



**MISSISSIPPI OFFICE OF THE STATE AUDITOR**  
**STACEY E. PICKERING, AUDITOR**

PERFORMANCE AUDIT DIVISION  
DISTRICT EXIT CONFERENCE

*November 30, 2012*

---

**Meridian School District**

Beginning on Thursday, November 15, 2012, the Office of the State Auditor's Performance Audit Division (PAD) performed a limited review of the accuracy and reliability of student and personnel data transmitted to the Mississippi Department of Education for the purpose of determining funding for local school districts. OSA reviewed the following:

**Student Enrollment**

1. I determined whether there is a written policy on enrollment requirements and procedures at each school. As a result, I found the following:

Poplar Springs Elementary School does have a written policy on enrollment requirements and procedures.

Parkview Elementary School does have a written policy on enrollment requirements and procedures.

Meridian High School does have a written policy on enrollment requirements and procedures.

2. I determined whether the number of students enrolled in school is being accurately reported. As a result, I found the following:

Poplar Springs Elementary School is reporting the number of students enrolled accurately.

Parkview Elementary School is reporting the number of students enrolled accurately.

Meridian High School is reporting the number of students enrolled accurately.

3. I determined whether the school is following policy regarding student enrollment records. As a result, I found the following:

Poplar Springs Elementary School is not following policy regarding student enrollment. Of the records reviewed, 1 out of 29 had missing, incomplete, or invalid proof of residency.

Parkview Elementary School is not following policy regarding student enrollment. Of the records reviewed, 12 out of 33 had missing, incomplete, or invalid proof of residency.

Meridian High School is not following policy regarding student enrollment. Of the records reviewed, 10 out of 48 had missing, incomplete, or invalid proof of residency.



4. I determined whether the selected student's information is in the student package and is the same as the information kept in the student's record. As a result, I found the following:

At Poplar Springs Elementary School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 1 out of 29 student's information **did not match** information in the student package.

At Parkview Elementary School, the selected student's information in the student package **is the same** as the information kept in the student's record.

At Meridian High School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 8 out of 48 student's information **did not match** information in the student package.

### **Student Attendance/Absenteeism**

1. I determined whether there is a written policy on monitoring and reporting student absences. As a result, I found the following:

Poplar Springs Elementary School does have a written policy on monitoring and reporting student absences.

Parkview Elementary School does have a written policy on monitoring and reporting student absences.

Meridian High School does have a written policy on monitoring and reporting student absences.

2. I determined whether the school is following policy regarding attendance and absenteeism. As a result, I found the following:

Poplar Springs Elementary School is following policy regarding attendance and absenteeism.

Parkview Elementary School is following policy regarding attendance and absenteeism.

Meridian High School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 17 out of 34 excuses did not comply with district and/or school policies; and 5 out of 34 did not have a valid excuse on file.

### **Graduation – THIS IS ONLY PERFORMED AT SCHOOLS WITH A 12<sup>TH</sup> GRADE**

1. I determined whether graduation requirements are being met. As a result, I found the following:

Meridian High School, not all students selected met graduation requirements. Of the records reviewed, 1 out of 20 did not earn the minimum number of Carnegie units.



2. I determine whether all graduation records were complete. As a result, I found the following:

At Meridian High School, all graduation records were not complete. Of the records reviewed, 20 out of 20 of student's records reviewed did not have completed Summary of High School Units. Of the records reviewed, 14 out of 20 of students' records reviewed had incomplete Graduation Facts sections.

### **School Attendance Reporting**

1. I determined whether the school is following policy regarding the reporting of unexcused absences. As a result, I found the following:

Poplar Springs Elementary School is following policy regarding the reporting of unexcused absences.

Parkview Elementary School is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 3 out of 7 students reviewed were not reported in a timely manner as specified by law after accumulating five (5) or more unexcused absences.

Meridian High School is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 4 out of 27 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 15 out of 27 students reviewed were not reported in a timely manner as specified by law after accumulating five (5) or more unexcused absences.

2. I determined whether the school attendance officer is following policy regarding reporting of unexcused absences. As a result, I found the following:

Poplar Springs Elementary School attendance officer is following policy regarding the reporting of unexcused absences.

Parkview Elementary School attendance officer is following policy regarding the reporting of unexcused absences.

Meridian High School attendance officer is following policy regarding the reporting of unexcused absences.

### **Reporting of Suspensions**

1. I determined whether the school is following policy regarding the reporting of suspensions. As a result, I found the following:

Poplar Springs Elementary School is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 1 out of 5 were not reported to the school attendance officer when they occurred and 1 out of 5 suspensions were not coded as an unexcused absence, as required by law.

Parkview Elementary School is following policy regarding the reporting of suspensions.



Meridian High School is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 17 out of 20 were not reported to the school attendance officer when they occurred and 5 out of 20 suspensions were not coded as an unexcused absence, as required by law.

**Posting of Historical Documents**

1. I determined whether the school is posting the required historical documents. As a result, I found the following:

Poplar Springs Elementary School is posting the required historical documents.

Parkview Elementary School is posting the required historical documents.

Meridian High School is not posting the required historical documents. Of the classrooms reviewed, 1 out of 103 did not have the required historical documents.

**Teacher Endorsements**

1. I determined whether teachers in the school have proper endorsements for the subjects they teach. As a result, I found the following:

At Poplar Springs Elementary School, all the teachers reviewed have proper endorsements for the subjects they teach.

At Parkview Elementary School, all the teachers reviewed have proper endorsements for the subjects they teach.

At Meridian High School, all the teachers reviewed have proper endorsements for the subjects they teach.

**Note: OSA is aware that Process Standard 8.1 allows no more than 5% of FTE units, not including academic core subjects, to work outside of the area or areas of endorsement.**

**Textbooks**

1. I determined whether each child in the school is assigned a textbook in each applicable class. As a result, I found the following:

Of the classes reviewed at Poplar Springs Elementary School, in 18 out of 20 classes, 267 out of 366 students were not assigned textbooks.

Of the classes reviewed at Parkview Elementary School, in 20 out of 20 classes, 362 out of 424 students were not assigned textbooks.

Of the classes reviewed at Meridian High School, in 18 out of 20 classes, 366 out of 392 students were not assigned textbooks.



**Safety**

1. I determined whether the district/schools are in compliance with all required safety laws and policies. As a result, I found the following:

District

Meridian Public School District is not in compliance with all required safety laws and policies.

Schools

Poplar Springs Elementary School is not in compliance with all required safety laws and policies.

Parkview Elementary School is not in compliance with all required safety laws and policies.

Meridian High School is not in compliance with all required safety laws and policies.

**Property Internal Controls**

1. I determined whether the district has internal controls related to property and whether the district is adhering to those controls. As a result, I found the following:

Meridian Public School District has internal controls related to property and is adhering to those controls.

**Vehicles**

1. I determined whether the district is following policy regarding the marking of district vehicles. As a result, I found the following:

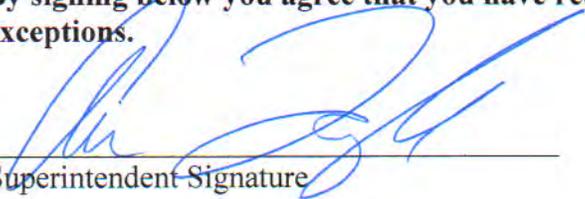
Meridian Public School District is not following policy regarding the marking of district vehicles. 6 out of 6 vehicles reviewed were not marked as specified by law.

**NOTE: Please be advised, a copy of this report is made available to the Mississippi State Board of Education and the Commission on School Accreditation as an element of review for administering the State performance-based accreditation system for public schools. As a result, any adverse findings in this report may affect your accreditation status. In addition, if you have any vehicles that were not properly marked, you have five days to correct this. If the correction is not made, vehicles will be impounded by the State Auditor's Office and the Tax Commission will be notified to withhold any sales and excise tax due.**



I would like to thank you for taking time out of your busy schedule to discuss the results of the review in your district. Copies of all audit exceptions are available upon your request. Please submit formal comments regarding the audit to me, at P.O. Box 11183, Jackson, MS 39283, **within one week from today**. If you have questions or comments, please feel free to contact myself or Keyla Bradford, Project Manager, at 601-576-2800.

