

Region 10 ESC Security Audit Report

District Celina Independent School District

Facility Name Celina High School

Facility Address 3455 N. Preston Rd.
Celina, Texas 75009

Facility Contact Donny O'Dell Principal

Name	Title	e-mail
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Date of on Site Inspection April 11, 2011

Lead Auditor Wayne King

Audit Team Member

Audit Team Member

INTRODUCTION:

Senate Bill 11 (See 37.108 TEC) requires every school district to conduct a security audit of district facilities at least once every three years. The deadline for reporting is August 31, 2011.

Region 10 ESC, Division of Administration, as a "Comparable Public or Private Agency" as specified in the law, has established "recommended procedures" for meeting the requirements of the legislation.

The Celina district engaged Region 10 ESC to audit all of the district's facilities. The district will utilize the report from Region 10 and combine it with any additional information the district has available pertaining to the security of students and submit a report to the Board prior to August 31, 2011. The scope of Region 10's audit does not include demographic data, student surveys, parent surveys, district wide historical data and other information that may be considered appropriate for the final audit.

METHODOLOGY:

The lead auditor and members of the audit team met with Principal Donny O'Dell on the morning of April 11, 2011. The principal confirmed that staff members had been briefed concerning the purpose and activity of the audit. The lead auditor was provided copies of floor plans, handbooks, etc. as had been requested. The audit team spent the day observing, inspecting, interviewing staff. Observations, interviews and inspections were documented.

FINDINGS

Celina High School is a modern two-story facility that was opened for the 2008 -2009 school year. The campus is located on State Highway 289 north of the Celina community. The High School campus serves approximately 560 students in grades 9 through 12. The agriculture shop and classrooms are separate from the main building. This report will also include the issues and factors related to the safety and security of the Bearcat football stadium. The following conditions or circumstances were identified during the onsite visit and during several interviews with staff members.

- The Celina High School campus is accessed from State Highway 289. Student parking areas are in the front of the building. Staff members park in the spaces nearest to their work area. Bus deliveries and pickups are made in the east parking area adjacent to the covered walk area.
- Two exterior doors are unlocked prior to school beginning. The front door provides access to the building for students who are dropped off by private vehicle. The east side door adjacent to the covered walkway provides access to the cafeteria for students who are bus riders. Both exterior doors are monitored by staff members and students are directed to the cafeteria area to await the beginning of school.
- When the school day begins all exterior doors are locked, except for the front door and the east door adjacent to the cafeteria. The front door is monitored by the campus office staff. The back door is monitored periodically by the cafeteria staff and other staff members that may be in the area. Agriculture students must leave the main building for their classes and reenter the building via the cafeteria door.
- Visitors are required to register in the office before contacting students or staff. Visitors are not usually allowed to go into the student areas without an escort.
- Access to the student parking lot prior to the beginning of school is accomplished through both the west entrance from Highway 289 and through the north entrance from a county road.
- Buses enter the south entrance and release student on the curb on the east side of the high school facility. The same process is utilized in the afternoon for school dismissal. Bus students have a covered walkway to the rear entrance of the building.
- All mechanical, storage and custodial closets are locked during the school day.
- Classrooms are locked when unoccupied. Generally when classes they are in session the doors are closed are locked. .
- The planning for safety and security for the high school campus is evidenced by the positive responses on the assessment of exterior elements of the campus.

