

COMPLIANCE WITH PUBLIC SCHOOL ACCREDITATION STANDARDS AND ACCOUNTABILITY REQUIREMENTS

Hattiesburg Public School District (1820)

January 20-23, 2015

Hattiesburg Public School District did not fully comply with all accreditation standards and accountability requirements outlined in the *Mississippi Public School Accountability Standards, 2014*. All findings described in this report are based on the analysis of data collected during the on-site evaluation, including (a) confidential interviews conducted with district staff and community members, (b) observations and completed evaluation forms, (c) anonymous surveys completed by district staff, (d) analysis of official documentation on file in the district, and (e) analysis of official reports submitted to the Mississippi Department of Education (MDE).

Process Standards 4, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 5, 5.1, 5.2, 10, 12.1, 16, 17.3, 17.4, 17.5, 17.5.1, 17.6, 17.7, 17.8, 19, 19.1, and 19.2 were not evaluated.

Hattiesburg Public School District is in compliance with Process Standards 1.1, 1.2, 1.3, 2.1, 2.2 2.3, 2.3.1, 2.3.2, 2.5, 6.2, 6.3, 7, 12.2, 13, 13.1, 13.2, 13.3, 13.4, 13.5, 13.5.1, 13.5.2, 13.5.3, 14, 14.1, 14.1.1, 14.1.2, 14.1.3, 14.1.4, 14.1.5, 14.1.6, 14.2, 14.3, 14.4, 14.5, 15, 17, 17.1, 17.2, 17.7, 18, 18.1, 18.2, 22, 23, 24, 24.1, 24.2, 25, 26, 28, 28.1, 28.2, 28.3, 28.4, 28.5, 29.3, and 29.4.

1. STANDARD 2.1 ASSIGNMENTS OF DISTRICT ACCREDITATION STATUSES

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: The district is not in compliance with **Standard 2.1**.

Based on an analysis of the 2014-2015 MSIS Personnel Report printed January 20, 2015, school matrixes, employee contracts and licenses, the audit team found the information provided in the personnel report is not current or accurate.

- Board minutes indicate that during the April 8, 2014, school board meeting two educators was approved by the school board members to return to Hattiesburg Public Schools. The contracts were signed by the superintendent on July 9, 2014.

The teachers are listed on the school matrix but are not listed on the Personnel Report.

- Through interviews and a review of documentation related to contracts it was revealed that a librarian was also classified as a lead teacher.
- Contractual salaries of teachers who also serve as a coach do not match the salaries listed on the Personnel Report; coaching contracts could not be located for supplements.
- A counselor's contractual days and salary do not match the information supplied on the Personnel Report. Another counselor's contractual days did not match.
- A physical education teacher's salary listed on the Personnel Report does not match the salary listed in the contract. She was not on the high school matrix.
- A lead teacher's contractual salary and number of contractual days in her contract do not match the salary listed on the Personnel Report.
- A librarian's contractual salary did not match the salary listed on the Personnel Report.

CORRECTIVE ACTION: The district shall revise the Personnel Report or personnel contracts to correct omissions and inaccurate data. The Personnel Report shall be revised to accurately reflect board approved positions and contracts.

All information reported on the MSIS Personnel/Accreditation Data Report *must be true, accurate, and complete*. The data is used to generate a variety of very important statistical reports, including the Mississippi Report Card and the Superintendent's Annual Report, as well as supply national statistics. It is provided in response to the hundreds of requests made annually by the legislature, the public, and the press. Moreover, the Office of Accreditation analyzes the MSIS Personnel/Accreditation Data Reports submitted by the district to evaluate school district compliance with accountability requirements and accreditation standards reported to the Commission on School Accreditation (CSA) and the State Board of Education (SBE) annually. The district superintendent and school principals are responsible for ensuring that all data reported to the MDE is true and accurate and is verified by supporting documentation on file in the school district. The annual Personnel/Accreditation Data Report submitted by each school district influences the funding for local school districts. It is used to drive the funding formula for many programs. Errors in this data can result in improper funding for the district. All administrative staff members and any other staff assigned to report MSIS data should be properly trained on the MSIS data reporting requirements, procedures, and timelines to ensure that only the highest quality data is submitted.

TIMELINE: Immediately and Ongoing.

2. **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. (MS Codes 25-41-1 et al; 25-61-1 through 17; 37-3-4(5); 37-6-7, 9, 11, and 15; 37-9-101 through 113; 37-7-301(p)(w); 37-6-3(3-4); 37-9-7, 13, 14; 37-61-9; 37-151-5(h) and Federal Civil Rights Act of 1964.)

- 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. {MS Code 37-6-3(3-4); 37-9-7, 13, 14; 37-61-9; and 37-151-5(h)}
- 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. {MS Code 25-41-7; 25-61-1 through 17; 37-9-1 through 75; 37-9-101 through 113; 37-7-301(p)(w); and Federal Civil Rights Act of 1964}
- 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. {MS Code 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: The district is not in compliance with **Standards 1 and 1.2.**

Based on interviews and a review of school board documents, the audit team found very few school board policies have been approved and/or reviewed.

- Section A was reviewed and approved on June 11, 2013. However, Section A in the Board Policy Book still contains an approval date of June 3, 2010.
- On October 8, 2013, the school board approved Policy Change JBCBA – Inter-District Transfers. The policy change did not transfer to the Board Policy Book.
- On April 8, 2014, the school board approved Policy HIS – Promotion and Retention. The policy change did not transfer to the Board Policy Book.
- On December 4, 2012, the school board approved Policy IEBA – Dyslexia Screening. This policy did not transfer to the Board Policy Book.
- Other policies have been board approved, but have not been recorded in the Board Policy Book.
- Very few policies in the Board Policy Book contain dates approved and/or dates revised.

CORRECTIVE ACTION: The district shall adopt a process of reviewing and revising policies. The policies shall be written specifically for the district with approval dates and revision dates included on the policy. The Board Policy Book shall be maintained in such a manner as to reflect all policy changes.

The board sets the standards for the district through school board policy. The operation of the school district must be based on approved school board policies and procedures that are *current and that comply* with state and federal statutes and SBE policies and standards.