**By signing below you agree that you have received a copy of this report and a brief explanation of the exceptions.**

  
\_\_\_\_\_  
Superintendent Signature

  
\_\_\_\_\_  
Date



# Meridian Public School District

## Office of the Superintendent

1019 25<sup>th</sup> Avenue  
Meridian, MS 39301  
(601) 484-4915  
(601) 485-4818

Dr. Alvin Taylor, Ph.D.  
Ataylor@mpsd.k12.ms.us

January 31, 2013

Ms. Keyla Bradford, State Auditor Office  
Mississippi Office of the State Auditor  
501 N. West Street  
Suite 801, Woolfolk Building  
Jackson, MS 39201

Re: Audit Findings

The following document outlines the specific responses made by the Meridian Public School District (MPSD) in response to the review conducted by the Office of the State Auditor's Performance Audit Division (PAD) beginning Thursday, November 15, and ending Friday, November 30, 2012. If additional information is needed, please do not hesitate to contact my office at 601-484-4915.

Sincerely,

Dr. Alvin Taylor, Superintendent

**MPSD**  
*Making Positive Strides Daily*

**Meridian Public School District  
Response to OSA PAD Findings**

The following document outlines the specific responses made by the Meridian Public School District (MPSD) in response to the review conducted by the Office of the State Auditor's Performance Audit Division (PAD) beginning Thursday, November 15, and ending Friday, November 30, 2012.

**Student Enrollment**

1. No action required.
2. No action required.
3. **Poplar Springs Elementary School** – Of the records reviewed, 1 out of 29 had missing, incomplete, or invalid proof of residency. One student resides in housing provided through the Meridian Housing Authority. This student had only one proof of residence. Two forms of residence have been secured; therefore, 0 of 29 records now have missing, incomplete, or invalid proof of residency. Staff has been instructed that all students (even those residing in MHA) must have two proofs of residency. Documentation is attached.

**Parkview Elementary School** – Of the records reviewed, 12 out of 33 had missing, incomplete, or invalid proof of residency. Missing information has been secured for 10 students; therefore 0 of 31 records now have missing, incomplete, or invalid proof of residency. Two students withdrew from the school. The district was unable to obtain information on these two students. Documentation is attached.

**Meridian High School** - Of the records reviewed, 10 out of 48 had missing, incomplete, or invalid proof of residency. Missing information has been secured for nine students; therefore 0 of 47 records now have missing, incomplete, or invalid proof of residency. Documentation is attached.

4. **Poplar Springs Elementary School** – Of the records reviewed, 1 out of 29 students' information did not match information in the student package. The parent's cell phone number was listed in place of the parent's home phone number. This item has been corrected; therefore, 0 of 29 records now match information in the student package. Documentation is attached.

**Parkview Elementary School** – No action required.

**Meridian High School** – Of the records reviewed, 8 out of 48 students' information did not match information in the student package. These items have been corrected; therefore, 0 of 48 records now match information in the student package. Documentation is attached.

**Student Attendance/Absenteeism**

1. No action required.

2. **Poplar Springs Elementary School** – No action required.

**Parkview Elementary School** – No action required.

**Meridian High School** – Of the excuses reviewed, 17 out of 34 excuses did not comply with district and/or school policies; and 5 out of 34 did not have a valid excuse on file. MHS has provided additional communication concerning policies regarding attendance with parents and students via written correspondence and the district web site. In addition, the high school has purchased date/time stamps so that excuses may be stamped upon receipt. Procedures regarding the submission of excuses have been reviewed and revised in order to ensure policy is followed. MHS will remove language regarding the time of day in which excuses are received from the Vanguard for the 2013-2014 school year.

### **Graduation**

1. **Meridian High School** – Of the records reviewed 1 student out of 20 did not earn the minimum number of Carnegie units. The student received the missing Carnegie unit through credit recovery. MHS has provided documentation indicating the student's progress in the district's on-line credit recovery program as well as other documentation showing this Carnegie unit was indeed earned by the student. This item has been corrected; therefore, all students did meet the requirements for graduation.
2. **Meridian High School** – Of the records reviewed, 20 out of 20 of students' records reviewed did not have completed Summary of High School Units. These records have been completed; therefore, all records are complete. Documentation is attached. Of the records reviewed, 14 out of 20 had incomplete Graduation Facts sections. These records have been completed; therefore, all records are complete. Grade level counselors have been assigned the responsibility of recording summary information regarding high school units at the end of each school year. In addition, the senior counselor has been assigned the responsibility for reviewing each senior student's folder to ensure this information has been completed. The senior counselor will ensure all Graduation Facts sections are complete before submitting to the high school principal for signature.

### **School Attendance Reporting**

1. **Poplar Springs Elementary School** – No action required.

**Parkview Elementary School** - Of the records reviewed, 3 out of 7 students' records reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences. In this particular instance, the data processor was ill on Friday and failed to report the unexcused absence upon return to school on Monday. This issue has been corrected for future reporting. The procedures for submitting unexcused absences are as follows: when the data processor is absent, another staff member has been trained and will be responsible for submitting absences within the allotted timeframe. Documentation is attached.

Meridian High School – Of the records reviewed, 4 of 27 students’ records were not reported to the school attendance officer after accumulating five (5) or more unexcused absences. This issue has been corrected for future reporting. An additional staff person has been trained to ensure if the assigned staff member is absent, reporting of absences will be submitted to the school attendance officer. Of the records reviewed, 15 out of 27 students’ records were not reported in a timely manner after accumulating five (5) or more unexcused absences. This issue has been corrected for future reporting. Attached documentation notes procedures for ensuring compliance to district and state reporting of five or more unexcused absences.

2. **Poplar Springs Elementary School** – No action required.

**Parkview Elementary School** - No action required.

**Meridian High School** - No action required.

### **Reporting of Suspensions**

1. **Poplar Springs Elementary School** – Of the suspension reviewed, 1 out of 5 suspensions were not reported to the school attendance officer when they occurred and 1 out of 5 suspensions were not coded as an unexcused absence. School administration failed to notify the data processor regarding details of the suspension, which resulted in the student being reported absent when he was, in fact, suspended. Documentation is attached. For future reporting, the data processor will verify with school administration and continue emailing suspensions to the school attendance officer daily. Daily verification will ensure suspensions are corrected in the data management system.

**Parkview Elementary School** – No action required.

**Meridian High School** – Of the suspensions reviewed, 17 out of 20 were not reported to the school attendance officer when they occurred and 5 out of 20 suspensions were not coded as unexcused absences. After a review of suspension files, it was determined that there was a personnel change which resulted in a brief timeframe without accurate reporting of suspensions and notification to the school attendance officer. Attached documentation notes procedures for ensuring compliance of district and state reporting of suspensions to attendance officers and in a timely manner.

### **Posting of Historical Documents**

1. **Poplar Springs Elementary School** – No action required.

**Parkview Elementary School** – No action required.

**Meridian High School** – Of the classrooms reviewed, 1 out of 103 did not have the required historical documents. The historical document has been placed in the classroom noted. Documentation is attached.

### Teacher Endorsements

1. **Poplar Springs Elementary School** – No action required.

**Parkview Elementary School** - No action required.

**Meridian High School** - No action required.

### Textbooks

1. **Poplar Springs Elementary School** – Of the classes reviewed, 18 out of 20 classes and 267 out of 366 students were not assigned textbooks. Students in kindergarten through grade 2 use Saxon Math and Saxon Phonics programs selected from the Mississippi Department of Education’s Adopted Textbook List. These programs are consumable and cannot be issued to students. Because the materials are listed as an adopted “textbook” the district did not realize these materials would not meet state requirements. Although books had been issued to students, textbook distribution lists were not available for all classes. This has been corrected and documentation is attached.

**Parkview Elementary School** – Of the classes reviewed, 20 out of 20 classes and 362 out of 424 students were not assigned textbooks. . Students in kindergarten through grade 2 use Saxon Math and Saxon Phonics programs selected from the Mississippi Department of Education’s Adopted Textbook List. These programs are consumable and cannot be issued to students. Because the materials are listed as an adopted “textbook” the district did not realize these materials would not meet state requirements. Although books had been issued to students, textbook distribution lists were not available for all classes. This has been corrected and documentation is attached.