- Each classroom has a phone to be used to contact the office in case of an emergency. The classrooms also have intercom connectivity in case of emergency situations or drills. Teachers may also use students to contact the office for assistance.
- The campus has practiced fire, weather, bus evacuation and lockdown or reverse evacuation. The staff and students seem to understand the procedures and the practice sessions are positively received by the participants. The activation of the lockdown procedure is by the use of plain language to communicate to staff and student. Plain language is also used to activate reverse evacuation.
- The campus is locked down early in the afternoon after school and the custodial staff arms the security system at the end of their shift. The system is disarmed by the custodial staff that opens the building the next morning. The building has the capacity to secure various aspects of the building and still free up various components for use by the school groups.
- The campus has a video security system that includes sixteen cameras inside and outside of the building. The system provides a record of activities on the campus, but it is not generally used as a real time security instrument. The system is available for use by the campus administrators in any safety or security situation that requires immediate information or surveillance.
- District level administration coordinates the inspection of equipment and systems that have safety or security implications for the campus. The fire extinguishers, elevators, alarm systems etc. have been inspected and approved for operations.
- Each classroom has a phone for use in an emergency or for use in the conduct of normal instructional activities.
- The campus principal and the campus nurse have a list of personnel with emergency skills and teachers generally know who in their area of the building...
- The campus health services are provided by a full-time registered nurse.
- The front entrance is monitored by the office staff. The location of the reception area is to the right of the entrance doors and the persons entering the building are informed of the requirement for registration in the office by a sign. It was noted that very few people ignore the directions, but the possibility of a person being able to enter the building without permission is good.
- During my tour of the facility I was challenged by two staff members. The contact was professional and courteous, and they clarified my reason for being unescorted in the cafeteria and the academic area.
- Registered visitors to the campus are given a visitor badge and are escorted to their appointment or the appropriate staff member is called to the office for the meeting. The campus office staff members were courteous and

professional in their contacts with students, visitors and campus staff members.

- The office staff had a clear understanding of the importance of protecting confidentiality of information that may come to their attention. They have not had any special training relative to confidentiality issues that may arise in the operation of the administrative office for the campus.
- The office staff members were clearly aware of their responsibilities during the operation of various emergency drills. They were not as clear about what the procedure was for addressing a bomb threat or other items contained in the district's Emergency Intervention Quick Reference document.
- Campus mail is sorted by an aide or staff member in the office. They have received no training relative to sign of dangerous mail.
- The campus has both fire and a security alarm that alerts the company and the company alerts the proper response group and the designated district administrator.
- The football stadium is modern facility with a fall weather surface of the playing field. The Bearcat facilities contain workout areas, dressing rooms and administrative offices. All area available for use is being utilized.
- The management of the crowds of fans eager to attend athletic events is increasing as an issue to address. Many staff members and volunteers are available to assist in producing the best experience possible.

COMMENDATIONS:

Celina High School is to be commended for the presence of staff members when students or moving around the building. Staff members were very visible before school began, during class changes and the presence of a monitor in the hallway during classes was provides a safer school environment.

All staff member who were interviewed indicted an understanding and appreciation of the need for safety and security measures. They were supportive of the measures needed to protect the integrity of the campus and the staff and students that must attend school each day. They expressed an overall feeling of safety, but are willing to take measures to enhance the day to day security of the campus

The campus is to be commended for having two forms of communications available for each teacher in case of an emergency. The presence of a phone and a public address system available in each class room is critical to quick responses to emergency situations.

RECOMMENDATIONS:

It is recommended that consideration be given to securing the entrance area of the building. The district should consider ways of controlling access to the building during the school day; possibly through the installation of a security vestibule that requires visitors enter the office prior to entering the school or controlling access to

building with electronic locking process. The security process should also involve a way to move students to and from the agriculture facility without compromising the security of the building.

It is recommended that periodic review of the Crisis / Emergency Intervention Quick Reference with the personnel that must react to the emergency situations initially for the campus.

It is recommended that consideration be given to securing the student parking area during the school day. The system could monitor student access to vehicles during the school day.

It is recommended that the campus consider a procedure relative to locked class rooms as long as the exterior doors remain unlocked.

It is recommended that the campus consider the use of a SRO to assist with monitoring of student behavior during the school day and school activities.

It is recommended that consideration be given to expanding the number of security cameras both inside and outside. The number of cameras that are currently in place may be more effectively utilized if more monitors were available in the office complex.