Adopting policies that reflect the district's vision for student achievement is the primary role of the board. Policy development should be aligned with the strategic plan and should support improved student achievement. The student handbook and other documents must function under the authority of the approved board policies.

TIMELINE: Immediately and Ongoing.

3. **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). {MS Code 37-9-7} (SB Policies 7801 and 7802, ESEA, and Federal Code)

- 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. {MS Code 37-9-7, 37-9-15, and 37-151-5(g)}
- 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.
- 2.3 The school district employs in each school a licensed librarian or media specialist who devotes no more than one-fourth ($\frac{1}{4}$) of the workday to library/media administrative activities. {MS Code 37-17-6(3)(a-e)}
 - 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.
- 2.4 Student support services (appraisal, academic, and/or personal advisement, and educational and/or career planning and referral) are provided in each school by qualified student support personnel. Student support personnel may only provide those services and activities in the area(s) that each individual is specifically qualified to provide and will use only job titles that reflect same. {MS Code 37-9-79}
- 2.5 The school district employs a school business officer/administrator whose qualifications meet the criteria established by the Mississippi Department of Education and whose primary job responsibilities are conducting, supervising, and/or directing the financial affairs and operations of the school district. (SB Policy 6900 & 6901)

FINDINGS: The district is not in compliance with **Standards 2 and 2.4.**

Based on interviews with the nine counselors at the individual schools, it was determined that counselors are not in compliance with the ASCA Model. Only four of the nine counselors have goals/objectives for their department. None of the counselors have functioning advisory committees, signed Principal Agreements and sufficient documentation to satisfy the eighty percent direct service to student's requirement.

CORRECTIVE ACTION: The district shall continue to provide its counselors with training on the ASCA initiative. Efforts shall be made to document the direct and indirect service to students. The Office of Career, Counseling and Support Services can provide technical assistance on this matter.

TIMELINE: Immediate and Ongoing.

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

6.1 Residency requirements {MS Code 37-15-29} (SB Policy 6600)

6.2 Immunization requirements {MS Code 37-7-301(i), 37-15-1, and 41-23-37}

6.3 Age of entry requirements {MS Code 37-15-9}

FINDINGS: The district is not in compliance with **Standards 6 and 6.1**.

Based on an examination of provided documents, it was determined none of the schools selected for auditing had the residency verification form available for examination. Copies of the two proofs of residency were examined but the addresses could not be matched to the verification form which would also provide the date verified and the person conducting the verification.

CORRECTIVE ACTION: The district shall provide training for all personnel involved in the registration process. The residency verification form shall be dated and signed by a school representative and the two proofs of residency attached and filed for the school year. Addresses verified must match the address written on the student's cumulative folder and permanent record.

TIMELINE: Ongoing and fully implemented prior to the 2015-16 school year.

5. **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. (See Appendix E and the current edition of the Mississippi Cumulative Folders and Permanent Records Manual of Directions.) {MS Code 37-15-1 through 3; 37-15-6; 37-15-10}

FINDINGS: The district is not in compliance with **Standard 8**.

After examining 162 cumulative folders and permanent records, the following deficiencies were found district-wide.

- Daily attendance is not recorded on cumulative folders and permanent records.
- Inter-district transfers and withdrawals are not recorded on cumulative folders and permanent records.
- Standardized test labels are missing from records.

CORRECTIVE ACTION: The district shall develop and implement a plan to ensure accurate consistent recording of absences, transfers and withdrawals and placement of testing labels.

TIMELINE: Immediate and Ongoing.

6. **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. {MS Code 37-3-49(2)(e)}

FINDINGS: The district is not in compliance with **Standard 9**.

A district Strategic Plan was not available for review. It was reported that the district is in the process of developing a Strategic Plan and will be employing a facilitator to assist in the development of the plan.

CORRECTIVE ACTION: The district shall adopt a process for developing a Strategic Plan with the goal of having a completed board approved plan by the beginning of the 2015-2016 school year.

The school district must have a Strategic Plan to address specific actions relative to improve school performance at each of the schools within the district. The plan should also address any accreditation issues, student data (academic assessment both formal and informal, behavioral data, attendance, etc). The plan must be developed by stakeholders and approved by the members of the Hattiesburg Public School Board and reviewed at least annually to determine if goals are being met or need to be revised.

TIMELINE: Immediately and ongoing monitoring of the goals.

7. **STANDARD 11** The school district develops a dropout prevention plan and implements programs designed to keep students in school and to lower student dropout rates in accordance with MS Code. {MS Code 37-13-80} (SB Policy 3105)

FINDINGS: The school district is not in compliance with **Standard 11**.

The district's Dropout Prevention Plan is not being fully implemented. Intermediate benchmarks cannot be determined because some of the goal target dates were established prior to the plan's approval. Target dates for truancy and dropout rates refer to 2012-2013 and 2013-2014. The district is not fully utilizing the resources of the graduation coach or the

Credit Recovery program. The Advanced Seminar course has four students assigned and the Credit Recovery has only one student this semester. There is no indication that the plan has been evaluated, reviewed or revised as required to be done annually.

The district's Dropout Prevention Plan was approved by the School Board on December 3, 2013. Based on the needs assessment section of the dropout prevention plan the short term goals are to increase graduation rate by 10% for the 2014-2015 school year and decrease dropout rate by 10% for 2014-2015 school year. Long Term goals are stated as to increase the graduation rate to 85% or above by 2018-2019 and decrease the dropout rate by 50% by **2013-2014**. In the proposed district initiatives, the performance indicators and method of evaluation have end dates of 2013-2014 school year; these are stated as ongoing goals. The 2012-2013 graduation rate for Hattiesburg Public School District was 74.2% while the 2013-2014 graduation rate was 68.3%.

One of the tools that Hattiesburg High School stated would be used to prevent dropout was a graduation coach. Based on interviews and documentation, the educators that are to be used for this, do not have students enrolled during the scheduled periods.

CORRECTIVE ACTION: The district shall annually review and update the Dropout Prevention Plan using current data. The district should ensure that all available resources are utilized effectively to accomplish target goals.

