

Tupelo Public School District
Tupelo, Mississippi
School Security-Safety Audit
February 8 – 13, 2009

School District (common elements for all schools):

Commendations:

1. The Tupelo school district is a first class school district in so many ways, such as, employment of very competent administrators, faculty, and staff; well designed school district policies, super effort to maintain and up-keep facilities and grounds, open interchange of information between the central office and building administration, open interchange between school board members and the administration, well developed and written student handbooks, and general effort to provide an excellent educational program for the youngsters within the service area of the Tupelo School District.
2. Student handbooks were well done and comprehensive for both elementary and secondary schools.
3. The school district crisis plan was well done. All individual schools should examine and use the district crisis plan as a model for their crisis plans. As a footnote to the aforementioned statement, please consider adding additional items to the district plan as models for individual schools. Refer to the list of items included under the heading “Potential School-Community Crisis Situations for Consideration”, which is included in this document.
4. School district has implemented numerous items in an assertive effort to improve the safety and security for its students, employees, and patrons since the 2007 security safety audit completed by this evaluator.
5. Generally, individual schools were very clean, well organized, attractive, and aesthetically inviting.
6. Individual schools were internally well lighted
7. Much student school-classroom work was on display, especially in the elementary grades.
8. The board, district administration, school administrators, faculty, and staff have done a super job of up-keeping and preserving the district’s facilities, both internally and externally. Special recognition should be given to the school district’s school maintenance administration staff, school district’s director of maintenance, and each individual school’s custodial staff.
9. Much work has been done in regard to fencing and securing areas at a number of individual schools within the school district since the 2007 report.
10. All administrations and their staffs at each school were super cooperative and very helpful!

11. School cafeteria food was excellent. All cafeterias were very clean and attractive. In addition, not a single cafeteria had the “ole school cafeteria smell”! Hey, one could smell the “food a cooking”! In addition, the food for students was very well displayed and presented to students.
12. Almost all electrical boxes were locked. School district has really improved in this area since the 2007 report!
13. Almost all custodial storage rooms, storage areas, mechanical rooms were locked. Very much improved since 2007.
14. Visible “visitor” parking signs and “handicapped” signs very much improved since the 2007 report.
15. Overall school restrooms were very clean and well supplied with the necessary “resources”. In addition, there was very little, if any, “restroom smell” within the various student restrooms. That is an accomplishment within itself!
16. All schools had separate and designated school bus/van and parent/guardian drop off and pick up areas. In addition, these areas tended to be very well supervised, in both the mornings and afternoons.

Considerations:

1. Items such as the following should receive consideration in regard to being posted on **all major school entrance-exit doors**:
 1. No firearms-weapons – symbol
 2. No use/possession of tobacco products – symbol
 3. “For the safety of our children-all visitors report to the administrative office”
 4. Upon entrance to school property – subject to being searched
 5. Surveillance cameras and other surveillance devices are in use
 6. School district does not discriminate in regard to employment and enrollment (e. g. Title VI, Title VII, Title IX, 504, and ADA)
 6. Directions to administrative office from the individual’s current position
 - Items akin to the aforementioned should be posted at major entrance areas to school facilities (e. g. gym, auditorium, and football stadium) that are also used after the conclusion of the regular school day.
2. Electric plug-ins in elementary school corridors and classrooms need to be plugged when not in use, especially important for pre-school and primary grade youngsters.
3. Please consider exploring options for the implementation of a plan for accounting for students prior to the beginning of “official” school day. This is a major issue in schools across this country, especially if a crisis situation occurs prior to the beginning of the regular school day. Thus, an issue related to accounting for all students assigned to the school.
4. All schools had evacuation routes for emergencies such as fire; however, be sure and have at least one alternate evacuation route for all emergencies
5. In each school’s crisis plan be sure and have a primary evacuation site and an alternative (back-up) site.
6. Label “selected doors” with “No Exit” and/or “No Entrance” signs.
7. Many transitions (step-downs) and curbs are in need of yellow paint. There has been much improvement in this area since the 2007 report.

8. All school administrators institute and monitor an assertive student **supervision** (“Sight and Sound Supervision”) program, especially during the following times: lunch, before the school day, end of the school day, changing of classes, and breaks. Please include the following information with each duty station: time to be there, time to leave, and duties association with that particular duty station/area. All schools provide supervision for its assign students; however, building administrations at each school should institute a comprehensive assessment of their school’s supervision program and adjust accordingly.
9. Do consider placing “some type of signs in and around each school’s playgrounds (especially those schools with playground equipment) that pertain to “No Unauthorized Use of Equipment”, “Use at Your Own Risk”, “No Use After School Hours”, and so forth. Whatever is decided upon by the school district’s administration, it needs to be consistent.
10. Keep **all** corridors and stairwells free of materials, equipment, and furniture. If such is allowed in these areas be sure each school’s administration has written approval from the area fire marshal approval.
11. Several of the elementary school building administrators want and need a buzzer-door release system to improve their school’s safety and security. Several of the schools have such a system already installed.
12. All schools had some form of visitor sign in and “visitor badge” strategy. Please consider adding the requirement that each visitor must show “picture ID” in order to be “an official school visitor”, along with signing out.
13. At least two elementary schools (Rankin and Lawhon) had problems associated with individuals climbing onto the **roofs of their covered walkways** and walking/running on such roofs. These intruders not only caused damage to the metal roof, but they also went on the main roofs of the so mentioned schools. Means to stop such intrusions should **garnish immediate attention and correction**. This is *a significant school security-safety concern!*
14. As soon as possible (ASAP) remove the plastic fencing and “broken gate” that will not lock by school bus loading-unloading area at **Rankin Elementary** and replace with rod iron fence and rod iron gate that will lock - this is a **must!** During the afternoons and weekends skate boarders are going into the area and damaging-destroying school property (They have bent gutters, bent at least one trash container, and completely torn-down at least two gutters at the outside picnic area near the school’s cafeteria. This is a significant school security-safety concern!
15. All elementary schools, with the exception of those with “outdoor rubber mats” need to be sure and keep either their wooden chips or pea-gravel ranked to a depth of 9-12 inches under all equipment. All elementary schools that had wood chips in and around playground equipment had “holes” under playground swings, etc. that were far below this essential standard
16. Beginning the 2009-2010 school year all school employees and at least all high school students *should be issued* photo IDs. In addition, all vendors who do business with the school district should require their employees to have photo IDs and the appropriate information associated with their business, etc.