Consider the study and development of priorities and procedures to address emergency incidents that may occur during a sporting event at the stadium, softball field or baseball field. Prior planning will be necessary to coordinate the first responder involvement and the need to determine the responsibilities of administrators and other staff members to protect those in attendance.

Submitted by:	<u>Wayne King</u>	<u>May 3, 2011</u>
	Lead Auditor – Region 10 ESC	Date
Submitted to:	<u>Donny O'Dell</u>	

Region 10 ESC Security Audit Report

District Celina Independent School District

Facility Name Celina Middle School

Facility Address 710 Pecan Street
Celina, Texas 75009

Facility Contact Janet Calvert Principal

Name	Title	e-mail
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Date of on Site Inspection April 8, 2011

Lead Auditor Wayne King

Audit Team Member

Audit Team Member

INTRODUCTION:

Senate Bill 11 (See 37.108 TEC) requires every school district to conduct a security audit of district facilities at least once every three years. The deadline for reporting is August 31, 2011.

Region 10 ESC, Division of Administration, as a "Comparable Public or Private Agency" as specified in the law, has established "recommended procedures" for meeting the requirements of the legislation.

The Anna district engaged Region 10 ESC to audit all of the district's facilities. The district will utilize the report from Region 10 and combine it with any additional information the district has available pertaining to the security of students and submit a report to the Board prior to August 31, 2011. The scope of Region 10's audit does not include demographic data, student surveys, parent surveys, district wide historical data and other information that may be considered appropriate for the final audit.

METHODOLOGY:

The lead auditor and members of the audit team met with Principal Janet Calvert on the morning of April 8, 2011. The principal confirmed that staff members had been briefed concerning the purpose and activity of the audit. The lead auditor was provided copies of floor plans, handbooks, etc. as had been requested. The audit team spent the day observing, inspecting, interviewing staff. Observations, interviews and inspections were documented.

FINDINGS:

The building currently occupied by the Celina Middle School was completed for the 1998-99 school year. There were two separate additions made to the original building over the next several years. The original building served as the Celina High School through the 2007-2008 school year. The following year the seventh and eighth grades moved from the adjacent building (which is now vacant) and the sixth grade moved from the Intermediate School campus to form the current Middle School. Approximately 455 Middle School students were enrolled that first year. The portable building is used for testing and one period each day for small group reading classes. The only structural change made to the building during the transition was the placement of a store front in the entry hall. The store front creates a barrier that insures that visitors will be directed to the reception area before they can contact either students or teachers. The Agriculture structure has been transitions to become the districts bus facility and the district's maintenance facility. The following conditions and circumstances were observed during the onsite visit and during several interviews on the date of the inspection.

- Band students must leave the commons to get to the band hall. A request has been filed with central administration, to enclose the covered walkway with an exit door in the area of the band hall entrance. If the renovation is implemented, students going to the band hall would not violate the security of the building.
- The front entrance to the Middle School has a recent remodeling that included a store front with doors that are locked from the outside. The store front doors can be used by anyone from the inside to exit the building. The store front serves as a security foyer. The store front directs any visitor to the reception desk in the administrative office area.
- All visitors must pass through the reception area and experience the same entrance protocol. Visitors must identify themselves and the purpose for their visit. Students are given admit slips and sent to their class. Non-student visitors to the campus are asked to register and they receive a visitor's badge. The visitors remain in the reception area until a teacher or an aide can escort them to their appointment.
- All unlocked exterior doors are monitored by staff member inside the building. The front drop off is monitored by two staff members ha also direct traffic in the front circle drive for private cars deliver students at the front of the building. Buses enter the campus and deliver students to the west entrance near the cafeteria. Students also walk to school and they also enter the building through the west door. Students can also enter the building through the door adjacent to the band hall.
- Students await the first bell in the gymnasium, the cafeteria and some were observed waiting near the front doors. Students were supervised until the first bell rang.
- All exterior doors were locked and all visitors were required to enter the front doors.
- The campus has ten or more exterior doors and there are four doors that are used by teachers and students during the school day. The front entrance is monitored all day.
- Exterior doors are monitored by teachers that use the doors or teachers in the area of the doors. On the day of the visit no unmonitored doors were observed.
- The building procedures in place when a teacher leaves the building for any purpose the door is to be closed and locked. Teachers that use the portable classrooms are required to lock the door while it is in use and locked when the classroom is vacated.