The Hattiesburg Public School District graduation rate is below 80%. Due to this fact, the school district is required to review and revise the Dropout Prevention Plan to address issues in the district. The district should work with stakeholders on updating the plan with current data and on a regular basis determines the plan's effectiveness based on the student population. The plan, especially the goals, need to be monitored on a regular basis to review and revise to address the changing needs of the school district while involving all stakeholders in order to increase graduation rates and decrease the number of dropouts in the district. The plan should be aligned with the district's strategic plan.

TIMELINE: Immediately and Ongoing.

8. **STANDARD 12** There is an organized system to encourage community involvement, parental communication, and business partnerships in school district decision-making. {MS Code 37-7-337} (Districts Meeting the Highest Levels of Performance are exempted.)

12.1 A school district that has been designated as Failing (F) as defined by the State Board of Education shall establish a community-based pre-kindergarten through higher education (P-16) council. {MS Code 37-18-5(4)}

12.2 A district and/or a school designated as a D or F shall establish a community-based pre-kindergarten through higher education (P-16) council.

FINDINGS: The district is not in compliance with **Standards 12 and 12.1**.

While the district is not required to have a P-16 Council, three schools, Lillie Burney Elementary, Rowan Elementary, and Hattiesburg High School, have been designated as “D” or “F,” and are required to have a P-16 Council. Those schools utilize the parent liaison to promote and encourage community involvement and business partnerships; however, evidence is insufficient to support the presence of a community-based pre-kindergarten through high (P-16) council.

CORRECTIVE ACTION: Lillie Burney Elementary, Rowan Elementary, and Hattiesburg High School should establish a P-16 council with appropriate documentation (meeting schedule, roster, agenda, minutes) to support parental communications and business partnerships in school decision-making. {MS Code 37-7-337}

TIMELINE: Immediately and Ongoing.

9. **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.) {MS Code 37-17-8}

FINDINGS: The district is not in compliance with **Standard 15**.

The school does have a professional development program with a schedule and calendar; however, a review of board minutes does not indicate that the plan has been approved by the school board for the current school year. Additionally, the plan does not conform to all seven components in the Learning Forward Standards for Professional Development.

CORRECTIVE ACTION: The district shall ensure that the professional development plan is board approved and is aligned with The Learning Forward Standards for Professional Development.

TIMELINE: Must be in place by the beginning of the 2015 -2016 school year.

10. **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) {MS Code 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 MS Code 37-21-7.)

17.2 Pre-Kindergarten {MS Code 37-7-301(ss)} (SB Policy 2904) (Refer to the *Mississippi Early Learning Guidelines*.)

FINDINGS: The district is not in compliance with **Standards 17, 17.1, and 17.2**.

Three elementary schools were audited: Rowan Elementary, Lillie Burney Elementary, and Woodley Elementary. The findings are as follows.

- Students in the Pre-K classes do not have a scheduled physical activity for 60 minutes each day. Recess is scheduled for 15 minutes, and physical education is twice a week.
- Kindergarten students do not receive the required 30 minutes of physical activity each day.
- Lesson Plans for Pre-K did not address the development of children's knowledge in social studies, science, and physical education. Although Pre-K learning centers were observed, lesson plans did not always specify a minimum of five learning centers or the inclusion of non-fiction and fictional books and writing materials.
- The school was unable to document fifteen contact hours of annual training for Pre-K teachers, assistants and administrators related to principles and methods of early childhood development (early childhood curriculum development, assessment, early literacy, and language instruction) or show evidence of staff development specific to growth and development as required by the Mississippi Department of Health for the supervisors of early childhood educators and assistants.
- The schools do not have a parent handbook for Pre-K or Kindergarten that addresses program philosophy, goals, and policies.
- The toilet doors did not permit opening of the locked door from the outside in case of an emergency.
- At Lillie Burney Elementary, a review of cumulative records revealed that records for three students did not have either a birth certificate or an immunization record.

CORRECTIVE ACTION: Based on the findings, the following corrective actions should be implemented.

- The district shall review the elementary schedules to ensure that each Pre-K student receives 60 minutes of physical activity daily and that kindergarten students get 30 minutes of physical activity daily.
- The district shall review Pre-K lesson plans to ensure that a minimum of five learning centers are included simultaneously during center time. Learning centers should contain concrete manipulative materials that are accessible for each child as well as developmentally appropriate non-fiction and fiction books and writing materials. Activities and materials for Pre-K lesson plans should address the competencies to develop knowledge in English language arts, mathematics, social studies, and science, as well as social and emotional development, physical development, and creative expression.
- The district shall revise the schedule for professional development to ensure that the required contact hours are included on an annual basis. For principals, early childhood educators and assistants for four-year-old children, the school should provide 15 contact hours of annual training specifically related to early childhood development, such as childhood curriculum development, assessment, early literacy and language instruction and other areas specific to young children's growth and development as well as the 15 contact hours required by the Mississippi Department of Health.

- The district shall provide parents with the Pre- kindergarten program philosophy, goals and policies through a separate parent handbook or as a separate section in the current Student Handbook.
- Lillie Burney Elementary shall ensure that each Pre-K student has a valid birth certificate and immunization record with copies filed in the cumulative folder.

TIMELINE: Immediately and Ongoing.

11. STANDARD 18 Each school has a library media center. Refer to the current edition of the Mississippi School Library Media Guide. {MS Code 37-17-6(3)(a-e)}

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.

FINDINGS: The district is not in compliance with **Standards 18, 18.1, and 18.2.**

Based on the staff interviews, document review, and media center observations, the findings are as follows.

- The district does not have a board-approved policy on the selection of materials, or the procedures for challenges to materials, or donated materials.
- Online access to materials is available in the school libraries, but is not available outside the school network.
- Lillie Burney and Rowan Elementary Schools do not have a school library website available on the school homepage.
- Woodley Elementary School does not have access to the Magnolia Database.
- The libraries do not maintain a list of credible and age-appropriate websites that support the curriculum. Although the library websites have curriculum links to classroom, student, and teacher resources, a list of age-appropriate websites is not included.
- The professional collections are dated and do not meet current instructional needs of teachers to support evolving pedagogy.
- At Lillie Burney Elementary School, the professional collection does not have the required 25 – 50 professional titles to support professional growth of teachers.
- At Rowan Elementary, N. R. Burger Middle School, and Woodley Elementary School, the professional library does not have the required two professional periodicals.
- The school librarians do not submit an annual budget request or an annual report documenting expenditures from each funding source.
- The school's library programs are not subject to period review or formal assessment to develop strategic plans for improvement. While informal assessments are made at some schools, there is not a review process to formalize long-range strategic goals.
- The libraries do not have an advocacy committee or a public relation plan to publicize the library's resources and services.