17. Please issue a general administrative order for teachers and other school district employees to not tape or glue items to either classroom or corridor walls unless have the “expressed permission” of the school’s administration.
18. Recommend that the administration, working with the school district-board attorney and other necessary individuals, develop a plan to have within the “bid specifications” for all school construction that the selected contractor for school related construction and other work secure “*criminal background checks*” on all employees entering the school’s campus on behalf of the contractor. This also, would include all employees of subcontractors. In addition, the contractor would be responsible for monitoring this vital requirement. Naturally, this requirement would be checked on an as needs bases by the school district’s administration. Also, the administration should consider requiring contractors’ employees to wear identification badges. However, the main thing is the background checks.
19. Please provide “*traffic vests*” for those employees who supervise the loading and unloading of school buses and parent/guardian drop-off and pick-up areas. This is especially important for those employees who fulfill the aforementioned duties by standing or moving in or out of streets that surrounds or adjacent to schools.
20. Please be sure all doors (e. g. internal, external, and internal doors within classroom) are numbered and coded according to the wing and/or floor of the school.

Tupelo Middle School:

Commendations:

1. First school bus arrived at 7:12 a.m. – school buses held students until approximately 7:30 a.m. Great!
2. Rod iron fence around and within the school site was just super! The fence across the back of the facility (from “computer class facility” to MDT facility super!
3. Second school bus arrived at 7:16 a.m. – held students until approximately 7:30 a.m. Great!
4. Courtyard area between MDT and main school facility is super!
5. Electric boxes in rubber floor gym were locked.
6. ISS located in the rubber floor gym had very good study carrels for students assigned to ISS.
7. Handicapped school bus dropped off students on or about 7:25 a.m. in front of facility in an effort to provide them with easy access to the school and related facilities. Super!
8. Great rod iron fence and gate between “round school building” and “computer class facility”.
9. Entire facility was very clean and well lighted.
10. Corridors, classroom doors, and classrooms super decorated with students’ work.
11. Students moved from class to class in a very orderly manner.
12. Students were well supervised by faculty, administration, and staff prior to beginning of the school day and during the changing of classes.
13. Coaches supervised students moving between rubber floor gym and primary facility.
14. Numerous cameras monitor school facility and student traffic flow, including school bus parking area. Great!
15. Yellow line for students to stand behind when waiting to board school buses in the afternoon was painted on the pavement in back of the facility.
16. Double doors in the weight room located in the rubber floor gym has metal round pipe which provide a high degree of safety-security when the doors are open for ventilation.

Considerations:

1. Two students were dropped off in the school bus parking lot (side nearest to the rubber floor gym at 7:14 a.m. Auto entered the area from the east. Concern pertaining to the supervision of students dropped off in the area that early.
2. To assist in the supervision of students, along with possible emergencies, consider providing at least one radio for the coaches housed in the rubber floor gym area.
3. As funds become available, please consider installing a new floor in the rubber floor gym due to the floor’s age, holes, splits, and being rather slippery.
4. As funds become available, please consider installing padding around the steel beams on each side of the rubber floor gym to the height of approximately six feet.
5. Ceiling in the weight room located in the rubber floor gym in need or repair.

6. Consider installing a metal swinging arm at the west end of the teacher parking lot. Close the arm on or about 7:30 a.m. to prevent parents and others from cutting through the teacher parking area and dropping off students. If a teacher arrives after 7:30 a.m. she or he can simply open/shut the arm and park.
7. Please refer to the 2007 school security-safety report regarding in the installation of possible fencing and gates in and around the baseball-football practice area due to individuals passing through the area during the regular and extended school day.
8. Please consider re-painting cross-walk, one way arrows, and parking slots located in front of the school facility.
9. Consider marking the stairs in front of the facility in such a manner that the right stairs (looking toward the street) are designated “up” and the left stairs (looking toward the street) are designated “down” in regard to traffic flow.
10. Consider installing new double doors or new/repair locking devices to the current double exterior doors on the east side of the “computer class facility”. Also, install “no entrance sign” on exterior and “no exit” on the interior of the doors.

Pierce Street Elementary:

Commendations:

1. Buzzer and button system allows visitors into the school once the school day begins. School has a camera-monitor system to view visitors prior to entrance into school. The system does need replacement in an effort to display a clear image of those desiring school entrance. Current system does not provide a clear image due to quality of picture and shadows.
2. Entrance area outside of administrative office was super attractive and the display case with school awards was super!
3. Visitors check into school and sign a visitor roster.
4. Super display of students' work and related efforts by their teachers.
5. Hallway tile is colored coded to assist students to walk on the right side.
6. Corridors very well lighted and great displays of students' work.
7. Storage doors and custodial areas were locked.
8. Signs on double doors near library state "Use Front Entrance" (a temporary sign).
9. School library super displayed and arranged.
10. Almost all electrical panel boxes locked.
11. Students' jackets and back packs were hung on pegs in corridors.
12. Corridor thermostats had covers on them.
13. Great double fire doors to new addition of facility.
14. Lunchroom well organized, clean, and well displayed.
15. Interior courtyard was very clean.
16. The hard rubber boundary securing the pea-gravel in and around the playground equipment was super.
17. The fence surrounding the playground was in good repair.
18. The two (2) cupolas on the playground were super.
19. School buses load and un-load at the north end of the facility and parent/guardian drop and pick-up students on the east side of the school building. Thus, the separation of the buses and vehicles were well planned and monitored. Do give consideration to exploring current arrangements for visitor parking.
20. Benches and trash can in school bus and parent-guardian pick-up/drop-off areas were in excellent condition and very attractive.
21. Covered over walkways to both the school bus and parent-guardian drop-off/pick-up areas were in great condition.
22. Covered walkway at the main entrance to the school was in great condition.
23. Lots and lots of great materials in the library, which was good, but need storage. Thus, would be less congested, cluttered, and less of a potential fire hazard.

Considerations:

1. Several classroom door glass panels were partially covered with items. Leave completely uncovered unless an emergency such as an "intruded" or "active shooter". Panels should be covered in such emergencies.
2. Large electrical panel box near classroom #15 was unlocked.
3. Electrical plugs in corridors and class rooms should be plugged when not in use.

4. Rank and smooth-out the pea-gravel in and around all playground equipment. This should be done about once a week to prevent the “holes” in and around the equipment. Remember the pea-gravel or wood chips should be between 9 – 12 inches in and around all playground equipment.
5. Re-paint the “yellow curbs” in the school bus and parent/guardian drop off/pick-up areas yellow.
6. Along the sidewalk that is under the “covered area”, especially next to the facility, do landscape a bit to prevent the step-downs along the edges of the sidewalk.
7. As funds permit, do consider additional storage for the school so that items stored in the stage area in the auditorium can be removed. This recommendation would enable the full use of the stated area.