**Meridian High School** – Of the classes reviewed, 18 out of 20 classes, 266 out of 392 students were not assigned textbooks. All students at Meridian High School have been issued textbooks. No documentation submitted.

### Safety

1. **District – Meridian Public School District** is not in compliance with all required safety laws and policies. This issue has been corrected. The month prior to the audit the district administration and the school board participated in a work schedule to discussed the yearly updates to the district crisis management plan. On November 15, 2012, the school board approved the revisions to the annual safety and crisis management plan.

Schools – **Poplar Springs Elementary School** is not in compliance with all required safety laws and policies. The auditor noted that Poplar Springs Elementary failed to include earthquake and hazardous materials procedures in the school’s safety and crisis management procedures. This issue has been corrected. Documentation is attached for inclusion of earthquake, hazardous materials procedures and safety drills.

Schools – **Parkview Elementary School** is not in compliance with all required safety laws and policies. The auditor noted that Parkview Elementary failed to include earthquake and hazardous materials procedures in the school’s safety and crisis management procedures. This issue has been corrected. Documentation is attached for inclusion of earthquake, hazardous materials procedures and safety drills.

Schools – **Meridian High School** is not in compliance with all required safety laws and policies. The auditor noted that Meridian High School failed to include earthquake and hazardous materials procedures in the school’s safety and crisis management procedures. This issue has been corrected. Documentation is attached for inclusion of earthquake and hazardous materials procedures.

**Property Internal Controls**

1. No action required

**Vehicles**

1. Meridian Public School District is not following policy regarding the markings of district vehicles. 6 of 6 vehicles reviewed were not marked as specified by law. This issue has been corrected. All vehicles markings have been replaced. Documentation is attached.

# Student Enrollment Documentation

## Item 3

Pages redacted for student confidentiality.

## **Student Attendance/Absenteeism**

### **Item 2**

## **Meridian High School**

### **Item 2**

#### **Adherence to policy regarding attendance and absenteeism**

Of the excuses reviewed, 17 out of 34 excuses did not comply with district and/or school policies; and 5 out of 34 did not have a valid excuse on file. MHS has provided additional communication concerning policies regarding attendance with parents and students via written correspondence and the district web site. In addition, the high school has purchased date/time stamps so that excuses may be stamped upon receipt. Procedures regarding the submission of excuses have been reviewed and revised in order to ensure policy is followed. MHS will remove language regarding the time of day in which excuses are received from the Vanguard for the 2013-2014 school year.



# Meridian High School

*Moving From Good to Great!*

2320 32nd Street  
Meridian, MS 39305-4657  
601-484-4439  
FAX: 601-482-4073

Victor Hubbard, Ed.S.  
Principal  
vhubbard@mpsd.k12.ms.us

December 6, 2012

Audit finding statements:

**RD Harris Building – 9<sup>th</sup> Grade**

### **Student Attendance/Absenteeism**

Under the student attendance/absenteeism, section 2, states that MHS is not following policy regarding attendance and absenteeism. Of the 34 reviewed excuses, 17 did not comply with district and/or school policies, and 5 did not have valid excuses on file.

Response: The MHS 9<sup>th</sup> Grade building will follow specific guidelines under Procedures for Parents and Students of Absences (page 2) of the MHS Vanguard for School Year 2012-13.

There are ways to clarify the excuses brought by students.

They include:

- Have students continue to bring notes or excuses to the Receptionist desk
- Have a purchased stamp that will validate the excuse by initials, date, and time
- Follow up on all notes that are unexcused by phone call to parents.

Any written or emailed excuse that is brought to the Receptionist desk that needs clarification will be directed to Mr. Hagwood (Attendance Coordinator). The 9<sup>th</sup> grade building will be requesting that the proper administrative signature will be on the unexcused notes sent to the Attendance Coordinator.

Clarification from Administration will be given on the Procedure for Parents and Students on the times that are indicated on page 2 of the Vanguard. The Vanguard specifically states times before and after the occurrence.

MERIDIAN PUBLIC SCHOOL DISTRICT • 1019 25TH AVENUE • MERIDIAN, MS 39301 • 601.483.6271

**MPSD**  
*Making Positive Strides Daily*



# Meridian High School

*Moving From Good to Great!*

2320 32nd Street  
Meridian, MS 39305-4657  
601-484-4439  
FAX: 601-482-4073

Victor Hubbard, Ed.S.  
Principal  
vhubbard@mpsd.k12.ms.us

December 6, 2012

Audit finding statements:

**Meridian High School – Grades 10-12**

**Student Attendance/Absenteeism**

Under the student attendance/absenteeism, section 2, states that MHS is not following policy regarding attendance and absenteeism. Of the 34 reviewed excuses, 17 did not comply with district and/or school policies, and 5 did not have valid excuses on file.

Response: Student Personnel will follow specific guidelines under Procedures for Parents and Students of Absences (page 2) of the MHS Vanguard for School Year 2012-13.

There are ways to clarify the excuses brought by students.

They include:

- Have students continue to bring notes or excuses to Student Personnel
- Have a purchased stamp that will validate the excuse by initials, date, and time
- Follow up on all notes that are unexcused by phone call to parents.

Any written or emailed excuse that is brought to the Receptionist desk that needs clarification will be directed to Mr. Hagwood (Attendance Coordinator). The 9<sup>th</sup> grade building will be requesting that the proper administrative signature will be on the unexcused notes sent to the Attendance Coordinator.

Clarification from Administration will be given on the Procedure for Parents and Students on the times that are indicated on page 2 of the Vanguard. The Vanguard specifically states times before and after the occurrence.

MERIDIAN PUBLIC SCHOOL DISTRICT • 1019 25TH AVENUE • MERIDIAN, MS 39301 • 601.483.6271

**MPSD**  
*Making Positive Strides Daily*

# Graduation

## Item 1

Pages redacted for student confidentiality.

# **Student Attendance Reporting**

## **Item #1**

## **Parkview**

School Attendance Reporting

Item # 1 – Documentation Attached

Parkview Elementary School

December 4, 2012

In case I, Melissa Carney, have to miss school for any reason I have trained Delicia Foster to run my attendance report and send it to LouAnn Henson.

Thank you

*Melissa Carney / Delicia Foster*

Melissa Carney

6014843616

## **Meridian High School**

School Attendance Reporting

Item # 1 – Documentation Attached



# Meridian High School

*Moving From Good to Great!*

2320 32nd Street  
Meridian, MS 39305-4657  
601-484-4439  
FAX: 601-482-4073

Victor Hubbard, Ed.S.  
Principal  
vhubbard@mpsd.k12.ms.us

February 1, 2013

## **School Attendance Reporting**

Under the school attendance reporting section, number 1, stated that Meridian High School is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 4 out of 27 students were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 15 out of 27 students were not reported in a timely manner as specified by law after accumulating five (5) or more unexcused absences.

Response:

Consuela Houston, data processor at Meridian High School, is responsible for sending the attendance report to the truancy officers. Students are reported to the attendance officer after accumulating five (5) or more unexcused absences. The attendance report is sent to the following attendance officers; Denise Chaney, Bettie Wilson, and Lou Ann Henson.

## **Reporting of Suspensions**

### **Item #1**

Pages redacted for student confidentiality.

## Meridian High School

### Item 1

#### Student suspensions

After a review of suspension files, it was determined that there was a personnel change which resulted in a brief timeframe without accurate reporting of suspension and notification to the school attendance officer. Attached documentation notes procedures for ensuring compliance of district and state reporting of suspensions to attendance officers and in a timely manner. Documentation is attached.



# Meridian Public School District

**MERIDIAN HIGH SCHOOL**

**R. D. Harris Building**

**2320 32<sup>nd</sup> Street**

**Meridian, MS 39301**

**(601) 482-3191**

**Fax (601) 482-4073**

**Victor Hubbard Ed.S.**

**Principal**

**“Moving from Good to Great”**

February 1, 2013

## **Report of Suspensions**

Under the report of suspensions section, the auditor stated that Meridian High School is not following policy regarding the reporting of suspensions. Of the 20 reviewed, 17 were not reported to the school attendance officer when they occurred. Five suspensions were not coded as an unexcused absence, as required by law.

