

Hampton-Moreno-Dugat Safety Audit

Report Date 3/14/08

A Safety Audit Review of Hampton-Moreno-Dugat Early Childhood Center was conducted 3/13/08 by a Beeville ISD Safety Audit team. The school and the administration have a proactive approach to providing a safe learning environment.

An entrance conference was held with the school principal, Belinda Aguirre. The Safety Audit Team reviewed teacher climate surveys, inspected the facilities, and observed student and staff interaction while in transition through hallways and in the classroom environment.

Entrance Conference:

1. What is the most pressing safety need in your school?
Mrs. Aguirre stated the playground is fenced in but it would be nice if the entire campus is fenced in for safety purposes.
2. What school safety activities does your school do best?
Mrs. Aguirre feels staff is very aware when strangers enter the building and let her know immediately.
3. What topics are most important for training and staff development?
Mrs. Aguirre stated that academics are always important and they would like to have all assistants CPR certified. They have utilized Mr. Terry Greenup for training.
4. What are the biggest barriers to improve school safety measures?
Mrs. Aguirre stated that parents at times drop-off their children prior to front doors opening. Some parents feel that since school staff is there, children can be left and should be supervised.
5. What other factors not included in this survey do you believe affect school safety?
Mrs. Aguirre feels there is not enough law enforcement patrolling the school grounds especially since there is a major highway near by (Hwy. 202) and another extremely busy street bordering the campus. There was a major arrest at one of the apartment complexes near the campus and no one notified the campus of the incident prior to police action. Students and staff were on the playground at the time but staff reacted accordingly and escorted students into the building.

Assessment of Area/Neighborhood risk factors:

Type: Rural Community; middle to low-income class, 417 students, 75% low SES, 29% LEP, 13% Sp. Ed.

Grades served Pre-K and Kindergarten with a PPCD classroom including 3 year olds

Streets: S. Mussett and FM 351

During the entrance conference Mrs. Aguirre indicated that high student mobility and student truancy is extensively present on the campus. There appears to be a minimum amount of graffiti, crime, and gang activity in the neighborhood. There has been some trespassing on school grounds and some vandalism noticed.

There were 30 staff climate surveys returned to the team. Four indicated some lack of professionalism or caring for each other. Additionally, 2 felt consequences for violating school rules were not consistently applied and 1 felt rules were not enforced appropriately. Three responses on the survey indicated a lack of active parental involvement. The majority of respondents felt the campus is safe, there is little worry about the school climate, racial and ethnic heritage is respected, school rules and expectations are clear and well known, and facilities are adequately cared for and clean.

Documents:

The BISD Emergency Operation Plan was adopted by the local board of trustees on February 21, 2006. The EOP addresses mitigation/prevention, preparedness, response, and recovery and outlines measures taken at each phase. Each campus has an EOP annex which was developed by a district committee and should be tailored more to the individual campus. There has been district and campus wide training on each plan in order for school staff to be prepared during an emergency or catastrophic event. However, the Safety Audit Team feels each campus should have a more individual plan specific to the campus.

The floor plan that was made available to the team included doors and entryways showing direction of door swings. Interior hall doorways are shown. Locations of main shut-offs for natural gas and water lines are shown however there are no electrical closets or panels indicated on this site plan. There is no detail of storage and custodial closets identified on the plan.

The fire evacuation maps were present and provided.

A faculty contact list (phone tree) serves as a means for emergency contact numbers (including home) in the event of an emergency.

Student handbooks are present and updated annually.

The counselor conducts age appropriate anti-bullying activities for all students.

The Campus Improvement Plan (CIP) was present and is updated annually.

Building Access:

- There is a single point of entry/exit to the building and visitors are required to sign in at the front office. There are appropriate signs present at all entrances.
- Visitors, when entering hallways or classrooms are required to wear visitor badges.
- Written permission is needed to remove students from the ground. Parents supply information on students' enrollment cards if others beside themselves may pick-up students.
- There is a plan in place to monitor key distribution and duplications with an annual audit.
- Contractors and vendors are required to sign in, and they are required to wear visible identification.
- When making deliveries, drivers are not required to sign a delivery log therefore documentation is not maintained on what was actually delivered. However, all deliveries are accepted only at designated receiving areas and inspected prior to delivery to classrooms.
- Visitors are escorted, whenever possible, within the school.
- Visitor badges were located within reach of visitors, which could allow anyone to pick one up.

Grounds and Building Exterior:

The school has a marquee clearly visible from the road indicating the school's name. Exterior of the building is free of graffiti. Windows were made to not open and appear to be in good condition. Exterior doors appear to be sturdy, have non-removable hinge pins, and unless designated for entry lack exterior hardware. Access to roof is restricted; there appear to be no climbable plantings along building or architecture. Grounds appear clean of debris and possible projectile items. Shrubs and foliage are trimmed to prevent people from hiding behind them and are trimmed to allow for good line of sight. Paved pathways are positioned to provide the shortest walk between the two points they connect and provide for student safety as they enter or leave the building. Gates, when area is unused, are secured.