- During the morning drop off there was some congestion back into the street. The traffic on campus uses a double line and the congestion into the roadway lasted less than ten minutes. There were staff members assisting with the traffic flow.
- The portable building is in good condition however the ramp is in need of some repair.
- All classrooms checked during the onsite visit were locked. Staff members interviewed indicated that most classroom doors are locked when occupied and when empty.
- The campus uses a card key system for all exterior doors and each teacher has a key to their classroom.
- The building has a fire alarm and security system that alerts the alarm company and they alert the proper authority. The campus security alarm system has never been activated.
- The campus administrators have an informal contact with fire and police departments to clarify possible problem areas for the year.
- The office can contact all teachers with a public address system. The system does not have a call button that would allow teachers to initiate a call to the office. If an emergency occurs in the classroom the teacher can use their cell phone or send a student to alert the office.
- The campus and the district have Messenger for Parents system available to use when all parents on the campus need to be contacted concerning an emergency situation.
- The campus has a video system that provides video evidence of events or situations in selected areas. The system is operated by the technology department in the central office.
- The campus practices a full complement of emergency drills. Fire, weather and lockdown drills are practiced and the process appears to be understood and appreciated.
- Mail for the campus is sorted at the central office and delivered to the campus office where it is distributed to the various personnel. The campus staff members are not trained in the identification of potentially dangerous mail.
- The campus office staff members are very conscientious about the role they play in the effective operation of the campus particularly the safety and security of the Middle School.
- Teachers verified that their classroom doors were closed and locked when students were present and when the classroom was empty. They also felt that was the practice with all staff member.
- The signage directing visitors to parking and front entry need to be larger. The sign designating the campus as an alcohol free, drug free and weapon free should also include tobacco free to the sign.

COMMENDATIONS:

All staff member who were interviewed indicted an understanding and appreciation of the need for safety and security measures to protect the integrity of the campus, the staff and students that must attend school each day. They expressed an overall feeling of safety, but are willingness to take measures to enhance the day to day security of the campus.

The visible presence of the staff during class changes and before school began is positive indications that the adults on this campus care about the students and the school. This positive attitude is instrumental in creating an environment that is conducive to better learning.

The cleanliness and general condition of the campus is a further confirmation of a good learning environment.

The presence of two staff members in the traffic lanes directing traffic and encouraging students and parents to move smoothly to accomplish a safe arrival is a positive message about the school. The commendation of the two is representative of the whole.

RECOMMENDATIONS:

Consideration should be given to the expansion of the number of video cameras and monitors, and exploring ways to use the cameras to monitor the campus more effectively.

Consideration should be given to enhancing the public address system to provide teachers with a way to quickly and effectively alert the office that there is an emergency.

Consideration is given to exploring different ways to manage the traffic flow without impeding traffic. The police department might identify some solutions.

Continue the process necessary to have an exterior door installed that would secure the passage to the choir room.

Consider should be given to exploring the possibility and feasibility of coordinating a lock down drill with the intermediate school. If a lock down situation were to occur both campuses would follow suit due to close proximity of the two campuses.

Submitted by: Wayne King May 2, 2011
Lead Auditor – Region 10 ESC Date

Submitted to: Donny O'Dell

Region 10 ESC Security Audit Report

District Celina Independent School District

Facility Name Celina Intermediate School

Facility Address 507 E. Malone
Celina, Texas 75009

Facility Contact Starlynn Wells Principal
Name Title e-mail

Date of on Site Inspection April 6, 2011

Lead Auditor Wayne King

Audit Team Member _____

Audit Team Member _____

INTRODUCTION:

Senate Bill 11 (See 37.108 TEC) requires every school district to conduct a security audit of district facilities at least once every three years. The deadline for reporting is August 31, 2011.