Response: Meridian High School will follow the guidelines that are required by law. Meridian High School will report the suspension of the student the day of or the day after the occurrence.

Meridian High will be coding correctly in Power School. All suspensions will be properly coded as suspensions and an unexcused absence.

## **Posting of Historical Documents**

**Item #1**

## **Meridian High School**

Posting of Historical Documents

Item # 1 – Documentation Attached



# Meridian High School

*Moving from Good to Great!*

2320 32nd Street  
Meridian, MS 39305-4657  
PH. 601-484-4436  
FAX: 601-483-5502

Office of the Registrar  
Kim Graham  
kgraham@mpsd.k12.ms.us

December 6, 2012

## Posting of Historical Documents

Under the posting of historical documents the findings were stated that the posting of historical documents were not posted in 1 of 103 classrooms.

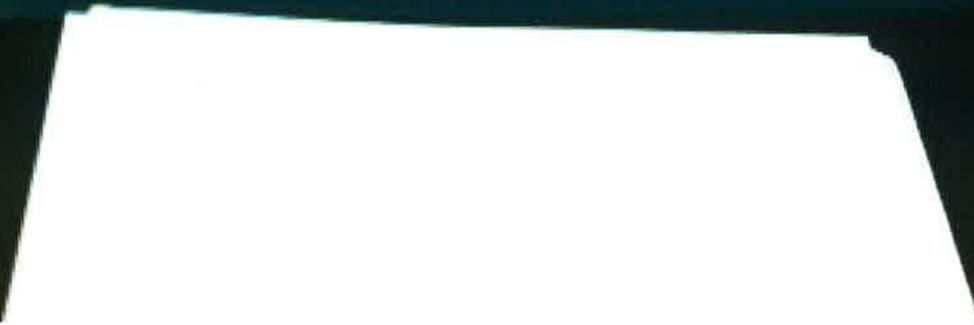
Response: The posting of the historical document in the one classroom has been completed.

*Shervonta Juman*  
*Kim Graham*

MERIDIAN PUBLIC SCHOOL DISTRICT • 1019 25TH AVENUE • MERIDIAN, MS 39301 • 601.483.6271

**MPSD**  
*Making Positive Strides Daily*

Handwritten text above the poster, possibly a date or location, which is partially illegible.



## **Textbooks**

Item 1

## **Poplar Springs Elementary School**

Textbooks

Item # 1 – Documentation Attached

Textbooks #1

Textbook \_\_\_\_\_

ISBN # \_\_\_\_\_

Teacher \_\_\_\_\_

Grade \_\_\_\_\_

Student Name	Textbook #	Date Issued	Date Returned
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

## **Parkview Elementary School**

Textbooks

Item # 1 – Documentation Attached

Pages redacted for student confidentiality.

## **Meridian High School**

Textbooks

Item # 1 – Documentation Attached

Pages redacted for student confidentiality.



# Meridian High School

*Moving From Good to Great!*

2320 32nd Street  
Meridian, MS 39305-4657  
601-484-4439  
FAX: 601-482-4073

Victor Hubbard, Ed.S.  
Principal  
vhubbard@mps.k12.ms.us

December 6, 2012

Audit finding statements:

## Textbooks

Under the textbook section, it stated that the auditor reviewed 18 out of 20 classes, and 366 out of 392 students were not assigned textbooks.

Response: Meridian High School will assure that every student will receive a textbook.

## Safety

Under the safety section, the auditor stated that Meridian High School is not in compliance with all required safety laws and policies.

Response: Meridian High School will include an Earthquake and Hazardous Materials Incident procedures in the Crisis Communication Plan.

Meridian High School has also initiated a more detailed chain of command process for certain classified staff.

A handwritten signature in blue ink, appearing to read 'J. C. Wright', is written across the page.

**Safety**

**Item #1**

## **District**

### **Safety**

#### **Item #1 Documentation Attached**

**This issue has been corrected. The month prior to the audit the district administration and the school board participated in a work session to discuss the yearly updates to the district crisis management plan. On November 15, 2012, the school board approved the revisions to the annual safety and crisis management plan.**

**MINUTES OF REGULAR BOARD OF TRUSTEES MEETING, NOVEMBER 15, 2012**

The Board met in Regular Session on **Monday, November 15, 2012 at 5:30 p.m.** at Crestwood Elementary School, located at 730 Crestwood Drive. Board members present were: Board President Marvis Killingsworth, Members Teresa Hodges, Duane Maust, Dr. Judith Miller and Michael VanVeckhoven. Also present were: Superintendent Dr. Alvin Taylor, Attorney John Compton, Assistant Superintendent of Accountability, Operations and Student Services Dr. Amy Carter, the news media, district staff, and others identified on the attached attendance roster. Board President Marvis Killingsworth called the meeting to order with the reciting of the Pledge of Allegiance, led by Kimberly Kendrick, principal at Crestwood.

**ADOPTION OF AGENDA**

The following change(s) were made to the agenda: 1) under Action Agenda, Item 9.5 (Sell of Real Estate); and, Item 9.6 (Potential & Pending Litigation Reports) were added. On a motion by Mr. Maust, seconded by Mr. VanVeckhoven, the Board approved the Adoption of the Agenda with the additional amended items outlined above. Voting for the motion: President Marvis Killingsworth, Members Teresa Hodges, Duane Maust, Dr. Judith Miller and Michael VanVeckhoven. Voting against the motion: none. (Copy attached)

**MINUTES OF REGULAR BOARD OF TRUSTEES MEETING, NOVEMBER 15, 2012**

**Robin Miles, director of Curriculum & Instruction gave a PowerPoint presentation, outlining the future paths that are been taken in curriculum and instructional strategy to ensure a higher level of student performance.**

**Board members were informed by Superintendent Taylor to review/update the next set of District policies (Section A) for MSBA ePolicy, prior to the next regular meeting.**

**CONSENT AGENDA**

**On a motion by Dr. Miller, seconded by Mr. VanVeckhoven, the Board approved the items in the Consent Agenda as follows:**

**Approval of Invoices & Financial Statements for October 2012 - (As attached)**

**Approval of Activity Funds Accounts for October 2012 - (As attached)**

**Approval of Use of Facility Requests for: 1) Meridian Parks & Recreation to use Carver School gym for city-league basketball, November 26, 2012-February 27, 2013; 2) Meridian Parks & Recreation to use Magnolia School gym for city-league basketball, November 26-February 28, 2013; and, 3) Meridian Parks & Recreation to use Northwest School gym for city-league basketball, November 26-April 30, 2013 - As attached**

**Approval of Gifts/Donations: 1) a \$500 check from Trustmark National Bank to Northwest School to be used for student incentives; 2) a \$700 check from Barbara Henson's Nursery School & Swim Gym to Oakland Heights School to sponsor a child for the 5<sup>th</sup> grade Washington, D.C. trip; 3) a \$1,000 check from VanZyverden, Inc. to Oakland Heights School towards the Washington, D.C. trip; and, 4) four Dell Laptops valued at \$489 each from the U.S. District Court Southern District of MS to Poplar Springs School - As attached**

**Approval to remove items from the Fixed Assets Inventory valued at \$5,884.10; and, to add items to the Fixed Assets Inventory with a value amount of \$265,498.82 - (As Attached)**

**Approval of consultant Danita Munday, former MDE Bureau Director of Office of Special Education to provide professional development training, as regards to federal/state discipline policies and procedures as they relate to students with disabilities, cost \$5,500 plus mileage - (As attached)**

**Approval of agreement with Cybernetics for a two-year maintenance extension for the network storage device that houses district data, cost \$5,814 (two-year agreement) - (As attached)**

**Approval of Dual Credit agreement between Meridian Community College and Meridian Public School District - (As attached)**

**MINUTES OF REGULAR BOARD OF TRUSTEES MEETING, NOVEMBER 15, 2012**

**Approval of WIA (Workforce Investment Act) Contract Modifications for In School and Out-of-School Youth - (As attached)**

**Approval of agreement for Rea, Shaw, Giffin & Stuart, LLP to provide auditing services for the District for Fiscal Year ending June 30, 2012, cost \$20,125 per year - (As attached)**