CORRECTIVE ACTION: Based on the findings, the following corrective actions should be implemented.

- The district should review the Mississippi Library Monitoring Rubric (2014).
- The district should draft and approve a board policy to address procedures for materials selection and challenges to materials, and donated materials.
- The district should upgrade the websites to provide access to library materials, the Magnolia Database, and the schools' library websites.
- Each library should post for student and teacher use a list of credible, age-appropriate websites that support the curriculum.
- The professional library collections should be upgraded to support relevant, topical instructional needs as well as the minimum requirements for professional materials.
- Each school librarian should submit an annual budget request as well as an annual report on expenditures by funding source.
- The administration should implement periodic assessments of the library programs to formulate short and long range strategic plans for improvement.
- The school librarian should use program assessments, inventories, and input from all stakeholders (administrators, faculty, students, school committees) to establish improvement goals.
- The librarians at each school should form an advocacy committee for the library program for program planning and for developing a public relations plan.

An excellent resource for librarians to use is the 2014 Mississippi School Library Guide that can be found on the Library/Media page at [mde.k12.ms.us](http://www.mde.k12.ms.us). URL is <http://www.mde.k12.ms.us/curriculum-and-instruction/library-media>. This guide includes information on selecting new materials, weeding, understanding the role of the school librarian in the local technology program, budget and funding, and organizing a library advisory committee. The district should contact Limeul Eubanks in the Office of Curriculum & Instruction for assistance in developing a plan of correction.

TIMELINE: By the end of the 2014 – 2015 school year.

- 12. STANDARD 20** 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.) {MS Code 37-3-49(2)(a-b) and 37-3-49(5)} {SB Policy 4300}

FINDINGS: The district is not in compliance with **Standard 20**.

A review of school board minutes and school board policies indicates that the school district has not approved an instructional management plan. The district does not have a formal plan for managing the entire instructional process.

CORRECTIVE ACTION: The district shall develop and the school board shall adopt a comprehensive instructional management system to ensure the implementation of a relevant curriculum at all grade levels, effective instruction in all classes, and valid assessment of every student. The instructional management system should include procedures to ensure a periodic and critical review of lesson plans, instructional practices

and assessments for alignment and efficacy. The instructional management system should include administrative procedures to ensure that teachers are proficient at using a variety of instructional and assessment strategies.

TIMELINE: Immediately and Ongoing.

- 13. 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. (SB Policy 403) {MS Code 37-11-64 and 37-11-66}

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. This portion of the standard will be jointly monitored and enforced by the State Board of Education and the Mississippi High School Activities Association. {MS Code 37-11-65}

FINDINGS: The district is not in compliance with **Standards 21, 21.1, and 21.2.**

The Promotion and Retention policy (IHE) in the board policy book does not have an adoption / board approval date. This policy is a generic template from the State School Board Association which is not specific to the criteria for academic promotion / progress / retention of students. The policy does not address retention of students for academic purposes and is not consistent with the promotion policy in the student handbooks.

CORRECTIVE ACTION: The Hattiesburg School Board shall revise and adopt the Promotion and Retention policy to address specific criteria for promotion / progress / retention of students {MS Code 37-11-65} and to ensure the criteria is current in the student handbooks.

TIMELINE: By the beginning of the 2015-2016 school year.

- 14. 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. {MS Code 37-1-3(2) and 37-13-134}

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.

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

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

FINDINGS: The district is not in compliance with **Standards 27, 27.1 and 27.2.**

A review of lesson plans did not provide evidence that 150 minutes of activity-based instruction was provided consistently at all grade levels. A review of the master schedules and lesson plans indicates that the weekly requirement of 45 minutes of health instruction is not provided.

CORRECTIVE ACTION: The district shall review instructional practices at each school for each grade level to ensure that 150 minutes of activity-based instruction are provided each week, and to ensure that 45 minutes of health instruction are provided weekly.

TIMELINE: By the end of the 2014-2015 school year.

16. 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. {MS Codes 37-41-53, 63-3-615, 63-1-73, 97-3-7 and 63-1-33} (SB Policies 7903, 7904, 7906, 7907, and 7909)

- 29.1 All buses are inspected on a quarterly basis and are well-maintained and clean. (SB Policy 7909)
- 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. {MS Code 63-3-615} (SB Policies 7903 and 7906)
- 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. (SB Policy 7904)

FINDINGS: The district is not in compliance with **Standards 29, 29.1, and 29.2.** See **ATTACHMENT A** for specific citations.

CORRECTIVE ACTION: Make repairs as outlined in **ATTACHMENT A**. All documentation should be current on buses and drivers. A *Vehicle Repair form* is included as part of **ATTACHMENT A** for your use. Contact staff in the Division of Pupil Transportation for technical assistance. When all repairs have been made, contact staff in the Division of Pupil Transportation for a follow up visit to clear Standard 29. Recommend evacuation drills be performed during the first week of August and the first week of January annually.

TIMELINE: Immediately and Ongoing.

17. STANDARD 30 The school district provides clean/sanitary facilities in a safe and secure environment. All classrooms in each school will be air conditioned. {MS Code 37-7-301(c)(d)(j); 37-11-5, 49; and 45-11-101}

FINDINGS: The district is not in compliance with **Standard 30**. See **ATTACHMENT B** for specific FINDINGS.

CORRECTIVE ACTION: See **ATTACHMENT B** for specific CORRECTIVE ACTIONS. Schools should develop a policy, which requires that prior to the beginning of each school year, a complete and comprehensive safety survey be completed of the school buildings and grounds and reported to the superintendent and school board. Provide shock absorbent material around all playground equipment. Refer to the Consumer Product Safety Commission's Guideline for Playground Safety at www.cpsc.gov. Standard 30 will remain on the district's record until cleared by staff in the Division of School Buildings. When the district has implemented all corrective actions, contact staff in the Division of School Building to request a follow up visit.

