	<u>Mileage</u>	<u>Defects</u>
			Left reverse light out Park break not holding
06-009	2006- Thomas	141,441	Three (3) seats need clamping All emergency window buzzers not working Emergency door buzzer not working Emergency roof hatch buzzer not working Air conditioning unit not secured to ceiling Left reverse light out Park brake not holding Left clearance light out
06-997	2006- Thomas	129,767	Nine (9) seats need clamping
07-001	2007- International	79,556	Rear driver's side amber light out Reverse buzzer not working
08-020	2008- Thomas	93,051	RESTRICTED Crossing arm too short
08-019	2008 Thomas	117351	RESTRICTED Range inhibited down Lift inoperable Amber light switch inoperable
09-001	2009- Thomas	132,525	Twenty (20) seats need clamping
09-004	2009- Thomas	97,876	Horn not operating Front signal light passenger side not operating Crossover mirror driver side loose Windshield cracked Headlights upper beam out Thirteen (13) seats need clamping Emergency roof hatch buzzers not working Three (3) seats torn Emergency roof hatch buzzers not working
10-003	2010- Thomas	105,167	No defects
11-016	2011- Thomas	91,959	No defects
11-009	2011- Thomas	92,557	Windshield cracked
11-008	2011- Thomas	88,132	Windshield cracked

April 5-22, 2016

<u>Bus #</u>	<u>Year, Make, Model</u>	<u>Mileage</u>	<u>Defects</u>
			Park brake not holding
11-002	2011- Thomas	81,424	Crossing arm too short On both sides not working Windshield cracked
11-013	2011- Thomas	98,423	Signal light on both sides not working Windshield cracked
11-015	2011- Thomas	65,492	Dirty bus needs sweeping and cleaning Two (2) torn seats Graffiti on seats
12-023	2012- Thomas	66,994	No defects
12-019	2012- Thomas	39,384	Crossing control arm not working Windshield cracked Park brake not holding
12-017	2012- Thomas	65,780	No defects
12-024	2012- Thomas	78,712	Signal light front passenger side out Windshield cracked Five (5) seats torn
13-022	2013- Thomas	67,295	No defects
13-020	2013- Thomas	61,790	No defects
14-014	2014- Thomas	51791	Windshield cracked
14-002	2014- Thomas	57,138	No defects
14-000	2014- Thomas	48,384	Passenger side crossover mirror loose Windshield cracked Five (5) seats need clamping
14-008	2014- Thomas	60,764	One seat needs clamping Crossover control arm not working
14-007	2014- Thomas	45,977	Tag light cover missing Reverse lights not working Reverse buzzer not working Right mud flap detached Rear clearance light out
14-019	2014- Thomas	51,380	No defects

April 5-22, 2016

<u>Bus #</u>	<u>Year, Make, Model</u>	<u>Mileage</u>	<u>Defects</u>
14-009	2014- Thomas	47,234	No defects
14-005	2014- Thomas	51,193	Windshield cracked
15-001	2013- Thomas	60,658	No defects
15-002	2013- Thomas	48,783	No defects

ATTACHMENT B

**Office of Safe and Orderly Schools
Division of School Buildings
Facility Safety Assessment
Dennis Meador, School Facilities Supervisor
Mark Hobson, School Facilities Supervisor
April 5-22, 2016**

**Jackson Public School District
Dr. Cedrick Gray, Superintendent**

**Lanier High School
Mr. Eric Johnson, Principal
Attended by: Mr. Robinson, Head Custodian**

Findings:

Exterior

- No “Visitor” parking signs.
- Main utility shut-offs not identified by signage.
- Exterior A/C panels not secure.

Interior

- Hydraulic sewer pump system causes the alarm to sound.
- No campus map identifying locations of main utility shut-offs posted in the main office.
- Asbestos management plan not on file in the main office.
- Air conditioner covers removed in some classrooms.
- Evacuation maps not posted in all classrooms.
- Inoperable ceiling lights in classrooms.
- Water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.

April 5-22, 2016

- No emergency lighting in some stairwells.

Main 100 Hall

- Unprotected lights in the staff lounge.
- Open blank in the storage room electrical panel outside room 100.
- Air conditioner makes a loud noise in room 100.
- Classroom windows are not labeled for use as a second means of egress.
- Open blanks in the service panels by the boys' restroom.
- Inoperable toilet in the boys' restroom.
- No emergency lighting in the main hall.
- Water damaged plaster walls in several rooms.
- Electrical extension cord used as a permanent power source in room 103.
- Power strips plugged into power strips in rooms 110 and 112.
- Damaged/unsecured exterior door in the girls' restroom.
- Missing ceiling tiles in the elevator.
- Unprotected lights in the elevator.

West 100 Hall

- Inoperable emergency lighting.
- Old window blinds being stored by the exit door.
- Unprotected electrical outlet in the hall.
- Classroom windows not labeled for use as a second means of egress.
- Damaged electrical conduit in room 116.
- Inoperable exit sign at the South entrance.
- No portable fire extinguisher in the chemistry lab (room 118).
- No chemical inventory in the chemistry lab (room 118).
- No Material Safety Data Sheets (MSDS) in the chemistry lab (room 118).
- Power strip plugged into a power strip in room 118.

April 5-22, 2016

- Broken windows in room 115.
- Electrical extension cord being used as a permanent power source in room 117.
- Unprotected light in the women's faculty restroom.
- Unprotected light in the men's faculty restroom.
- Inoperable air conditioner in room 136.
- Damaged door in room 136.
- Damaged door closer on the boys' restroom door.

East 100 Hall (300)

- Damaged door closer on the boys' restroom door.
- Power strips plugged into power strips in rooms 301, 306, and 307.
- Unprotected light outside room 303.
- Classroom windows not labeled for use as a second means of egress.
- No second means of egress in rooms 302, 304, and 305.
- Electrical extension cord being used as a permanent power source in room 303.
- Unprotected light switch outside room 303.
- Inoperable emergency lighting.
- Out-of-date portable fire extinguisher outside room 304.
- Unprotected electrical outlet by the teacher's desk in room 304.
- Chains and padlocks on the East exit doors.

Auditorium

- Damaged/inoperable emergency lighting.
- Chains and padlocks on the East stage exit door.
- Damaged door closers on the East stage exit door.
- Damaged/inoperable exit signs.
- Chains and padlocks on the East exit door in the seating area.
- Seating capacity not posted.

April 5-22, 2016

- Evacuation maps not posted.
- No portable fire extinguishers in the seating area.
- Damaged door closer on the West exit door in the seating area.

Kitchen/Dining Area

- Inoperable emergency lighting.
- Inoperable lights in the dining area.
- Seating capacity not posted in the dining area.
- Evacuation maps not posted in the dining area.
- Unprotected light switch going into the kitchen by the milk box.
- Unprotected lights under the vent hood.
- Boxes stored within 18" of the ceiling in the dry goods area.
- Kitchen staff had not received fire safety training.

400 Hall (Upper Floor)

- Inoperable/damaged emergency lighting.
- Damaged ceiling tiles in 243-B instrument storage room.
- Discharged portable fire extinguisher outside room 244.
- Out-of-date portable fire extinguisher in the art room.
- Missing ceiling tiles in the art room.
- Air conditioner inoperable in room 242.
- Unsecured electrical outlet in room 242.
- Unprotected lights by the boys' and girls' restrooms.
- Inoperable lights in the girls' restroom.
- Clogged sink in room 242.
- Classroom windows not labeled for use as a second means of egress.
- Inoperable exit sign by the stairwell leading down to the 300 hall.
- Power strips plugged into power strips in the Plato lab.

April 5-22, 2016

- Unprotected lights outside the library.

Main 200 Hall (Upper Floor)

- Inoperable emergency lighting.
- Classroom windows not labeled for use as a second means of egress.
- Out-of-date portable fire extinguishers in rooms 200, 202, 211, and the library.
- Power strip plugged into a power strip in room 201.
- Electrical extension cord used as a permanent power source in room 205.

West 200 Hall (Upper Floor)

- Classroom windows not labeled for use as a second means of egress.
- Out-of-date portable fire extinguishers in room 228.
- Inoperable emergency lighting.
- Inoperable air conditioners in rooms 219 and 221.
- Missing stall door in the girls' restroom.
- Unprotected lights in the women's and men's faculty restrooms.
- Electrical extension cord used as a permanent power source in room 221.

Gymnasium

- Fire alarm system panel inoperable in the lobby.
- Unprotected lights in the lobby boys' restroom.
- No emergency lighting in the lobby.
- Windows did not meet Life Safety Code for use as a second means of egress in room 503.
- Southeast exit door obstructed.
- Broken mirror glass in the weight room.
- Unprotected electrical outlet in the weight room.
- Unprotected lights in the girls' locker room.
- Unprotected lights in the boys' P.E. locker room.

April 5-22, 2016

- Damaged seating bench in the boys' varsity P.E. locker room.
- Chains and padlocks on exit doors.
- Inoperable emergency lighting.
- Evacuation maps not posted.
- Seating capacity not posted.
- Northeast exit door had broken glass.

JROTC Building

- Electrical extension cords being used as a permanent power source.
- Roof leaks.
- Out-of-date portable fire extinguisher.

Portable Classrooms

- Damaged walkways outside the portable classrooms.
- Awning between the two (2) portable classrooms not secured properly.
- Open blanks in the electrical panel in P011.
- Exposed wires on light fixtures in P011.
- Unprotected lights in P011.
- No smoke detectors.
- Damaged/rotten siding on portable P011.
- Unprotected exterior lights on portable P309.

Corrective Action:

- Provide "Visitor" parking.
- Use signage to identify and label main utility shut-offs.
- Secure all exterior electrical A/C panels.
- Repair problem with sewer system.
- Post campus map in main office identifying locations of main utility shut-offs.
- Provide updated copy of the asbestos management plan in main office.

April 5-22, 2016

- Replace missing A/C covers in classrooms.
- Post evacuation maps in all classrooms in same general location.
- Repair or replace all inoperable lights.
- Install GFCI type electrical receptacles on all water fountains and near sinks.
- Install emergency lighting where needed.
- Provide covers for all unprotected lights.
- Provide covers for all open blanks in electrical panels.
- Repair A/C units in rooms 100, 136, 219, 221, and 242.
- Identify and label one (1) window in each classroom for use as a second means of egress.
- Verify that all second means of egress windows are kept unobstructed.
- Repair or replace all inoperable restroom fixtures.
- Repair damaged plaster walls in classrooms.
- Provide a permanent power source where electrical extension cords are being used.
- Verify that all power strips plug directly into a permanent power source.
- Repair or replace damaged exterior door in the 100 Hall girls' restroom.
- Replace all missing/damaged ceiling tiles.
- Repair or replace all inoperable/damaged emergency lighting.
- Repair or replace all inoperable/damaged exit signs.
- Remove old window blinds by exit door on the West hall.
- Provide covers for all unprotected electrical outlets/light switches.
- Repair or replace all damaged/loose electrical conduit.
- Provide a portable fire extinguisher in room 118.
- Provide a chemical inventory for all chemicals in room 118.
- Provide MSDS for all chemicals in room 118.
- Replace broken window in room 115.
- Repair or replace damaged door in room 136.
- Repair or replace all damaged/missing door closers.
- Provide a second means of egress in rooms 302, 304, 305, and 503.

April 5-22, 2016

- Inspect, test, and tag all out-of-date/discharged portable fire extinguishers.
- Remove chains and padlocks from all exit doors.
- Post seating capacity in the auditorium, dining area, and gymnasium.
- Post evacuation maps in the auditorium, dining area, and gymnasium.
- Provide portable fire extinguishers in the auditorium seating area.
- Remove boxes within 18” of the ceiling in the dry goods area.
- Provide fire safety training for kitchen staff.
- Secure electrical outlet in room 242.
- Repair clogged sink in room 242.
- Replace missing stall door in West 200 Hall girls’ restroom.
- Inspect and repair the fire alarm system in the gymnasium lobby.
- Remove obstruction from Southeast exit door in the gymnasium.
- Replace broken mirror glass in the weight room.
- Repair damaged seating bench in the boys’ varsity P.E. locker room.
- Replace broken glass on the Northeast gymnasium door.
- Repair roof leaks where needed.
- Repair damaged walkways outside portable classrooms.
- Properly secure awning between portable classrooms.
- Provide covers for all exposed wires.
- Install smoke detectors in portable classrooms.
- Replace damaged siding on portable P011.

Provine High School

Mrs. Thomas, Principal

Attended by: Mr. Terry, Custodian

Findings:

Exterior

- No “Visitor” parking signs.

April 5-22, 2016

- Main utility shut-offs not identified by signage.
- Exterior A/C panels not secure.
- Broken windows by the gymnasium lobby entrance doors.

Interior

- No campus map identifying locations of main utility shut-offs posted in the main office.
- Asbestos management plan not on file in the main office.
- Trouble code on the fire alarm system.
- Inoperable ceiling lights in some classrooms.
- Evacuation maps not posted in all classrooms.
- Water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.
- Unsecured hall gates campus wide.

100 Hall

- No second means of egress in classrooms.
- Inoperable toilet in the men's faculty restroom.
- Inoperable emergency lighting.
- Electrical extension cords used as a permanent power source in rooms 106 and 107.
- Exposed wires where an old clock used to be.

Attendance Wing

- Damaged plumbing access cover in the boys' restroom near the attendance wing.
- Classroom windows did not meet Life Safety Code for use as a second means of egress.
- Power strips plugged into power strips in rooms 125 and 133.
- Paper/curtains covering windows in several classrooms.
- Electrical extension cord used as a permanent power source in room 131.
- No emergency lighting in the South stairwell.

April 5-22, 2016

Attendance Wing (Upper Floor)

- Classroom windows did not meet Life Safety Code for use as a second means of egress.
- Paper/curtains covering windows in several classrooms.
- No chemical inventory in the chemistry lab.
- No Material Safety Data Sheets (MSDS) in the chemistry lab.
- Old chemicals in the chemistry lab storage area need to be removed.
- Cluttered chemistry lab.
- Out-of-date portable fire extinguisher in the chemistry lab storage area.
- Inoperable vent hood fan in the chemistry lab.
- Inoperable urinals in the boys' restroom.

200 Hall (Upper Floor)

- Classroom windows did not meet Life Safety Code for use as a second means of egress.
- Power strips plugged into power strips in rooms 203 and 211.
- Old chemicals in room 203 storage area.
- Partition wall held up by 2x4's in room 203.
- There was unsecured electrical conduit in room 214.
- Emergency lighting inoperable.
- Electrical extension cords used as a permanent power source in rooms 206 and 212.
- Inoperable emergency lighting in West stairwell.
- Unprotected lights in the West stairwell.

Auditorium

- Trouble code on the alarm panel by the auditorium entrance.
- No portable fire extinguishers in the seating area.
- Evacuation maps not posted.
- Seating capacity not posted.
- Damaged seats.

April 5-22, 2016

- Unprotected lights in the stage area.
- Chains and padlocks on the West stage exit doors.

West Main Hall

- No portable fire extinguisher in the library.
- Evacuation maps not posted in the library and career center.
- Inoperable emergency lighting.

Lunchroom Hall

- Loose electrical conduit/receptacle box in room 118.
- Missing door closer in room 118.
- Out-of-date portable fire extinguisher in room 120.
- Windows did not meet Life Safety Code for use as a second means of egress in rooms 119-A, 119-B, and 120.
- Power strip plugged into a power strip in room 119.
- Electrical extension cord used as a permanent power source in room 119-A.
- Inoperable panic hardware on the exit door across from the dining area.

Gymnasium

- Evacuation maps not posted.
- Seating capacity not posted.
- Damaged/inoperable emergency lighting.
- Unprotected lights in the restrooms.
- Gymnasium exit doors not equipped with panic hardware.
- Slide locks on exit doors.

New Wing (Ninth Grade)

- Out-of-date portable fire extinguisher in the principal's office.
- Trouble code on the alarm system.

April 5-22, 2016

- Obstructed second means of egress windows in rooms 134, 139, and 232.
- Classroom windows not labeled for use as a second means of egress.
- Out-of-date portable fire extinguisher in room 141.
- Power strips plugged into power strips in rooms 141 and 232.
- Unprotected lights in the boys' restroom outside room 140.
- Electrical extension cords used as a permanent power source in rooms 134 and 233.
- Damaged back splash in the upper level boys' restroom.
- Multiple unprotected electrical outlets on workstations in room 237.

Boiler Room

- Open blank in an electrical panel.
- Water/sewage backed up and sitting under the kitchen foundation.
- Light fixture hanging by its wires outside the boiler room doors.
- Boiler certificates out-of-date.

Kitchen/Dining Area

- No emergency lighting in the dining area.
- Inoperable exit sign in the Southwest corner of the dining area.
- Evacuation maps not posted in the dining area.
- Seating capacity not posted in the dining area.
- No portable fire extinguishers in the dining area.
- Kitchen staff had not received fire safety training.
- Out-of-date portable fire extinguisher by the back loading dock.
- Unprotected lights in the dry goods area.
- Unprotected light in the kitchen staff locker area.
- Inoperable lights in the vent hood.
- Expired food permit.
- Floor drains covered up to keep odor (caused by sitting water under the foundation) from entering the building.

Field House

- Out-of-date portable fire extinguisher in the weight room.
- Trouble code on the fire alarm system.

Corrective Action:

- Provide “Visitor” parking.
- Use signage to identify and label main utility shut-offs.
- Secure all exterior electrical A/C panels.
- Replace broken windows by the gymnasium lobby doors.
- Post campus map in main office identifying locations of main utility shut-offs.
- Provide an updated copy of the asbestos management plan in main office.
- Inspect and repair all alarm systems to clear trouble codes.
- Repair or replace all inoperable lights.
- Post evacuation maps in all classrooms in same general location.
- Install GFCI type electrical receptacles on all water fountains and near sinks.
- Secure hall gates when not being used.
- Modify one (1) window in each classroom to meet Life Safety Code for use as a second means of egress.
- Verify that all second means of egress windows are labeled and kept unobstructed.
- Repair or replace all inoperable restroom fixtures.
- Repair or replace all inoperable/damaged emergency lighting.
- Repair or replace all inoperable/damaged exit signs.
- Provide a permanent power source where electrical extension cords are being used.
- Provide covers for all exposed wires.
- Repair damaged plumbing access cover in the attendance wing boys’ restroom.
- Verify that all power strips plug directly into a permanent power source.
- Remove paper/curtains from all second means of egress windows.
- Install emergency lighting where needed.

April 5-22, 2016

- Provide a chemical inventory for all chemicals in the chemistry lab.
- Provide MSDS for all chemicals in the chemistry lab.
- Properly remove old unused chemicals from the chemistry lab and room 203.
- Remove clutter from the chemistry lab.
- Repair vent hood in the chemistry lab.
- Inspect, test, and tag all out-of-date/discharged portable fire extinguishers.
- Properly secure partition wall in room 203.
- Repair or replace all damaged/loose electrical conduit.
- Provide covers for all unprotected lights.
- Provide portable fire extinguishers in the auditorium seating area, library, and dining area.
- Post evacuation maps in the auditorium, gymnasium, and dining area.
- Post seating capacity in the auditorium, gymnasium, and dining area.
- Install panic hardware on gymnasium exit doors.
- Remove slide locks from gymnasium exit doors.
- Repair or replace damaged seats in the auditorium.
- Remove chains and padlocks from exit doors.
- Repair or replace all damaged/missing door closers.
- Repair or replace inoperable panic hardware on exit door across from dining area.
- Repair damaged back splash in new wing upper level boys' restroom.
- Provide covers for all unprotected electrical outlets/light switches.
- Provide covers for all open blanks in electrical panels.
- Repair light fixture outside the boiler room.
- Post updated boiler certificates near equipment.
- Have sewer/sump pump repaired to remove water/sewage under the kitchen foundation.
- Provide fire safety training for kitchen staff.
- Post updated food permit in kitchen/dining area.

April 5-22, 2016

Murrah High School

Mr. Green, Principal

Attended by: Ms. Evans, Head Custodian

Findings:

Exterior

- No “Visitor” parking signs.
- Main utility shut-offs not identified by signage.
- Exterior A/C panels not secure.

Interior

- Trouble code on the alarm system.
- No campus map identifying locations of main utility shut-offs posted in the main office.
- Asbestos management plan not on file in the main office.
- Evacuation maps not posted in all classrooms.
- Inoperable ceiling lights in several classrooms.
- Water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.