Region 10 ESC, Division of Administration, as a "Comparable Public or Private Agency" as specified in the law, has established "recommended procedures" for meeting the requirements of the legislation.

The Celina district engaged Region 10 ESC to audit all of the district's facilities. The district will utilize the report from Region 10 and combine it with any additional information the district has available pertaining to the security of students and submit a report to the Board prior to August 31, 2011. The scope of Region 10's audit does not include demographic data, student surveys, parent surveys, district wide historical data and other information that may be considered appropriate for the final audit.

METHODOLOGY:

The lead members of the audit team met with Principal Starlynn Wells on the morning of April 6, 2011. The principal confirmed that staff members had been briefed concerning the purpose And activity of the audit. The lead auditor was provided copies of floor plans, handbooks, etc. As had been requested. The audit team spent the day observing, inspecting, interviewing Staff. Observations, interviews and inspections were documented.

FINDINGS:

Celina Intermediate School opened in 1988. It was a K-4 building under the leadership of Joe Stubblefield and Marzelle Roberson. The original building included a north wing and a partial south wing. The remainder of the south wing was constructed and included a multi-purpose room on the southwest corner, which opened to an enclosed porch area. This was surrounded by a chain link fence. A few years later, they completely enclosed the porch area removed the chain link to form our present day music room. At that time, we also built covered area that attached to the north exit, (from the gymnasium), to allow students to load into cars without walking in bad weather conditions.

With the opening of the new elementary school in 2003, this building became the new 4-6 grade intermediate campus of Celina ISD. With the completion of the new high school of the new high school, in 2008, Celina Intermediate School became a grade 3-5 campus. The following conditions and circumstances were observed during the onsite visit and during several staff interviews on the date of the inspections. The following conditions and circumstances were observed during the onsite visit and during several staff interviews on the date of the inspections.

- Students are met by a staff member when they arrive at school either by private vehicle, by bus or walking. Buses enter the campus via the circular drive south of the building where students are greeted by a staff member and they are sent to the cafeteria or gymnasium. Teachers and other staff members supervise students as they arrive and as they await the start of the school day. When the school day begins all exterior doors are locked except for the northeast side front door.
- The reception desk is attended all day by the receptionist or the other staff in the in the office area. The supervision of the front entrance and control of access to the building is a high priority for the administration and the office staff.
- Most of the classrooms are unlocked during the school day whether they are occupied or unoccupied. The doors are locked at the end of the day or during a lock down drill.
- The District office staff examines and sort's mail before it is delivered to the campus. The campus staff sorts the mail for placement in individual's teacher boxes.
- There are numerous exit doors from the building. All exits and hallways were clear of obstructions and locked. Staff appeared to be aware of where students were and they monitored the exterior doors and hallways during class changes.
- Some of the exterior doors need help to close. The problem is those doors are seldom used and the hinges have become rusty or very dry.
- The building has a security alarm system that is activated when the custodial staff leaves the building each night. Staff members may access the building after the alarms have been activated by deactivating the alarm with the use of a code...
- The campus video security system is used to augment the alarm system. The video system is used sparingly by the campus administration. The system does provide a historical record that may be used to identify individuals involved in incidents that occur after school hours or during the school day.
- The campus has practices a full complement of emergency drills. The staff appears to take the process very seriously. The lockdown or reverse evacuation emergency drill utilizes plain language to activate the drill or response to an emergency.