Tupelo High School:

Commendations:

1. Layout for student parking to the east, north, and south areas were well done and relatively easy to monitor with a visual from cameras and direct eye contact. Sure, to verify, one needs to “walk in and among” the vehicles, but that is a usual mode of verification. Size is another matter, but THS has a lot of students with “wheels”. At least THS has ample parking and all parking was off the streets in and around the school. Similar statement could be made pertaining to faculty/staff parking.
2. Layout of track and football facility was very impressive. At some point in time, the facility will probably need renovation and additional seating. School officials may consider “skyboxes” as a means of assisting in securing the necessary funds for future construction and possible multi-use purposes.
3. Much effort has been placed on improving the grounds between the auditorium and classroom facilities. The trees are well trimmed, grass seems to be doing well, and the chain border helps protect the area. Recommend this be done in all the other courtyard areas, but plant low shrubs rather than trees so that the areas can be better monitored with surveillance cameras. Do not allow “cut through areas”, students are to remain on sidewalks.
4. “Tardy machine” and tracking system was super!
5. Teachers’ classroom doors are supposed to be locked once class starts. This needs to be monitored and enforced by the school administration and security staff.
6. Each building had its own colored corridor passes.

Considerations:

1. Keep stairwells free of items, including student desks.
2. THS currently has 82 surveillance cameras in place in and around the facility and related grounds. Do consider adding at least eight (8) more cameras in order to better monitor restrooms due to the current location of corridor cameras.
3. Paint a four inch yellow line on steps leading to the gym and the steps leading to the south parking lot. This is an urgent need due to activities occurring in the area during late afternoons and especially at night. Please refer to the 2007 report.
4. Please *reevaluate the school’s “supervision” of students*. Special emphasis should be place on the necessary personnel required and strategically placed duty stations (spots) necessary to adequately supervise students during the following critical times of the school day (order of importance): lunch, before the school day, end of the school day, and during class changes. This is an urgent matter and should garnish the immediate attention of the school’s administration. All of the aforementioned becomes especially important due to the first bus arriving at or around 6:50 a.m., along with the “late” buses during the afternoons. Additionally, reexamine the supervision of students in the cafeteria, rubber floor gym, and surrounding areas. The administration is currently giving consideration to others areas in which to place students so that they will be sitting rather than milling around in the rubber floor gym area.

5. Repair the fence leading from the back of the gym to the fence surrounding the football stadium. Consider using “double metal arms with barbed wire” across the top of the fence.
6. Repair the cement area between the gym and building E.
7. Paint the clean-out plugs/cement yellow that are located southeast of the cafeteria.
8. As funds permit, consider a covered area in the bus drop-off and pick-up area.
9. Remove any items taped to classroom windows. Such windows should be clear of all items. However, a cover needs to be in place to cover classroom windows from the inside in the event of an unauthorized intruder and other similar emergency within the school setting.

Carver Elementary:

Commendations:

1. Ample wood chips in and around equipment, but please keep the chips ranked in and around the equipment to a depth of between 9 and 12 inches. Currently, holes in and around the equipment have been created due to foot traffic associated with students playing on the equipment.
2. Rod-iron fence between main school facility and playground under the hill was super.
3. The walk way between the main school facility and gym was in good repair and serves its intended purpose.
4. Students are escorted “to and from” the main school facility and the gym by at least one faculty/staff member.
5. On a door in which the intended purpose is to be “No Exit”, do label it as such in rather large “red letters” that are written on a “stable background”. Be sure it is at eye level so that it can be readily visible.
6. Signs are in place in regard to parking slots that are designated for handicapped parking.
7. A sign was in place for the one (1) visitor parking slot. Would be advised to have additional visitors parking slots, but the current parking lot barely has enough parking slots for the school’s employees.
8. As far as I observed there were “no official” parking slots immediately in front of the facility. If my observation was correct, please continue enforcing this particular parking activity. This area should be for emergency use only.
9. Paint curb in front of school yellow.
10. Great sign “Carver Elementary School” over the front entrance.
11. The blue shutters and green canopy was rather attractive over the front window associated with the school administrative office.
12. Gym, school, cafeteria, and restrooms were very clean and orderly. This was really an accomplishment when one considers the age of the facility.
13. Electrical panels located in the gym were locked and secured.
14. The old building to the left of the main office had been removed and the process of growing grass in the area had begun.

Considerations:

1. At least paint a four inch yellow line should be painted around the cement area in and around the pavilion. Much better yet, both a four inch yellow line and a railing should be installed around the cement area due to the drop-off.
2. Do consider, as city and school resources permit, opening-up the drainage ditch between the playground area and the hill leading up to the gym area. This looked like a rather expensive and time consuming endeavor.
3. In regard to the cross-ties located in from of gym and near the covered walkway, please remove and replace with “cement vehicle barriers” that are painted yellow.

4. Did notice the outside exit door to the school's library was propped open due to "excessive heat" being generated in the library due to the heating system. The librarian did close the door as we spoke. Do not prop open exit/entrance doors due to safety and security reasons. Yes, the librarian "concern" about the heat was a very valid concern. Do recommend that the "AC" be checked and corrected. Also, understand there is both a heating and cooling issue with the system.
5. Paint curb at the loading area to the cafeteria with a four (4) inch yellow line. The drop off necessitates this recommendation. Actually a rail would be much better, but please do at least the aforementioned.
6. Why is school bus #38 parked between the school facility and the pavilion area? In addition, there were at least four vehicles parked in the area, several were parked on the sidewalk. This needs immediate attention and correction.
7. Pick-up broken cement bench located near the green bench in the lower playground.
8. The observer may stand corrected on the following: I do not recall a crosswalk between the school and lower playground.
9. Repaint "directional arrows" entering and exiting the school's parking area.
10. Insure classroom doors are locked at all times, especially when students are present.
11. School's intercom does not work in all classrooms. If cannot receive immediate correction, be sure that an alternative means of communicating with at least the school's administration office is in place.
12. Bushes and other growth need to be cut in and around the area at the lower end of the playground area (opposite the end from the pavilion). Individuals play and hide in this area.
13. Do consider a "buzzer-lock system" for the doors (entrance-exit) within the main office area.
14. At the lower end of the building (opposite administrative office) there is a leak in the roof and the stairs get wet when it rains.
15. Door to the gym was unlocked when students were present in the gym. Door needs to be locked for safety and security reasons. As a note, there was a substitute teacher on duty on the day of my visit, which could account for the unlocked gym doors.
16. Please remove the broken table under the pavilion.