TIMELINE: Immediately and Ongoing.

18. 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. {MS Codes 37-3-81; 37-3-83(2); 37-11-67 and 37-11-69} (See the School Safety Manual and the MDE School Occupational Safety and Crisis Response Plan.)

FINDINGS: The district is not in compliance with **Standard 31**. See **ATTACHMENT B** for specific FINDINGS.

CORRECTIVE ACTION: Correct deficiencies specified in **ATTACHMENT B**.

TIMELINE: Immediately and Ongoing. Contact staff in the Division of Safe Schools for technical assistance and to schedule a follow up visit once you have implemented all corrective actions.

ATTACHMENT A

Hattiesburg School District

Fleet Inspection Report

January 22, 2015

<u>Bus #</u>	<u>Year, Make, Model</u>	<u>Mileage</u>	<u>Defect(s)</u>
126 (Spare bus)	2011 Thomas	60,453	Cracked windshield; replace One (1) torn seat Missing light cover
111 (Spare bus)	2003 International	63,325	Right rear tire needs replacing Emergency window buzzers not working Emergency roof hatch buzzers not working Reverse lights out Parking brake not holding
109	2003 International	83,309	Right rear tail light out Left crossover mirror loose Emergency window buzzers not working Missing body fluid kit Left side clearance light out
130	2011 International	42,921	One (1) emergency window bolted down
129	2011 International	39,441	Left rear amber light out
106 (Spare bus)	2003 International	74,948	Horn not working Left crossover mirror loose Several torn seats Emergency window buzzers not working Missing emergency markers (triangle) No reverse lights Parking brake not holding
114	2007 Blue Bird	84,200	Emergency roof hatch buzzers not working Parking brake not holding

<u>Bus #</u>	<u>Year, Make, Model</u>	<u>Mileage</u>	<u>Defect(s)</u>
133	2011 International	48,597	Missing body fluid kit Replace broken entrance door glass
115	2005 Blue Bird	100,205	Emergency window buzzers not working Missing fire extinguisher Emergency roof hatch buzzers not <u>working</u>
116	2005 Blue Bird	98,014	Several torn seats Right side reverse light out
117	2005 Blue Bird	94,087	Several seats need clamping One (1) emergency window buzzer not working Emergency roof hatch buzzers not working
135	2007 Blue Bird	5,534	No defeats
108	2003 International	54,796	Right crossover mirror loose Inside needs sweeping Several torn seats Emergency window buzzers not working Missing body fluid kit
138	2007 Blue Bird	88,565	Inside needs sweeping Three (3) emergency window buzzers not working Emergency roof hatch buzzers <u>not working</u> Parking brake not holding
136	2007 Blue Bird	78,197	Right crossover mirror loose Emergency roof hatch buzzers not working Parking brake not holding
104	2003 Thomas	91,465	Crossover mirrors loose Emergency window buzzers not working Emergency window latch broken Clearance lights out
19	2001 Thomas	121,298	Right side signal light out Right crossover mirror brace broken Cracked windshield; replace

<u>Bus #</u>	<u>Year, Make, Model</u>	<u>Mileage</u>	<u>Defect(s)</u>
118	2006 Collins	85,769	Left crossover mirror loose Inside needs sweeping Left reverse light out
119	2006 Collins	112,244	Left reverse light out
105	2003 International	64,728	Stop sign cover needs replacing Horn not working Right crossover mirror loose Several torn seats Emergency window buzzers not working Reverse buzzer not working Parking brake not holding
131	2011 International	44,160	No defects
102	2003 Thomas	83,415	Several torn seats Emergency window buzzers not working Right side brake lights out
134			In the shop
132			In the shop
26	2002 International	77,341	Left crossover mirror loose Emergency window buzzers not working Reverse lights out Reverse buzzers not working Parking brake not holding
103	2003 Thomas	96,723	Left front tire needs replacing Stop sign lower light out Left front signal light out Several torn seats Several seats need clamping Emergency window buzzers not working Emergency window latch broken Missing body fluid kit Emergency roof hatch buzzers not working
107	2003 International	69,358	Right rear tire needs replacing Several torn seats Emergency window buzzers not working Parking brake not holding Right middle clearance light out

<u>Bus #</u>	<u>Year, Make, Model</u>	<u>Mileage</u>	<u>Defect(s)</u>
123	2007 Blue Bird	11,839	Left rear tire needs replacing Left crossover mirror loose Cracked windshield Emergency window latch broken Reverse lights out Left rear reflector missing Right side clearance light out Cracked entrance door glass
122	2007 Thomas	93,434	Cracked windshield Emergency window buzzers not working Emergency roof hatch buzzers not working
120 (SPED bus)	2005 International	103,730	Left rear reflector missing Lift door tie strap missing
125	2010 International	62,735	No defects
139	2009 Blue Bird	99,936	No defects
128	Out of Service-Did not inspect		
137	2007 Blue Bird	99,840	Left rear tire needs replacing Crossover mirrors loose Emergency window buzzers not working Emergency roof hatch buzzers not working
14 (Spare Sped Bus) RESTRICTED	1999 Blue Bird	89,955	Crossing control arm not working Crossover mirrors loose Several seats need covering Several seats need padding Emergency window buzzers not working Emergency roof hatch latch broken
124 RESTRICTED	2008 Thomas	59,848	Broken stop sign Horn not working Right reverse light out Missing lift door handle
101	2003 Thomas	95,683	Right front signal light out Reverse buzzer not working Left side clearance lights out Broken hood latch

The following buses are out of service:
~~110, 27, 121, 109, 113~~

GENERAL COMMENTS:

Fleet:

Of the thirty-four (34) school buses inspected, approximately one-fourth (1/4) had “parking brakes” that were not holding. It is essential that the parking brakes work properly at all times in that improperly working brakes poses additional safety risk. The setting of the “parking brake” serves a reinforcement that a school bus will not move until such brake is released. The typical school bus driver should utilize the parking brakes several times a day. This issue must be addressed immediately.