- All visitors are required to register at the front desk and if they are meeting with staff member or a student, they receive a visitor's badge. Visitors are escorted to their appointment or asked to remain in the office area until a staff member can come to the office.
- The campus has a definitive procedure for insuring staff members have complete emergency contact information for students and parents when students are taken away from school campus. The documents utilized to provide teachers with student and parent data are updated as changes occur.
- Teachers have not received formal training on the use of emergency equipment; however, the teachers interviewed expressed confidence in their ability to operate a fire extinguisher or other equipment.
- Several staff members challenged the auditor's presence in the building without an escort or a badge. They were polite yet firm in their concern about a person they did not recognize in their work space.
- Students that walk to school enter the south entrance. There is a controlled cross walk near the Middle School.
- The street north of the Intermediate School is blocked to through traffic during arrivals and departures from the campus. Parents circle into and out of the east or the west side of the building to deliver students before the beginning of the school day. The afternoon pickup is structured to provide staff member opportunity to assure that each child is placed in the proper car with the appropriate person.
- The traffic flow during the arrival and departure of students is smooth and no problems or hazards were identified.
- The front door is the only door that is unlocked during the school day. On the day of the on site visit all exterior doors remained locked and when students were changing class's teachers were in the halls supervising students and monitoring doors.
- The parking lot east of the building is used by non-school personnel when they use the district track. The playground adjacent to the parking lot has street has fencing on the street side but it is open on the parking lot side.
- The second play ground is south of the building. There is no fencing around the playground. The south playground is not easily accessible by non-school personnel to due to its location away from generally traveled areas. Any time students are in either play ground there are two or more adults in supervision of the area.
- The campus administrators meet with fire and police officials to establish communications to address possible emergency situations during the school year.
- The district maintenance officer does the scheduling of inspections for utilities and emergency equipment and when issues arises concerning utilities arises he is called by the campus administrator to resolve the problem.
- The campus has a public address system that can be heard in all areas of the building. The students and teacher in the gymnasium have difficulty hearing the P. A. because of the noise. The system does not have a call button to alert the office of problem.

- The custodial supply room was locked and all mechanical rooms were locked when checked during the onsite visit. The custodial and mechanical room that was seen was clear of inappropriate items.
- Most of the classrooms are unlocked during the school day whether they were occupied or unoccupied. During a lockdown drill teachers must leave their classroom to secure their classroom door.
- There are numerous exit doors from the building. All exits and hallways were clear of obstructions and locked. Staff appeared to be aware of where students were and they monitored hallways and the doors during class changes. All exterior doors are locked except for the front door.
- The building has a security alarm system that is activated when the custodial staff leaves the building each night. Staff members can access the building after the alarms is activated by disarming the system at the front entrance.
- The office staff members are well aware of the procedures needed to effectively implement the emergency drills. They understand the critical nature of their roles in the success of drills and the safety of the campus.

COMMENDATIONS:

The professional and support staff are to be commended for creating an environment that keeps the building safe and for providing parents or other visitors a sense of security for their children.

The campus staff and administration are to be commended for operating a very secure environment. All unmonitored exterior doors are locked during the school day and the front door was unlocked and monitored continuously while students are in attendance.

The procedures used by the receptionist when greeting visitors were courteously and professionally presented. Visitors were required to wait in the office until they can be escorted to their appointment or until a staff member comes to the office for the conference.

The visible presence of the staff during class changes and before school began is positive indications that the adults on this campus care about the students and the school. This attitude or atmosphere is further confirmed by the cleanliness and general condition of the campus.

RECOMMENDATIONS:

Consideration should be given to installing a security vestibule that would provide a controlled access to the building and would provide the staff with a measure of control over who is to be allowed into the building.

It is recommended that consideration be given to developing a list of all staff members that have emergency skills or certifications and the list be shared with all staff members.

It is recommended that the campus consider the study and implementation of a process or system to secure classrooms from unauthorized entry during class. The study might consider a locked classroom policy would provide teachers with control of access to the classroom and expedite lock down drills or situations.

It is recommended that consideration be given to up grading the public address system to provide teachers with a quick and convenient way of contacting the office in cases of a classroom emergency.

It is recommended that consideration be given to upgrading and expanding the video cameras on the campus to provide real time administrative use of the technology.

Consideration should be given to exploring the possibility and feasibility of coordinating a lock down drill with the middle school. If a lock down situation were to occur both campuses would follow suit due to close proximity of the two campuses.