Areas of concern include:

- The playground contains sturdy play-ware and is fenced in for student safety. However, the area around play equipment needs improvement; wood chips tend to float away during heavy rain. Consequently, there is less than an ample amount of wood chips under equipment. Minor repairs are needed on chain ladder and there are slippery areas where students tend to slide at times. Additionally, the equipment is in the open where there is no shade and no water fountain. Installing a water fountain at or near the playground so students have access to water may alleviate concerns of students over-heating on hot days.
- The exercise pavilion has drainage problems where it is rarely utilized during or after rain. The entire area surrounding the pavilion has drainage problems.

- One electrical outlet on the pavilion is missing a cover.
- Molding surrounding flowerbeds is in need of repair at various spots around the building. There are some holes in the flowerbed in the front of the building where trees have died or been uprooted.
- There were live ant beds throughout the entire yard surrounding the school.
- Outside air units at the end of the hallway facing the FMC campus is lacking fencing around the bottom to keep intruders (students or animals) out. Students could easily climb inside the structure with the machinery.

Building Interior:

The Hampton-Moreno-Dugat Early Childhood Center is the newest building in the district. It appears well maintained and custodians take pride in the cleanliness of the building. It appears very warm and welcoming. The main entrance is observable from the main office and visitors are required to enter the main office prior to visiting a classroom. Since this campus houses Pre-K and Kindergarten students only, many adults are present in the building especially at the beginning and end of the school day. For this reason, staff becomes very familiar with parents of students in order to quickly recognize non-familiar individuals as they enter the campus.

Hallways are very clean and unobstructed in order to move freely throughout the building. Hallways are well lit and free from graffiti. Restrooms are well lit, free from locking from the inside, and monitored regularly by staff.

There is evidence of the following:

- Clearly lit exit signs
- Locked mechanical rooms
- Emergency lighting
- Adequate first aid supplies, each teacher has their own
- CPR certified staff
- Valuable items such as computers, video cameras, etc. secured
- Locked points of entry when not in use
- Locked classroom doors, but not lockable from the inside
- Monitored restrooms and hallways

Cafeteria:

- The cafeteria is uniformly and adequately lit.
- Sprinkler system located over the stove area has manual on off switch.
- Freezer door can be opened from the inside.
- Fire extinguisher is present in kitchen.
- Staff is unaware of the location of electrical/water shutoffs.

Science lab:

The campus does not have a science lab but a classroom is used as a discovery lab. Students have available to them manipulatives so they can experiment and explore basic scientific concepts and ideas. There are no chemicals or breakable items used. It was noticed, however there were no fire drill procedures or safety symbols displayed in the classroom.

School Climate and Culture:

School Climate and culture appeared to be positive and orderly. Hallways displayed student work. Staff was visible, helpful, and friendly. Most students and staff feel the campus is a safe environment. Students were neat in appearance and follow dress code policies.

There was evidence of the following:

- Annual update and review of the Student Code of Conduct
- Anti-bullying, anti-harassment, and anti-violence policies
- Dress code
- Behavioral expectations as outlined in the Code of Conduct
- Systematic process to collect and review discipline referral data
- School-wide respect for diversity
- Clean and unobstructed hallways
- Visibility of staff members
- Annual bully prevention training, conflict resolution training, and problem solving training
- Staff is on the lookout for anything out of the ordinary (persons, behavior, containers, vehicles, etc.)
- Student training in positive social skills/bullying/gender respect
- Character Education program/activities
- Student Assistance Program and a well-developed network of service providers to which students can be referred
- A process to identify and serve the needs of students academically/behaviorally at risk

There is no anonymous hotline for students or staff to report incidents or suspicious activities (Crime Stoppers).

General Security:

After-school use of the building is encouraged. Many teachers work in the building after hours and activities take place during evening hours. There is a procedure developed and utilized by campus staff that security measures are in place after the evening event takes place. There is a central security alarm system that is monitored by the local police

department. Additionally, at the end of each school day all classrooms, bathrooms, and exterior doors are locked. Bus loading and drop-off, parent pick-up and drop-off, and play areas are monitored by school staff.

The district staffs security at the high school and they can be summoned in an emergency situation on any campus. However, the principal feels the local police department should provide more patrol around the campus, especially at the beginning and end of the school day to assist with traffic control and non-conforming parents.

Communication and Information:

The principal is the designated spokes person for the campus. In the event of an emergency, the media, parents, and staff will direct their questions to her. The principal is to follow protocol by contacting the superintendent before answering any questions from the media. Two-way communication is present between classrooms, the school nurse, local law enforcement, custodial staff, playground staff, and the main office. A method has been established to communicate security instructions to staff in a rapid and timely manner in case of an emergency. Additionally, parents are sent information (note or letter) outlining steps taken to secure the safety of students if an event occurs that causes the initiation of a safety procedure such as lock-down, evacuation, etc.

Summary:

It is the opinion of the Safety Audit Team that Hampton-Moreno-Dugat Early Childhood Center is a relatively safe and secure campus. The staff conducts themselves in a professional manner and creates a friendly and positive learning environment for their students. Students appeared to be orderly and very well mannered. It is this committee's opinion that students' behavior is a reflection of high expectations and standards set by their teachers and administrators.

Submitted by Beeville School Safety Audit Team members:

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March 14, 2008