Early Childhood Center:

Commendations:

1. Visitor parking signs were in place.
2. Handicapped parking signs were in place.
3. Visitors and all others have to go through administrative office area to enter the school facility due to the front entrance door being locked and secured. Great!
4. All visitors must be assigned a “visitor sticker” and wear it through-out their stay.
5. Very attractive corridors and classroom with all sorts artifacts representing both students’ and teachers’ efforts.
6. Vehicle pick-up/drop-off area for parents/guardians was located in the front of the facility and school bus drop-off and pick-up area was located near the cafeteria. Super!
7. All electrical boxes that were observed were locked.
8. Custodial storage and work areas were locked.
9. The “sight and sound” technique related to student supervision was very well employed.
10. “No parking-drive through area” sign was located in front of the facility. Super!
11. Cafeteria was very clean and very attractive. In addition, teachers and their assistants sit with their children during meals.
12. External gate by the cafeteria was equipped with a “panic bar”.
13. The playground area and related equipment was just super! The rubberized surface and painted play areas in and around equipment was great! Even the swings had a “safety yellow” line around them! One more thing, the “cover” for the primary pieces of playground equipment was super! This is really the best playground area this evaluator has ever seen for pre-school youngsters. Plus, the school had a gym that was super managed!
14. Gates for outside AC units were locked.
15. The new playground fence was well positioned and offered a very secure and non threatening area for youngsters to play and teachers and their assistants to provide supervision.
16. Electrical “plug-in” outlets were plugged.
17. If the evaluator understands it correctly, a bi-monthly check is done in regard to safety procedures being followed in regard to such items as the location of teacher purses (they are required to be in a secure area), electrical plugs, and scissors. Super!
18. “Queen Bee” reserved parking slot was a super idea. As I understand, teachers can recommend other teachers each week, names are placed in a “bucket”, and a name is drawn for the “Queen Bee” parking slot for the week.
19. Indoor gym has ample room for youngsters to play and an assortment of physical education equipment and materials for age appropriate activities.
20. The assembly area or “parent/guardian/care-giver” meeting area was super and very well equipped.
21. All classrooms were super supplied with instructional materials, supplies, furniture, equipment, and arranged in the “learning center” format.

22. The outside sitting area immediately in front of the main office was very attractive and well positioned. The entrance sign entitled “Early Childhood Education Center” was super and well represents what the school is about.
23. Plants and shrubs in front of facility were cut low and trimmed very neat so that there was good vision in and out of the facility.
24. The decorated stepping stones in the shrub-flower bed were very attractive.
25. All trees in the fenced playground area were well trimmed and do not in any way block the “sight and sound” supervision provided for the school’s students.
26. The “yard area” in front of the gym and parent meeting area was well trimmed, including the Kudzu!

Considerations:

1. Please paint curb by cafeteria yellow due to the step down.
2. Paint “drain-out plugs” yellow.

Church Street Elementary:

* Had a very brief visit to Church Street Elementary.

Commendations:

1. The new ground padding in and around the playground equipment that is located next to the “old” football stadium and track was great! Also, did not know that “the area” actually belongs to the city and considered a city park.

Considerations:

1. Please secure a hand-held radio or cell-phone for at least one of the duty teachers serving duty at the playground area in and around the “old” football stadium and track. This would assist in the event of an emergency or an intruder in the area.
2. The security and safety concerns expressed in the 2007 report concerning the area in and around the “old football stadium and track” and back of the main school facility remain the same.

Lawhon Elementary:

Commendations:

1. Rod-iron fence in back of facility was excellent.
2. School buses-vans load/un-load on the street immediately behind the school. The loading of students in the afternoon was very well organized and well supervised.
3. Parent/guardian pick-up and drop-off area was located on the street immediately in front of the school. The loading of students in the afternoon was very well organized and supervised. The parents/guardians moved through “a 3-deep vehicle line” and students moved forward as their names were announced. The faculty and administration had the process down to a “science”. A teacher would call a student’s name and a color (had yellow, red, and green cones) and each student would stand by their assigned color cone prior to loading.
4. Attended a “community league” basketball game held in the Lawhon gym on Thursday night. This was not associated with the security and safety assessment of Lawhon, but just wanted to state that the gym was very clean, maintained, and very functional.
5. Classrooms and corridors were very attractive, lots of displays of student work, and clean!
6. The front foyer and related areas near the administrative offices were very, very attractive and clean. In addition, the new display case pertaining to “Elvis” was just super and done with class!

Considerations:

1. Paint all clean-out plugs yellow.
2. One suggestion pertaining to the loading and un-loading of the school buses in the back of the facility is for the school’s administration to have a teacher with a “slow/stop” sign to assist in controlling vehicle traffic. No problem was observed, but this may assist in preventing problems in the future.
3. Recommend that all personnel assisting in loading or un-loading students either in the bus area or auto area to wear “traffic vests” for safety purposes.
4. Playground seemed to have sufficient amounts of ground cover, but please keep “holes” from developing in areas in and around each piece of equipment. Ground cover in and around all playground equipment should be between 9 – 12 inches in depth.
5. Please consider adding handrails on both the cement and wooden steps in and around the southeast area of the gym.
6. As soon as possible, please install rod-iron fencing and appropriate gates between buildings A and B, buildings B and C, and Building C and the gym. The aforementioned gates are necessary fire drills and possible emergencies.

7. Individuals have been climbing onto the boiler near the school's cafeteria and from the top surface of the boiler onto the roof of the covered walkway. Furthermore, the intruders have "bent or caved-in" the roof in a number of places due to their efforts associated with walking or running on the walkway's roof. This demands the administration's immediate attention due to the damage being done to the roof of the walkway and safety-security issues. In addition, to climbing onto the roof of the walkway, the intruders have also climbing onto the roof of the school facility. Possible suggestions include "cantina wire" strung along the approach to (which would include part of the walkway's roof) and the roof of the boiler's roof. Another suggestion could be "barbed wire" mounted on "metal arms" extending outward from the boiler's roof and the walkway's immediate roof area. Whatever route the administration decides, please place caution signs and signs that state "no entrance" or "no climbing onto roof".
Note: This is a major issue at both the boiler located by the school's cafeteria and the boiler located by building C and the courtyard.