**Approval of Occupation Safety & Crisis Management Plan Manual - (As attached)**

**Approval of 2012-2013 Board of Trustees Schedule revisions - (As attached)**

**Voting for the motion: President Marvis Killingsworth, Members Teresa Hodges, Duane Maust, Dr. Judith Miller and Michael VanVeckhoven. Voting against the motion: none.**

**PUBLIC FORUM**

**Joel Hamilton, a local citizen, as well as, a district parent spoke on concerns regarding charter schools. Mr. Hamilton expressed that his preference would be to have the focus on developing ‘strong public schools’.**

**Becky Glover, Parent Coach with Parents for Public Schools congratulated the district for its ‘Successful School’ rating, expressed satisfaction regarding district data that had previously been provided in the presentation given by the superintendent and administrators, and informed the Board of a Parent Campaign Forum (open to the public) that would be held at 6:00 p.m. on November 26, 2012 at EMEPA Auditorium.**

**ACTION AGENDA**

**2012-2013 Amended Budget**

**On a motion by Dr. Miller, seconded by Mr. VanVeckhoven, the Board approved the 2012-2013 Amended Budget. Voting for the motion: President**

## **Poplar Springs Elementary**

Safety

Item # 1 – Documentation Attached

This issue has been corrected.

## Earthquake

Definition: An earthquake is the oscillating movement of the earth's crust caused by the rupturing of great masses of rock miles beneath the surface of the earth. This generally takes the form of slipping or sliding along a rupture plane (a weakness in the earth's crust) called a fault. There are three major types of earthquakes: Volcanic, Plutonic, and Tectonic. Tectonic is the most common and most destructive.

Earthquakes can occur at any time with no advance warning. The onset of a large earthquake is initially signaled by a deep rumbling or by disturbed air making a rushing sound. Probably the most disheartening feature in the aftermath of a damaging earthquake is the reported occurrence of after shocks.

### Emergency Procedure:

- Students and staff should stay put until tremors stop.
- Students and staff should duck and cover until tremors stop.
- Students and staff should take cover under desks and tables, against inside walls, or under doorways.
- Students and staff should be alert for possible after shocks.
- Shut off any electrical or gas operated appliances.
- Students and staff should evacuate the building through nearest safe exit if instructed to do so. The earthquake evacuation signal is FIRE DRILL SIGNAL.
- Teachers will take yellow data cards with them for off-site student release.
- Students should avoid overhead wires and utility poles.
- Teachers should call roll and report missing students to the principal.
- The secretarial staff will take sign-out sheets for off-site student release.
- Unattached students should report to the nearest teacher. Teachers should report student additions to the principal.
- The principal will make the decision for the students and other personnel to re-enter the building only after being advised to do so by the civil defense office and/or school architect/engineer.

## Hazardous Materials Incident

Definition: A hazardous material is any substance chemical, biological, radiological, or explosive in a quantity of form, which may be harmful to humans, domestic animals, wildlife, economic crops or property when released into the environment.

Hazardous materials are commonly transported through Lauderdale County therefore, hazardous materials accidents may occur as the result of human error or natural disaster. Disasters involving hazardous materials are likely to happen without warning. They are usually confined to a localized area and action should be taken to contain resultant spills as promptly as possible.

## Off-Property Hazardous Materials Release

### Emergency Procedure:

- The principal will call 9-911. Making sure the 911 operator understands that there is a hazardous materials emergency. Staying on the line until you are instructed to disconnect by the 911 operators.
- The principal will initiate shelter in-place plan. The alert signal is **CODE RED – LOCK YOUR DOORS**
- Tune into the emergency radio system regarding any type of emergency situation.
- The principal will notify the superintendent's office who will immediately notify the proper departments.
- Close all windows and doors. Stay in the building.
- Custodians will disable heating, ventilating, and air conditioning, including the exhaust system in the kitchen.
- Do not proceed outside unless directed. If required, take action to evacuate the building and if necessary, the school site. Stay upwind of the hazardous materials.
- Transfer of school-site must be approved, in advance, by the superintendent/designee or local authority having jurisdiction (i.e., fire department, civil defense, law enforcement).
- The off campus alternative site for student transfer is as follows: Poplar Springs Baptist Church (PK – 2<sup>nd</sup> will gather in the fellowship hall; 3<sup>rd</sup> – 5<sup>th</sup> will gather in the gym)
- If evacuation becomes necessary, each teacher should take data cards, call roll to account for students under his or her supervision and report missing students to the principal.
- First aid providers will render first aid if necessary.
- Do not approach a hazardous material area until a positive identification of material has been made.
- The site of a hazardous materials incident is to be isolated to the extent necessary as soon as possible.
- If positive identification of the material cannot be made, assume the material to be dangerous.
- The fire chief will be the on-scene commander during a hazardous material incident.
- The fire chief will notify other emergency agencies and the Lauderdale County emergency management director.

- management director.
- The principal will determine if evacuation is necessary. If so, initiate evacuation procedure immediately.
- Keep all people upwind to avoid smoke, fumes, and dusts.
- The principal will document actions and decisions concerning hazardous materials incident.

## Within The Facility Hazardous Materials Release

### Emergency Procedure:

- Evacuate the contaminated area and seal it off.
- Attempt to identify the chemical.
- Determine the hazard level presented as reflected in the MSDS sheet
- The principal will notify the superintendent's office who will immediately notify the proper departments.
- If decontamination can be conducted with school assets, do so.
- If not, Call 9-911. Make sure the 911 operators understand that there is a hazardous materials emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operators.
- The principal will initiate evacuation plan, **if necessary**. The Alert Signal is: FIRE DRILL SIGNAL.
- If necessary, evacuate the school site.
- The principal will notify the superintendent's office who will immediately notify the proper departments.
- Transfer of school-site must be approved, in advance, by the superintendent/designee or local authority having jurisdiction (i.e., fire department, civil defense, law enforcement).
- Off campus alternative site: : Poplar Springs Baptist Church (PK – 2<sup>nd</sup> will gather in the fellowship hall; 3<sup>rd</sup> – 5<sup>th</sup> will gather in the gym)
- If evacuation becomes necessary, each teacher should take data cards, call roll to account for students under his or her supervision and report missing students to the principal.
- Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- The building shall not be re-entered until authorization is given by the fire department.
- First aid providers will render first aid if necessary.
- The principal will document actions and decisions concerning hazardous materials incident.

Poplar Springs Elementary

Fire Drills 2012-2013

<b>Month</b>	<b>Date</b>	<b>Time</b>	<b>Comments</b>
Month 1	Sept. 24, 2012		
Month 2	October 29, 2012		
Month 3	November 29, 2012		
Month 4	December 14, 2012		
Month 5	January 11, 2013		
Month 6	February 15, 2013		
Month 7	March 25, 2013		
Month 8	April 10, 2013		
Month 9	May 7, 2013		

## **Parkview Elementary**

**Safety**

**Item # 1 – Documentation Attached**

**This issue has been corrected.**

**Updated Plan:**

**Medical Emergency:**

Head Janitor /or Certified Staff in Room 1 of each building will be the target person to be sure that the incident area has been properly cleaned.

# Earthquake

**Definition:** An earthquake is the oscillating movement of the earth's crust caused by the rupturing of great masses of rock miles beneath the surface of the earth. This generally takes the form of slipping or sliding along a rupture plane (a weakness in the earth's crust) called a fault. There are three major types of earthquakes: Volcanic, Plutonic, and Tectonic. Tectonic is the most common and most destructive.

Earthquakes can occur at any time with no advance warning. The onset of a large earthquake is initially signaled by a deep rumbling or by disturbed air making a rushing sound. Probably the most disheartening feature in the aftermath of a damaging earthquake is the reported occurrence of after shocks.

## **Emergency Procedure:**

- Students and staff should stay put until tremors stop.
- Students and staff should duck and cover until tremors stop.
- Students and staff should take cover under desks and tables, against inside walls, or under doorways.
- Students and staff should be alert for possible after shocks.
- Shut off any electrical or gas operated appliances.
- Students and staff should evacuate the building through nearest safe exit if instructed to do so. The earthquake evacuation signal is EarthQuake!
- Students should avoid overhead wires and utility poles.
- Teachers should call roll and report missing students to the principal.
- The secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- Unattached students should report to the nearest teacher. Teachers should report student additions to the principal.
- The principal will make the decision for the students and other personnel to re-enter the building only after being advised to do so by the civil defense office and/or school architect/engineer.