Auditorium

- Trouble code on the alarm panel by the auditorium entrance.
- No portable fire extinguisher in the stage area.
- Evacuation maps not posted.
- Seating capacity not posted.
- Inoperable emergency lighting.

Ninth Grade Building

- Broken glass pane on the entrance door.
- Unprotected light in the lower and upper girls’ restrooms.
- Classroom windows not labeled for use as a second means of egress.
- Out-of-date portable fire extinguisher between rooms 405 and 407.

April 5-22, 2016

- Power strips plugged into power strips in rooms 409, 504, and 505.
- Books stored under the South stairwell.
- Damaged exit sign by the South stairwell.
- Unprotected lights in the upper boys' restroom.
- Detached electrical outlet in room 510.
- Missing ceiling tiles in rooms 504 and 506.
- Missing lights in room 503.
- Out-of-date/discharged portable fire extinguisher in room 502.
- Unprotected electrical outlet on a work station in room 501.
- Out-of-date portable fire extinguisher in room 501.

Portable Classrooms

- Damaged flooring by the entrance.
- Damaged panic hardware in portable 305.
- No lighted exit signs in portables 304 and 305.
- Unprotected lights in portables 304-A, 304-B, 305, and 306-A.
- No smoke detectors in portables 301, 302, 304-A, 304-B, 305, 306-A, and 306-B.
- Damaged steps by portable 304.
- Damaged walls in portables 304-A, 306-A, and 306-B.
- Unprotected electrical outlet on the West wall of portable 304-A.
- Inoperable exit signs in portables 301, 302, 306-A, and 306-B.
- Damaged walkways (tripping hazard) by the portable classrooms.
- No portable fire extinguisher in portable 306-B.
- Intercom inoperable in portable 301.
- No emergency lighting in portable classrooms.

Main Building 100 Hall

- Electrical extension cord used as a permanent power source in the library.

April 5-22, 2016

- Power strip plugged into a power strip in the library.
- Emergency lighting inoperable in the library.
- Emergency lighting inoperable in the main halls.
- Intercom not working properly in room 108.
- Second means of egress doors obstructed in rooms 104, 106, and 108.
- Damaged door closers by room 104 in the main hall.
- No second means of egress in rooms 101, 103, 105, and 107.
- Power strips plugged into power strips in rooms 103, 116, 117, and 118.
- Electrical extension cords used as a permanent power source in rooms 105, 118, and 119.
- Unprotected lights by the East stairwell.
- Classroom windows did not meet Life Safety Code for use as a second means of egress.
- Loose electrical conduit on the East wall in room 124.
- Unprotected lights in the stairwell by room 127.
- East wing classroom windows not labeled for use as a second means of egress.
- Several East wing classroom windows covered with paper/curtains.
- Discharged portable fire extinguisher on the South end of the East hall.
- Damaged exit sign in the South stairwell of the East hall.
- Unprotected lights in the South stairwell of the East hall.
- Damaged water fountain by room 131.
- Foundation dropped in rooms 112, 114, and 117.
- Wall damage caused by foundation settling in room 117.

Main Building 200 Hall (Upper Floor)

- Emergency lighting was inoperable in the stairwells and main hall.
- Old tables needed to be removed from room 201.
- No second means of egress in room 201.
- Room 201 was drafty.
- Damaged door in room 202.

April 5-22, 2016

- Power strips plugged into power strips in rooms 202 and 206.
- Classroom windows did not meet Life Safety Code for use as a second means of egress.
- Inoperable west exit sign.
- Detached/loose electrical conduit in rooms 205 and 207.
- No chemical inventory in room 206.
- No Material Safety Data Sheets (MSDS) in room 206.
- Old unused chemicals in the chemical storage area in room 206.
- Eye wash station inoperable in room 206.
- Missing ceiling tiles outside room 210.
- Ceiling water leak outside room 210.
- Unprotected lights in the boys' restroom.
- Intercom did not work properly in room 217.
- Missing ceiling tiles in the East wing boys' restroom.
- Classroom windows not labeled for use as a second means of egress in rooms 219, 220, 221, 222, and 223.
- Room 223 was cluttered.

Gymnasium

- Broken window pane on the gymnasium door across from room 105.
- No lighted exit signs in the lobby.
- Inoperable lights in the lobby.
- No panic hardware on gymnasium doors leading into the lobby.
- Emergency lighting inoperable/damaged.
- Evacuation maps not posted.
- Seating capacity not posted.
- Damaged data wires by the entrance of boys' home dressing room.
- Unprotected lights in the dressing rooms.
- Weight room needs painting.

April 5-22, 2016

Field House

- Trouble code on the fire alarm system.

Kitchen/Dining Area

- Exposed wires in the green electrical panel in the boiler room.
- Open blanks in the boiler room electrical panels.
- Boiler certificates not posted near equipment.
- Unprotected lights in the cooler/freezers.
- Inoperable lights in the vent hood.
- No portable fire extinguishers in the dining area.
- Evacuation maps not posted in the dining area.
- Seating capacity not posted in the dining area.
- No emergency lighting in the dining area.
- Kitchen staff had not received fire safety training.

Corrective Action:

- Provide “Visitor” parking.
- Use signage to identify and label main utility shut-offs.
- Secure all exterior electrical A/C panels.
- Inspect and repair all alarm systems to clear trouble codes.
- Post campus map in main office identifying locations of main utility shut-offs.
- Provide an updated copy of the asbestos management plan in main office.
- Post evacuation maps in all classrooms in same general location.
- Repair or replace all inoperable lights.
- Install GFCI type electrical receptacles on all water fountains and near sinks.
- Provide portable fire extinguishers in the stage area, portable 306-B, and the dining area.
- Post evacuation maps in the auditorium, gymnasium, and dining area.
- Post seating capacity in the auditorium and gymnasium.

April 5-22, 2016

- Repair or replace all inoperable/damaged emergency lighting.
- Repair or replace all inoperable/damaged exit signs.
- Replace broken glass on the ninth grade building entrance door and gymnasium door.
- Provide covers for all unprotected lights.
- Identify and label one (1) window in each classroom for use as a second means of egress in the ninth grade building.
- Verify that all second means of egress windows/doors are unobstructed.
- Inspect, test, and tag all out-of-date/discharged portable fire extinguishers.
- Verify that all power strips plug directly into a permanent power source.
- Remove books stored under the South stairwell in the ninth grade building.
- Secure electrical outlet in room 510 in the ninth grade building.
- Replace all missing ceiling tiles.
- Replace missing lights in room 503 in the ninth grade building.
- Provide covers for all unprotected electrical outlets/light switches.
- Repair damaged flooring in the portable classrooms.
- Repair or replace all damaged panic hardware.
- Install lighted exit signs where needed.
- Install smoke detectors in portable classrooms where needed.
- Repair damaged steps by portable 304.
- Repair damaged walls in portable classrooms.
- Repair damaged walkways by portable classrooms.
- Verify that two-way intercom works in all rooms.
- Install emergency lighting where needed.
- Provide a permanent power source where electrical extension cords are being used.
- Repair or replace all missing/damaged door closers.
- Provide a second means of egress in rooms 101, 103, 105, 107, and 201.
- Repair or replace all damaged/loose electrical conduit.
- Remove paper/curtains from all second means of egress windows.
- Repair or replace damaged water fountain by room 131.

April 5-22, 2016

- Repair foundation in rooms 112, 114, and 117.
- Repair damaged wall in room 117.
- Remove old tables from room 201.
- Seal air leaks between walls in room 201.
- Repair or replace damaged door in room 202.
- Modify and label one (1) window in each classroom to meet Life Safety Code for use as a second means of egress in the main building.
- Provide a chemical inventory for all chemicals in room 206.
- Provide MSDS for all chemicals in room 206.
- Properly dispose old unused chemicals in room 206.
- Repair eyewash station in room 206.
- Repair ceiling water leak outside room 210.
- Remove clutter from room 223.
- Install panic hardware on gymnasium doors leading into the lobby.
- Repair damaged data wires at the entrance to the boys' home dressing room.
- Paint the weight room.
- Provide covers for exposed wires in the boiler room.
- Provide covers for all open blanks in electrical panels.
- Post updated boiler certificates near equipment.
- Provide fire safety training for kitchen staff.

Chastain Middle School

Mr. Moore, Principal

Attended by: Mr. Ford, Custodian and Mr. Knight, Custodian

Findings:

Exterior

- No "Visitor" parking signs.
- Main utility shut-offs not identified by signage.
- Exterior A/C panels not secure.

April 5-22, 2016

- Clutter stored behind the kitchen area.

Interior

- No campus map identifying locations of main utility shut-offs posted in the main office.
- Asbestos management plan not on file in the main office.
- Evacuation maps not posted in all classrooms.
- Inoperable exit sign at the front entrance.
- Unprotected lights in the parent resource center.
- Water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.
- Inoperable ceiling lights in several classrooms.

Gymnasium

- Evacuation maps not posted.
- Seating capacity not posted.
- No lighted exit sign above the Southeast exit door.
- Emergency lighting inoperable/damaged.
- Exposed wires by the Northwest exit door.
- Playing surface damaged (buckled).
- Additional portable fire extinguisher needed on the playing surface.
- Out-of-date portable fire extinguisher on the playing surface.
- Discharged/out-of-date portable fire extinguisher in the girls' dressing room.
- Girls' dressing room cluttered/dirty.
- Locker doors damaged/missing in the boys' dressing room.
- Unprotected lights in the dressing room hall.
- Unsecured ductwork in the basketball/football dressing room.
- Old door laying across the lockers in the basketball/football dressing room.

April 5-22, 2016

Boiler Room

- Boiler certificates out-of-date.

400 Hall

- Several lights inoperable in the main hall.
- No emergency lighting in the main hall.
- Missing door closer on the boys' restroom door.
- Inoperable urinal in the boys' restroom.
- Damaged/inoperable water fountain in the main hall.
- Out-of-date portable fire extinguishers in rooms 403 and 410.
- Classroom windows inoperable for use as a second means of egress.
- Classroom windows not labeled for use as a second means of egress.
- Unprotected lights outside room 404.
- Loose electrical outlet in room 404.
- Unprotected lights in rooms 407 and 410.
- Electrical extension cord used as a permanent power source in room 407.
- No evacuation maps posted in rooms 409 and 410.
- Power strip plugged into a power strip in room 409.
- Loose electrical conduit in the main hall between rooms 407 and 409.
- Unprotected electrical outlet in room 411.

300 Hall

- Classroom windows inoperable for use as a second means of egress.
- Classroom windows not labeled for use as a second means of egress.
- No emergency lighting in the main hall.
- Out-of-date portable fire extinguishers in rooms 301, 303, and 307.
- Power strip plugged into a power strip in room 306.
- Exposed wires outside room 305.

April 5-22, 2016

- Electrical extension cord used as a permanent power source outside the girls' restroom going into the custodian's closet.
- Open blank in the custodian's closet electrical panel.
- Inoperable toilet in the girls' restroom.
- Damaged door closer on the girls' restroom door.
- Unprotected light over the sink in the faculty restroom.
- Unprotected light outside the faculty and boys' restrooms.
- Paper covering the second means of egress window in room 301.

200 Hall

- Damaged door in the principal's office.
- No second means of egress in room 202.
- Unprotected lights in room 200, 202, and 210.
- Unprotected lights outside room 203.
- Unprotected light outside the boys' restroom.
- No emergency lighting in the main hall.
- Classroom windows inoperable for use as a second means of egress.
- Classroom windows not labeled for use as a second means of egress.
- Power strips plugged into power strips in rooms 201 and 207.
- Unprotected light outside the girls' restroom.
- Exposed wires outside room 205.
- Electrical extension cords used as a permanent power source in room 206.
- Exposed wires on an exit sign in the SPED room.

Auditorium

- No portable fire extinguishers in the seating area.
- Evacuation maps not posted.
- Seating capacity not posted.

April 5-22, 2016

100 Hall

- No emergency lighting in the main hall.
- Unprotected lights in rooms 103 and 104.
- Classroom windows inoperable for use as a second means of egress.
- Classroom windows not labeled for use as a second means of egress.
- Unprotected lights outside rooms 103 and 109.
- Out-of-date portable fire extinguisher in room 107.
- No second means of egress in room 107.
- Power strips plugged into power strips in rooms 102 and 109.

Kitchen/Dining Area

- No portable fire extinguishers in the dining area.
- Evacuation maps not posted in the dining area.
- Seating capacity not posted in the dining area.
- Kitchen staff had not received fire safety training.
- Inoperable lights in the vent hood.
- Unprotected light in the kitchen staff restroom.

Sixth Grade Building

- Classroom windows not labeled for use as a second means of egress.
- Electrical extension cords used as a permanent power source in rooms 607 and 610.
- Power strips plugged into power strips in rooms 601 and 609.
- Damaged ceiling tiles in rooms 605 and 614.
- Trouble code on the fire alarm panel.
- Unprotected lights in the girls' and boys' restrooms.
- Curtains/paper over classroom second means of egress windows.
- Rotten window frame in room 614.

April 5-22, 2016

Portable Classrooms

- Holes in the walls of P204.
- No smoke detectors in P204 and P260.
- No portable fire extinguisher in P204.
- Exposed wires on light fixtures in P260.
- Unprotected lights in P260.
- Damaged deck/steps in P127.
- Damaged deck/steps in P128.

Corrective Action:

- Provide “Visitor” parking.
- Use signage to identify and label main utility shut-offs.
- Secure all exterior electrical A/C panels.
- Remove clutter from outside the kitchen.
- Post campus map in main office identifying locations of main utility shut-offs.
- Provide an updated copy of the asbestos management plan in main office.
- Post evacuation maps in all classrooms in same general location.
- Repair or replace all inoperable/damaged exit signs.
- Provide covers for all unprotected lights.
- Install GFCI type electrical receptacles on all water fountains and near sinks.
- Repair or replace all inoperable lights.
- Post evacuation maps in the gymnasium, auditorium, and dining area.
- Post seating capacity in the gymnasium, auditorium, and dining area.
- Install lighted exit signs where needed.
- Repair or replace all inoperable/damaged emergency lighting.
- Provide covers for all exposed wires.
- Repair gymnasium playing surface.
- Provide portable fire extinguishers in the gymnasium, auditorium seating area, dining area, and portable P204.

April 5-22, 2016

- Inspect, test, and tag all out-of-date/discharged portable fire extinguishers.
- Remove clutter from girls' dressing room in the gymnasium.
- Repair damaged lockers in the boys' dressing room.
- Secure ductwork in the basketball/football dressing room.
- Remove old unused doors from the basketball/football dressing room.
- Post updated boiler certificates near equipment.
- Install emergency lighting where needed.
- Repair or replace all missing/damaged door closers.
- Repair or replace all inoperable restroom fixtures.
- Repair or replace damaged/inoperable water fountain on the 400 Hall.
- Modify and label one (1) window in each classroom to meet Life Safety Code for use as a second means of egress in the Main Building.
- Verify that all second means of egress windows are unobstructed.
- Secure loose electrical outlet in room 404.
- Provide a permanent power source where electrical extension cords are being used.
- Verify that all power strips plug directly into a permanent power source.
- Repair or replace all damaged/loose electrical conduit.
- Provide covers for all unprotected electrical outlets/light switches.
- Provide covers for all open blanks in electrical panels.
- Remove paper/curtains from all second means of egress windows.
- Repair or replace damaged door in the principal's office on the 200 Hall.
- Provide a second means of egress in rooms 107 and 202.
- Provide fire safety training for kitchen staff.
- Replace all damaged/missing ceiling tiles.
- Inspect and repair fire alarm system to clear trouble code in the sixth grade building.
- Replace window frame in room 614.
- Repair walls in portable P204.
- Install smoke detectors in portables P204 and P260.
- Repair damaged decks/steps on portables P127 and P128.

Hardy Middle School

Mr. Holmes, Principal

Attended by: Ms. Hamilton, Custodian

Findings:

Exterior

- No “Visitor” parking signs.
- Rear main entrance not obvious from back parking lot.
- Main utility shut-offs not identified by signage.

Interior

- Evacuation maps not posted in all classrooms.
- Inoperable ceiling lights in several classrooms.
- Water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.
- Stairwells did not have emergency lighting.
- Damaged window blinds in several classrooms.
- No campus map identifying locations of main utility shut-offs posted in the main office.
- Asbestos management plan not on file in the main office.
- Exit signs inoperable when tested.
- Damaged walls in the teachers’ lounge outside the basement.
- Door leading outside by the cafeteria secured with brackets and screws.
- No lighted exit sign above door leading outside by the cafeteria.

100 Hall (Seventh Grade)

- Classroom windows did not meet Life Safety Code for use as a second means of egress.
- Power strip plugged into a power strip in room 103.
- Graffiti on the girls’ restroom walls.
- Exposed wires in a junction box in the electrical room.

April 5-22, 2016

- Damaged light switch plate in room 109.
- Classroom door could not be locked in room 109.
- Paper on the windows in room 108.
- Loose electrical outlet/conduit in room 110.
- Unprotected light in the storage closet in room 110.
- South main exit door was inoperable.
- No emergency lighting in the main hall.

200 Hall (Eighth Grade)

- Unprotected electrical outlet in room 210.
- Loose electrical conduit in room 210.
- Damaged electrical outlet plate in room 210.
- Classroom windows did not meet Life Safety Code for use as a second means of egress.
- Damaged light switch in room 208.
- Damaged wall in room 213.
- Inoperable urinals in the boys' restroom.
- No emergency lighting in the main hall.
- Power strips plugged into power strips in rooms 202, 203, and 205.
- Open blank in the North utility closet electrical panel.
- Inoperable water fountain outside the North girls' restroom.

400 Hall (Sixth Grade)

- Classroom windows not labeled for use as a second means of egress.
- Classroom door could not be locked in room 401.
- Unprotected electrical outlet in room 405.
- Missing ceiling tile in room 406.

April 5-22, 2016

300 Hall

- Classroom windows not labeled for use as a second means of egress.
- Electrical extension cord used as a permanent power source in room 303.

Auditorium

- No portable fire extinguishers in the seating area.
- Inoperable emergency lighting in the stage area.
- Evacuation maps not posted.
- Seating capacity not posted.
- Emergency lighting inoperable in the seating area.
- Inoperable lights.

Gymnasium

- Damaged emergency lighting on the East wall.
- Evacuation maps not posted.
- Seating capacity not posted.
- Additional portable fire extinguisher needed on the playing surface.
- Inoperable lights in the seating area.
- No emergency lighting in the boys' and girls' locker room stairwells.
- Unprotected lights in the boys' and girls' locker rooms.
- Open blank in the electrical panel outside the coaches' office.
- Damaged emergency light in the boys' locker room.
- Inoperable water fountain in the boys' locker room.
- Overturned shelves in the boys' locker room.
- Inoperable lights in the boys' locker room.
- Damaged exit sign in the boys' locker room.

April 5-22, 2016

Annex Building

- Classroom windows did not meet Life Safety Code for use as a second means of egress.
- Damaged light switch cover in room 112.
- No emergency lighting in the main hall.
- Exposed wires outside room 114.
- Unprotected lights in room 116.
- Missing ceiling tiles in room 118.
- Loose alarm bell outside room 118.
- Excessive clutter in room 120.
- Missing door knob in room 120.
- Unprotected lights outside room 122.
- Unprotected lights in the storage area in room 124.
- Damaged electrical outlet plate by the sink in room 124.

Basement

- Damaged door closer in room 126.
- Out-of-date/discharged portable fire extinguisher in room 126.

Kitchen/Dining Area

- Missing door closer on the main hall doors.
- No panic hardware on the main hall doors.
- Emergency lighting inoperable in the dining area.
- Evacuation maps not posted in the dining area.
- Seating capacity not posted in the dining area.
- No portable fire extinguishers in the dining area.
- Kitchen staff had not received fire safety training.
- Power strip plugged into a power strip by the cashier.