Joyner Elementary:

Commendations:

1. During the a.m. and prior to the beginning of the regular school day parents drop off their children in front of the school. Two teachers and one crossing guard direct all activities associated with the endeavor. They seem to have their duties and responsibilities down to a science, including opening the vehicle doors for students and speaking to all within the vehicle. Super public relations! Crossing guard had “yellow and orange vest” on and a “stop sign” to assist in controlling traffic. Do recommend “traffic vests” for the teachers supervising and fulfilling their duties within this very vital area of the school’s operations.
2. School buses and vans unload students by the school’s cafeteria.
3. During the p.m. parents/guardians pick-up in front of the school and school buses and vans pick-up in the back of the school, between the community center and school facility.
4. The “No Parking Between 7:00 a.m. and 3:00 p.m.” signs (N=2) located next to the street between the school’s cafeteria and the school’s playground (which is owned by the city) has really assisted in providing much better supervision of students moving in and out of the area during “bus time” and crossing the street for “play time”. In addition, the “Watch for Children” sign was well done and placed in a very appropriate location.
5. Curb at the bus drip-off/cafeteria area was painted yellow.
6. Crosswalk between the school cafeteria and playground area was well done.
7. Students who are dropped-off in school bus/van area enter the school’s facility at the cafeteria and the students who are dropped-off in the parent/guardian area enter the facility at the main entrance located by the administrative offices.
8. Traffic in front of school moved very well during parent/guardian drop-off time.
9. School bus traffic moved very well during school bus/van drop-off time.
10. On or about 7:45 the two teachers who were on duty in the parent-guardian drop off area in front of the school migrated into the building to begin their “teaching” duties. The school crossing guard remained in an effort to assist those students who arrived late due to their parents/guardians efforts.
11. Main entrance to the school had two of the front door locked and one door remained unlocked for those coming into the school in an effort to provide safety and security for both students and employees. In addition, the administrative office provided “a very visible ‘visitor’ check in counter”, along with a rather large window to assist the school’s secretary to monitor those coming into the school. Would suggest a very visible sign on the unlocked door indicating the necessity for visitors to check-in and receive a visitor badge. Also, a very visible ‘visitor check-in’ sign could hang from the school’s ceiling immediately in front of the administrative office.

12. New playground and related grounds on the south side of the facility and next to the cafeteria was super! There were ample wood chips in and around the equipment, but please keep the chips raked into the holes in and around the equipment. The chips should be kept at between 9 and 12 inches in depth in and around the equipment.
13. Rubber tile on the ramp-hallway in the second and third grade corridor was great!
14. Sign in the boys' restroom in the K – 1st grade corridor was super! It read as follows: (1) Take care of business, (2) Flush toilet, (3) Wash hands, and (4) Keep hands and feet to self. Great! I did all four during my stay! Also, the "Wash Your Hands" soap dispenser was very colorful and well displayed.
15. Much, much student work on display in the school's corridors and classroom. Great!
16. The entire school was very clean and attractive.
17. Cafeteria was very clean, attractive, and smelled great. Heck, I wanted to eat!
18. Was told that the school administration plans to replace the floor tile in the school.
19. Students do not have access to the new addition at the north end of the building. Well secured!
20. Library was very attractive, displayed, and organized.
21. Corridors were clear of furniture and other items.
22. Classrooms were very clean and well lighted.
23. The interior entrance area to the school was very attractive.

Considerations:

1. Traffic, at least during school bus/van drop-off time, is supposed to be one-way, but it was not due to vehicles in and out of the area. This needs to be evaluated due to safety concerns.
2. Please work with the city to provide additional wooden chips in and around the playground equipment, along with keeping the chips raked into the holes that students create as they exit and play on the equipment. The depth of the chips in and around the equipment should be between 9 and 12 inches. The city has equipped one set of playground equipment with rubber matting. This is well done.
3. On or about 7:44 a.m. a silver mini-van dropped-off two (2) elementary age students off in the parking lot just beyond the playground area that is located across the road from the school's cafeteria. The two students walked from the mini-van and to the school's cafeteria totally un-escorted. The school has gone to great efforts to provide well supervised parent-guardian drop-off/pick-up areas. Thus, all parents/guardians should be required to use these well supervised areas.
4. Electrical box unlocked in the K – 1st corridor area; other electrical boxes that were checked were locked. In addition, please place plugs in the electrical plug-ins in both classrooms and corridors unless the plugs are in use.
5. In the second and third grade corridor, the first set of steps from the K – 1st grade hall was well done; however, please check step # 2 because for some reason it gives on the outer edge. The handrails were super!

Rankin Elementary:

Commendations:

1. New front doors to the school were great!
2. Hotel locks on classroom doors that could not be locked from the inside were well done; thus, fulfilling the mission of having locked classrooms while students are present. Naturally, as monies become available and time permit, traditional school house locks would be much better on new classroom doors.
3. The steps leading to the front entrance of the facility were well done and are much better than the ones in place in 2007.
4. The bench and tile mosaic at the front entrance was super!
5. The aquarium by the front office was great! Super maintained!
6. The new tile on the corridor floors was great; however, for whatever reason the tile/floor located where the hallway that leads to the “activity” facility intersects with the main corridor has shifted. The custodial staff and administration were well aware of the issue.
7. The corridors and classrooms were very clean.
8. Cafeteria was very clean, smelled great, and the food well displayed.
9. Relationship between the custodial staff and students seemed to be very good.

Considerations:

1. Fill in the hole in front of the “activity” facility. The hole has been filled-in in the past, but it keeps coming back. Consider filling in the hole with cement, pending administrative approval that would be based on the source of the “depression” and nature of the depression (hole) itself.
2. **An urgent school safety-security concern at the end of the open corridor where school buses/vans load and unload:** The plastic fence and gate needs immediate replacement (refer to 2007 report) with a rod iron fence and a rod iron gate that can be locked and secured both during the regular school day and after the end of the regular school day. Currently the plastic fence and plastic gate are really **no** deterrent for an individual who desires to come on campus during school hours or after the regular school day. The two drain pipes located on the building next to the plastic fence/gate have been severely damaged by intruders (believed to be juvenile skaters coming onto campus after school hours). In addition, two drain pipes at the picnic area have been totally ripped from the building and thrown behind the cinder block fence located within the picnic area. Furthermore, a very nice and attractive green trash container has been bent within the aforementioned area of campus. This was probably due to the aforementioned intruders.

3. Intruders have been climbing onto the roof of the covered walkway that is located at the end of the first grade hall exit and extending toward the teachers' parking lot/facility next to the teachers' parking lot. The intruders climb onto the fence that is located adjacent to the teachers' parking lot and next to the gate leading toward the covered walkway. Evidence supporting the aforementioned was due to the top wire associated with the cyclone fence being bent and the walkway roof being bent in several places. In addition, there was some evidence that the intruders have gone onto the school's primary roof.
4. Outer wall of the cafeteria had a water leak. This concern is in need of immediate attention.
5. There was a leak by the water fountain in the main hall and in several classrooms within the area.
6. There was a "hole" observed in the ceiling of the custodial closet located near the water fountain located in the main hallway.
7. **An urgent school safety-security concern:** In the basement of the library, please remove and **stop** the storage of gas, gas blower, etc. in the area. Do consider constructing an outside storage area not connected to the main facility to house and store items akin to the aforementioned.
8. The metal plate on one of the steps leading into school's administrative area/main corridor was loose and needs attention.
9. The custodial staff pick-up beer bottles, condoms, and other such items in and around campus after a weekend. The beer bottles tend to be located inside the fenced playground area and the condoms are often located in the teacher parking lot area.
10. I think I am correct on this one. Both door arms to the school's cafeteria main doors are broken.
11. As soon as possible, please rank in the holes in and around the playground equipment. There should be between 9 – 12 inches of "ground cover" or appropriate outdoor rubber matting in and around playground equipment. This is an **urgent need!**
12. May consider installing a "portable camera (still or video) to capture images of the intruders invading the school's campus. Once they are identified, charges should be filed (trespassing and destroying public property) and any damages assessed to these individuals.