Submitted by: Wayne King May 5, 2011
Lead Auditor – Region 10 ESC Date

Submitted to: Donny O'Dell

Region 10 ESC Security Audit Report

District Celina Independent School District

Facility Name Celina Elementary School

Facility Address 550 S. Utah
Celina, Texas 75009

Facility Contact Marjorie Vasques Principal

Name	Title	e-mail

Date of on Site Inspection April 7, 2011

Lead Auditor Wayne King

Audit Team Member _____

Audit Team Member _____

INTRODUCTION:

Senate Bill 11 (See 37.108 TEC) requires every school district to conduct a security audit of district facilities at least once every three years. The deadline for reporting is August 31, 2011.

Region 10 ESC, Division of Administration, as a "Comparable Public or Private Agency" as specified in the law, has established "recommended procedures" for meeting the requirements of the legislation.

The Celina district engaged Region 10 ESC to audit all of the district's facilities. The district will utilize the report from Region 10 and combine it with any additional information the district has available pertaining to the security of students and submit a report to the Board prior to August 31, 2011. The scope of Region 10's audit does not include demographic data, student surveys, parent surveys, district wide historical data and other information that may be considered appropriate for the final audit.

METHODOLOGY:

The lead auditor and members of the audit team met with Principal Marjorie Vasques on the morning of April 7, 2011. The principal confirmed that staff members had been briefed concerning the purpose and activity of the audit. The lead auditor was provided copies of floor plans, handbooks, etc. as had been requested. The audit team spent the day observing, inspecting, interviewing staff. Observations, interviews and inspections were documented.

FINDINGS:

Celina Elementary School was opened in 2003. At that time, the school housed grades Pre-Kindergarten through third grade under the leadership of Margorie Vasquez and Starlynn Wells. The leadership remained the same until 2009, when Starla Martein became the assistant principal. A portable building was added around 2008 to accommodate the growing number of students enrolled. The next year, third grade moved to the intermediate campus. Pre-Kindergarten through Second Grade has continued at Celina Elementary School. The following conditions and circumstances were observed during the onsite visit and during several staff interviews on the date of the inspections.

- Celina Elementary School has a security foyer that directs visitors into the office. Visitors register and provide the office staff with information concerning their reason for the visit. If the visitor leaves the front office to enter the academic area they must have a visitor's badge. Campus personnel are encouraged to question anyone in the academic area and commons areas to determine their legitimacy of their presence in the building.
- The traffic flow in the morning was orderly and efficient. Buses deliver students to the south end of the building and students enter the gymnasium. Private vehicles deliver students to the front of the school. Staff members meet each vehicle and assist students as they leave the vehicle. Campus personnel direct traffic and greet students as they arrive. Students go to the gymnasium or the cafeteria where they are supervised until the first bell.
- Two doors, the front door and the gymnasium door, are open until the first bell signals the beginning of the school day. The gymnasium door is locked when the first bell is rung. The front entrance to foyer is unlocked and visitors and students are monitored during the school day.
- Staff members carry or wear their identification badges which also serves as their key to the building. The exterior doors are opened with card swipe system. Each teacher has card key as well as a traditional key to their classroom.
- The Elementary Campus utilizes the district-wide messenger system that alerts parents of an emergency occurrence that may impact their child. The Elementary staff augments that system by contacting each parent by phone if the situation may involve an early dismissal. Each teacher has a demographic sheet of multiple emergency numbers for each student in their class. When calls have been completed, a list of parents that have not been contacted is sent to the office. The office staff continues to call until all parents have not been contacted and the teachers and administrators are confident that each student will be picked up or met at home.
- The district revised and reprinted the safety and security procedures that detail responses and responsibilities for all staff members. The procedures document was addressed in campus level trainings and the document was mentioned in each of the staff interviews.
- Students are escorted as they move around the campus for various activities. During the onsite visit very few individual students were observed moving around the building unescorted.
- The classroom doors were found to be shut during instruction and most were closed when vacant. The teachers interviewed said that their rooms were closed and locked most of the time and their doors were always locked when the room was vacant.