April 5-22, 2016

Corrective Action:

- Provide “Visitor” parking.
- Post signage showing directions to the main office from rear parking lot.
- Use signage to identify and label main utility shut-offs.
- Post evacuation maps in all classrooms in same general location.
- Repair or replace all inoperable lights.
- Install GFCI type electrical receptacles on all water fountains and near sinks.
- Install emergency lighting where needed.
- Replace damaged window blinds where needed.
- Post campus map in main office identifying locations of main utility shut-offs.
- Provide an updated copy of the asbestos management plan in main office.
- Repair or replace all inoperable/damaged exit signs.
- Repair damaged walls in the teacher’s lounge outside the basement hall.
- Return door outside cafeteria to operation by removing brackets.
- Install lighted exit signs where needed.
- Modify one (1) window in each classroom for use as a second means of egress in the 100 building, 200 building, and the annex building.
- Verify that all second means of egress windows are labeled and kept unobstructed.
- Verify that all power strips plug directly into a permanent power source.
- Remove graffiti from the 100 Hall girls’ restroom.
- Provide covers for all exposed wires.
- Provide covers for all unprotected electrical outlets/light switches.
- Repair or replace door locks in rooms 109 and 401.
- Remove paper/curtains from all second means of egress windows.
- Repair or replace all damaged/loose electrical conduit.
- Provide covers for all unprotected lights.
- Repair the 100 hall South main exit door.
- Repair damaged wall in room 213.
- Repair or replace all inoperable restroom fixtures.

April 5-22, 2016

- Provide covers for all open blanks in electrical panels.
- Repair or replace inoperable water fountains in the 200 Hall girls' restroom and the boys' locker room.
- Replace all missing/damaged ceiling tiles.
- Provide a permanent power source where electrical extension cords are being used.
- Provide portable fire extinguishers in the auditorium seating area, gymnasium, and dining area.
- Repair or replace all inoperable/damaged emergency lighting.
- Post evacuation maps in the auditorium, gymnasium, and dining area.
- Post seating capacity in the auditorium, gymnasium, and dining area.
- Restore shelves to the upright position in the boys' locker room.
- Secure loose alarm bell outside room 118.
- Remove excessive clutter from room 120.
- Replace missing door knob in room 120.
- Replace all missing/damaged electrical outlet/light switch plates.
- Repair or replace all missing/damaged door closers.
- Inspect, test, and tag all out-of-date/discharged portable fire extinguishers.
- Install panic hardware on the main hall doors in the dining area.
- Provide fire safety training for kitchen staff.

Blackburn Middle School

Ms. Bradley, Principal

Attended by: Mr. Hollins, Custodian

Findings

Exterior

- No "Visitor" parking signs.
- Main utility shut-offs not identified by signage.
- Out-of-date portable fire extinguisher in electrical room 4.

April 5-22, 2016

Interior

- Trouble codes on the backup generator panel.
- No campus map identifying locations of main utility shut-offs posted in the main office.
- Asbestos management plan not on file in the main office.
- Evacuation maps not posted in all classrooms.
- Several damaged portable fire extinguisher cabinets.

Sixth Grade Hall

- Power strips plugged into power strips in rooms 102 and 107.

Seventh Grade Hall

- Unprotected electrical outlet on a workstation in room 219.
- Inoperable eyewash station in room 219.
- Power strips plugged into power strips in room 214.

Eighth Grade Hall

- Power strips plugged into power strips in rooms 202 and 203.
- Electrical extension cord used as a permanent power source in room 200.
- Out-of-date portable fire extinguisher in electrical closet 5.
- Out-of-date portable fire extinguisher outside room 204.
- Inoperable eyewash station in room 204.
- Unprotected electrical outlets in rooms 204 and 210.
- Missing ceiling tiles in the boys' restroom.

Elective Hall

- Electrical extension cord used as a permanent power source in room 115.
- Unprotected lights outside room 116.

April 5-22, 2016

Gymnasium/Auditorium

- Damaged portable fire extinguisher cabinet on the Northeast corner of the playing surface.
- No portable fire extinguisher in the stage area.
- Damaged plumbing access panel in the boys' P.E. dressing room.
- Portable fire extinguisher pin pulled by the Southeast exit.

Boiler Room

- Boiler certificates out-of-date.

Kitchen/Dining Area

- Inoperable light in the vent hood.
- Kitchen staff had not received fire safety training.

Main Hall

- Inoperable eyewash station in room 111.

Corrective Action:

- Provide "Visitor" parking.
- Use signage to identify and label main utility shut-offs.
- Inspect, test, and tag all out-of-date/discharged portable fire extinguishers.
- Inspect and repair backup generator to clear trouble codes.
- Post campus map in main office identifying locations of main utility shut-offs.
- Provide an updated copy of the asbestos management plan in main office.
- Post evacuation maps in all classrooms in same general location.
- Repair damaged portable fire extinguisher cabinets.
- Verify that all power strips plug directly into a permanent power source.
- Provide covers for all unprotected electrical outlets/light switches.
- Repair eyewash stations in rooms 111, 204, and 219.
- Provide a permanent power source where electrical extension cords are being used.

April 5-22, 2016

- Replace all missing ceiling tiles.
- Provide covers for all unprotected lights.
- Provide a portable fire extinguisher in the stage area.
- Repair damaged plumbing access panel in the boys' P.E. dressing room.
- Post updated boiler certificates near equipment.
- Replace inoperable lights in the kitchen vent hood.
- Provide fire safety training for kitchen staff.

Siwell Middle School

Mrs. McIntyre, Principal

Attended by: Mr. Cavett, Custodian

Findings

Exterior

- Main utility shut-offs not identified by signage.

Interior

- Trouble code on the fire alarm system.
- No campus map identifying locations of main utility shut-offs posted in the main office.
- Evacuation maps not posted in all classrooms.
- Inoperable ceiling lights in several classrooms.
- Several water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.
- Asbestos management plan incomplete in the main office.

Boiler Room

- Generator had a "service required" light on the main panel.
- Roof leak.
- Boiler certificate out-of-date.
- Damaged ceiling tile.
- Out-of-date portable fire extinguisher.

Classrooms

- Classroom windows not labeled for use as a second means of egress.
- Paper/curtains covering their second means of egress windows in several classrooms.
- Unprotected electrical outlet in room 112.
- Power strips plugged into power strips in rooms 115, 117, and 161.
- Damaged partition wall in room 102.
- No second means of egress in the technology center (library).
- Out-of-date portable fire extinguisher in the technology center (library).
- No portable fire extinguisher in the library.
- Inoperable window in room 174.
- Damaged workstations in room 151.
- Roof leak in the science lab storage area (Room 151).
- Old chemicals in the science lab storage area (Room 151).
- No chemical inventory room 151.
- No Material Safety Data Sheets (MSDS) in room 151.
- No eye wash station in rooms 151 and 153.
- Several classroom second means of egress windows were obstructed.
- Inoperable exit sign in room 11 (choral music).
- Obstructed second means of egress doors in rooms 11 (choral music) and 12 (band hall).
- Missing ceiling tiles in room 12 (band hall).
- Band hall door had a damaged door closer.
- Inoperable exit sign in room 12 (band hall).

Main Hallways

- No emergency lighting.
- Misplaced ceiling tiles in the sixth grade boys' restroom.
- Damaged door closer on the Northwest exit door.

April 5-22, 2016

- Unprotected lights in the men's restroom on the main office hall.
- Open blank in the electrical panel in the clothes storage area by the gymnasium.
- Missing ceiling tiles in the boys' restroom by the cafeteria.

Gymnasium

- Missing exit sign.
- No emergency lighting.
- Evacuation maps not posted.
- Seating capacity not posted.
- Out-of-date portable fire extinguisher by the classrooms.
- Cluttered gymnasium classrooms.
- Unprotected electrical outlet in the Northwest classroom.
- Roof leak.
- No second means of egress in room 14B.
- Gymnasium classrooms not numbered.
- Damaged/missing ceiling tiles in the girls' dressing room.
- Damaged door closer on the exit door in the girls' dressing room.
- Damaged stalls in the girls' dressing room restroom.
- No portable fire extinguisher in the girls' dressing room.
- Damaged exit sign by the boys' dressing room.
- Unprotected lights by the boys' dressing room.
- Damaged door closer by the boys' dressing room.
- Missing/damaged ceiling tiles in the boys' dressing room.
- Exposed wires where an old clock used to be in the boys' dressing room.
- Damaged dropped ceiling in the boys' dressing room restroom.
- Inoperable lights in the boys' dressing room restroom.
- No portable fire extinguisher in the boys' dressing room.

April 5-22, 2016

Kitchen/Dining Area

- No emergency lighting.
- Evacuation maps not posted in the dining area.
- Seating capacity not posted in the dining area.
- No portable fire extinguishers in the dining area.
- Inoperable ceiling lights in the dining area.
- Inoperable lights in the vent hood.
- Vent hood fan inoperable.
- Damaged door closer on the back door.
- Boxes stored within 18” of the ceiling in the dry goods area.
- Kitchen staff had not received fire safety training.
- Exposed wires where an old clock used to be by the ice machine.

Auditorium

- Evacuation maps not posted.
- Seating capacity not posted.
- No portable fire extinguishers in the seating area.

Corrective Action:

- Use signage to identify and label main utility shut-offs.
- Inspect and repair fire alarm system to clear trouble codes.
- Post campus map in main office identifying locations of main utility shut-offs.
- Post evacuation maps in all classrooms in same general location.
- Repair or replace all inoperable lights.
- Install GFCI type electrical receptacles on all water fountains and near sinks.
- Provide an updated copy of the asbestos management plan in main office.
- Inspect and repair backup generator to clear trouble codes.
- Repair all roof leaks.

April 5-22, 2016

- Post updated boiler certificates near equipment.
- Replace all missing/damaged ceiling tiles.
- Inspect, test, and tag all out-of-date/discharged portable fire extinguishers.
- Identify and label one (1) operable window in each classroom for use as a second means of egress.
- Verify that all second means of egress windows/doors are kept unobstructed.
- Remove all paper/curtains from second means of egress windows.
- Provide covers for all unprotected electrical outlets/light switches.
- Verify that all power strips plug directly into a permanent power source.
- Repair damaged partition wall in room 102.
- Provide a second means of egress in the technology center (library) and room 14B.
- Provide portable fire extinguishers in the library, girls' and boys' dressing rooms, dining area, and auditorium seating area.
- Repair damaged workstations in room 151.
- Properly dispose of old chemicals in room 151.
- Provide a chemical inventory of all chemicals in room 151.
- Provide MSDS for all chemicals in room 151.
- Provide an eyewash station in rooms 151 and 153.
- Repair or replace all inoperable/damaged exit signs.
- Repair or replace all damaged/missing door closers.
- Install emergency lighting where needed.
- Provide covers for all unprotected lights.
- Provide covers for all open blanks in electrical panels.
- Replace missing exit sign in the gymnasium.
- Post evacuation maps in the gymnasium, dining area, and auditorium.
- Post seating capacity in the gymnasium, dining area, and auditorium.
- Remove clutter from gymnasium classrooms.
- Verify all classrooms are numbered.
- Repair damaged stalls in the girls' dressing room restroom.
- Provide covers for all exposed wires.

April 5-22, 2016

- Repair damaged ceiling in the boys' dressing room restroom.
- Repair inoperable vent hood fan.
- Remove boxes within 18" of ceiling in the dry goods area.
- Provide fire safety training for kitchen staff.

Lester Elementary School

Ms. Bridges, Principal

Attended by: Mr. Hill, Custodian

Findings:

Exterior

- No "Visitor" parking signs.
- Main utility shut-offs not identified by signage.
- Exterior A/C panels not secure.

Interior

- Unprotected lights in the main office.
- No campus map identifying locations of main utility shut-offs posted in the main office.
- Asbestos management plan not on file in the main office.
- Exit signs inoperable when tested.
- Several water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.
- Inoperable ceiling lights in several classrooms.
- No emergency lighting in the main halls.

South Main Hall

- Classroom doors could not be locked.
- Classroom windows not labeled for use as a second means of egress.
- Loose electrical conduit in room 2.
- Paper/curtains covering their second means of egress windows in several classrooms.
- Inoperable water fountain outside the South restrooms.

April 5-22, 2016

- Missing lavatory in the South girls' restroom.

Auditorium

- Seating capacity not posted.
- No portable fire extinguishers in the seating area.

Kitchen/Dining Area

- Inoperable emergency lighting.
- Seating capacity not posted.
- No portable fire extinguishers in the dining area.
- Expired food permit.
- Kitchen staff had not received fire safety training.
- Inoperable lights in the vent hood.
- Out-of-date type K portable fire extinguisher in the kitchen.

Boiler Room

- Out-of-date portable fire extinguisher.
- Boiler certificates out-of-date.

Kindergarten Hall (East Wing)

- Paper/curtains covering their second means of egress windows in several classrooms.
- Power strips plugged into power strips in room 5.
- Unprotected lights in classroom restrooms.
- Obstructed egress door in room 7.

North Main Hall (Fifth and Sixth Grade)

- Out-of-date/discharged portable fire extinguisher.
- Inoperable water fountain by the girls' restroom.

April 5-22, 2016

- Inoperable toilet in the girls' restroom.
- Storage rooms 3 and 4 had boxes stored within 18" of the ceiling.
- Inoperable portable fire extinguisher cabinet door outside room 16.
- Inoperable egress door in room 16.
- Inoperable water fountains in the boys' restroom.
- Missing lavatory in the boys' restroom.
- Electrical extension cord used as a permanent power source in room 12.
- Out-of-date portable fire extinguisher in the nurse's station/counselors office.
- Unprotected light in the teachers' restroom.

Portable Classrooms

- Unprotected lights in P201-A, P201-B, P079, P111, and P248.
- No smoke detectors in P201-A, P201-B, P079, P111, and P248.
- Vegetation growing on the awning by P201-A.
- Exposed wires in P201-A.
- No lighted exit signs in P079 and P111.

Playground

- Insufficient fall surfacing material around equipment.

Corrective Action:

- Provide "Visitor" parking.
- Use signage to identify and label main utility shut-offs.
- Secure exterior A/C panels.
- Provide covers for all unprotected lights.
- Post campus map in main office identifying locations of main utility shut-offs.
- Provide an updated copy of the asbestos management plan in main office.
- Repair or replace all inoperable/damaged exit signs.

April 5-22, 2016

- Install GFCI type electrical receptacles on all water fountains and near sinks.
- Repair or replace all inoperable lights.
- Install emergency lighting where needed.
- Verify that all classroom doors can be locked.
- Identify and label one (1) operable window in each classroom where needed to be used as a second means of egress.
- Verify that all second means of egress windows/doors are kept unobstructed.
- Secure all loose electrical conduit.
- Remove paper/curtains from all second means of egress windows.
- Repair or replace all inoperable water fountains.
- Replace missing lavatory in the South girls' restroom.
- Post seating capacity in the auditorium and dining area.
- Provide portable fire extinguishers in the auditorium and dining area.
- Repair or replace all inoperable/damaged emergency lighting.
- Post updated food permit in the kitchen/dining area.
- Provide fire safety training for kitchen staff.
- Inspect, test, and tag all out-of-date/discharged portable fire extinguishers.
- Post updated boiler certificates near equipment.
- Verify that all power strips plug directly into a permanent power source.
- Repair or replace inoperable toilet in the fifth and sixth grade girls' restroom.
- Remove boxes within 18" of ceiling in storage rooms 3 and 4.
- Repair portable fire extinguisher cabinet door outside room 16.
- Repair egress door in room 16.
- Replace missing lavatory in the fifth and sixth grade boys' restroom.
- Provide a permanent power source where electrical extension cords are being used.
- Provide smoke detectors in portable classrooms P201-A, P201-B, P079, P111, and P248.
- Remove vegetation from awning by P201-A.
- Provide covers for all exposed wires.
- Install lighted exit signs where needed.

Smith Elementary School

Mr. Torrey, Principal

Attended by: Mr. Gardner, Custodian

Findings:

Exterior

- No “Visitor” parking signs.
- No “Handicap” parking signs.
- Main utility shut-offs not identified by signage.

Interior

- No campus map identifying locations of main utility shut-offs posted in the main office.
- Asbestos management plan not on file in the main office.
- There was no emergency lighting in the main halls.
- Exit signs inoperable when tested.
- Several water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.

Pre-Kindergarten and Second Grade Hall

- Several classroom second means of egress windows painted shut.
- Classroom windows not labeled for use as a second means of egress.
- Classrooms had more than 20% of their walls covered with paper/artwork.

Playground

- Fall surfacing material had become compressed.

Third - Fifth Grade Hall

- Several classroom second means of egress windows painted shut.
- Classroom windows not labeled for use as a second means of egress.
- Power strip plugged into a power strip in room 14.

April 5-22, 2016

- Paper/curtains covering their second means of egress windows in several classrooms.
- Inoperable light fixture in the boys' restroom.
- Inoperable toilet in the boys' restroom.
- Inoperable exit sign in the girls' restroom.

Kitchen/Dining Area

- Emergency lighting inoperable in the dining area and kitchen.
- Seating capacity not posted.
- No portable fire extinguishers in the dining area.
- Expired food permit.
- Expired Health Department certificate.
- Inoperable lights on the vent hoods.
- Unprotected lights in the food prep area.
- Kitchen staff had not received fire safety training.
- Unprotected lights by the back door in the kitchen.

Boiler Room

- No pressure vessel certificate posted near equipment.
- Covers were removed from the main electrical service panels.

Auditorium

- No portable fire extinguishers in the seating area.
- Seating capacity not posted.
- Inoperable emergency lighting.

Corrective Action:

- Provide "Visitor" parking signs.
- Provide "Handicap" parking signs.

April 5-22, 2016

- Use signage to identify and label main utility shut-offs.
- Post campus map in main office identifying locations of main utility shut-offs.
- Provide a copy of the asbestos management plan in main office.
- Install emergency lighting where needed.
- Repair or replace all inoperable/damaged exit signs.
- Install GFCI type electrical receptacles on all water fountains and near sinks.
- Identify and label one (1) operable window in each classroom for use as a second means of egress.
- Verify that all second means of egress windows/doors are kept unobstructed.
- Verify that that no more than 20% of walls are covered in paper/artwork.
- Verify that all power strips plug directly into a permanent power source.
- Remove paper/curtains from all second means of egress windows.
- Repair or replace all inoperable lights.
- Repair or replace inoperable toilet in the third - fifth grade boys' restroom.
- Repair or replace all inoperable/damaged emergency lighting.
- Post seating capacity in the dining area and auditorium.
- Provide portable fire extinguishers in the dining area and auditorium seating area.
- Post updated food permit in the kitchen/dining area.
- Post updated Health Department certificate in the kitchen/dining area.
- Provide covers for all unprotected lights.
- Provide fire safety training for kitchen staff.
- Post updated boiler certificates near equipment.
- Replace main electrical service panel covers in the boiler room.

April 5-22, 2016

French Elementary School

Ms. Clark, Principal

Attended by: Ms. Smith, Custodian

Findings:

Exterior

- Main utility shut-offs not identified by signage.
- Exterior wood needed scraping and painting.

Interior

- No campus map identifying locations of main utility shut-offs posted in the main office.
- Trouble code on the fire alarm system.
- Exit signs inoperable when tested.
- Water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.
- Asbestos management plan not on file in the main office.
- Inoperable ceiling lights in several classrooms.
- Evacuation maps not posted in all classrooms.
- Unprotected lights outside the main office.
- Unprotected lights in the lunchroom hall.

Auditorium

- Seating capacity not posted.
- No portable fire extinguishers in the seating area.
- Inoperable emergency lighting.

Upper Hall

- No emergency lighting.
- Unprotected lights in the restrooms in rooms 1, 3, 4, and 6.
- Exposed wires in the electrical panel outside room 3.

April 5-22, 2016

- Classroom windows not labeled for use as a second means of egress.
- No panic hardware on the South exit doors.
- Unprotected lights outside room 4.

Kitchen/ Dining Area

- Additional portable fire extinguisher needed in the dining area.
- Evacuation maps not posted dining area.
- Seating capacity not posted in the dining area.
- Inoperable ceiling lights in the dining area.
- Inoperable emergency lighting in the dining area.
- Kitchen staff had not received fire safety training.
- Inoperable lights on the vent hood.

Lower Hall

- Damaged ceiling tiles by air return vents.
- No panic hardware on the East and West exit doors.
- Missing lights outside the library.
- Faculty restroom out-of-order.
- Inoperable egress doors in rooms 7 and 9.
- Damaged door closers in room 7.
- Obstructed second means of egress doors in rooms 8 and 18.
- Power strips plugged into power strips in rooms 8, 12, and 18.
- Jammed egress doors by the third grade restrooms.
- Inoperable lights going into the fifth grade girls' restroom.
- Classroom windows not labeled for use as a second means of egress.
- Unprotected light in the restroom by the server room.
- Unprotected light outside room 17.