Milam Elementary:

Commendations:

1. Not sure about this, but here goes. Teachers class receive “red heart” if students remain relative quiet, put left over food and eating utensils in the provided areas, and so forth during their stay in the school’s cafeteria. For this students receive extra recess time (20 minutes). Administration and faculty have talked about coke, popcorn, and movie.
2. The covered area located on the south playground area was a very nice structure, but I am told that water comes under the structure during heavy rains and/or prolonged rains. Please explore some type of measure to divert the water; if this is even possible. As the administration was very much aware, this is due to the slope of the land between the main facility and the lower south playground.
3. The playground fence around the north playground was in great repair. Please rake the wooden chips into the holes in and around the equipment to a depth of 9 – 12 inches. This should be done at least once a week.
4. School buses pick-up and drop-off in front of the school. Fourth grade parents/guardians pick-up and drop-off on the street (Jefferson St.) located on the south side of the school’s campus. Fifth and sixth grade parents/guardians pick-up and drop-off on the street (Robins St.) located in back of the school’s campus. Day care vans pull-up and pick-up after school buses leave in the afternoon. All seemed well managed and orchestrated as ascertained through discussions with the administration and viewing the selected areas. The evaluator was told that the day care vans and school buses come in together in the morning. Evaluator was not able to directly observe any of the aforementioned.
5. Rubber surface on stair steps help prevent slipping by those using the stairs.
6. The access area and related loading/unloading ramps to the school’s cafeteria for vendors/services (e. g. milk, garbage, and food preparation supplies) are well positioned so that students do not have access to the area during the school day. The exception being, students going to the north playground, but they are well supervised as they go to the playground, during their playtime, and from the playground area.
7. Cafeteria noise level very reasonable and very well controlled for fourth, fifth, and sixth graders. In addition, the cafeteria was well supervised during the school’s scheduled lunch periods. Very little, if any, food items and related litter left on or around the cafeteria tables. Cafeteria was very well lighted.
8. Great to have an assistant principal’s office located in the fourth grade wing of the school.
9. Front entrance of the school was designed in such a manner that visitors have to go through the main administrative office area to enter the school. Well done and arranged.

Considerations:

1. For immediate attention and correction: As reported in the 2007 report, *a fence* needs to be constructed from the corner of 4th grade building, between the playground equipment and sidewalk to about the plaque discussing Elvis and Milam School, run along the outside of the teacher parking lot toward the primary structure associated with Milam School. A gate could be positioned at the sidewalk area next to the primary structure (possibly use a “card swap” for entrance or it would be open only at designated times and associated supervision provided) and at least one other gate located at the “covered area” near the playground equipment. This would take care of a number of security-safety concerns associated with the Milam School.
2. The south playground area is in *urgent need* of the wooden chips to be ranked into the holes in and around the equipment. There needs to be between 9 – 12 inches of wooden chips, etc. in and around each piece of equipment. The administration should ensure that this requirement is fulfilled at least once each week.
3. While one of the school’s administrators and myself were standing under the west front entrance (main entrance) to the school we noticed that the “*metal ceiling*” was moving up and down (movement was approximately 2 – 4 inches) depending on how hard the wind was blowing. In addition, the movement of the metal ceiling created a “grinding sound” as it rubbed against the side of the facility and within its own structure. **This particular concern needs immediate attention!**
4. The administration should be sure all *custodial closets and storage areas* are locked when a school employee is not physically present within such closets or storage areas.

Fillmore Center:

Commendations:

1. The center houses students from grades 4 – 12.
2. Buzzer located at the front door, which was locked as it should be during the school day. In fact, all exterior-entrance doors were locked during the school day. Thus, all were well secured. By the way, one could not enter the school through these doors, but one could exit from the interior of the facility.
3. Cameras have been installed in all classrooms. Great!
4. Blue shirts and khaki pants serve well as the school's uniform. Great!
5. The entire facility was super clean and well lighted.
6. Restrooms were very clean.
7. New classroom room areas were super! It was just amazing to observe how the old shop area had been transformed into a well designed and constructed education facility.

Considerations:

1. At the north entrance (school bus load-unload area) of the facility, please remove the brick flower beds (where the shrubs are located-may recycle in another location within the school district) because of safety-security issues and due to the fact that the brick walls are in the process of falling down. One of the reasons for this recommendation is due to the fact that students hide various items in the aforementioned shrubs prior to entering the facility. In place of the aforementioned, please install an iron railing on each side of the walkway along with an iron railing down the center to the walkway. This would not only divide foot traffic going into and out of the facility, but more importantly, serve as a deterrent to prevent a vehicle from being used to crash into the double doors and into the facility.

Parkway Elementary:

Commendations:

1. On the morning of the visit to Parkway, the school was having a school-wide “parent/guardian breakfast”. Thus, there were all sorts of parents/guardians and their children moving in and about the facility. Naturally, due to the fact breakfast was being served almost all of the participants migrated to the school’s cafeteria. However, and just by coincidence, a “book fair” was in progress and all attendees had an “opportunity” to come by the library and purchase books. Hey, excellent administrative planning! The entire activity seemed to be very well organized and managed, especially “the trip” to the book fair! Also, a “donation box” just happened to be located just outside of the doors to the cafeteria!
2. School buses and vans drop and pick-up in the back of the school while “riders” are dropped-off and pick-up in front of the school. Well organized and supervised. By the way, the barriers located in and around the bus-van area were well done and positioned.
3. The school faculty park in back of the school.
4. Lots and lots of student work on display in both the school’s corridors and classrooms. Very appropriate for “parent/guardian breakfast” and book fair day!
5. A “temporary looking” sign posted on the west front double entrance door that indicated for all visitors to report to the front office. Please refer to the general school district recommendation for “entrance-exit doors”.
6. Custodial and mechanical room doors were locked.
7. Double doors to the “construction area” were locked and had signs which stated: “Do Not Enter” and “Danger Construction Area”.
8. Fence on the south side of the campus is even with the outside corner of the facility – great!
9. “Armed-gate” located on the south side of the facility, which can be locked, has a stop sign position on it to warn individuals to not only “stop”, but warn them to not to drive a vehicle into the area. The armed-gate has been very helpful in protecting the construction company’s equipment and materials.
10. “Cars only” sign to front parking lot is well positioned and helpful.
11. Had a tornado drill while the evaluator was present. The principal and her staff secured the students in the southern wing of the facility between the two “red double doors” in the north-south corridor. This seemed to be the best area due to a number of reasons. One, the restroom near the red double doors had an outside wall that could pose a danger in the event of damage to the facility. The evaluator suggested that the administration secure “Emergency Management’s” input on this very important administrative decision. The drill was well organized.