Records:

Many of the required documentation to include Quarterly Inspections and Professional Development for school bus drivers were not available. It should be noted that “Vehicle Repair Forms” are not the same as Quarterly Inspection Forms. As a courtesy, attached is a sample Quarterly Inspection Form that the district may wish to utilize moving forward. This form should be completed in its entirety on each school bus every three (3) months. All documentation must be available on file as requested.

ATTACHMENT B

Office of Safe and Orderly Schools

Facility Safety Assessment

Dennis Meador, School Facilities Supervisor

Mark Hobson, School Facilities Supervisor

Division of School Buildings

January 18-21, 2015

Please accept the following comments, findings, corrective actions and recommendations for consideration at each of the following school sites. If we may assist you by providing additional information regarding this report, you may contact us at (601) 359-1028.

Hattiesburg Public School District

Mr. James Q. Bacchusin, Superintendent

Blair Center Hattiesburg High School

Attended by Mr. Howard Savage Jr., Assistant Principal

Findings:

Exterior

- Main utility shut-offs were not identified with signage.
- There was no campus map identifying locations of main utility shut-offs posted in the office.
- Electrical A/C panels were not secured.
- Security gates were not secured open.
- Handrail was missing on the east exterior stairs of the ninth grade building.

Main Building

- There was no type K portable fire extinguisher in room 29.
- Emergency/exit signs were inoperable in the library and room 122 (shop area).

- Egress door handle was broken in room 23.
- Several classrooms did not have evacuation maps posted.
- There were electrical extension cords being used as a permanent power source in rooms 23, 112, 120, 122, 202, 203, 206, 213, 214, 216, 217, 218, 224, 226, and 428.
- There were power strips plugged into power strips in rooms 121, 211, 213, and 439.
- There were exposed wires in rooms 201, and 206.
- There were no Material Safety Data Sheets for chemicals in room 121.
- There was no chemical inventory for chemicals in room 121.
- There were unprotected lights in room 121.
- There were unprotected electrical outlets in rooms 110, 111, 218, 445, and 523.
- There was no Material Safety Data Sheets for chemicals in the chemistry room.
- The chemical inventory was not posted in the chemistry lab.
- The chemical storage room was cluttered.
- There were discharged portable fire extinguishers in room 119.
- There were out of date portable fire extinguishers in rooms 122, and 450.
- There was a pad lock on the North exit shop door in room 122.
- There was no emergency lighting in the stairwells.

Art Building

- There were unprotected lights in the art room hall.
- Classroom second means of egress doors were obstructed.
- There was no portable fire extinguisher in the auditorium seating area.

Ninth Grade Building

- Second means of egress windows in classrooms were not operable.
- Second means of egress windows were not labeled.
- Second means of egress windows were obstructed.
- There was no emergency lighting in the stairwells.
- Ceiling tile was missing in the boys' restroom.
- There were power strips plugged into power strips in the labs.
- There was a discharged portable fire extinguisher outside room 431.

Multi-Purpose Building

- There were no emergency lights in the hall.
- There were unprotected electrical outlets on the South wall in the testing room.
- There was a misplaced ceiling tile in room 303.
- There were electrical extension cords being used as a permanent power source in several rooms.
- Evacuation map was not posted in room 311.
- There was a missing door closer in room 309.
- There were unprotected electrical outlets in room 309.

Special Education Building

- There were roof leaks in rooms 318, 317 and the restroom.
- There were unprotected lights in the restroom.
- There was no heat in room 318.
- There was damaged floor tile in room 318.

Orchestra Hall

- There was no second means of egress in the Ensemble and ceramics classrooms.

Kitchen/Dining Area

- There were missing ceiling tiles in the restrooms.
- There was a damaged stall door in the girls' restroom.
- There were inoperable emergency/exit lights.
- There were unprotected lights in the cooking area.
- No fire safety training for the kitchen staff.
- There was damaged electrical conduit on the freezer door in the cooking area.
- The fire alarm system was in trouble mode.
- The boiler certificates were out-of-date.

Gymnasium

- There were no portable fire extinguishers on the playing surface and in the weight room.
- Seating capacity was not posted.

Corrective Actions:

- 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.
- Provide means to secure all exit gates in an open position.
- Replace missing hand rails on East stairs of the ninth grade building.
- Verify that all second means of egress windows are operable, labeled and unobstructed.
- Install a type-K fire extinguisher in room 29.
- Repair broken egress door handle in room 23.
- Post evacuation maps in all classrooms in the same general location.
- Repair or replace all inoperable exit/emergency lights.
- Install a permanent power source where electrical extension cords are being used.
- Provide covers for all unprotected electrical outlets, light switches and unprotected lights.
- Provide Material Safety Data Sheets (MSDS) for all chemicals on hand.
- Prepare chemical inventory for all chemicals on hand.

- Remove clutter from chemical storage area.
- Remove pad locks from exit door in room 122.
- Have fire alarm system inspected and repaired.
- Replace all missing ceiling tiles in ninth grade boys' restroom.
- Provide a portable fire extinguisher in the gym playing surface and weight room.
- Provide covers for exposed wires.
- Install emergency lights in stairwells.
- Have all discharged and out-of-date portable fire extinguishers inspected, tested and tagged.
- Install portable fire extinguishers in the auditorium seating area, gym playing surface and weight room.
- Verify that all power strips plug directly into a permanent power source.
- Repair roof leaks in the special education building.
- Repair/replace heat in room 318 of the special education building.
- Repair damaged floor tile in room 318 of the special education building.
- Provide second means of egress for Ensemble and ceramics classrooms.
- Repair all damaged bathroom stall doors.
- Provide fire safety training for kitchen staff.
- Post seating capacity in the gym.
- Post updated boiler certificates.
-

Woodley Elementary School

Attended by Ms. Felica Morris, Principal

Findings:

Exterior

- Main utility shut-offs were not identified with signage.
- There was no campus map identifying locations of main utility shut-offs posted in the office.
- Electrical A/C panels were not secured.