April 5-22, 2016

Portable Classrooms

- Unprotected lights in the Open Doors classroom.
- Inoperable smoke detector in the Open Doors classroom.
- Inoperable exit sign in the Open Doors classroom.
- Intercom inoperable in the Open Doors classroom.
- Damaged cabinets/floor by the sink from a water leak in the Open Doors classroom.
- A/C inoperable in the Open Doors classroom.
- Unprotected lights in the counselor's classroom.
- Inoperable smoke detector in the counselor's classroom.
- Unprotected lights in the ISS classroom.
- Unprotected electrical outlet in the ISS classroom.
- Exposed wires by the entrance door of the music classroom.

Boiler Room

- No pressure vessel certificate posted near equipment.
- Open blank in the electrical panel.

Corrective Action:

- Use signage to identify and label main utility shut-offs.
- Scrape and paint exterior wood.
- Post campus map in main office identifying locations of main utility shut-offs.
- Inspect and repair fire alarm system to clear trouble codes.
- Repair or replace all inoperable/damaged exit signs.
- Install GFCI type electrical receptacles on all water fountains and near sinks.
- Provide an updated copy of the asbestos management plan in main office.
- Repair or replace all inoperable lights.
- Post evacuation maps in all classrooms in same general location.
- Provide covers for all unprotected lights.

April 5-22, 2016

- Post seating capacity in the auditorium and dining area.
- Provide portable fire extinguishers in the auditorium seating area and dining area.
- Repair or replace all inoperable/damaged emergency lighting.
- Install emergency lighting where needed.
- Provide covers for all exposed wires.
- Identify and label one (1) operable window in each classroom for use as a second means of egress.
- Verify that all second means of egress windows/doors are kept unobstructed.
- Install panic hardware on main exit doors where needed.
- Post evacuation maps in the dining area.
- Provide fire safety training for kitchen staff.
- Replace all missing/damaged ceiling tiles.
- Replace missing lights outside the library.
- Return to operation the faculty restroom on the lower hall.
- Repair or replace inoperable egress doors in rooms 7, 9, and by the third grade restrooms.
- Repair or replace all damaged/missing door closers.
- Verify that all power strips plug directly into a permanent power source.
- Replace smoke detectors in the Open Doors classroom and the counselor's room.
- Inspect and repair intercom system in the Open Doors classroom.
- Have water leak, floors, and cabinets repaired in the Open Doors classroom.
- Repair A/C in the Open Doors classroom.
- Provide covers for all unprotected electrical outlets/light switches.
- Post updated boiler certificates near equipment.
- Provide covers for all open blanks in electrical panels.

April 5-22, 2016

Davis Magnet Elementary School

Dr. Grigsby, Principal

Attended by: Ms. Dixon, Office Manager

Findings

Exterior

- No “Visitor” parking signs.
- Main utility shut-offs not identified by signage.

Interior

- No campus map identifying locations of main utility shut-offs posted in the main office.
- Inoperable ceiling lights in several classrooms.
- Evacuation maps not posted in all classrooms.
- Exit signs inoperable when tested.
- Several water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.
- Asbestos management plan not on file in the main office.
- Emergency lighting inoperable in the stairwell by the auditorium.

Lower Main Hall (Kindergarten)

- Windows did not meet Life Safety Code for use as a second means of egress.
- Several classrooms cluttered.
- Unprotected light in the restroom in room 1.
- Power strips plugged into power strips in room 5 and the computer lab.
- Unprotected light in the music room.
- South exit door sticking.

Third Floor Hall (Third - Fifth Grade)

- Unprotected light in the boys’ restroom.
- Windows did not meet Life Safety Code for use as a second means of egress.

April 5-22, 2016

- Clutter in room 9.
- Electrical extension cords used as a permanent power source in rooms 9 and 10.
- Unprotected lights outside the boys' and girls' restrooms.
- Combustibles stored in the electrical closet by the intervention room.
- Power strips plugged into power strips in the library.
- Loose electrical conduit in room 10.
- Out-of-date portable fire extinguisher in room 15.

Auditorium

- Seating capacity not posted.
- Evacuation maps not posted.
- Additional portable fire extinguisher needed.
- Inoperable light fixtures on the North and South walls.
- No portable fire extinguisher in the stage area.
- Electrical extension cord used as a permanent power source in the counselor's office.

Kitchen/Dining Area

- No emergency lighting.
- No portable fire extinguisher in the dining area.
- Inoperable light in the serving line area.
- Seating capacity not posted in the dining area.

Playground

- Additional fall surfacing material needed.

Corrective Action:

- Provide "Visitor" parking signs.
- Use signage to identify and label main utility shut-offs.

April 5-22, 2016

- Post campus map in main office identifying locations of main utility shut-offs.
- Repair or replace all inoperable lights.
- Post evacuation maps in all classrooms in same general location.
- Repair or replace all inoperable/damaged exit signs.
- Install GFCI type electrical receptacles on all water fountains and near sinks.
- Provide an updated copy of the asbestos management plan in main office.
- Repair or replace all inoperable/damaged emergency lighting.
- Modify one (1) window in each classroom to meet Life Safety Code for use as a second means of egress.
- Verify that all second means of egress windows are labeled and kept unobstructed.
- Remove clutter from classrooms.
- Verify that all power strips plug directly into a permanent power source.
- Repair South exit door on the Lower main hall.
- Provide a permanent power source where electrical extension cords are being used.
- Remove combustibles from electrical closet by the intervention room.
- Secure all loose electrical conduit.
- Inspect, test, and tag all out-of-date/discharged portable fire extinguishers.
- Post seating capacity in the auditorium and dining area.
- Post evacuation maps in the auditorium.
- Provide portable fire extinguishers in the auditorium seating area, stage area, and dining area.
- Install emergency lighting where needed.

Callaway High School

Mr. William Trammell III, Principal

Attended by: Mr. Steward, Head Custodian

Findings:

Exterior

- No “Visitor” parking signs.
- Main entrance not identified very well.
- Main utility shut-offs not identified by signage.

April 5-22, 2016

- Exterior A/C panels not secure.
- Boiler certificates were out-of-date.
- Hole near the sidewalk on the North side of C building.
- Graffiti painted on the parking lot and sidewalk behind C building.

Interior

- No campus map identifying locations of main utility shut-offs posted in the main office.
- Asbestos management plan not on file in the main office.
- Fire alarm systems inoperable (appear to have been neglected).
- Water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.
- Roof leaks throughout buildings.
- Damaged to the ceiling tiles due to students jumping over the security gate located in the stairwell on the second floor hall behind the gymnasium (It was reported by staff that students do this daily so they can gamble and school administrator is aware this is happening).

Classrooms

- Windows did not meet Life Safety Code.
- No second means of egress.
- Evacuation maps not posted in classrooms.
- More than 20% of walls covered with paper in several rooms.
- No second means of egress in rooms 103 and 104.
- Damaged electrical outlet near the door in room 102.
- Unprotected lights in rooms 101 and 202.
- Surge protectors plugged into surge protectors in rooms 101, 103, and 122.
- Missing ceiling tile in several rooms.
- Inoperable ceiling lights in several rooms.
- Electrical extension cords used as a permanent power source in rooms A111 and 128.
- There were exposed wires in the biology lab storage room.
- Lab storage rooms full of clutter.
- No chemical inventories for chemicals in rooms 119, 118, and 208.

April 5-22, 2016

- No Material Safety Data Sheets (MSDS) for chemicals in rooms 119, 118, and 208.
- Old chemicals need to be removed.
- Water damaged window in room 208.
- Roof leaks in rooms 208, 210, A215, and library.
- Damaged ceiling tile in room 215.
- Lights out in the library.
- Several discolored light covers in the library.
- Glass containers not stored in a safe cabinet in the old lab located in room 202.

Halls

- Hall lockers are unused and not secured.
- Portable fire extinguishers removed in halls due to students discharging them (some found stored in a storage room on the second floor away from students).
- No emergency lighting in stairwells.
- Damaged tread on stairs.
- Discharged portable fire extinguisher near the records office.
- Inoperable emergency lights on the 100, B100, and B200 halls.
- No emergency lights on the A100 and A200 halls.
- Damaged door closers on the A100 hall and West 200 doors.
- Missing portable fire extinguisher on the West end of the A100 hall.
- Unprotected electrical outlet on the water cooler near room A115.
- Hole under the water cooler near the auditorium.
- Damaged ceiling tile in several halls.
- No portable fire extinguishers in the B100 hall.
- Missing ceiling tile in hall behind the gymnasium.
- East exit door in the hall behind the gymnasium obstructed with a security gate.
- No portable fire extinguishers in the hall behind the gymnasium.
- Exit/emergency lights damaged in the hall behind the gymnasium.

April 5-22, 2016

- Unprotected electrical outlet near the East exit door in the hall behind the gymnasium.
- Missing door closers on the A200 West hall doors.
- Exposed wires near room 219 in the main hall.
- Electrical extension cord used as a permanent power source to the drink machine in the main foyer.
- Old exposed water pump in the hall ceiling outside the boys' restroom on the 200 hall.
- The West stairwell on the 200 hall has a roof leak, damaged ceiling tile, and inoperable emergency/exit lights.
- No portable fire extinguishers on the 200 hall.
- There was an inoperable water fountain near room 204.
- Broken glass in the South exit door leading to the C building.

Restrooms

- Damaged/missing stall doors in the 100 hall and second floor restrooms.

Gymnasium

- Damaged door closers on several exit doors.
- Damaged panic hardware on several exit doors.
- Broken glass above the North exit door.
- Evacuation maps not posted.
- Seating capacity not posted.
- Damaged exit/emergency lights.
- No emergency lights in the foyer area.
- Open blanks in the electrical panel.
- Unprotected lights in locker/dressing rooms
- Exposed wires above the Southwest exit door.
- Bleachers damaged and inoperable.
- Unprotected lights in the West gymnasium hall.
- Missing ceiling tile in the West gymnasium hall.
- Roof leaks.

April 5-22, 2016

- Discharged portable fire extinguisher.
- Unprotected lights in the locker rooms.

Auditorium

- Seating capacity not posted in the seating area.
- Evacuation maps not posted in the seating area.
- Inoperable emergency lighting in the seating area.
- No portable fire extinguishers in the seating area.
- East exit doors cannot be secured.
- Southeast exit doors obstructed with pipes and wooden boards.
- Damaged door closers on the West exit doors.
- Damaged seats in the seating area.
- Roof leaks in the stage area.
- Out-of-date portable fire extinguisher in the stage office.
- No portable fire extinguishers in the stage area.
- No power on the fire alarm panel in the stage area.

Kitchen/Dining Area

- Seating capacity not posted in the dining area.
- Evacuation maps not posted in the dining area.
- No portable fire extinguisher in the dining area.
- Inoperable emergency lighting in the dining area.
- Exposed wires near the milk box on the serving line.
- Missing door closer on the Southeast exit door in the dining area.
- Roof leaks.
- Kitchen staff has not received fire safety training.

April 5-22, 2016

C Building

- Cigarette smoke was strong in the restrooms and main hall.
- No second means of egress in classrooms.
- Broken door glass in South exit door.
- Broken glass above the South exit door.
- Door closers damaged on the restroom doors.
- No emergency lighting in the hall.
- Hall lockers are unused and were not secured.
- No portable fire extinguisher in the hall.
- Missing ceiling tile in room 11.
- No second means of egress in room 11.
- Roof leaks.
- Exposed wires in the band hall near the South exit door.
- Student work station lights were damaged in room 13.
- Exposed wires in room 13 on the Southeast wall.
- Out-of-date portable fire extinguisher in room 13.
- Electrical extension cord used as a permanent power source in room 14.
- Room 16 cluttered.
- Unprotected lights in the music room.
- No portable fire extinguisher in the music room.
- Water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.

Field House

- Stopped up floor drains causing water to stand on floor.
- Weight room flooded with sewage water.
- Damaged floor tile.
- No portable fire extinguishers.
- Unprotected lights.

April 5-22, 2016

- Water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.

Corrective Action:

- Provide “Visitor” parking signs.
- Provide better signage that will identify the main entrance into building.
- Use signage to identify and label main utility shut-offs.
- Secure exterior electrical A/C panels.
- Provide updated boiler certificates near equipment.
- Label all main utility shut-offs with signage.
- Fill hole near sidewalk North of C building.
- Remove graffiti painted on the parking lot and sidewalk behind the C building.
- Service fire alarm system.
- Post campus map in main office identifying locations of main utility shut-offs.
- Provide an asbestos management plan.
- Repair/replace all inoperable fire alarm system.
- Install Ground Fault Circuit Interrupter (GFCI) on all water fountain receptacles.
- Repair all roof leaks.
- Stop students from climbing over security gate damaging ceiling tile in the hall behind the gymnasium.
- Modify classroom windows to meet Life Safety Code.
- Ensure each classroom has an operable window/door with a minimum opening that could be utilized as a second means of egress.
- Identify and label a window in each classroom for use as a secondary means of egress.
- Verify that no more than 20% of classroom walls are covered with paper.
- Provide a second means of egress in rooms 103 and 104.
- Repair/replace all damaged/unprotected electrical outlets.
- Provide covers for all unprotected lights.
- Provide covers for all exposed wires.
- Install covers on all unprotected electrical outlets/light switches.
- Verify that all surge protectors plug directly into a permanent power source.
- Repair or replace all damaged inoperable exit/emergency lighting.

April 5-22, 2016

- Replace all damaged/missing ceiling tile.
- Verify classroom lights are working.
- Install a permanent power source where electrical extension cords are being used.
- Remove clutter from lab storage area.
- Provide a chemical inventory for all chemicals.
- Provide Material Safety Data Sheets (MSDS) for all chemicals.
- Remove all outdated and unused chemicals from the chemical storage area.
- Replace discolored light covers in the library.
- Secure glass containers when not being used in room 202.
- Secure hall lockers.
- Inspect, test, and tag all discharged/out-of-date portable fire extinguishers. Enforce consequences for any student that discharges one.
- Install emergency lighting in the stairwells.
- Replace damaged step tread.
- Repair/replace all inoperable emergency lights.
- Install emergency/exit lights in halls where needed.
- Repair/replace all damaged door closers.
- Repair hole near water cooler in the auditorium.
- Remove security gate from exit door in the hall behind the gym.
- Remove old water pump from ceiling on the 200 hall.
- Repair/replace all inoperable water fountains.
- Repair/replace damaged restroom stall doors.
- Replace all broken door glass.
- Post seating capacity in gymnasium, auditorium, and cafeteria dining area.
- Post evacuation maps in gymnasium, auditorium, and cafeteria dining area.
- Provide covers for all open blanks in electrical panels.
- Repair damaged gymnasium bleachers.
- Remove wood and pipes from the Southeast exit door in the auditorium.
- Verify all exit doors can be locked.

April 5-22, 2016

- Repair East auditorium door locks.
- Install a portable fire extinguisher in the auditorium stage area and kitchen dining area.
- Provide fire safety training for kitchen staff.
- Monitor students in the C building to prevent cigarette smoking.
- Install portable fire extinguishers in the C building.
- Repair/replace damaged student workstation in room 13 of the C building.
- Remove clutter from room 16 in the C building.
- Replace all damaged floor tiles.
- Unstop floor drains in the field house to prevent sewage from backing up and standing on the field house weight room floor. Establish and implement a long range solution to this issue.

Jim Hill High School

Ms. Tanyatemeika Mason, Principal

Attended by: Mr. Edward, Head Custodian

Findings:

Exterior

- No “Visitor” parking signs.
- Main entrance not identified very well.
- Main utility shut-offs not identified by signage.
- Exterior A/C panels not secure.
- Boiler certificates out-of-date.

Interior

- No campus map identifying locations of main utility shut-offs posted in the main office.
- No asbestos management plan on file in the main office.
- Fire alarm systems in trouble mode.
- Water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.
- Roof leaks throughout the buildings.

Kitchen/Dining Area

April 5-22, 2016

- Seating capacity not posted in the dining area.
- Evacuation maps not posted in the dining area.
- Boxes stacked against the heater in the dry storage area.
- Exposed wires near the cooler.
- Damaged electrical outlet near the vent hood.
- Kitchen staff had not received fire safety training.
- No portable fire extinguisher in the dining area.
- No exit signs in the dining area.

Classrooms

- Evacuation maps not posted in classrooms.
- Second means of egress not labeled.
- Inoperable ceiling lights in several classrooms.
- Unprotected lights in rooms 106, 211, and 301.
- Student workstations damaged in room 301.
- Bars on the window in room 300.
- No chemical inventories for chemicals in rooms 303, 305, and 308.
- No Material Safety Data Sheets (MSDS) for chemicals in rooms 303, 305, and 308.
- Old chemicals need removing.
- No emergency cutoffs at the teachers' station in labs.
- Missing ceiling tiles in room 305.
- Roof leaks in rooms 307, 309, and 310.
- Egress doors obstructed in room 407 and the ISS classroom.
- Electrical extension cord used as a permanent power source in the ISS room.
- Surge protectors plugged into surge protectors in room 100.
- Windows did not meet Life Safety Code in room 112.

Halls

April 5-22, 2016

- Unprotected lights on the 200 and 300 halls.
- Damaged water coolers on the 100 and 300 halls.
- Discharged portable fire extinguisher near the breezeway on the 300 hall.
- Damaged exit signs on the 200, 300, and 400 halls.
- Exposed wires on clocks on the 200 and 400 halls.
- Exposed wires near rooms 106 and 407.
- No emergency lighting in stairwells.
- Open blanks in the electrical panel on the 200 hall near the 200 room.
- Unprotected lights in stairwells.
- Security gates not secured on the 100 hall.
- Damaged panic hardware on the 100 West hall exit door.
- Unprotected light switch near the 100 West hall exit door.

Auditorium

- Seating capacity not posted in the seating area.
- Evacuation maps not posted in the seating area.
- No portable fire extinguishers in the seating area.
- No portable fire extinguisher in the stage area.
- Damaged door closers on the exit doors.

Gymnasium

- Evacuation maps not posted.
- Seating capacity not posted.
- Damaged exit/emergency lights.
- Roof leaks.
- Damaged bleachers.
- Damaged panic hardware on the Southwest exit door.

April 5-22, 2016

Restrooms

- The 300 girls' restroom locked due to inoperable sinks and commodes.
- Unprotected lights in the 300 restrooms.
- Unprotected lights in the 100 boys' restroom.
- Inoperable urinals in the 100 boys' restroom.
- Unprotected lights in the Second floor restrooms.

Field House

- Fire alarm system in trouble mode.

ROTC Building

- Fire alarm system in trouble mode.
- Broken window glass on the South hall window.
- Classroom doors cannot be locked from inside.
- Classroom windows cannot be secured.
- Second means of egress windows not labeled.

Ninth Grade Building

- Fire alarm systems in trouble mode.
- Roof leaks.

Ninth Grade Classrooms

- Second means of egress windows not labeled.
- Unprotected electrical outlet in room 604.
- Evacuation maps not posted in classrooms.
- Roof leak in room 501.
- No chemical inventory for chemicals in room 501.
- No Material Safety Data Sheets (MSDS) for chemicals in room 502.

April 5-22, 2016

- Old chemicals need to be removed.
- Damaged door hardware on band hall door.
- Dirty band hall carpet.

Halls

- Damaged panic hardware on the 500 hall North exit door.
- Unprotected lights in the South stairwells.
- Missing ceiling tile on the 600 hall.

Restrooms

- Unprotected lights in the restrooms.
- Damaged door closer on the 600 hall boys' restroom door.

Corrective Action:

- Provide "Visitor" parking signs.
- Provide better signage that will identify the main entrance into building.
- Use signage to identify and label main utility shut-offs.
- Secure exterior electrical A/C panels.
- Post updated boiler certificates near equipment.
- Label all main utility shut-offs with signage.
- Post campus map in main office identifying locations of main utility shut-offs.
- Service fire alarm system.
- Provide an asbestos management plan.
- Repair/replace all inoperable fire alarm system.
- Install ground Fault Circuit Interrupter (GFCI) on all water fountain receptacles.
- Repair all roof leaks.
- Replace all damage ceiling tile.
- Post seating capacity in gymnasium, auditorium, and cafeteria dining area.
- Post evacuation maps in gymnasium, auditorium, and cafeteria dining area.