Considerations:

1. As suggested in the 2007 school report, a “*buzzer system*” for the front entrance door to the school administrative office is **much needed** to enhance school safety and security. As discussed, this would enable the administration and office staff to better “control and monitor” visitors who enter the front office area. As a footnote to this very vital safety-security suggestion, the size and configuration of the front columns or pillars are designed in such a manner that it is difficult to observe individual coming into the school until they are into the front office.
2. In the north east area of the school’s campus, please remove the blocks around the flower beds and provided a more stable barrier in and around the beds.
3. As soon as possible, please add additional wood chips in and around all playground equipment. Be sure the depth of the “ground cover” is between 9 and 12 inches. In addition, and very important, keep the chips ranked into the hole in and around the equipment. This should be done at least once a week.
4. North courtyard gate will not lock or shut well. Please correct. The south courtyard gate will lock and shuts well.
5. Crosswalk in front of the administrative office area needs to be repainted.
6. Paint curbs and related step-downs yellow in both front and back of the school facility.

Lawndale Elementary:

Commendations:

1. Great mural located in the office area!
2. “Wall of Fame” located near the main administrative office, which recognizes reading achievement, was well done.
3. Board in the corridor which highlights students’ efforts was well done. Also, believe there was one to recognize teachers.
4. The “Class Report Card” board in the corridor that illustrates student absences, class tardiness, early check-outs, and classroom behavior referred to the administrative office was well presented.
5. Custodial and storage doors locked and secured.
6. Electrical boxes locked and secured.
7. Lots and lots of student work on display in corridors and classrooms.
8. Restrooms were clean and smelled great!
9. Wood chips in and around playground equipment need to be kept at a depth between 9 – 12 inches. Also, be sure the “holes” in and around of the equipment do not develop due to students exiting equipment.
10. The “1/8 mile” track and amphitheater was well done and well positioned.
11. Cross-walk in front of facility was well done.
12. Chains and locks securing the metal gates located on the brick fences around AC units were well done. The administration had to use chains and locks due to intruders kicking the former locking devices.
13. Courtyard gates were locked.
14. The sign “Students Crossing” located by the “student walker” sidewalk was well located and position.
15. The sidewalk for student walkers was super!
16. While visiting the school several school district maintenance-grounds employees were planting scrubs and trees in and around the front of the facility. Also, a school district maintenance employee was welding another top cover for the metal-cement barriers positioned in front of the school. Water trapped inside of the cement-cylinder had frozen and popped off the top of the metal post.
17. “Student crossing” sign and painted cross walk on east side and in front of the facility were well done.
18. Cafeteria very clean, smelled great, student noise level was well with an acceptable range, and the food looked great.
19. Sign located on the cafeteria’s exit door directed visitors to go to the school’s main entrance for entrance into the facility.
20. An evacuation and fire drill plan was posted in the school’s corridor.
21. The courtyard area by the school cafeteria was very clean and had picnic tables for students and other who wanted to eat outside. In fact, several students were eating their lunch in the courtyard.
22. The gym had padded panels in place at each end of the gym, west wall, around the climbing wall, and so forth. Great to see a climbing wall in the gym! The school may want to sponsor a climbing team to put on exhibitions.

23. Ample parking for teachers in the parking lot located near the school bus area. The administration, office staff, and “recognized teacher” park in front of the facility.
24. Cement posts located in the school bus loading/un-loading area were well positioned to serve as a barrier to keep vehicles from entering the campus.
25. Cement posts located in front of the school were well positioned to serve as a barrier for unwanted vehicle traffic.
26. Directional arrows painted on the pavement in the teacher parking lot area were well done.

Considerations:

1. Please plug the electrical plugs located in the school’s corridors.
2. As funds come available, please fence the entire playground as discussed in the 2007 report. This becomes even more important due to foot traffic migrating to the ball fields near the school property. The aforementioned would include the north side extending from the north corner of the facility, west side, south side, and possibly extending by the covered walkway located in the school bus area.
3. Please paint or repaint all man-hole covers with yellow paint, especially in the student playground area.
4. Paint all curbs yellow.
5. As funds become available do consider removing the approximately 10 tree stumps located just east of the facility.
6. Do consider installing a “chain barrier” around the raised bed plant beds located in front of the east wing of the school to keep students off the beds.
7. As funds become available, please explore the construction of a covered walkway in and around the area in which parents/guardians pick-up and drop-off students. This would be in the area of the east wing of the facility. The fourth and fifth grade students load at the front entrance of the facility that has a cover.
8. Install a *buzzer system* for the front entrance of the facility in an effort to control who enters the facility through the front office.
9. In regard to the bridge for the 1/8 mile walking track, please complete the railing located on the western section of the bridge, the east and middle sections have railings.
10. In regard to the raised amphitheater, please replace the vertical wooden slots that have been removed.
11. Place handrail on each side of the amphitheater.

Thomas Street Elementary:

Commendations:

1. The new windows were super!
2. The new double doors at front entrance to the facility were great! Locking mechanism associated with the doors was designed so that the school's secretary or other designated individual can control all visitors who desire to enter through the "new front doors". In addition, the door leading to the stage is kept locked so that visitors cannot use this possible entrance into the school's main facility.
3. New floor in the corridors was well done and looks great!
4. Electrical boxes locked.
5. A speaker was located on the school's activity facility to enable the school administration to announce possible school emergencies.
6. The gate and locking equipment leading to the "waste management equipment" was well done and very adequate.

Considerations:

1. The administrator at Thomas Street did indicate that she desired new windows at *Carver Elementary*.
2. When not in use, the electrical outlets in both corridors and classrooms need to be plugged.
3. As funds become available, please install new double doors to the school's activity center.
4. If possible, please install a wooden barrier around the "waste management equipment" (garbage and waste compactor).
5. Please keep the wood chips in and around the playground equipment to a depth of 9 – 12 inches. Especially important to keep the holes which are created by students as exit equipment ranked filled-in to a depth of between 9 – 12 inches.