- The campus has two playgrounds, one for Pre-Kindergarten students and the other for the remaining grades. The playgrounds do not have barriers except for their location at the rear campus.
- Students are supervised by two or more teachers and teachers usually take their cell phones in case there is an emergency. The doors to the playground remain locked until all students and teachers return to the building.
- The campus has one portable building with two classrooms. The portable is in an area that is fenced and locked. The door from the main building to the portable building is the north exit door and the door is kept locked. The portable classrooms are kept locked at all times.
- Teachers and aides are instructed to lock the exit door to the portable classroom to prevent unauthorized entry to the building. The doors were locked during the on site visit.
- The ramp to the portable was recently repaired, but it is the surface is uneven. The surface may cause problems for wheelchairs or crutches.
- There were several rooms that had art work hanging from the ceiling grids.
- Emergency issues involving utilities are resolved by the district's maintenance department. The maintenance department also schedules required inspections of the various utilities systems and communication systems.
- All area of the building was found to be clean and there was an absence of clutter. Classroom doors were closed when occupied and most classroom doors were shut when empty. Classroom doors were generally unlocked during the school day.
- When a lockdown drill or emergency situation occurs teachers must go into the hall lock their door before they can secure their room.
- The evening custodial group locks all classrooms and they secure the building by locking all exterior doors and setting the alarm system. The morning custodian disarms the alarm system.
- The campus has a video surveillance for the campus that monitors the interior and some of the exterior of the campus. The principal does not use the system to assist in real time management of the facility. The system does provide a video record of events or activities on the campus.
- The teachers interviewed and random contacts with other teachers indicated an understanding of the campus emergency procedures and willingness to enforce or adhere to the procedures. All teachers and other staff members expressed a feeling of safety for themselves and for the students.
- During the site visit several teachers and an aide asked if they could be of assistance. When they saw the visitors badge and they heard my explanation for my presence, they allowed me to continue in the building. Staff members contacted during the day was professional and courteous.

- The portable classroom building was placed on the campus of to accommodate an increased in enrollment. The third grade was moved to the intermediate school and the portable was not needed in the classroom configuration of the campus. The building has two rooms. One is used for storage and the other is used periodically for special projects.
- The campus has a public address system that also includes a call back feature. The call button enables a teacher to get assistance from the office with ease. The P.A. is audible in all areas of the building, but the gymnasium and the cafeteria do not have call button access.

COMMENDATIONS:

The campus administration and staff are to be commended for backing up the Messenger System by contacting each parent by phone to assure that the family of each elementary child and parent can safely react to the emergency.

The staff and administration are well trained in the implementation of plans and procedures to insure the safety and security of the school campus, and the procedures have translated into positive actions on the part of the staff.

The campus is to be commended for the effective and efficient processes that were observed as children were greeted and supervised the arrival and departure of students.

The campus is attractive and well maintained. The classrooms, common areas, offices and hallways are clean and clear of clutter or obstructions.

The office staff and administration are to be commended for having demonstrated a very caring, professional attitude in their dealings with visitors to the campus and encouragement of a positive atmosphere for the campus.

RECOMMENDATIONS:

It is recommended that consideration be given to the installation of some type of barrier for the playground areas to provide an additional level of protection for students during the school day and for children that utilize the area after school hours.

Consideration should be given to having all classroom doors remain locked during the school day.

Consideration should be given to using plain language to signal or implement a response to an emergency situation or drill.

Consideration should be given to upgrading the video surveillance system to assist the campus administration in using the system as a management tool.

It is recommended that the campus develop a formal inventory of the emergency skills of personnel on the campus and share that information with the entire staff.

Submitted by: Wayne King May 6, 2011
Lead Auditor -- Region 10 ESC Date

Submitted to: Donny O'Dell