April 5-22, 2016

- Remove boxes stacked within 18" of ceiling in kitchen storage area.
- Repair/replace damaged electrical outlet near vent hood.
- Provide fire safety training for kitchen staff.
- Install a portable fire extinguisher in the dining area.
- Install exit signs in the kitchen/dining area.
- Post evacuation maps in the same general location in classrooms.
- Ensure classroom has an operable window/door with a minimum opening that could be utilized as a second means of egress.
- Identify and label a window in each classroom for use as a secondary means of egress.
- Provide covers for all unprotected lights.
- Provide covers for all exposed wires.
- Verify classroom teachers have keys to unlock bars on egress window in rooms that have bars.
- Provide a chemical inventory for all chemicals.
- Provide Material Safety Data Sheets (MSDS) for all chemicals.
- Remove old chemicals.
- Install emergency cut-offs at teachers station in labs.
- Provide a permanent power source where electrical extension cords are being used.
- Verify that all surge protectors plug directly into a permanent power source.
- Repair/replace all damaged water coolers.
- Inspect, test, and tag all discharged/out-of-date portable fire extinguishers.
- Repair/replace all inoperable emergency lights.
- Install emergency/exit lights in halls and stairwells where needed.
- Repair/replace all damaged door closers.
- Provide covers for open blanks in electrical panels.
- Secure hall security gates.
- Repair/replace all damaged panic hardware on doors.
- Install a portable fire extinguisher in the auditorium seating area.
- Clean/repair damaged bleachers.
- Repair/replace damaged sinks and commodes in the 300 girls' restroom.

April 5-22, 2016

- Repair/replace all damaged urinals in restroom.
- Replace all broken door glass.
- Install door locks on the ROTC classrooms doors that will allow them to be secured from the inside.
- Verify ROTC classroom windows can be locked.
- Label second means of egress windows in the ROTC and ninth grade building classrooms.
- Develop and provide a chemical inventory for all chemicals in rooms 501 and 502.
- Provide Material Safety Data Sheets (MSDS) for all chemicals in rooms 501 and 502.
- Clean/replace carpet in the band hall.

Forest Hill High School

Mr. Tommy Nalls, Principal

Attended by: Mr. Jackson, Head Custodian

Findings:

Exterior

- No “Visitor” parking signs.
- Main entrance not identified.
- Main utility shut-offs not identified by signage.
- Exterior A/C panels not secure.
- Boiler certificates out-of-date.
- Gas smell present behind kitchen.
- Several yard drains covered with wooden pallets.
- Football field not level.

Interior

- No campus map identifying locations of main utility shut-offs posted in the main office.
- No Asbestos Management Plan on file in the main office.
- The fire alarm systems were in trouble mode.
- Water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.
- Boiler certificates out-of-date.

April 5-22, 2016

- Several damaged hall lockers.
- Roof leaks throughout the buildings.

Kitchen/Dining Area

- Seating capacity not posted in the dining area.
- Evacuation maps not posted in the dining area.
- Unprotected lights in the cooking area and dry goods room.
- Damaged/missing door closers on exit doors in the dining area.
- Water cooler cover was in the dining area.
- Kitchen staff had not received fire safety training.

Classrooms

- Second means of egress windows not labeled.
- Evacuation maps not posted in several classrooms.
- Inoperable ceiling lights in several classrooms.
- Damaged door hardware in room 232.
- Roof leaks in rooms 116, 119, 124, 145, 231, and 217.
- Surge protectors plugged into surge protectors in rooms 137, 142, 144, 208, 212, and 243.
- Doors cannot be locked from inside.
- Electrical extension cords used as a permanent power source in rooms 115, 220, and 246.
- Unprotected electrical outlets in rooms 124, 127, 133, 138, 226, 228, 238, 239, and 246.
- No second means of egress in rooms 125 and 132.
- Second means of egress blocked in rooms 107, 108, and 108B.
- Exposed wires on the West wall in room 228.
- No chemical inventories for chemicals in rooms 119, 120, and 121.
- No Material Safety Data Sheets (MSDS) for chemicals in rooms 119, 120, and 121.
- Damaged door closer on the library door.
- Exercise equipment stored in the library.

April 5-22, 2016

- More than 20% of walls covered with paper in rooms 220 and 242.
- Floors need cleaning.

Halls

- Unprotected lights in the science hall.
- Missing door closer on the main entrance door.
- Water cooler missing near room 133.
- Water cooler inoperable near room 226.
- Discharged portable fire extinguisher near room 220.
- Roof leak in room 202 for an extended time and students have complained about the smell.
- No emergency lighting in the common halls.
- Damaged ceiling tile in the common area.
- Floors need cleaning.

Auditorium

- Seating capacity not posted in the seating area.
- Evacuation maps not posted in the seating area.
- Inoperable emergency lighting in the seating area.
- Dirty and damaged carpet needs cleaning.
- Walls with water damage.
- Roof leaks in the stage and seating area.
- Exposed wires on the stage floor, in the pit, and on the West wall.
- Termite damage on the stage floor.
- Damaged light in the East foyer.

Restrooms

- Unprotected lights in the 106 and 248 restrooms.
- Damaged floor in the 106 restrooms.

April 5-22, 2016

- Missing urinal in the 248 boys' restroom.
- Restrooms need cleaning.

Gymnasium

- No A/C in the Gym.
- Exposed wires on the heaters in the foyer area.
- Damaged door closers on the Northeast exit doors.
- Evacuation maps not posted.
- Seating capacity not posted.
- Inoperable emergency lighting.
- Unprotected lights near the ticket booth, foyer area, restrooms, and locker rooms.
- Ten (10) exit doors cannot be unlocked from the outside.
- Broken glass on the Southwest exit door.
- Bleacher area dirty and needs cleaning.
- Gym floor not level.
- Floor tile damaged at the South exit doors.
- Missing ceiling tile in restrooms.
- Damaged water coolers in locker rooms.
- Step tread to locker rooms damaged.
- No portable fire extinguisher in the multipurpose room.
- No emergency/exit lights in the multipurpose room.
- Ants in the multipurpose room near the storage room.

Field House

- Fire alarm system was in trouble mode.
- No portable fire extinguisher.
- Damaged water cooler.
- Water standing under sinks in the locker room.

April 5-22, 2016

Band Hall

- Unprotected lights above entrance door.
- Fire alarm system turned off.
- No emergency lights.
- Exit lights were inoperable.
- Broken glass in the entrance door.
- No portable fire extinguisher.

ROTC Building

Classrooms

- Evacuation maps not posted.
- Inoperable ceiling lights in several classrooms.
- No second means of egress in rooms 301 and 317.
- Damaged walls, ceiling, and floor in room 301.
- Roof leaks.
- Electrical extension cords used as a permanent power source in rooms 304 and 317.
- Unprotected lights in the soccer room, 304, and 315.
- No way to secure the old locker room.
- Rooms were dirty and need cleaning.

Restrooms

- Cannot be used when it rains.
- Unprotected lights.
- Missing sinks.
- Restrooms need cleaning.

Halls

April 5-22, 2016

- No portable fire extinguishers.
- Exposed wires near room 304.
- South exit door will not lock.
- Damaged doors closers on the South exit doors.

Corrective Action:

- Provide “Visitor” parking signs.
- Provide better signage to identify the main entrance into building.
- Use signage to identify and label main utility shut-offs.
- Secure exterior electrical A/C panels.
- Post updated boiler certificates near equipment.
- Repair/secure hall lockers.
- Identify/repair gas leak behind cafeteria.
- Yard drains covered with wooden pallets must have the proper grates installed on them.
- Contact the Mississippi High School Athletic Association for information about football field repair.
- Post campus map identifying locations of main utility shut-offs in main office.
- Provide an asbestos management plan.
- Repair/replace all inoperable fire alarm systems.
- Install Ground Fault Circuit Interrupter (GFCI) receptacles on all water fountains.
- Repair all roof leaks.
- Post seating capacity in gymnasium, auditorium, and cafeteria dining area.
- Post evacuation maps in gymnasium, auditorium, and cafeteria dining area.
- Provide covers for all unprotected lights.
- Provide covers for all exposed wires.
- Repair/replace all damaged door closers.
- Install cover on water cooler in the dining area.
- Provide fire safety training for kitchen staff.
- Label second means of egress windows in classrooms.

April 5-22, 2016

- Post evacuation maps in the same general location in classrooms.
- Repair all damaged door hardware.
- Verify all surge protectors are plugged directly into a permanent power source.
- Install door locks on classrooms doors allowing them to be secured from the inside.
- Install a permanent power source where electrical cords are being used.
- Ensure every classroom has an operable window/door with a minimum opening that could be utilized as a second means of egress.
- Identify and label a window in each classroom for use as a second means of egress.
- Install a second means of egress in rooms 125 and 132.
- Remove obstruction from second means of egress in rooms 107, 108, and 108B.
- Provide a chemical inventory for all chemicals in rooms 119, 120, and 121.
- Provide Material Safety Data Sheets (MSDS) for all chemicals in rooms 119, 120, and 121.
- Remove exercise equipment from library.
- Verify that no more than 20% of classroom walls are covered with paper in rooms 220 and 242.
- Classroom floors must be cleaned better and more often.
- Repair/replace inoperable water fountains.
- Inspect, test, and tag all discharged/out-of-date portable fire extinguishers.
- Install emergency lighting in the foyer area.
- Install emergency lighting in the stairwells.
- Repair or replace all damaged inoperable exit/emergency lighting.
- Clean/replace carpet in the auditorium.
- Repair water damaged walls in the auditorium.
- Treat for termites in the stage area before more damage is done.
- Repair damaged floor in the 106 restroom.
- Replace damaged/missing ceiling tiles.
- Repair/replace any missing, damaged urinals.
- Restroom must to be cleaned better.
- Install A/C in the gymnasium.
- Repair all damaged door locks on the gymnasium exit doors.

April 5-22, 2016

- Replace all broken door glass.
- Repair all damaged exit doors.
- Replace damaged stair tread.
- Treat for ants in the multipurpose room.
- Install exit/emergency lighting in the multipurpose room and band hall.
- Install portable fire extinguishers in the field house, band hall, and ROTC hall.
- Repair leaks under sinks in the field house.
- Install a second means of egress in ROTC rooms 301 and 317.
- Secure old locker room in the ROTC building.
- Repair and return to operation ROTC restrooms.
- Clean ROTC restrooms.
- Replace all missing portable fire extinguishers and enforce consequences for any student that discharges one.

Wingfield High School

Dr. Willie Killins, Principal

Attended by: Mr. Wallace, Head Custodian

Findings:

Exterior

- No “Visitor” parking signs.
- Main entrance is not identified very well.
- Main utility shut-offs not identified by signage.
- Exterior A/C panels not secure.
- Boiler certificates out-of-date.
- Water standing in the tunnel area under the school.
- Tunnel door not secured at time of audit.
- Damaged awning outside the 100 hall South exit door.
- Electrical service wires to the portable classrooms in contact with metal awning.
- Sinkhole outside room 212.
- Dirt washing away from the sinkhole outside room 212 caused by tree needing to be removed.

April 5-22, 2016

- Water drainage and odor problems under the schools at the dead end hall.
- No egress for students from the patio area.
- Damaged/rotten wood on walkways and hand rails going to portable classrooms.
- Fence around the tennis court was damaged.
- Vegetation growing in the field house gutters.

Interior

- No campus map identifying locations of main utility shut-offs posted in the main office.
- Asbestos management plan not on file in the main office.
- Fire alarm systems in trouble mode.
- Water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.
- Damaged hall lockers.
- Area under the school at the dead end hall is wet and gives off a strong odor.
- Roof leaks throughout the buildings.

Kitchen/Dining Area

- Seating capacity not posted in the dining area.
- Evacuation maps not posted in the dining area.
- Inoperable emergency lighting in the dining area.
- Exposed wires above the water cooler in the dining area.
- No portable fire extinguishers in the dining area.
- Surge protectors plugged into surge protectors in the cooking area.
- Kitchen staff had not received fire safety training.

Halls

- Lockers not secure.
- No emergency lighting in the 100 hall.
- Unprotected lights in the 100 hall.
- Water enters the building under the East main hall exit door.

April 5-22, 2016

- Hole in the wall at the water cooler near the office.
- No emergency lighting in the stairwells.
- Exit light was hanging by its wires above South exit door in the 200 hall.
- No emergency lighting in the 200 hall.
- No portable fire extinguisher in the 200 hall.
- Damaged door closers on the North and East exit doors of the 200 hall.
- Security gate not secured in the shop hall.
- Unprotected lights in the shop hall.
- Missing door closers in the shop hall.
- Broken glass in the North shop hall exit door.
- Damaged South hall exit doors and door frames.

Classrooms

- Second means of egress window not labeled.
- Inoperable ceiling lights in several classrooms.
- Broken window in room 104.
- 20% of walls covered with paper in rooms 206 and 210.
- No second means of egress in rooms 97, 98, 99, and 214.
- Surge protectors plugged into surge protectors in rooms 206, 208, and 209.
- Library server room was cluttered and had poor ventilation.
- Missing ceiling tiles in rooms 97 and 204.
- Unprotected electrical outlets in rooms 199, 201, and 208.
- Roof leaks in rooms 97, 110, 112, and choir room.
- Discharged portable fire extinguisher in room 200.
- The wall heater cover was missing in room 200.
- Water stands in the Northeast corner of room 110 after a big rain.
- Chained doors in the band room.
- Missing ceiling tile in the band room.

April 5-22, 2016

- Portable fire extinguisher missing in the band room.
- Hole in the North wall at ground level where water enters the band room.
- No second means of egress in room 118 (choir room).
- No chemical inventories for chemicals in rooms.
- No Material Safety Data Sheets (MSDS) for chemicals in rooms.

Portable Classrooms

- No smoke detectors in the portables.
- Unprotected exterior lights.
- Portable exit doors could not be secured.
- Broken door glass on portable 11.
- Unprotected lights in portables 1, 2, 3, 6, 8, 16, and 18.
- Weak floors in portables.
- Exposed wires in the ceiling of portable 3.
- Damaged walls in portable 3.
- A/C not working in portable 3.
- Roof leaks in portables 6 and 8.

Auditorium

- Seating capacity not posted in the seating area.
- Evacuation maps not posted in the seating area.
- Inoperable emergency lighting in the seating area.
- Chains and locks on the Northeast exit door.
- No portable fire extinguishers in the seating area.
- Discharged portable fire extinguisher in the stage area.
- Damaged seats.

Gymnasium

April 5-22, 2016

- Evacuation maps not posted.
- Seating capacity not posted.
- Inoperable emergency lighting.
- Open blanks in the electrical panel.
- Damaged conduit on the South wall.
- Exposed wires on the East and North walls.
- Playing surface floor sweats due to water standing under the building.
- Unprotected lights in the locker rooms.
- Roof leak in the girls' locker room.
- Exposed wires in the locker rooms.
- Unprotected lights in the old coaches' office.
- No A/C in the Gym.
- Bleacher area dirty and needs cleaning.

Restrooms

- Inoperable urinals in the boys' 100 hall restroom.
- Missing ceiling tile in the 100 girls' restroom.
- Missing sinks in the 200 hall boys' restroom.
- Fire alarm wires exposed in the 200 hall boys' restroom.
- Unprotected lights in the 100 boys' restroom near the office.
- Exposed wires in the ceiling of the 100 boys' restroom near the office.

Ninth Grade Building

- Fire alarm in trouble mode.
- Classroom second means of egress not labeled.
- Unprotected electrical outlets in rooms 311, 312, and 409.
- No chemical inventory for chemicals in room 409.
- No Material Safety Data Sheets (MSDS) for chemicals in room 409.

April 5-22, 2016

- Cut-off not labeled in room 408.
- A/C not working.
- Surge protectors plugged into surge protectors in room 404.

Halls

- Damaged door closers on the North exit doors.
- Unprotected lights in the North hall.
- Water cooler missing on the South hall.
- Damaged door closer in the South stairwell.
- No emergency lighting.

Corrective Action:

- Provide “Visitor” parking signs.
- Provide better signage that will identify the main entrance into building.
- Use signage to identify and label main utility shut-offs.
- Secure exterior electrical A/C panels.
- Research why water is standing in the tunnel under the building.
- Secure the tunnel door.
- Repair damaged outside awnings.
- Have electrical service line raised up to clear the awnings going to portables.
- Address and repair the sinkhole area outside room 214.
- Remove tree outside room 214.
- Provide a second means of egress from the patio area.
- Repair/replace all damaged rotten wood on walkways leading to portables.
- Repair damaged fence on the tennis courts.
- Remove vegetation growing in the field house gutters.
- Post campus map in main office identifying locations of main utility shut-offs.
- Inspect fire alarm system in the high school and ninth grade buildings.

April 5-22, 2016

- Install Ground Fault Circuit Interrupter (GFCI) receptacles on all water fountains.
- Post updated boiler certificates near equipment.
- Provide an asbestos management plan.
- Remove/repair/secure hall lockers.
- Landscape and clean out area under the building at the dead end hall that is giving off a strong odor.
- Repair roof leaks.
- Post seating capacity in gymnasium, auditorium, and cafeteria dining area.
- Post evacuation maps in gymnasium, auditorium, and cafeteria dining area.
- Repair or replace all inoperable exit/emergency lights.
- Provide covers for all exposed wires.
- Provide portable fire extinguishers in the dining area.
- Verify that all surge protectors are plugged directly into a permanent power source.
- Remove clutter from library server room.
- Consider installing A/C in library server room.
- Provide fire safety training for kitchen staff.
- Secure hall lockers.
- Install exit/emergency lights where needed.
- Move dirt away from the outside of the East exit door in the main hall that causes water to enter the building after a rain.
- Replace all missing portable fire extinguishers.
- Secure hall security gates.
- Replace damaged South hall exit doors and frames.
- Repair/replace all damaged missing door closers.
- Replace all broken door glass.
- Ensure all classrooms have an operable window/door with a minimum opening that could be utilized as a second means of egress.
- Identify and label a window in each classroom for use as a second means of egress.
- Verify that no more than 20% of classroom walls are covered with paper in rooms 206 and 210.
- Provide a second means of egress in rooms 97, 98, 99, and 214.
- Repair all roof leaks.

April 5-22, 2016

- Replace missing heater cover in room 200.
- Research why water stands in room 110 after a rain.
- Remove chain and lock from band room exit doors.
- Replace all missing ceiling tiles.
- Repair hole in the North wall of the band room.
- Install a second means of egress in room 118 (choir room).
- Provide a chemical inventory for all chemicals in lab rooms.
- Provide Material Safety Data Sheets (MSDS) for all chemicals in lab rooms.
- Provide covers for all unprotected lights.
- Provide covers for all exposed wires.
- Repair/replace all damaged door closers.
- Install smoke detectors in all portable classrooms.
- Repair/replace all damaged portable exit doors.
- Repair all weak floors in portable classrooms.
- Repair A/C in portable 3.
- Remove chain and lock from the Northeast exit door in the auditorium seating area.
- Install a portable fire extinguisher in the auditorium seating area.
- Repair/replace damaged seats in the seating area of the auditorium.
- Provide covers for open blanks in the gym electrical panel.
- Secure damaged conduit on the South wall of the gymnasium.
- Investigate and resolve issues regarding gymnasium floor that sweats.
- Install A/C in the gym.
- Repair or replace all missing, damaged urinals in restrooms.
- Repair damaged fire alarm pull station in the boys' 200 restroom.
- Provide covers for unprotected electrical outlets.
- Repair A/C in the ninth grade building.
- Repair or replace all inoperable/missing water coolers.
- Repair all damaged door closers.

April 5-22, 2016

- Install exit/emergency lighting in the ninth grade hall.

Rowan Middle School

Dr. Shimelle Thomas Mavers, Principal

Attended by: Ms. Rose, Head Custodian and Coach Spencer.

Findings:

Exterior

- No “Visitor” parking signs.
- Main utility shut-offs not identified by signage.
- Boiler certificates out-of-date.

Interior

- No campus map identifying locations of main utility shut-offs posted in the main office.
- Asbestos management plan not on file in the main office.
- Fire alarm system in trouble mode.
- Water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.
- Damaged hall lockers.
- Roof leaks.

Auditorium

- No seating capacity posted.
- No evacuation maps posted.
- Inoperable exit/emergency lights in the seating area.
- No portable fire extinguishers in the seating area.
- No portable fire extinguishers in the stage area.
- Roof leaks.
- Unprotected lights in the stage area.

Classrooms

April 5-22, 2016

- Windows do not meet Life Safety Code.
- No evacuation maps posted.
- Roof leaks.
- Inoperable ceiling lights in several classrooms.
- Unprotected electrical outlets in room 21.
- Broken window in room 104.
- 20% of walls covered with paper in room 11.
- No second means of egress in choir and band rooms.

Halls

- No emergency lighting.
- No emergency lighting in stairwells.
- Roof leaks.
- Damaged water cooler on the gymnasium hall.