Potential School-Community Crisis Situations for Consideration

Please examine the following potential crisis situations for consideration in the Tupelo School District's master crisis plan and/or crisis plans for individual schools. The possible school-community crisis situations may or may not be included in the current individual school or school district plans.

1. School board meetings
2. Student "hearings" pertaining to referrals to the alternative learning center (Fillmore Center), probations, suspensions, and expulsions
3. Perceived (due to rumors and psycho-sociological reasons) crisis (e. g. patrons, students, parents/guardians, and employees)
4. Rumors and rumor management-control
5. "Cyber bullying" (e. g. harassment, intimidation, and threats) - include both use of school equipment/devices and private equipment/devices – include cyber bullying incidents that originates off campus involving a currently enrolled students and school district employees
6. Riot, walkout, racial conflict, and gang altercation
7. Suspected child abuse and neglect
8. School official (e. g. teacher and administrator) parent/guardian conferences
9. Crisis within a community (e. g. job loss due to cutback-closing of a business industry, drive-by shooting in a neighborhood, family feud-quarrel, and separated-divorced-blended family conflict)
10. School sponsored events (e. g. security arrangements, medical, and accidents)
 - Athletic events
 - Open house
 - Concerts, recital, plays (theater productions)
 - PTA/PTO
 - Cheerleader-cheerleading try-outs and practice
11. General school accidents-incidents during the school day
12. General school accidents-incidents on the way to and from school
13. Aircraft disaster
14. Allergic reaction(s)
15. Angry parent, employee, student, and patron
16. Parent, employee, patron, and student conference – especially possible student suspension or expulsion, student poor academic performance or not meeting expectations conference, and dismissal/termination/non-renewal of an employee
17. Assault and/or battery by an intruder(s)
18. Bomb and/or bomb threat – suspicious package
19. School bus accident during regular route
20. School bus accident during school sponsored trips
21. Suicide, suicide attempt, and suicide threat (e. g. student, employee, and a student's family member)
22. Death of a pet
23. Death [natural or accident] (e. g. student, employee, student's family member)

24. Drive-by shooting
25. Chemical spill and gas leak on/off campus – hazardous materials and nuclear threat – toxic waste/fumes
26. Child-napping (kidnapping) – include unauthorized removal of a student, especially “parent custody situations”
27. Hostage situation within the school setting (e. g. during the regular school day at during school sponsored events) – including barricade with captor and “self-hostage”
28. Natural disasters (e. g. tornado, lightening, thunderstorms, and earthquake)
29. Fire and explosions
30. Disasters preventing early or normal student dismissal from school
31. Intruder/trespasser (armed or unarmed) during the school day
32. Intruder/trespasser (armed or unarmed) [improper entry] during school sponsored events
33. Poisoning - including food poisoning
34. Power failure/down power lines (e. g. during the school day, school sponsored events, and after school hours)
35. Shooting – including wounded and dead (“**active shooter**”)
36. Vandalism
37. Weapon on an individual’s person, vehicle, backpack, locker, vehicle, etc.
38. Student “runaway” and missing student
39. “Registered sex offender” residing or movement within a school’s prohibited zone
40. Contagious disease(s), including head lice
41. Sexual assault-rape
42. Graffiti
43. Illicit drug (prescription and illegal) – selling, possession, transfer, use, and under the influence
44. Student attendance:
 - A. Student between home and school – a.m.
 - B. Student “present”, but missing or “unaccounted for”
 - C. Student missing between school and home – p.m.
45. Serious illness (e. g. student and employee)
46. Dangerous animal on campus
47. Evacuation at an off-campus site and associated ramifications, including an alternative site
48. Lockdown and associated ramifications
49. Student long term illness
50. Employee long term illness or recuperation
51. Student fights and altercations

Policies, Procedural, and Administrative Items to Consider as the Tupelo School District Develops Its Crisis Management Agenda or Format

1. Minimum items to include in a school district and individual school “emergency kit” (e. g. responsibility checklist-who does what, floor plans, blueprints, mobile/cellular telephone numbers, student roster(s), flashlight, latex gloves, first aid supplies, electronic megaphone (bull-horn), keys, and pen and paper)
2. Minimum items to include in an individual teacher’s “emergency kit”
3. Bomb threat caller’s checklist – checklist for “any” threat made by a caller
4. Emergency codes and meaning – keep it simple – use the “red light” colors
5. Job description-duties for the school district’s “crisis prevention-response coordinator”
6. Job description-duties for individual members of the “school district’s crisis prevention-response command team”, “individual school crisis prevention response command team”, and the school district’s coordinator for school-safety and crisis management.
7. School grounds and building diagrams (blueprints) and an *aerial photo* for each individual school and related grounds, central office, school maintenance facility, school bus maintenance facility and related areas.
8. Security plans for each individual school – external and internal
9. Communications during a crisis and post-communication after a crisis
10. School accident report form
11. Post-evaluation-assessment after a crisis review form
12. **School board policy** to develop and implement district and school crisis plans
13. Examine all **school district policies** and related “*administrative procedures*” pertaining to student management-discipline such as: alcohol/drugs, medication, fighting, harassment/intimidation/bullying, communication with the media, general student discipline-management, dress-grooming, use of school computers and other electronic devices, use of force, student electronic devices, attendance and absences, tardiness, truancy, gangs/deviant groups/secret societies, medication, weapons/imitation weapons/items used as a weapon, vandalism/graffiti, safety regarding school sponsored events and student accountability, releasing students from school, student parking and vehicles on campus, and so forth
14. Assessment of each school’s alternative evacuation site and rational for its selection. Also, written plans for the movement of students, employees, and patrons, including route selection, supervision, and accountability

This report is respectfully submitted in relation to observations and discussions with school-community personnel on or about February 8 – 13, 2009. The observer could not, nor did he intend to, observe and discuss all that can possibly happen within a school-community setting. However, it is hoped that the preceding observations will be of assistance to the Tupelo school-community as they attempt to provide a safe and secure setting for students, employees, and visitors. In addition, all comments and observations are submitted not for agreement or disagreement, but for the generation of ideas and suggestions for administrative decisions and related actions.

Please feel free to call on me as you review this document. Thanks for allowing me to serve the Tupelo School District. I assure you, it has been an honor and privilege to serve the Tupelo School District. I would be amiss if I did not extend a very special thanks to Dr. George Noflin for all his efforts in making arrangements and “being sure” I got to schools and elsewhere at the appointed times and locations. Furthermore, Dr. George knows “the good eating” places!

Strength and honor,

Johnny R. Purvis

March 2, 2009