Main Building

- There were exposed wires above the door in room 4.
- There were unprotected lights in rooms 6, and 7.
- There was a damaged electrical outlet in room 8.
- There were out-of-date portable fire extinguishers in rooms 8, and 23.
- There were electrical extension cords being used as a permanent power source in rooms 1, 2, 3, 5, A6, 7, 8, 13, 21, and the library.
- The panic hardware on the kindergarten hall South exit door was not locking.
- There was a chain and padlock on the kindergarten hall South exit door.

- Front hall South exit door had a padlock on it.
- First, second, fourth and sixth grade hall classrooms second means of egress windows were not labeled and were obstructed.
- There were unprotected lights in the boys' fourth and sixth grade restroom.
- There were several lights out in room 17.
- Emergency/exit lights were inoperable in several halls.

Auditorium

- Seating capacity was not posted.
- Evacuation maps were not posted.
- There were unprotected lights.
- There was no portable fire extinguisher in the seating area.
- Stage floor lights were unprotected.
- There was no second means of egress in room 13.

Kitchen/Dining Area

- There were unprotected lights in the cooking area.
- No fire safety training for the kitchen staff.
- Seating capacity was not posted.
- Evacuations maps were not posted.

Corrective Actions:

- 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.
- Verify that all second means of egress windows are operable, labeled and unobstructed.
- Provide covers for exposed wires.
- Repair or replace all inoperative exit/emergency lights.
- Install a permanent power source where electrical extension cords are being used.
- Provide covers for all unprotected electrical outlets light switches and unprotected lights.
- Have all discharged and out of date portable fire extinguishers inspected, tested and tagged.
- Install portable fire extinguishers in the auditorium seating area.
- Repair damaged panic hardware on kindergarten hall south exit door.
- Remove locks and chain from any exit doors.
- Post seating capacity in the auditorium and dining area.
- Post evacuation maps in the auditorium and dining area.
- Provide cover for stage floor lights.
- Provide second means of egress in room 13.

- Provide fire safety training for kitchen staff.

Burney Elementary School

Attended by Ms. Ivey Blakney

Findings:

Exterior

- Main utility shut-offs were not identified with signage.
- There was no campus map identifying locations of main utility shut-offs posted in the office.
- Electrical A/C panels were not secured.
- There was no "Visitor Parking".

Main Building

- Emergency/exit lights were inoperable in several halls.
- There were exposed wires in room 23.
- Classroom windows on the sixth grade hall do not meet Life Safety Code.
- There was a roof leak on the sixth grade hall.
- Evacuation maps were not posted in several rooms.
- The kindergarten hall North exit door had damaged panic hardware.
- The second grade hall classrooms do not have a second means of egress.
- There were electrical extension cords being used as a permanent power source in the library.
- There was no portable fire extinguisher in the library.
- Room 16 did not have a second means of egress.
- Room 18 windows do not meet Life Safety Code.
- Room 19 second means of egress window **is not** labeled.
- There was no smoke detector in the portable classroom.

Kitchen/Dining Area

- Evacuations maps were not posted.
- Seating capacity was not posted.
- No fire safety training for the kitchen staff.
- There was an unprotected electrical outlet on the serving line.
- There was a roof leak in the dining area.

Multi-purpose building

- Evacuation maps were not posted.
- Seating capacity was not posted.
- No portable fire extinguisher in the stage area.

Corrective Actions:

- 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.
- Provide "Visitor Parking".
- Each classroom should have an operable window/door with a minimum opening that could be utilized as a second means of egress.
- Post seating capacity in the Multi-purpose building and dining area.
- Post evacuation maps in the a Multi-purpose building and dining area
- Provide covers for unprotected electrical outlets.
- Post evacuation maps in same general location in all classrooms.
- Install fire extinguisher in library.
- Install a permanent power source where electrical extension cords are being used.
- Verify that all second means of egress windows are labeled and kept unobstructed.
- Provide covers for exposed wires.
- Repair or replace all inoperative exit/emergency lights.
- Install smoke detector in portable classroom.
- Repair damaged exit door hardware.
- Provide fire safety training for kitchen staff.

Rowan Elementary School

Attended by: Ms. Penny Barnes, Counselor

Findings:

Exterior

- There was no "Visitor Parking".
- There was no "Handicap Parking".
- Main utility shut-offs were not identified with signage.
- There was no campus map identifying locations of main utility shut-offs posted in the office.
- Electrical A/C panels were not secured.

Main Building (200)

- There were no lighted exit signs by the main entrance.

- There were inoperable emergency lights on the North end of the main hall.
- Second means of egress windows were not labeled and some were obstructed.
- Several classrooms did not have evacuation maps posted.
- There were power strips plugged into power strips in rooms 210, and 202.
- There was a damaged electrical outlet on the North wall of room 201.
- There was no emergency lighting on the South end of the main hall.
- There were inoperable exit signs in the gymnasium.
- There was inoperable emergency lighting in the gymnasium.
- Evacuation maps were not posted in the gymnasium.
- Seating capacity was not posted in the gymnasium.

Music Building

- There were power strips plugged into power strips in the music room.
- There was inoperable emergency lighting.

300 Building

- There were missing ceiling tiles in the boys' restroom.
- There were inoperable exit signs.
- There was inoperable emergency lighting in the main halls.
- Evacuation maps were not posted in rooms 303, and 305.
- Second means of egress windows were not labeled and some were obstructed.

100 Building

- There was no portable fire extinguisher in the library.
- There was an electrical extension cord being used as a permanent power source on the South wall of the library.
- There was no portable fire extinguisher in the stage area in the auditorium.
- There was inoperable emergency lighting in the main halls.
- Windows did not meet Life Safety Code for use as a second means of egress in rooms 110, and 112.
- Second means of egress windows were not labeled and some were obstructed.
- There were inoperable exit signs in the dining area.
- Evacuation maps were not posted in the dining area.
- There was an electrical extension cord being used as a permanent power source on the cooler in the kitchen.

Corrective Actions:

- Provide "Visitor Parking".