Gymnasium

- No evacuation maps posted.
- No seating capacity posted.
- No A/C.
- Electrical extension cord connected to scoreboard.
- Damaged exit/emergency lighting.
- Unprotected lights in East stairwells.
- Exposed wires on the Northwest wall near exit door.
- Northeast exit door obstructed.
- Damaged hardware on Southwest exit door.

Restrooms

April 5-22, 2016

- Unprotected lights in the girls' and boys' gymnasium hall restrooms.
- Broken mirror in gymnasium hall boys' restroom.
- Damaged floors in gymnasium hall boys' and main hall boys' second floor restrooms.
- Missing door closer on the main hall boys' second floor restrooms.

Kitchen/Dining Area

- Seating capacity not posted in the dining area.
- Evacuation maps not posted in the dining area.
- No portable fire extinguisher in the dining area.
- No door closers on the East exit doors.
- East exit doors drag on floor.
- Kitchen staff had not received fire safety training.

Corrective Action:

- Provide "Visitor" parking signs.
- Use signage to identify and label main utility shut-offs.
- Post campus map in main office identifying locations of main utility shut-offs.
- Provide asbestos management plan.
- Post updated boiler certificates near equipment.
- Inspect fire alarm system.
- Install Ground Fault Circuit Interrupter (GFCI) receptacles on all water fountains.
- Repair roof leaks.
- Post seating capacity in the gymnasium, auditorium, and cafeteria dining area.
- Post evacuation maps in the gymnasium, auditorium, and cafeteria dining area.
- Install a portable fire extinguisher in the auditorium seating, stage area, and cafeteria dining area.
- Provide fire safety training for kitchen staff.
- Provide covers for all unprotected lights.
- Provide covers for all unprotected electrical outlets.

April 5-22, 2016

- Repair or replace inoperable lights.
- Replace broken door glass.
- Verify no more than 20% of classroom walls are covered with paper in room 11.
- Modify classroom windows to meet Life Safety Code.
- Ensure all classrooms have an operable window/door with a minimum opening that could be utilized as a second means of egress.
- Identify and label a window in each classroom for use as a second means of egress.
- Install second means of egress in choir and band rooms.
- Install emergency lighting in halls and stairwells.
- Repair or replace damaged water coolers.
- Install A/C in gymnasium.
- Install permanent power source where electrical extension cords are used.
- Remove obstruction from Northwest exit door.
- Repair or replace damaged exit/emergency lights.
- Repair or replace damaged door hardware.
- Repair damaged floors in restrooms.
- Remove or replace broken mirror in boys' restroom.
- Install door closers on East exit doors in the dining area.
- Repair dragging East exit doors in the dining area.

Northwest Middle School

Ms. Denese Sutton, Principal

Attended by: Mr. Hinds, Head Custodian

Findings:

Exterior

- No "Visitor" parking signs.
- Main utility shut-offs not identified by signage.
- Boiler certificates out-of-date.

Interior

April 5-22, 2016

- No campus map identifying locations of main utility shut-offs posted in the main office.
- Asbestos Management Plan was not on file in the main office.
- Fire alarm systems in trouble mode.
- Water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.
- Roof leaks throughout the buildings.

Kitchen/Dining Area

- Seating capacity not posted in the dining area.
- Evacuation maps not posted in the dining area.
- Exposed wires on the West wall in the dining area.
- No portable fire extinguisher in the dining area.
- Unprotected lights above the serving line.
- Kitchen staff had not received fire safety training.

Classrooms

- Second means of egress windows not labeled.
- Missing ceiling tiles in rooms 111, 120, 122, 126, and 127.
- Electrical extension cords used for a permanent power source in rooms 108 and 130.
- Surge protectors plugged into surge protectors in rooms 123, 128, and 144.
- Roof leaks in rooms 115, 126, and library.
- Unprotected lights in rooms 111, 119, 120, 128, 129, 138, 143, and library.
- Egress door in room 117 is damaged.
- Exposed wires in rooms 115, 116, and 125.
- No second means of egress in rooms 113, 114, and 117.
- Room 110 was cluttered and more than 20% of walls were covered with paperwork.

April 5-22, 2016

Halls

- Unprotected lights in the eighth grade hall.
- Damaged West exit sign on the eighth grade hall.
- Damaged exit signs were on the seventh grade hall.
- Missing water cooler on the seventh grade cross hall.
- West exit door on the seventh grade hall was stuck.
- Damaged North exit sign on the sixth grade hall.

Restrooms

- Unprotected lights in boys' restroom on the seventh grade hall.

Corrective Action:

- Provide "Visitor" parking signs.
- Use signage to identify and label main utility shut-offs.
- Post campus map in main office identifying locations of main utility shut-offs.
- Provide asbestos management plan.
- Post updated boiler certificates near equipment.
- Inspect fire alarm system.
- Install Ground Fault Circuit Interrupter (GFCI) receptacles on all water fountains.
- Repair roof leaks.
- Post seating capacity in the cafeteria dining area.
- Post evacuation maps in the cafeteria dining area.
- Install a portable fire extinguisher in the dining area.
- Provide fire safety training for kitchen staff.
- Provide covers for all exposed wires.
- Provide covers for all unprotected lights.
- Identify and label a window in each classroom for use as a second means of egress.
- Replace missing/damaged ceiling tiles.
- Verify that all surge protectors are plugged directly into a permanent power source.

April 5-22, 2016

- Install permanent power source where electrical extension cords are used.
- Repair egress door in room 117.
- Provide a second means of egress in rooms 113 and 114.
- Ensure all classrooms have an operable window/door with a minimum opening that could be utilized as a second means of egress.
- Verify no more than 20% of classroom walls are covered with paper.
- Repair or replace damaged emergency/exit lights.
- Repair or replace all inoperable/missing water coolers.

Brinkley Middle School

Mr. Larry Armstrong, Principal

Attended by: Mr. Lawson, Head Custodian

Findings:

Exterior

- No “Visitor” parking signs.
- Main utility shut-offs not identified by signage.
- Unprotected lights above the East exit door of the seventh grade hall.
- Sewage leaking under the building for a long period of time.
- Sewage/water in the tunnel area has been pumped down several times. It was holding at least one (1) foot of water at the time of observation (This is not a new problem).
- Sinkhole in service driveway.
- Garbage dumpster is located too close to the building.

Interior

- Strong sewage odor in the building.
- Bats in the school (auditorium).
- No campus map identifying locations of the main utility shut-offs posted in the main office.
- Asbestos management plan not on file in the main office.
- Water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.
- Fire alarm systems in trouble mode.

April 5-22, 2016

- Boiler certificates out-of-date.
- Out-of-date portable fire extinguisher in the middle stairwell.
- Unsecured/damaged lockers in the main halls.

Auditorium

- Door closers missing on the East and West exit doors.
- Seating capacity not posted.
- Evacuation maps not posted.
- Inoperable exit/emergency lighting in the seating area.
- No portable fire extinguishers in the seating area.
- Damaged walls were in the Southeast and Southwest corners in the seating area.
- Chains and padlocks on the Northeast exit doors.

Classrooms

- Classroom windows not labeled for use as a second means of egress.
- Evacuation maps not posted in all classrooms.
- Inoperable ceiling lights in several classrooms.
- Several doors had broken glass.
- Unprotected electrical outlets in rooms 113, 114, 115, 117, and 121.
- Leaks in room 102 and library.
- No second means of egress in room 13 (bars on windows).
- Exposed wires in room 113.
- Out-of-date portable fire extinguishers in rooms 118 and 22A.
- More than 20% of walls covered with paper in room 109.
- Unprotected light switch in room 110 storage area.
- Unprotected lights in room 119.

April 5-22, 2016

Halls

- Broken glass in the foyer area.
- Damaged hall lockers.
- Middle stairwell did not have emergency lighting.
- Strong raw sewage odor in the halls.
- The foundation has moved in several areas in the hall.
- Inoperable emergency lighting in the stairwells/halls.
- Unprotected lights.
- Elevator not working.
- Damaged water coolers on the second floor hall.
- Exposed electrical wires in the halls near rooms 113, 115, 210, and 215.

Restrooms

- Unprotected lights in the sixth grade restrooms.
- Inoperable urinal in the boys' sixth grade restrooms.
- Unprotected lights in the second floor restrooms.
- Hole in the boys' restroom wall on the second floor.
- Damaged urinal in the boys' restroom on the second floor.

Kitchen/Dining Area

- No emergency lighting in the dining area.
- No exit signs in the dining area.
- Seating capacity not posted in the dining area.
- Evacuation maps not posted in the dining area.
- Unprotected lights in the dining area.
- No portable fire extinguisher in the dining area.
- A strong sewage odor.
- Problem with rats and mice in the cooking area.

April 5-22, 2016

- Kitchen staff had not received fire safety training.

Gymnasium

- Strong sewage odor.
- Roof leaks.
- Unprotected lights.
- Inoperable emergency lighting.
- Evacuation maps not posted.
- Seating capacity not posted.
- Unprotected lights in the locker rooms.
- Bleachers inoperable.
- Damaged panic hardware on the Southwest exit door.
- Damaged Southwest exit door.

Corrective Action:

- Provide “Visitor” parking signs.
- Use signage to identify and label main utility shut-offs.
- Provide covers for all unprotected lights.
- Investigate and find a permanent solution that will prevent water/sewage from standing under the school (Water/sewage is being pumped out manually at this time).
- Repair rear driveway sinkhole.
- Relocate garbage dumpster away from the building due to rodent problem.
- Inspect building to keep bats out.
- Post campus map in main office identifying locations of main utility shut-offs.
- Provide an asbestos management plan.
- Install Ground Fault Circuit Interrupter (GFCI) type receptacles on all water fountains.
- Inspect fire alarm systems.
- Post updated boiler certificates near equipment.

April 5-22, 2016

- Inspect, test, and tag all discharged/out-of-date portable fire extinguishers.
- Remove/repair/secure hall lockers.
- Repair inoperable elevator.
- Repair/replace all damaged door closers.
- Post seating capacity in gymnasium, auditorium, and cafeteria dining area.
- Post evacuation maps in gymnasium, auditorium, and cafeteria dining area.
- Install portable fire extinguishers in the auditorium seating area and cafeteria dining area.
- Repair or replace all inoperable exit/emergency lights.
- Repair damaged South corner walls in the auditorium seating area.
- Remove chains and locks from exit doors.
- Identify and label a window in each classroom for use as a second means of egress.
- Ensure classrooms have an operable window/door with a minimum opening that could be utilized as a second means of egress.
- Repair or replace all inoperable classroom lights.
- Post evacuation maps in the same general location in all rooms.
- Replace all broken door glass.
- Provide covers for all unprotected lights.
- Provide covers for all exposed wires.
- Provide covers for all unprotected light switches.
- Repair all roof leaks.
- Provide a second means of egress in room 13.
- Verify that no more than 20% of classroom walls are covered with paper.
- Have a foundation expert address foundation issues.
- Repair or replace damaged water coolers.
- Repair or replace inoperable urinals in restrooms.
- Repair hole in the wall in the second floor boys' restroom.
- Contact a bat removal specialist to remove bats from school.
- Start an Integrated Pest Management Plan to address the rodent problem in the cooking area.
- Provide fire safety training for kitchen staff.

April 5-22, 2016

- Repair damaged bleachers.
- Repair all damaged panic hardware.

Whitten Elementary School

Mr. Victor Ellis, Principal

Attended by: Mr. Henry, Head Custodian

Findings:

Exterior

- No “Visitor” parking signs.
- Main utility shut-offs not identified by signage.
- Exterior A/C panels not secure.
- Boiler certificates out-of-date.
- Exposed wires on the awning near portable 1141.

Interior

- No campus map identifying locations of main utility shut-offs posted in the main office.
- Asbestos Management Plan not on file in the main office.
- Fire alarm systems in trouble mode.
- Water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.
- Roof leaks throughout the buildings.

Kitchen/Dining Area

- Seating capacity not posted in the dining area.
- Evacuation maps not posted in the dining area.
- Roof leaks.
- No portable fire extinguishers in the dining area.
- Unprotected lights in the dining area.
- Kitchen staff had not received fire safety training.

April 5-22, 2016

Classrooms

- Windows do not meet Life Safety Code.
- Evacuation maps not posted in several rooms.
- Doors cannot be secured from inside.
- Door hardware damaged in room 8-3.
- Unprotected electrical outlets in rooms 8-1, 7-2, and A-2.
- More than 20% of walls were covered with paperwork in rooms 1, 4, 6, and 8.
- Surge protectors plugged into surge protectors in rooms 7-4, 7-9, and library.
- Exposed wires on the North wall in the library.
- Termite damage in room 7-9.
- Egress door was obstructed in room A-2.
- No second means of egress in room A-1.
- Classroom floors dirty.
- Out-of-date portable fire extinguishers in rooms A-6 and A-8.
- Roof leaks in room 7-1.
- Bars on the windows in rooms 1 and 2 on the elective hall.
- Second means of egress windows not labeled in the sixth grade building.
- More than 20% of walls covered with paperwork in sixth grade rooms 6 and 15.
- Door handle was broken in room 6-16.
- West hall exit door on sixth grade hall had damaged hardware.
- Roof leaks in the sixth grade hall near the office and rooms 6-7 and 6-4.
- Broken door glass in room 6-4.

Auditorium

- Seating capacity not posted in the seating area.
- Evacuation maps not posted in the seating area.
- Emergency lighting inoperable in the seating area.
- Roof leaks.

April 5-22, 2016

- Missing and damaged hardware on the Southwest and Northeast exit doors.
- Holes in the South wall.
- Termite damage on the South wall.
- South wall was damp near the Southwest door.

Gymnasium

- Evacuation maps not posted.
- Seating capacity not posted.
- Inoperable emergency lighting.
- Exposed wires on the Northeast wall.
- Electrical panels and covers not secured to the East wall.
- Southeast exit doors damaged.
- Damaged hardware on the West exit door.
- Unprotected lights in the boys' locker room.
- Damaged water cooler in the boys' locker room.
- Water leak in the boys' restroom area causing water to stand on the floor.

Halls

- No emergency lighting on most halls.
- Inoperable emergency lighting on the seventh grade hall.
- Door closers were damaged/missing on the seventh grade South exit door.
- Roof leak in the gymnasium North hall.
- Elective hall East exit door closer was damaged.
- Damaged water fountain in the elective hall.
- Roof leaks in elective hall.

Restrooms

- Unprotected lights in the main hall restroom and seventh grade hall girls' restroom.

April 5-22, 2016

- Inoperable urinal and missing sink in the boys' eighth grade hall restroom.
- Damaged sink in the girls' eighth grade hall restroom.

Portable Classrooms

- Portable 1141 has not been used for educating students in ten (10) years.
- Students have been caught in lewd acts in portable 1141.
- Portable 1141 is full of clutter.
- Portable P005 has not been used for educating students in five (5) years.
- Students caught smoking in portable P005 on several occasions.
- Portable P005 is full of old books and clutter.
- Unprotected exterior lights on several portables.
- No smoke detectors in portables P16, P18, and P25.
- No portable fire extinguisher in portable P16.
- No door closer on portable P25.
- Some of the wooden walkways/handrails leading to portable classrooms were damaged.

Corrective Action:

- Provide "Visitor" parking signs.
- Use signage to identify and label main utility shut-offs.
- Secure exterior electrical A/C panels.
- Post updated boiler certificates near equipment.
- Post campus map in main office identifying locations of main utility shut-offs.
- Inspect fire alarm system.
- Install Ground Fault Circuit Interrupter (GFCI) type receptacles on all water fountains.
- Provide an asbestos management plan.
- Repair roof leaks.
- Post seating capacity in the cafeteria dining area.
- Post evacuation maps in the cafeteria dining area.

April 5-22, 2016

- Install a portable fire extinguisher in the dining area.
- Provide fire safety training for kitchen staff.
- Provide covers for all exposed wires.
- Ensure all classrooms have an operable window/door with a minimum opening that could be utilized as a second means of egress.
- Post evacuation maps in the same general location in classrooms.
- Install door hardware that will allow classroom doors to be secured.
- Repair or replace damaged door hardware on rooms 6-16 and 8-3.
- Provide covers for all unprotected electrical outlets.
- Verify that no more than 20% of classroom walls are covered with paper.
- Verify that all surge protectors are plugged directly into a permanent power source.
- Treat termites in room 7-9 and the auditorium.
- Provide a second means of egress in room A-1.
- Remove obstruction from second means of egress door in room A-2.
- Inspect, test, and tag all out-of-date/discharged portable fire extinguishers.
- Remove bars from one (1) window in elective hall rooms 1 and 2 for egress.
- Identify and label a window in each classroom for use as a second means of egress.
- Repair or replace all damaged exit doors.
- Replace all broken glass.
- Post seating capacity in gymnasium, auditorium, and cafeteria dining area.
- Post evacuation maps in gymnasium, auditorium, and cafeteria dining area.
- Repair or replace all damage inoperable exit/emergency lighting.
- Research cause of the damp south wall in the auditorium.
- Repair holes in the South wall of the auditorium.
- Provide covers and secure electrical panels to the East wall of the gymnasium.
- Install exit/emergency lighting in halls where needed.
- Research water leak in the boys' locker room.
- Replace or replace damaged water coolers.
- Repair or replace inoperable urinals in restrooms.

April 5-22, 2016

- Repair or replace damaged sinks in restrooms.
- Portable classrooms that have not been used in five (5) to ten (10) years should be removed from campus.
- Remove clutter from portables 1141 and P005.
- Install smoke detectors in all portable classrooms.
- Install a portable fire extinguisher in portable P16.
- Repair walkway/handrails leading to portable classrooms.

Casey Elementary School

Ms. Rhoda Yoder, Principal

Attended by: Mr. Scott, Head Custodian

Findings:

Exterior

- No “Visitor” parking signs.
- Main utility shut-offs not identified by signage.
- Exterior A/C panels not secure.
- Hole on the South side of the basketball court.
- Courtyard doors locked.

Interior

- No campus map identifying locations of main utility shut-offs posted in the main office.
- Asbestos Management Plan not on file in the main office.
- Fire alarm systems in trouble mode.
- Water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.
- The boiler certificate not posted.
- Roof leak in the boiler room.
- Boiler room full of clutter.

Kitchen/Dining Area

- Seating capacity not posted in the dining area.

April 5-22, 2016

- Evacuation maps not posted in the dining area.
- Emergency lighting inoperable in the dining area.
- No portable fire extinguishers in the dining area.
- Unprotected lights in the cooking area.
- Roof leaks in the dining area.
- Kitchen staff has not received fire safety training.

Classrooms

- Windows do not meet Life Safety Code.
- Doors cannot be secured from inside.
- Several rooms cluttered.
- Evacuation maps not posted in several rooms.
- Several rooms had more than 20% of their walls covered with paperwork.
- Leak in room 1 for an extended time causing carpet to stay wet and has to be dry vacuumed often.
- Roof leak in room 2.
- Surge protectors plugged into surge protectors in rooms 4, 10, and library.
- Electrical extension cords used for a permanent power source in rooms 5 and the stage area.
- Second means of egress windows not labeled in rooms 19, 20, 21, 22, 28, 30, and 32.
- No second means of egress in the new building classrooms 27, 28, 30, and 32.

Halls

- No emergency lighting.
- Unprotected lights in the foyer and on the second and fifth grade halls.
- More than 20% of third grade hall walls were covered with paperwork.
- Broken glass in the windows on the second and fifth grade halls.
- Broken glass in the fifth grade West exit door.

April 5-22, 2016

Restrooms

- Unprotected lights in the boys' fifth grade hall restroom.

Playground

- Playground does not meet Consumer Product Safety Commission's Guidelines.

Corrective Action:

- Provide "Visitor" parking signs.
- Use signage to identify and label main utility shut-offs.
- Secure exterior electrical A/C panels.
- Fill hole with dirt on the South end of basketball court.
- Provide egress from the courtyard area.
- Post campus map in main office identifying locations of main utility shut-offs.
- Secure asbestos management plan.
- Repair roof leaks.
- Remove clutter from boiler room.
- Post updated boiler certificates near equipment.
- Inspect fire alarm system.
- Install Ground Fault Circuit Interrupter (GFCI) type receptacles on all water fountains.
- Post seating capacity in the cafeteria dining area.
- Post evacuation maps in the cafeteria dining area.
- Repair or replace all damage inoperable exit/emergency lighting.
- Install a portable fire extinguisher in the dining area.
- Provide fire safety training for kitchen staff.
- Provide covers for all exposed wires.
- Provide covers for all unprotected lights.
- Modify classroom windows to meet Life Safety Code.
- Ensure all classrooms have an operable window/door with a minimum opening that could be utilized as a second means of egress.