## **Hazardous Materials Incident**

Definition: A hazardous material is any substance chemical, biological, radiological, or explosive in a quantity of form which may be harmful to humans, domestic animals, wildlife, economic crops or property when released into the environment.

Hazardous materials are commonly used and transported through Anytown County; therefore, hazardous materials accidents may occur as the result of human error or natural disaster.

Disasters involving hazardous materials are likely to happen without warning. They are usually confined to a localized area and action should be taken to contain resultant spills as promptly as possible.

### **Off-Property Hazardous Materials Release**

#### **Emergency Procedure:**

- Call 9-911. Make sure the 911 operator understands that there is a hazardous materials emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
- The principal will initiate shelter in-place plan. The alert signal is Hazard!
- Tune into the emergency radio system regarding any type of emergency situation.
- The principal will notify the superintendent's office who will immediately notify the proper departments.
- Close all windows and doors. Stay in the building. Disable heating, ventilating, and air conditioning, including the exhaust system in the kitchen.
- Do not proceed outside unless directed. If required, take action to evacuate the building and if necessary, the school site. Stay upwind of the hazardous materials.
- Transfer of school-site must be approved, in advance, by the superintendent/designee or local authority having jurisdiction (i.e., fire department, civil defense, law enforcement).
- The off campus alternative site for student transfer is as follows: New Era Baptist Church.
- If evacuation becomes necessary, each teacher should call roll to account for students under his or her supervision and report missing students to the principal.
- First aid providers will render first aid if necessary.
- Do not approach a hazardous material area until a positive identification of material has been made.
- The site of a hazardous materials incident is to be isolated to the extent necessary as soon as possible.
- If positive identification of the material cannot be made, assume the material to be dangerous.
- The fire chief will be the on-scene commander during a hazardous material incident.
- The fire chief will notify other emergency agencies and the Adams County emergency management director.
- The principal will determine if evacuation is necessary. If so, initiate evacuation

- procedure immediately.
- Keep all people upwind to avoid smoke, fumes, and dusts.
  - The principal will document actions and decisions concerning hazardous materials incident.

## **Within The Facility Hazardous Materials Release**

### **Emergency Procedure:**

- Attempt to identify the chemical.
- Call 9-911. Make sure the 911 operator understands that there is a hazardous materials emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
- Notify the National Response Center 1-800-424-8802.
- The principal will initiate evacuation plan, if necessary. The Alert Signal is: Hazard In !
- If necessary, evacuate the school site.
- The principal will notify the superintendent' s office who will immediately notify the proper departments.
- Transfer of school-site must be approved, in advance, by the superintendent/designee or local authority having jurisdiction (i.e., fire department, civil defense, law enforcement).
- Off campus alternative site: New Era Baptist Church
- If evacuation becomes necessary, each teacher should call roll to account for students under his or her supervision and report missing students to the principal.
- Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- The building shall not be re-entered until authorization is given by the fire department.
- First aid providers will render first aid if necessary.
- The principal will document actions and decisions concerning hazardous materials incident.

## **Meridian High School**

Safety

Item # 1 – Documentation Attached

This issue has been corrected.

## Earthquake

Definition: An earthquake is the oscillating movement of the earth's crust caused by the rupturing of great masses of rock miles beneath the surface of the earth. This generally takes the form of slipping or sliding along a rupture plane (a weakness in the earth's crust) called a fault. There are three major types of earthquakes: Volcanic, Plutonic, and Tectonic. Tectonic is the most common and most destructive.

Earthquakes can occur at any time with no advance warning. The onset of a large earthquake is initially signaled by a deep rumbling or by disturbed air making a rushing sound. Probably the most disheartening feature in the aftermath of a damaging earthquake is the reported occurrence of after shocks.

### Emergency Procedure:

- Students and staff should stay put until tremors stop.
- Students and staff should duck and cover until tremors stop.
- Students and staff should take cover under desks and tables, against inside walls, or under doorways.
- Students and staff should be alert for possible after shocks.
- Shut off any electrical or gas operated appliances.
- Students and staff should evacuate the building through nearest safe exit if instructed to do so. The earthquake evacuation signal is FIRE DRILL SIGNAL.
- Teachers will take yellow data cards with them for off-site student release.
- Students should avoid overhead wires and utility poles.
- Teachers should call roll and report missing students to the principal.
- The secretarial staff will take sign-out sheets for off-site student release.
- Unattached students should report to the nearest teacher. Teachers should report student additions to the principal.
- The principal will make the decision for the students and other personnel to re-enter the building only after being advised to do so by the civil defense office and/or school architect/engineer.

## Hazardous Materials Incident

Definition: A hazardous material is any substance chemical, biological, radiological, or explosive in a quantity of form, which may be harmful to humans, domestic animals, wildlife, economic crops or property when released into the environment.

Hazardous materials are commonly transported through Lauderdale County therefore, hazardous materials accidents may occur as the result of human error or natural disaster. Disasters involving hazardous materials are likely to happen without warning. They are usually confined to a localized area and action should be taken to contain resultant spills as promptly as possible.

## Off-Property Hazardous Materials Release

### Emergency Procedure:

- The principal will call 9-911. Making sure the 911 operator understands that there is a hazardous materials emergency. Staying on the line until you are instructed to disconnect by the 911 operators.
- The principal will initiate shelter in-place plan. The alert signal is **CODE RED – LOCK YOUR DOORS**
- Tune into the emergency radio system regarding any type of emergency situation.
- The principal will notify the superintendent's office who will immediately notify the proper departments.
- Close all windows and doors. Stay in the building.
- Custodians will disable heating, ventilating, and air conditioning, including the exhaust system in the kitchen.
- Do not proceed outside unless directed. If required, take action to evacuate the building and if necessary, the school site. Stay upwind of the hazardous materials.
- Transfer of school-site must be approved, in advance, by the superintendent/designee or local authority having jurisdiction (i.e., fire department, civil defense, law enforcement).
- The off campus alternative site for student transfer is as follows: Poplar Springs Baptist Church (PK – 2<sup>nd</sup> will gather in the fellowship hall; 3<sup>rd</sup> – 5<sup>th</sup> will gather in the gym)
- If evacuation becomes necessary, each teacher should take data cards, call roll to account for students under his or her supervision and report missing students to the principal.
- First aid providers will render first aid if necessary.
- Do not approach a hazardous material area until a positive identification of material has been made.
- The site of a hazardous materials incident is to be isolated to the extent necessary as soon as possible.
- If positive identification of the material cannot be made, assume the material to be dangerous.
- The fire chief will be the on-scene commander during a hazardous material incident.
- The fire chief will notify other emergency agencies and the Lauderdale County emergency management director.

management director.

- The principal will determine if evacuation is necessary. If so, initiate evacuation procedure immediately.
- Keep all people upwind to avoid smoke, fumes, and dusts.
- The principal will document actions and decisions concerning hazardous materials incident.

## Within The Facility Hazardous Materials Release

### Emergency Procedure:

- Evacuate the contaminated area and seal it off.
- Attempt to identify the chemical.
- Determine the hazard level presented as reflected in the MSDS sheet
- The principal will notify the superintendent's office who will immediately notify the proper departments.
- If decontamination can be conducted with school assets, do so.
- If not, Call 9-911. Make sure the 911 operators understand that there is a hazardous materials emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operators.
- The principal will initiate evacuation plan, **if necessary**. The Alert Signal is: FIRE DRILL SIGNAL.
- If necessary, evacuate the school site.
- The principal will notify the superintendent's office who will immediately notify the proper departments.
- Transfer of school-site must be approved, in advance, by the superintendent/designee or local authority having jurisdiction (i.e., fire department, civil defense, law enforcement).
- Off campus alternative site: : Poplar Springs Baptist Church (PK – 2<sup>nd</sup> will gather in the fellowship hall; 3<sup>rd</sup> – 5<sup>th</sup> will gather in the gym)
- If evacuation becomes necessary, each teacher should take data cards, call roll to account for students under his or her supervision and report missing students to the principal.
- Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- The building shall not be re-entered until authorization is given by the fire department.
- First aid providers will render first aid if necessary.
- The principal will document actions and decisions concerning hazardous materials incident.