- Provide “Handicap Parking”.
- 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.
- Install lighted exit signs/emergency lighting where needed.
- Repair or replace all inoperable lighted exit signs/emergency lighting.
- Verify that all second means of egress windows are labeled and kept unobstructed.
- Post evacuation maps in all classrooms in the same general location.
- Verify that all power strips plug directly into a permanent power source.
- Replace all damaged electrical outlets.
- Post evacuation maps in the gymnasium and dining area.
- Post seating capacity in the gymnasium.
- Replace all missing ceiling tiles.
- Install a portable fire extinguisher in the library and stage area.
- Provide a permanent power source where electrical extension cords are being used.
- Provide a second means of egress in rooms 110 and 112.

N. R. Burger Middle School

Attended by: Ms. Andrea Short, Assistant Principal

Findings:

Exterior

- Electrical A/C panels were not secured.
- Main utility shut-offs were not identified with signage.
- There was no campus map identifying locations of main utility shut-offs posted in the office.
- Water fountains were inoperable outside the G Pod and C Pod.
- There was a damaged wall by a toilet in the girls’ restroom outside the G Pod.
- There was vegetation growing in the gutters on the AP Building.
- There were unprotected lights in the girls’ restroom outside the C Pod.

ICT II Hall

- There was no emergency lighting.
- Water fountains did not have GFCI (Ground Fault Circuit Interrupter) type outlets.
- There was an unprotected electrical light switch in room 512.
- There was an electrical extension cord being used as a permanent power source in the band room.

Gymnasium

- There was no emergency lighting.
- Seating capacity was not posted.
- There were misplaced ceiling tiles in the girls' dressing room.
- There was a damaged wall by the urinals in the boys' dressing room.
- There were misplaced ceiling tiles in the boys' dressing room.
- There were damaged electrical outlet covers in the weight room.
- North exit doors had padlocks.
- There were exposed wires on the North wall.
- There was a damaged exit sign above the Northwest exit door.

H Pod

- There was no second means of egress in rooms 417, and 418.
- There was no exit sign at the main entrance.
- There was no emergency lighting.

G Pod

- There was no exit sign at the main entrance.
- There was no emergency lighting.

F Pod

- There was no exit sign at the main entrance.
- There was no emergency lighting.
- Evacuation maps were not posted in rooms 407, 408, and 410.

Assistant Principals Office Building

- There were unprotected lights in the counseling room.
- Room 606 and 607 had out of date portable fire extinguishers.
- Fire alarm system was inoperable.

E Pod

- There was no exit sign at the main entrance.
- There was no emergency lighting.
- Evacuation map was not posted in rooms 406.

D Pod

- There was no exit sign at the main entrance.
- There was no emergency lighting.
- There was an unprotected electrical outlet in room 216.
- There was a damaged electrical plate in room 213.
- Evacuation map was not posted in room 214.

C Pod

- There was no exit sign at the main entrance.
- There was no emergency lighting.
- Evacuation maps were not posted in rooms 209, 210, and 211.
- There was a discharged portable fire extinguisher in the hall.

B Pod

- There was no exit sign at the main entrance.
- There was no emergency lighting.

A Pod

- There was no exit sign at the main entrance.
- There was no emergency lighting.
- There was no second means of egress in rooms 201, and 202.

Kitchen/Dining Area

- There were no lighted exit signs in the dining area.
- There was no emergency lighting in the dining area.
- Seating capacity was not posted in the dining area.
- Additional portable fire extinguisher is needed in the dining area.

ICT I Hall

- There were power strips plugged into power strips in rooms 116, 117, 119, and 120.
- There was a damaged door closer in room 119.
- There were out-of-date portable fire extinguishers in rooms 117, and 120.
- There was no emergency lighting in the main hall.

Corrective Actions:

- Secure exterior electrical A/C panels.
- Use signage to identify and label main utility shut-offs.
- Post campus map in main office identifying locations of main utility shut-offs.
- Repair or replace all inoperable water fountains.
- Repair damaged wall in girls' restroom outside the G Pod.
- Remove vegetation from gutters outside AP Building.
- Provide covers for all unprotected lights.
- Install lighted exit signs/emergency lighting where needed.
- Install GFCI outlets on all water fountains.
- Install covers on all unprotected electrical light switches/electrical outlets.
- Provide a permanent power source where electrical extension cords are being used.
- Post seating capacity in the gymnasium and dining area.
- Replace all missing ceiling tiles.
- Repair damaged wall in the gymnasium boys' restroom.
- Replace all damaged electrical outlet covers.
- Remove padlocks from North exit doors in the gymnasium.
- Provide covers for all exposed wires.
- Replace damaged exit sign in the gymnasium.
- Provide a second means of egress in rooms 417, 418, 201, and 202.
- Post evacuation maps in all classrooms in the same general location.
- Have all out-of-date/discharged portable fire extinguishers inspected, tested and tagged.
- Have fire alarm system repaired.
- Provide covers for all unprotected electrical outlets.
- Provide an additional portable fire extinguisher in the dining area.
- Verify that all power strips plug directly into a permanent power source.
- Repair or replace all damaged door closers.

Mary Bethune Alternative School

Attended by Mr. Larry Milsap

Findings:

Exterior

- Main utility shut-offs were not identified with signage.
- There was no campus map identifying locations of main utility shut-offs posted in the office.
- Electrical A/C panels were not secured.

Main Building

- There were power strips plugged into power strips in rooms 4, and 6.
- There were electrical extension cords being used as a permanent power source in room 6.
- There was an unprotected electrical outlet in room 7.

- There were unprotected lights in the gym room.
- There were exposed wires on the gym room ceiling.
- Classroom second means of egress windows were not labeled and were obstructed.

Kitchen/Dining Area

- Evacuations maps were not posted.
- Seating capacity was not posted.
- There were unprotected lights in the cooking area.
- There was no portable fire extinguisher in the stage area.

Corrective Actions:

- 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.
- Install a permanent power source where electrical extension cords are being used.
- Verify that all power strips plug directly into an electrical outlet.
- Provide cover for exposed wires.
- Provide cover for unprotected lights.
- Verify that all second means of egress windows are labeled and unobstructed.
- Install fire extinguisher in the stage area.
- Post seating capacity in the dining area.
- Post evacuation maps in the dining area.