April 5-22, 2016

- Post evacuation maps in all classrooms in same general location.
- Install door hardware that will allow classrooms doors to be secured.
- Remove clutter from classrooms.
- Verify that no more than 20% of classroom walls and halls are covered with paper.
- Investigate and resolve where water is coming from that has damaged carpet in room 1.
- Verify that all surge protectors are plugged directly into a permanent power source.
- Install a permanent power source where electrical cords are used.
- Label second means of egress windows in rooms 19, 20, 21, 22, 28, 30, and 32.
- Provide a second means of egress in the new building classrooms 27, 28, 30, and 32.
- Install exit/emergency lighting in all halls.
- Replace all broken glass in windows and doors.

Timberlawn Elementary School

Ms. Jamellah Johnson, Principal

Attended by: Mr. Weathersby, Head Custodian

Findings:

Exterior

- No “Visitor” parking signs.
- Main utility shut-offs not identified by signage.
- Exterior A/C panels not secure.
- Courtyard lights inoperable.
- Hole near the sidewalk at portable 22.

Interior

- No campus map identifying locations of main utility shut-offs posted in the main office.
- Asbestos management plan not on file in the main office.
- Fire alarm systems in trouble mode.
- Water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.
- Boiler certificate not posted.

Kitchen/Dining Area

- Seating capacity not posted in the dining area.
- Evacuation maps not posted in the dining area.
- No portable fire extinguishers in the dining area.
- No panic hardware on the North exit doors in the dining area.
- Kitchen staff had not received fire safety training.

Classrooms

- Windows do not meet Life Safety Code in rooms 31, 32, 33, and 34.
- Several rooms had roof leaks.
- Electrical extension cords used as a permanent power source in rooms 15 and 20.
- Surge protectors plugged into surge protectors in rooms 3 and 16.
- Room 6 cluttered.
- Second means of egress windows not labeled in classrooms.
- Several rooms had more than 20% of walls covered with paperwork.
- Unprotected lights in the restrooms.

Halls

- Roof leaks.
- Security gates not secured.
- Unprotected lights in the halls.
- No exit signs in the Pre-K, fourth, and fifth grade halls.
- Broken door glass in West exit door on the second grade hall.
- North exit door on the fourth grade hall will not lock.

Portable Classrooms

- No smoke detectors in portable classrooms.

April 5-22, 2016

- Unprotected lights in portable 22.
- Electrical extension cord being used as a permanent power source in portable classroom 40.
- Out-of-date portable fire extinguishers in portables 9 and 40.
- Eaves/roof damage on portable 40.
- No portable fire extinguisher in portable 80.
- Damaged door closer in portable 80.

Restrooms

- Damaged urinal in the second grade boys' restroom.
- Unprotected lights in the fourth and fifth grade restrooms.

Playground

- Playground does not meet Consumer Product Safety Commission's Guidelines.

Corrective Action:

- Provide "Visitor" parking signs.
- Use signage to identify and label main utility shut-offs.
- Post campus map in main office identifying locations of main utility shut-offs.
- Secure exterior electrical A/C panels.
- Repair inoperable lights in the courtyard area.
- Fill hole near portable 22.
- Provide an Asbestos Management Plan.
- Repair roof leaks.
- Post updated boiler certificates near equipment.
- Inspect fire alarm system.
- Install Ground Fault Circuit Interrupter (GFCI) type receptacles on all water fountains.
- Post seating capacity in the cafeteria dining area.
- Post evacuation maps in the cafeteria dining area.
- Install a portable fire extinguisher in the dining area.

April 5-22, 2016

- Repair or replace all damaged/inoperable exit/emergency lighting.
- Install a portable fire extinguisher in the dining area.
- Provide fire safety training for kitchen staff.
- Provide covers for all exposed wires.
- Provide covers for all unprotected lights.
- Repair roof leaks.
- Modify classroom windows to meet Life Safety Code.
- Ensure all classrooms have an operable window/door with a minimum opening that could be utilized as a second means of egress.
- Verify that all surge protectors are plugged directly into a permanent power source.
- Install a permanent power source where electrical extension cords are being used.
- Secure hall security gate.
- Install exit/emergency lighting where needed.
- Repair or replace damaged exit door hardware.
- Replace damaged/missing urinals in restrooms.
- Inspect, test, and tag all discharged/out-of-date fire extinguishers.
- Install smoke detectors in the portable classrooms.

Isable Elementary School

Dr. Micca Knox, Principal

Attended by: Ms. Giles, Head Custodian

Findings:

Exterior

- No “Visitor” parking signs.
- Main utility shut-offs not identified by signage.
- Exterior A/C panels not secure.
- Rotten wood on the eaves of the kindergarten building.
- Open hole in the yard behind the kindergarten building.

April 5-22, 2016

Interior

- No campus map identifying locations of main utility shut-offs posted in the main office.
- Asbestos Management Plan not on file in the main office.
- Fire alarm systems in trouble mode.
- Water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.
- Boiler certificate not posted.
- Inoperable ceiling lights in several classrooms.

Classrooms

- Windows do not meet Life Safety Code.
- Rooms had more than 20% of their walls covered with paperwork.
- Roof leaking in several rooms and the library.
- Missing ceiling tiles in several rooms.
- Electrical extension cord used as a permanent power source in room 2.

Halls

- No exit/emergency lighting in stairwells.
- No emergency lighting on the third, fourth, and fifth grade halls.
- Security gate not secured in hall.
- Emergency lighting was inoperable on the second grade hall.
- Water leaks down the walls on the Pre-K hall near the main office after a rain.
- North exit door on the Pre-K hall was obstructed with office furniture.
- No panic hardware on the North Pre-K hall exit door.
- Southwest exit door on the second grade hall was obstructed with office furniture.

Restrooms

- Damaged urinals in second and third grade boys' restrooms.
- Roof leak in second grade boys' restroom.

April 5-22, 2016

Kitchen/Dining Area

- Seating capacity not posted in the dining area.
- Evacuation maps not posted in the dining area.
- Inoperable emergency lights in the dining area.
- Exposed wires above the cooler in the cooking area.
- Discharged type K portable fire extinguisher is in the cooking area.
- No panic hardware on the South exit doors in the dining area.
- Unprotected lights in the boiler room.
- Cover missing from the boiler room electrical panel.
- Kitchen staff has not received fire safety training.

Auditorium

- Seating capacity not posted in the seating area.
- Evacuation maps not posted in the seating area.
- Inoperable emergency lighting in the seating area.
- Roof leaks.

Corrective Action:

- Provide “Visitor” parking signs.
- Use signage to identify and label main utility shut-offs.
- Secure exterior electrical A/C panels.
- Post campus map in main office identifying locations of main utility shut-offs.
- Repair/replace damaged wood on kindergarten building eaves.
- Fill in hole in yard behind kindergarten building.
- Provide an asbestos management plan.
- Inspect fire alarm system.
- Install Ground Fault Circuit Interrupter (GFCI) type receptacles on all water fountains.
- Post updated boiler certificates near equipment.

April 5-22, 2016

- Modify classroom windows to meet Life Safety Code.
- Ensure all classrooms have an operable window/door with a minimum opening that could be utilized as a second means of egress.
- Verify no more than 20% of classroom walls and halls are covered with paper.
- Install a permanent power source where electrical cords are used.
- Install exit/emergency lighting in halls and stairwells.
- Secure hall security gate.
- Repair or replace damaged exit door hardware.
- Replace damaged/missing urinals in restrooms.
- Replace inoperable lights in classrooms.
- Verify all exit doors have panic hardware.
- Post seating capacity in auditorium and cafeteria dining area.
- Post evacuation maps in auditorium and cafeteria dining area.
- Provide fire safety training for kitchen staff.
- Inspect, test, and tag all discharged/out-of-date portable fire extinguishers.
- Install panic hardware on the South exit door in the dining area.
- Install a cover on the electrical panel in the boiler room.
- Repair or replace all inoperable exit/emergency lighting.
- Repair all roof leaks.

Recommendations:

- Schools should develop a policy, requiring a complete and comprehensive safety survey be completed of the school buildings and grounds and reported to the superintendent and school board, prior to the beginning of each school year.
- Provide shock absorbent material around all playground equipment. Refer to the Consumer Product Safety Commission's Guidelines for Playground Safety at www.cpsc.gov.

Timeline

- Immediately and Ongoing.

ATTACHMENT C

**Office of Safe and Orderly Schools
Division of School Safety
School Safety Audit
J. Cooper Dixon, School Safety Specialist
Chris Norwood, Staff Officer III
James Thompson, Staff Officer III
April 5-22, 2016**

STANDARD 31. The school district **is noncompliant** with State Board Policies and State and Federal laws to provide Safe Schools. Each school has a comprehensive School Safety Plan on file that has been approved annually by the local school board; however, School Safety Officers are not deployed in accordance with the School Safety Manual. {MS Codes § 37-3-81; § 37-3-83(2); § 37-11-5; § 37-11-67; and § 37-11-69} (See the templates for MDE's School Safety Manual and the School Occupational Safety and Crisis Response Plan at <http://www.mde.k12.ms.us/safe-and-orderly-schools/school-safety>.)

These findings are consistent for the following **Elementary Schools**:

Casey, Davis, French, Isable, Lester, Smith, and Timberlawn

FINDINGS:

The District's crisis response plan does not comply with MDE requirements.

- Not all plans include primary and alternate family reunification points.
- Not all plans include provisions for primary and alternate evacuation areas.
- Not all schools have performed emergency drills in accordance with state statute {MS Code § 37-11-5}.
- Open and unlocked classrooms existed throughout the District allowing easy access for intruders.
- The District uses codes and signals to initiate drills and emergency procedures. This is in violation of the National Incident Management System (NIMS), a federal guideline.
- Not all schools have identified crisis response team members, their roles, and their contact information.

April 5-22, 2016

- School blueprints are not included in the crisis response plans.
- Of the 75 School Safety Officers (SSOs) employed, 18 have not attended the School Safety Officer Basic Course as offered by the Mississippi Department of Education, Division of School Safety. However, the officers are still within the two-year grace period.
- Interior doors do not lock.

Elementary Observations:

Casey Elementary School – no observations.

Davis Magnet Elementary School – no observations.

Dr. Grigsby, Principal

- Classroom doors do not lock.

French Elementary School – no observations.

Isable Elementary School

Dr. Micca Knox, Principal

- Ceiling tiles were missing in several rooms.
- There is an open hole in the yard behind the kindergarten building next to the playground.
- Security gate in hallway separating Jim Hill High School JROTC from elementary students.

Lester Elementary School

Ms. Bridges, Principal

- Classroom doors do not lock.

Smith Elementary School

Mr. Torrey, Principal

- Classroom doors do not lock.

April 5-22, 2016

Timberlawn Elementary School
Ms. Jamellah Johnson, Principal

- No lighted exit signs in the Pre-K, fourth grade, and fifth grade buildings.

These findings are consistent for the following **Middle Schools**:

Blackburn, Brinkley, Chastain, Hardy, Northwest, Rowan, Siwell, and Whitten

FINDINGS:

The District's crisis response plan does not comply with MDE requirements.

- Not all plans include primary and alternate family reunification points.
- Not all plans include provisions for primary and alternate evacuation areas.
- Not all schools have performed emergency drills in accordance with state statute {MS Code § 37-11-5}.
- Open and unlocked classrooms existed throughout the District allowing easy access for intruders.
- The District uses codes and signals to initiate drills and emergency procedures. This is in violation of the National Incident Management System (NIMS), a federal guideline.
- Not all schools have identified crisis response team members, their roles, and their contact information.
- School blueprints are not included in the crisis response plans.
- Of the 75 School Safety Officers (SSOs) employed, 18 have not attended the School Safety Officer Basic Course as offered by the Mississippi Department of Education, Division of School Safety. However, the officers are still within the two-year grace period.
- All classrooms do not have interior door locks.

Middle Schools Observations:

Blackburn Middle School

Ms. Bradley, Principal

- Clutter/junk is piled up in the stairwells.
- Electrical closets were unlocked.
- The second means of egress in classrooms (windows) was not identified.

April 5-22, 2016

- Neither School Resource Officers (SROs) nor Campus Enforcement Officers were present.

Brinkley Middle School

Mr. Larry Armstrong, Principal

- There is a sewage leak under the gym creating a strong odor in the building near the cafeteria.
- The Southwest exit door is damaged.
- Bats were found in the school auditorium. (See Attachment B: Facility Safety Assessment.)
- Hall lockers are not in use, but were found unsecured and posing a safety issue.

Chastain Middle School

Mr. Moore, Principal

- Perimeter gates were left open providing easy access for intruders.
- A closet labeled “P.E.” was filled with clutter and junk.
- Room 405 had bars on all windows.
- The second means of egress in classrooms (windows) was not identified.
- Neither School Resource Officers (SROs) nor Campus Enforcement Officers were present.

Hardy Middle School

Mr. Holmes, Principal

- School Safety Officers (SSOs) did not report to the appropriate individual.
- The hallways are extremely loud during class change.
- There is a lack of student supervision during class changes.
- According to teachers, student discipline is a major issue.
- A School Resource Officer (SRO) or Campus Enforcement Officer was not present until one was requested by auditor.

Northwest Middle School – no observations.

Rowan Middle School – no observations.

April 5-22, 2016

Siwell Middle School

Mrs. McIntyre, Principal

- The lockers present were not being used and need to be removed or properly secured.
- In the cafeteria, an electrical panel needed securing.
- School Safety Officers (SSOs) are assigned duty stations. According to the School Safety Manual, SSOs need to be free to conduct routine patrols to ensure buildings are secure and to check for safety hazards.
- Mechanical/custodian closets were unlocked.
- Neither School Resource Officers (SROs) nor Campus Enforcement Officers were present.

Whitten Elementary School

Mr. Victor Ellis, Principal

- No one was stationed at the main entrance at the sign-in area.
- Evacuation maps are not posted in several rooms.
- School located on open campus. Two (2) stores nearby were recently robbed. These two (2) stores are less than 100 feet from an unlocked door on the side of the school with no fence/barrier to prevent someone from walking on campus.
- Several of the security cameras around the school do not function and create blind spots.

These findings are consistent for the following **High Schools**:

Callaway, Forest Hill, Jim Hill, Lanier, Murrah, Provine, and Wingfield

FINDINGS:

The District's crisis response plan does not comply with MDE requirements.

- Not all plans include primary and alternate family reunification points.
- Not all plans include provisions for primary and alternate evacuation areas.
- Not all schools have performed emergency drills in accordance with state statute {MS Code § 37-11-5}.
- Open and unlocked classrooms existed throughout the district allowing easy access for intruders.
- The District uses codes and signals to initiate drills and emergency procedures. This is in violation of the National Incident Management System (NIMS), a federal guideline.

April 5-22, 2016

- Not all schools have identified crisis response team members, their roles, and their contact information.
- School blueprints are not included in the crisis response plans.
- Of the 75 School Safety Officers (SSOs) employed, 18 have not attended the School Safety Officer Basic Course as offered by the Mississippi Department of Education, Division of School Safety. However, the officers are still within the two-year grace period.
- All classrooms do not have interior door locks.

High School Observations:

Callaway High School

Mr. William Trammell III, Principal

- The student dress code is not enforced.
- Students roam the halls at all times.
- In several of the classrooms visited, students were observed watching videos on their cell phones.
- Ceiling tiles were missing/damaged due to students jumping over locked security gate located in the stairwell on the second floor hall behind the gymnasium.
- No evacuation maps were found posted in classrooms.
- Hall lockers are not in use, and are unsecured, presenting a safety issue.
- Fire extinguishers were removed from hallways due to students tampering with them.
- East exit door in the hall behind the gymnasium is obstructed with a security gate.
- Weight room is flooded with sewage water.

Forest Hill High School

Mr. Tommy Nalls, Principal

- The metal detector at the front of the school was observed alarming several times as students entered the school, but no students were stopped or checked.
- No school staff observed monitoring students going and coming from field house.
- Several early released seniors were blasting music in the parking lot and one (1) vehicle was doing burnouts and doughnuts in the student parking lot while class was still in session.
- Students often leave campus through doors that are unlocked or unmonitored.
- There is no student identification and there are no uniforms, so staff is unable to tell when a non-student is on campus.

April 5-22, 2016

- The student dress code was not enforced.
- Dirty and damaged carpet was observed.
- Evacuation maps not posted in several classrooms.
- Hall lockers are not in use, and are unsecured, presenting a safety issue.

Jim Hill High School

Ms. Tanya Mason, Principal

- The metal detector at the front of the school was observed alarming several times as students entered the school, but no students were stopped or checked.
- First period classes started late. Class should begin at 8:20 a.m. Two (2) classrooms had no teacher at 8:55 a.m., and students were observed still arriving to school. Two (2) teachers were observed arriving on campus after 9:00 a.m.
- Buses are late daily.
- Piles of trash were observed next to the track and scattered around the courtyard.
- Textbooks were found scattered on the ground between the track and courtyard.
- No School Safety Officer (SSO) was present upon entering the school.
- Hallways and doors are inconsistently monitored by School Safety Officers (SSOs).
- During the lunch period, several students were observed walking out the unmonitored back door and leaving the campus.
- School emergency drills have not been performed as required.
- The student dress code was not enforced.
- JROTC students are housed at Isable Elementary on a gated off hallway. These students do not have access to a restroom on the elementary campus and have to walk back to the high school to use the restroom.
- Evacuation maps are not posted in classrooms.
- No portable fire extinguishers are located in the seating area of the auditorium.
- There was a hole in the floor of the upstairs boys' restroom exposing a pipe.

Lanier High School

Mr. Eric Johnson, Principal

- As school was starting, students were observed being dropped off, walking inside the building, and turning around and walking off campus.
- Approximately 15 students were dropped off at school after 9:00 a.m.

April 5-22, 2016

- After 9:00 a.m., one (1) teacher was observed watching another teacher's class who had not arrived to work. Students roamed the halls, other classrooms, and the building, at will.
- One (1) particular teacher stated, "We are not having class because so many students are gone on a Senior Trip." At least ten (10) other students were observed sitting around telling stories and cursing. The teacher was sitting on a stool in the middle of the room playing on his phone.
- Observed only two (2) teachers standing in front of the class teaching and the students were engaged.
- There is a lack of supervision, particularly in the stairwells and the area by the stairwells.
- Student cell phone use was rampant.
- Students were playing on their phones and watching movies on tablets during instruction times.
- The dress code was not enforced.
- School Safety Officers (SSOs) were assigned a particular area and would sit and look out a window. Meanwhile, students were gathering and were late to class within a few feet from the SSO.
- SSOs are not being supervised by the appropriate individual.
- Neither School Resource Officers (SROs) nor Jackson Public Schools Campus Enforcement Officers were present.

Murrah High School

Mr. Green, Principal

- Custodian closets were left unlocked.
- Several closets appeared to be a storage place for lots of random items.
- The ninth grade building does not have a second means of egress identified.
- School Safety Officers (SSOs) were assigned particular duty stations.
- SSOs are supervised by school administrators.

Provine High School

Mrs. Thomas, Principal

- The second means of egress in classrooms are not identified.
- Evacuation maps are not in all classrooms.
- There was no School Safety Officer (SSO) greeting visitors.

April 5-22, 2016

- School Resource Officers (SROs), nor Jackson Public Schools Campus Enforcement Officers were present.

Wingfield High School

Dr. Willie Killins, Principal

- Portable classroom doors lock, but with a tug are easily opened.
- Weak floors in portable buildings.
- Sinkhole outside near room 212.
- Room under cafeteria has trash, old furniture, and old equipment housed in it. The room has mold and a foul odor. The ceiling is also caving in due to the sinkhole referenced above.
- The first floor storage area floods during heavy rains.
- Only entrance/exit into the auditorium; the others are chained and locked.

CORRECTIVE ACTION: The District is responsible for coordinating with the Office of School Safety to correct the areas of noncompliance. Clearance of this accreditation deficiency will depend upon receipt in this office of a notice stating that all noted deficiencies have been corrected and the District is in compliance with Process Standard 31. Please contact Cooper Dixon in the Office of School Safety at 601.359.1028 or jdixon@mdek12.org for technical assistance and/or when the District is prepared to verify compliance.

The following are also recommendations made by staff in the Office of School Safety.