**Vehicles**

**Item # 1**









# Public Relations and Communication

Faculty and staff will be very discreet in conversations regarding a crisis by issuing "no comment" to all media outlets. Communication with the media will be handled by the following:

**Fact Sheet:** The school will create and supply a fact sheet about the school and the district and release this fact sheet to the media for information. (Secretary)

**News Releases:** The school will create a news release on the school/district's position and other information necessary about the incident and provide the release to news media. (Principal)

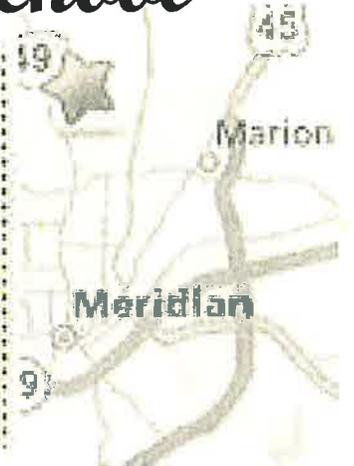
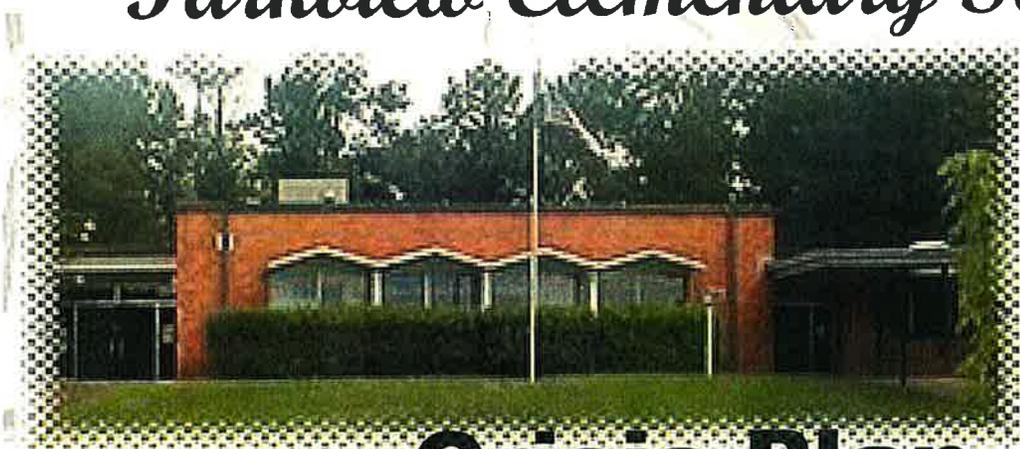
**Media Area:** The school will identify a suitable facility where media representatives can work and hold news conferences. The lead teacher will intercept and maintain all media and other visitors in the designated area and provide materials such as note pads, pens, and telephone access for communication. (Lead Teacher/Assistant Principal)

**Spokesperson:** A single spokesperson will be designated to speak to all media outlets for Parkview Elementary School. This person will be provided the most up-to-date information and will understand what he or she is authorized or is not authorized to say. (Principal)

**Counseling:** Professional counselors will be contacted and made available to provide services to students and staff with coping strategies. (School Counselor)

*Any other media inquiries/questions need to go through Central Office Public Relations personnel.*

## Parkview Elementary School



# Crisis Plan

# Emergency Numbers

## Health

Anderson Regional Medical Center.....	601-553-6000
Rush Foundation Hospital.....	601-483-0011
Lauderdale County Health Department.....	601-693-2451
Department of Human Services.....	601-483-3337
Red Cross.....	601-485-5151
United Way.....	601-693-2732
Weems Community Mental Health.....	601-483-4821
Alliance Health Center.....	601-483-6211

## Medical Emergency

When a school incident exceeds the need for basic first aid.

### **PROCEDURES:**

- Teacher report problem to office immediately via PA, note, or student.
- Office secretary calls 911 and reports specific medical emergency explaining any health concerns.
- Principal will contact parents and inform them of situation
- Nurse or certified personnel administer first aid.
- If transported to facility, a certified adult remains with the student until guardians arrive.
- Document incident.
- Janitor or certified staff should clean or disinfect incident area with the proper cleaning supplies
- Hazardous items are disposed of correctly in marked plastic bags.
- Counselors are made available to students and faculty if needed.

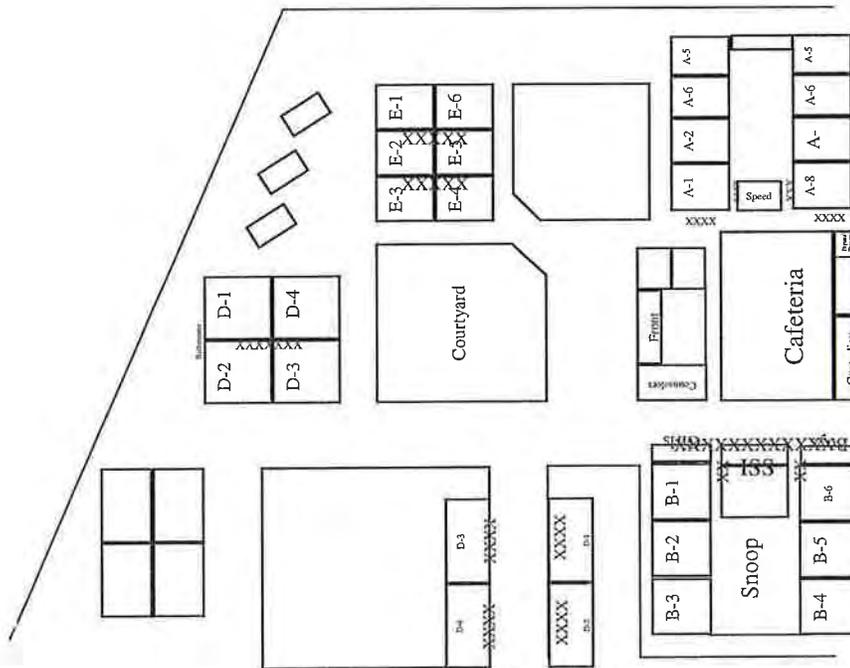


# Severe Weather

Weather may or could endanger or harm students and staff, so precautions must be taken.

## Procedures:

- Principal will monitor weather and inform teacher of necessary procedures.
- School personnel move students inside.
- Students and teachers move to designated areas and sit against wall with heads covered.
- Teachers should check roll and report to office any missing students via PA.
- Secretary gathers roll reports and insures all student are secure.



## Law Enforcement/ Fire Department

Meridian Police Department .....	601-485-1859
F.B.I .....	601-693-6000
Meridian Fire Department.....	601-485-1822

## Utilities

Mississippi Power Company.....	601-581-8600
City of Meridian Water .....	601-485-1950