RECOMMENDATIONS:

- Require all administrators be trained by MDE in Crisis Response Planning.
- Establish family reunification points, evacuation areas, and preparing emergency evacuation kits.
- Administrators shall become familiar with National Incident Management System (NIMS), Incident Command System (ICS) training ICS 100, ICS 100sc, and ICS 200.
- All visitors shall surrender identification and/or vehicle keys prior to visiting campuses.
- All classroom doors shall remain locked while students are present.
- All unused lockers shall be permanently secured.
- Construct visitor catch areas at applicable schools.
- The Jackson Public School Campus Enforcement Office shall establish a working relationship with the Jackson Police Department.
- The Jackson Public School Campus Enforcement Office shall conduct a self-evaluation to better increase response time.

April 5-22, 2016

- School Resource Officers shall be more visible in schools.
- School Resource Officers shall be more interactive at Elementary Schools.
- All emergency exits shall be labeled (i.e., classroom windows).

ADDITIONAL COMMENTS:

Safety in the Jackson Public School District is of major concern. There have been numerous complaints made against the District by parents, faculty, teachers, students, and concerned citizens. For example, there has been a rash of violent fights at Jim Hill High School during the 2015-2016 school year. According to video footage, a parent was in possession of a firearm in her purse. The parent in question was later arrested. There have also been reports of violent fights at Lanier High School.

Moreover, there have been an abundance of safety issues as reported by the local media. According to reports, there was a violent fight on a school bus wherein a Lanier High School female student was violently attacked. (See Attachment D: Media Accounts.)

The Mississippi Department of Education (MDE) conducted an anonymous survey of District personnel. According to their responses, safety issues ranged from faulty doors, to parents being allowed to roam hallways, to violent fights, to not enough safety personnel. In addition, District employees reported there exists a major disconnect between the Jackson Public Schools Campus Police Department and the Jackson Police Department (JPD). Specifically, communication between the two (2) departments is non-existent. It is reported that District personnel are not allowed to contact JPD. The lack of School Resource Officers (SROs) deployed at schools causes the response time to be severely strained. In addition to lack of SROs, there are not enough Campus Enforcement Officers to answer the amount of calls, and officers are expected to cover too many schools. To this end, these particular officers are answering calls that should be handled by the school's administration.

ATTACHMENT D

Media Accounts

Attachment D: 1.0

May 5, 2016



The above are cell phone images forwarded to the Office of District Accreditation by a parent of a Cardozo Middle School student. The parent stated their child was attacked by another student with brass knuckles and temporarily knocked unconscious. The parent stated that the school told them they did not want to call an ambulance because they didn't want the parent to have to pay any money.

Attachment D: 1.1

May 4, 2016

MS NEWS NOW
WLBT-WDBD

3 ON YOUR SIDE NEWS WEATHER VIDEO SPORTS

Parent brought gun to Forest Hill High School

Published: Wednesday, May 4th 2016, 7:27 pm CDT
Updated: Thursday, May 5th 2016, 8:01 am CDT
Posted by Jessica Bowman, Weekend Anchor

SCHOOL FIGHTS
FOREST HILL HIGH SCHOOL, JACKSON

02:56 / 03:19

A violent school fight broke out at Forest Hill High School. A woman was caught on a cell phone video in the middle of the fight at Forest Hill waving a handgun.

<http://www.msnewsnow.com/story/31894339/parent-brought-gun-to-forest-hill-high-school>

Attachment D: 1.2

April 15, 2016

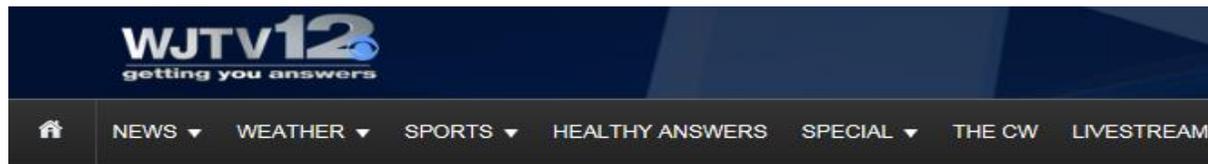


Lanier High school student caught on cell phone video being attacked on school bus. The student claims she was bullied in the past by her attacker. Police nor ambulance were called by school officials. The student suffered a fractured skull and must undergo surgery.

<http://www.msnewsnow.com/Clip/12368407/jps-student-hospitalized-after-fight-on-school-bus>

Attachment D:1.3

March 11, 2016



Apparent vandalism at Lanier High School

By WJTV Staff

Published: March 13, 2016, 10:41 pm | Updated: March 14, 2016, 12:58 pm



Vandalism was reported at Lanier High School. The District was closed for spring break and there is an ongoing investigation by JPS Campus Enforcement.

<http://wjtv.com/2016/03/13/apparent-vandalism-at-lanier-high-school/>

Attachment D: 1.4

March 19, 2016

Home / News / Local News / Jackson News

Stabbing at Callaway High School prom

UPDATED 5:47 PM CDT Mar 20, 2016

Share 1
Tweet
G+1 2

NEXT VIDEO:
Man shopping for flowers gets bitten by copperhead snake

Advertising



RELATED
Wednesday Evening Webcast
VIEW »

Jackson police are investigating the stabbing of a man at the Callaway High School prom. We are getting more details on a prom stabbing.

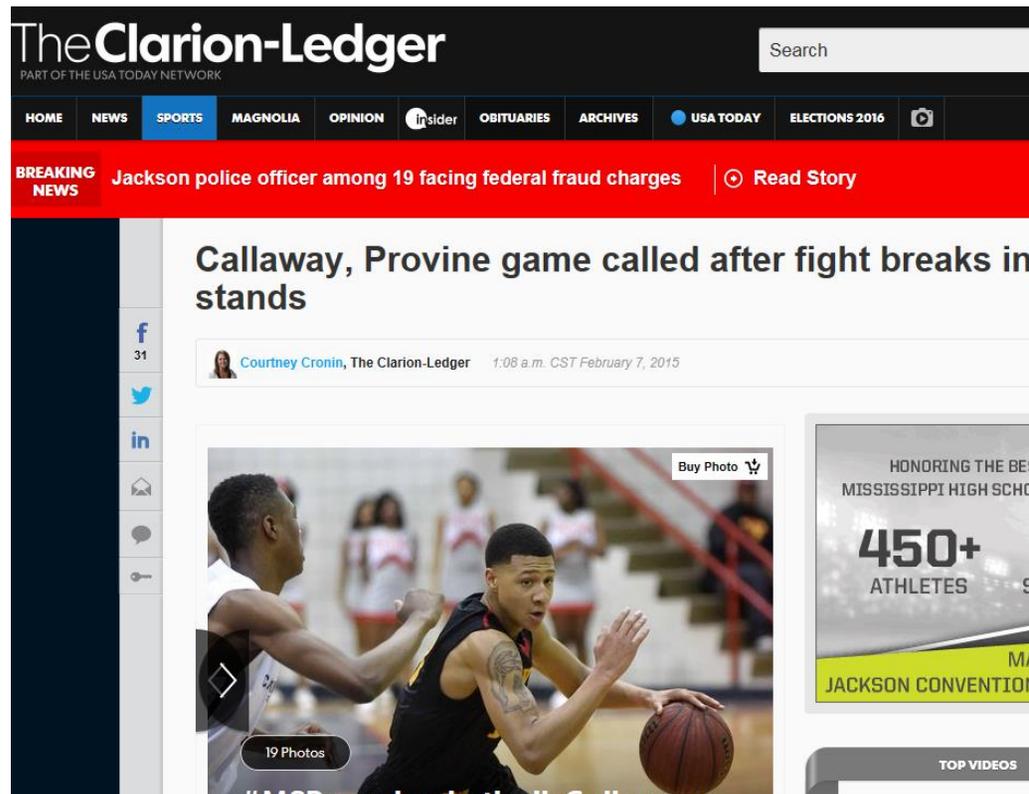
POST A COMMENT
Share 1
Tweet
G+1 2
Pin it
SHOW TRANSCRIPT »

A student was stabbed at the Callaway High School prom. The prom was held at the Old Capitol Inn in downtown Jackson. Police were called about 11 p.m.

<http://www.wapt.com/news/central-mississippi/jackson/stabbing-at-calloway-high-school-prom/38608794>

Attachment D: 1.5

February 7, 2016



Fight breaks out in stands during a Callaway, Provine basketball game. The game was called after the fight.

<http://www.clarionledger.com/story/sports/high-school/2015/02/07/callaway-provine-game-called/23027877/>

Attachment D: 1.6

January 16, 2016



WJTV would like to warn its viewers that the video might be graphic to some.

Teacher caught on cell phone video slamming a student to the ground outside Jim Hill High school. The student was being aggressive and JPS Campus Enforcement was on scene to get the student under control. That's when authorities say a teacher injected himself into the situation and slammed the student on the ground.

<http://wjtv.com/2016/01/15/student-body-slammed-outside-of-jim-hill-high-school/>

Attachment D: 1.7

December 8, 2015

LawCall | Facebook | Twitter | Jobs | Gateway Gives Back - Toyo | Medical Matters



3 ON YOUR SIDE NEWS WEATHER VIDEO SPORTS WHA

JPS officials investigate fight at Wingfield

Published: Tuesday, December 8th 2015, 6:50 pm CDT
Updated: Wednesday, December 9th 2015, 7:43 am CDT
Posted by David Kenney, Reporter

JPS officials investigate fight at Wingfield - 01:46



f t p e

Cell phone video of group fight at Wingfield High School.

<http://www.msnewsnow.com/story/30699695/jps-officials-investigate-fight-at-wingfield-high>

Attachment D: 1.8

December 2, 2015



By Hadas
Brown
810 »

Student hospitalized after fight at school, mom says

JPS, girl's mother have differing accounts of what happened

UPDATED 7:16 AM CST Dec 02, 2015

Text Size: **A** **A** **A**



Student at Blackburn Middle School hospitalized after being attacked by other students.

<http://www.wapt.com/news/central-mississippi/jackson/student-hospitalized-after-fight-at-school-mom-says/36739582>

Attachment D: 1.9

November 13, 2015

NEWS ▾ WEATHER ▾ U LOCAL ▾ ON TV ▾ MUST SEE ▾ AT THE MOVIES HEALTHY H

NOWCAST Watch 16 WAPT News On De

Home / News / Local News / Jackson News

Cellphone video appears to show teacher being shoved down stairs
JPS investigates incident at Wingfield High School

By Allie Ware

UPDATED 8:55 PM CST Nov 13, 2015

Text Size: A A A

STAIRWELL SHOVE

Replay

2:22 / 2:22

SHOW TRANSCRIPT >>

The cell phone video shows a student pushing a teacher down stairs at Wingfield High School.

<http://www.wapt.com/news/central-mississippi/jackson/cellphone-video-appears-to-show-teacher-being-shoved-down-stairs/36432982>

Attachment D: 2.0

November 11, 2015

The image is a screenshot of a news website. At the top, there is a navigation bar with the station logo 'WLBT-WDBD' and several menu items: a home icon, '3 ON YOUR SIDE', 'NEWS', 'WEATHER', 'VIDEO', 'SPORTS', and 'WH...'. Below the navigation bar is the main article content. The title 'Claims of deplorable school bathrooms' is prominently displayed in a large, bold, black font. Underneath the title, the publication and update dates are listed: 'Published: Wednesday, November 11th 2015, 11:50 pm CDT' and 'Updated: Thursday, November 12th 2015, 7:46 am CDT'. The author's name, 'By Roslyn Anderson, Weekend Anchor', is followed by a 'CONNECT' button. Below the text is a video player. The video player has a title 'Claims of deplorable school bathrooms - 02:09' and a play button in the center. The video frame shows a woman, Roslyn Anderson, in a newsroom setting. A lower-third graphic identifies her as 'ROSLYN ANDERSON' with the email 'RANDERSON@WLET.COM'. The video player interface includes a progress bar at the bottom showing '00:15 / 02:09' and various control icons like play, pause, and volume. Social media sharing icons for Facebook, Twitter, and Pinterest are visible at the bottom right of the video player.

Cell phone video released showing deteriorating bathroom conditions at Murrah High School

<http://www.msnewsnow.com/story/30497094/claims-of-deplorable-school-bathrooms>

Attachment D: 2.1

November 9, 2015

WLBT-WDBD

HOME 3 ON YOUR SIDE NEWS WEATHER VIDEO SPORTS WHI

CAUGHT ON CAMERA: Parent claims staff member punched her son in school fight

Published: Monday, November 9th 2015, 3:55 pm CDT
Updated: Tuesday, November 10th 2015, 9:03 am CDT
Posted by Roslyn Anderson, Weekend Anchor CONNECT

CAUGHT ON CAMERA: Jim Hill vicious fist fight - 01:10

CAUGHT ON CAMERA: Jim Hill vicious fist fight 01:10

CAUGHT ON CAMERA: Parent claims staff member punched her son in school fight 01:53

PREVIOUS 1 NEXT

Cell phone video of fight at Jim Hill High School in which parent claims staff member punched her son who was standing near the fight.

<http://www.msnewsnow.com/story/30473958/caught-on-camera-jim-hill-vicious-fist-fight>

Attachment D: 2.2

October 29, 2015

The image is a screenshot of a news website. At the top, there is a navigation bar with the WAPT News logo and the slogan "THE ONE TO WATCH". To the right of the logo, it says "ASKING TOUGH QUESTIONS FINDING WHO'S ACCOUNTABLE". Below the navigation bar, there are several menu items: NEWS, WEATHER, LOCAL, ON TV, MUST SEE, AT THE MOVIES, and HEALTHY. A "NOWCAST" section is also visible. Below the navigation bar, there is a "BREAKING NEWS" banner with a photo of a man and the headline "Morley Safer, CBS news legend, dies at 91". Below the banner, there is a breadcrumb trail: "Home / Local News". The main article is titled "JPS investigates fight on school bus" by Anne Parker, with a sub-headline "Students claim driver didn't stop bus". The article is dated "UPDATED 9:47 AM CDT Oct 30, 2015". Below the article, there is a video player showing a blurry scene of a school bus. The video player has a "Captions" button and a "SHOW TRANSCRIPT >>" button. The video title is "SCHOOL BUS SCUFFLE JACKSON" and the WAPT News logo is visible in the bottom right corner of the video player.

Cell phone video of Callaway High School students fighting on school bus. Parents share concerns about the safety of their children.

<http://www.wapt.com/news/jps-investigates-fight-on-school-bus/36132858>

Attachment D: 2.3

October 28, 2015

MS NEWS NOW
WLBT-WDBD

3 ON YOUR SIDE NEWS WEATHER VIDEO SPORTS

JPS investigates razor incident at bus stop

Published: Wednesday, October 28th 2015, 11:30 pm CDT
Updated: Thursday, October 29th 2015, 12:50 am CDT
Posted by Annette Peagler, Reporter

JPS investigates razor incident at bus stop - 01:24

FOX 40 NEWS
BOY CUT WITH RAZOR AT BUS STOP
JACKSON

Powell Middle School student was attacked with a razor at school bus stop.

<http://www.msnewsnow.com/story/30379839/jps-investigate-razor-incident-at-bus-stop>

Attachment D: 2.4



Figure 1 – Image of chained auditorium exit door at Wingfield High School.



Figure 2 – Image of chained side auditorium exit door at Wingfield High School.



Figure 3 – Image of hole with exposed plumbing next to playground at Isabell Elementary School.

April 5-22, 2016



Figure 4 – Image of hole with exposed plumbing next to playground at Isabell Elementary School.



Figure 5 – Image of hole in the floor of 2nd floor boy’s bathroom at Jim Hill High School.



Figure 6 – Image of trash around the track at Jim Hill High School.



Figure 7 – Images of textbooks scattered on ground around Jim Hill High School campus.

April 5-22, 2016

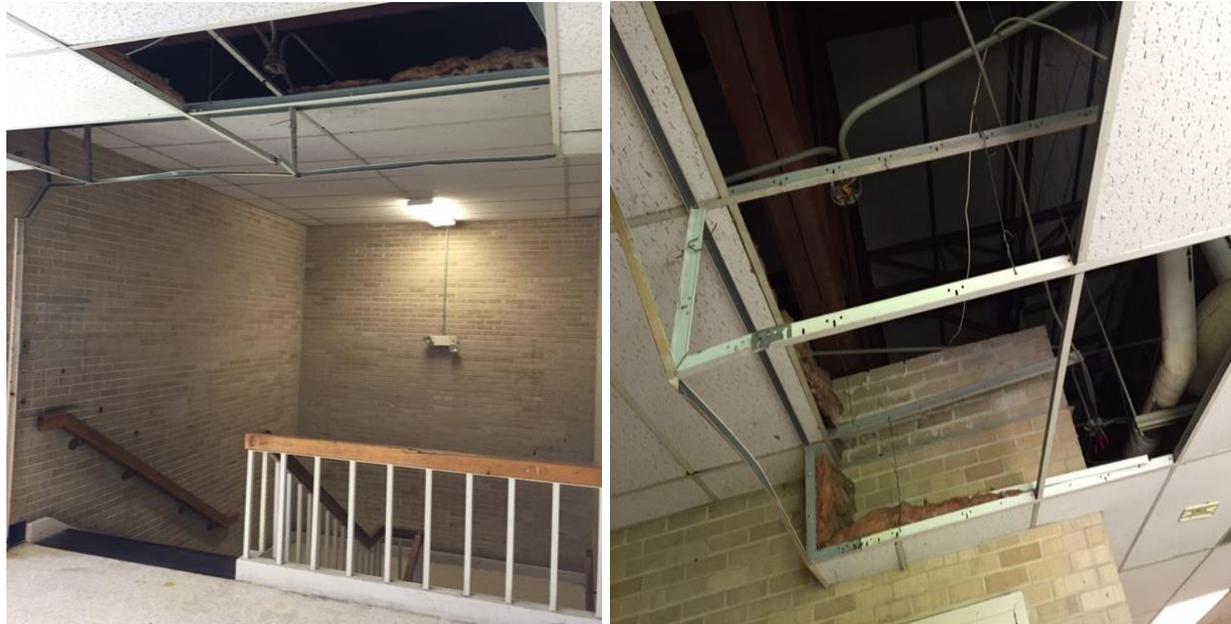


Figure 8 – Images of a stairway at Callaway High School that the staff report is locked daily. School staff claim that the stairway was only open due to auditors being in the building. School staff reported that students damage the ceiling tile by climbing over the gate to gamble where they cannot be seen by staff.

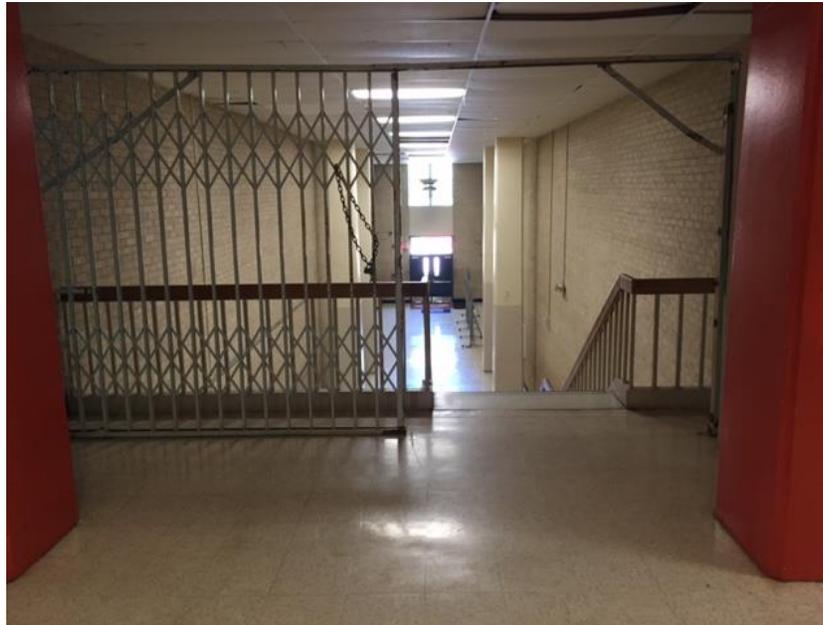


Figure 9 – Image of stairway near the gymnasium at Callaway High School. Staff reported that this stairway is locked daily and was only unlocked due to auditors being in the building.



Figure 10 – Image of empty fire extinguisher cabinet on 2nd floor at Callaway High School. There were no fire extinguishers outside classrooms on any halls. Extinguishers were placed in a closet due to students tampering with them.