## Media

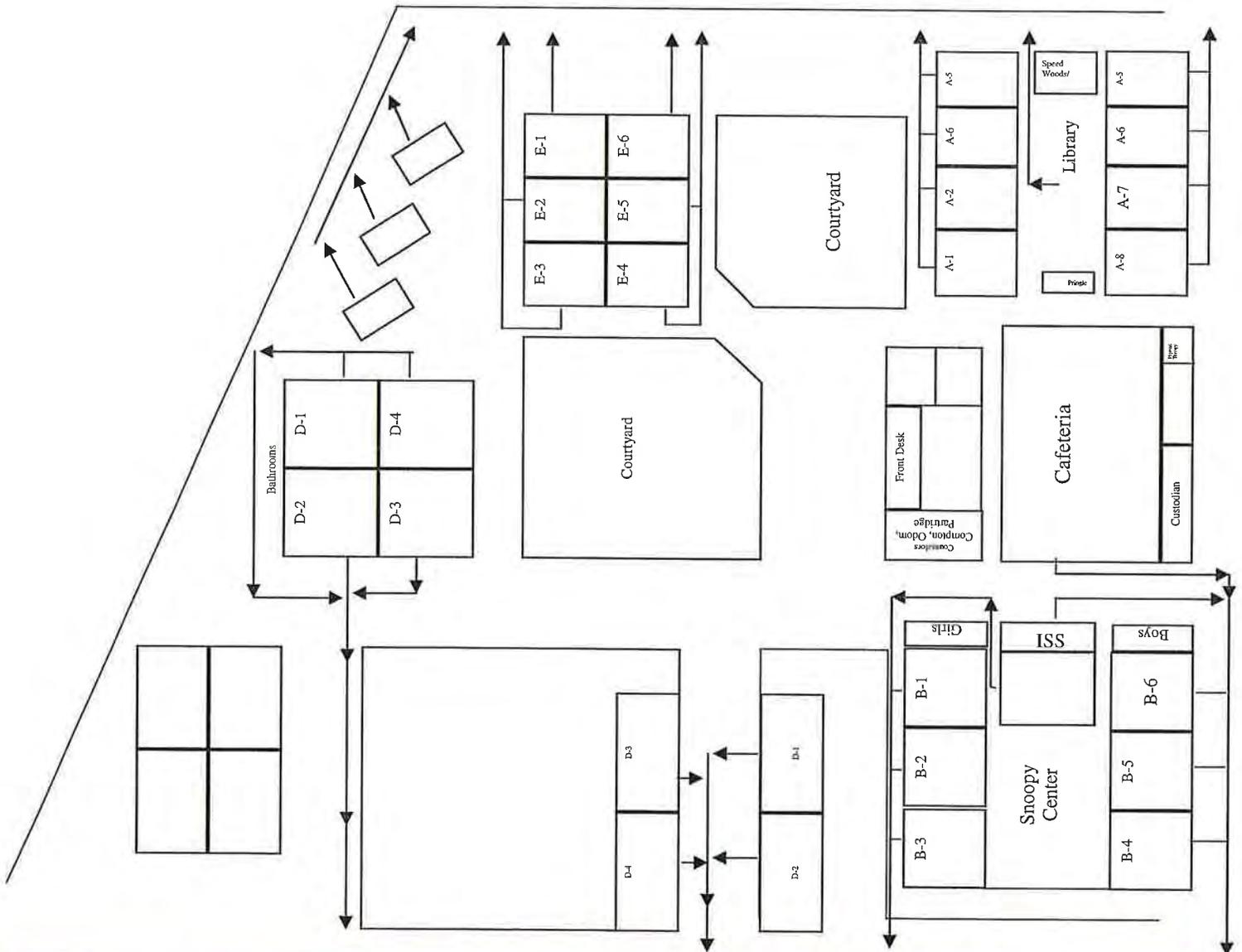
Meridian Star .....	601-693-1551
WTOK News .....	601-486-2449
WMDN .....	601-693-2424

# After Hours Emergency

An emergency that happens after regular school working and office hours at the school site such as a school fire, burglary, school destruction of property, or other deemed emergency

## Procedures:

- Make necessary Emergency call (911) for fire or hazard if necessary.
- Notify the Principal and explain the situation.
- Principal will notify Central Office personnel about situation.



**Fire / Explosion / Bomb Threat**

# Fire Drill / Explosion / Bomb Threat

An explosion or violent release of energy, or when material ignites in the presence of oxygen and heat.

## Procedures:

- Sound the alarm.
  - The secretary will call 911 and explain the fire, explosion, or bomb threat.
  - Evacuate immediately using evacuation route designated below.
  - Secretary and data processor will take enrollment cards, first aid kit, and sign-out sheets to safe zone.
  - Teachers will grab classroom first aid kits.
  - Teachers follow evacuation routes as closely as possible and take students to designated safe zone.
  - Teachers call roll and report missing persons to school counselor at the flag pole.
  - Principal will notify Central Office immediately.
  - Extinguish small fire, if possible.
  - Render first aid as needed.
  - Triage for injured victims will be set up across the creek on the west side of the open field.
  - Teachers administer first aid in safe zone as necessary.
- 
- Principal will begin the phone tree to notify teachers and staff.
  - Protocol for media will be followed (see back of pamphlet).
  - Principal, along with Central Office, will determine need or change in school schedule.
  - Principal will activate school phone tree to inform parents, teachers, and staff.



# Hostage or Abduction

The holding of individuals, or exercising or attempting to exercise control over the individual(s) by the use of force or threat of force.

## Procedures:

- Staff member communicates with office personnel the situation.
  - Office secretary calls 911 and explains hostage situation.
  - Office secretary notifies all other teachers of the situation. The emergency signal is: **THE RED SWIM TEAM WILL NOT MEET TODAY.**
  - Teachers should lock all classroom doors, close all blinds, and move students away from windows and doors.
  - Notify Central Office immediately
  - Notify all students in hallway to report to the nearest safe classroom. All students should be brought into a locked area.
- 
- Teachers call roll and list names of the students that are missing on an index card. Place under
  - Lead teacher collects index cards if PA system is down and communication is not possible.
  - If hostage or threat can be contained in one area of the building, students and staff should be evacuated from the building to a designated safe area via the evacuation map.
  - Students and staff should not reenter the building until the building is designated safe.
  - If safety permits, a staff member will be directed outside to a designated safe area.
  - Follow media protocol if necessary.
  - **Do NOT attempt to disarm any individual(s) with a weapon or speak to the individual.**

# Violence / Fights / Weapons

**An armed offender is a person possessing a weapon capable of deadly force, whose intent is to pose a threat, inflict harm, or carry out a personal objective. The person may be a student, faculty, member. Parent. Or community member. Weapons include, but are not limited to, any knife, firearm, air gun, sword, spear, ax, tomahawk, club, explosives, fireworks, firearms, ammunition, screwdriver, or any other homemade device that is intended to produce bodily harm or death.**

## **Emergency Procedure:**

- Immediately report situation to principal and isolate person(s) if possible by removing students from area.
  - The principal will determine if the situation is an emergency.
  - Office staff will call 911 and explain an armed or violent person(s) is on campus grounds
  - The secretary will notify all teachers of the emergency. The emergency signal is: The purple swim team will not meet today.
  - Teachers lock individual classroom doors, close blinds, and move students away from windows and exits.
  - Librarian and Sped teachers close inside hallway doors, and moves students into safe classrooms.
  - Computer teacher closes inside hallway doors, and moves students into safe classrooms.
  - Kindergarten lead teacher locks gates on side of the Kindergarten building.
- 
- Teachers should call roll and list names of students missing on index card and slip under the door and communicate with office about missing students through intercom if possible.
  - If hostage can be contained students should be evacuated from the building to a designated area.
  - If safety permits, a staff member will be directed outside the building to warn all approaching visitors.
  - The principal will document actions and decisions concerning hostage incident.
  - **Do Not** attempt to negotiate with the hostage taker, leave this to professionals.
- ## **If Taken Hostage:**
- Get word to the office via words, note, hand signals to passerbyer, or intercom.
  - Remove students from the area if possible.
  - **Do Not** try to disarm intruder.
  - Keep calm.
  - Direct students to be quiet and to sit away from intruder, windows, and exits.

# Intruder

An individual in the building who has not followed established visitor procedures.

Any school personnel who observes a visitor in the building or on school campus without a visitor's badge should call the office. The principal will determine if it is a serious situation.

## General Procedures:

- Staff should stop individuals.
- Inquire as to their business on the school grounds.
- Direct individual to the office and explain visitor policy.
- If individual refuses to cooperate break contact and notify office.

## Emergency Procedures:

- Notify the office in case of intruder.
- Principal will determine if the intrusion is a school emergency.
- Office secretary will notify teachers of the emergency. The emergency signal is: **The blue swim team will not meet today.**
- Teachers lock classroom doors and close blinds.
- Computer Teacher and SPED teachers close inside hallway doors and move students to safe classroom.
- Librarian and SPED teachers close inside hallway doors and move students to safe classroom.
- Teachers and students move away from the windows and exits and remain quiet.
- Teachers list missing students on an index card and place the card under the door for office staff to collect if the situation permits.
- Notify all students outside to report to the nearest safe classroom.
- Lead teacher collects index cards if PA system is down.
- Office staff should call 911 and explain the intrusion.
- Lock-down should remain until an all clear is made.
- Follow media protocol if necessary.