



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

PERFORMANCE AUDIT DIVISION
DISTRICT EXIT CONFERENCE

May 29, 2013

Tupelo School District

Beginning on Wednesday, February 27, 2013, 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:

Parkway Elementary, Thomas Street Elementary, and Tupelo Middle 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:

Parkway Elementary, Thomas Street Elementary, and Tupelo Middle are 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:

Parkway Elementary is not following policy regarding student enrollment. Of the records reviewed, 4 out of 23 had missing, incomplete, or invalid proof of residency.

Thomas Street Elementary is not following policy regarding student enrollment. Of the records reviewed, 13 out of 20 had missing, incomplete, or invalid proof of residency.

Tupelo Middle is not following policy regarding student enrollment. Of the records reviewed, 14 out of 34 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 Parkway Elementary, 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 23 student's information **did not match** information in the student package.



At Thomas Street Elementary, 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, 2 out of 20 student's information **did not match** information in the student package.

At Tupelo Middle, 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, 6 out of 34 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:

Parkway Elementary, Thomas Street Elementary, and Tupelo Middle 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:

Parkway Elementary is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 26 out of 26 did not contain enough information to actually validate the excused absence.

Thomas Street Elementary is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 4 out of 20 did not contain enough information to actually validate the excused absence, 4 out of 20 did not comply with district and/or school policies; and 1 out of 20 did not have a valid excuse on file.

Tupelo Middle is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 23 out of 30 did not contain enough information to actually validate the excused absence, and 6 out of 30 did not comply with district and/or school policies.

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:

Parkway Elementary is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 2 out of 5 students were not reported in a timely manner as specified by law after accumulating five (5) or more unexcused absences.

Thomas Street Elementary is following policy regarding the reporting of unexcused absences.

Tupelo Middle is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 13 out of 19 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:



Parkway Elementary, Thomas Street Elementary, and Tupelo Middle attendance officers are 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:

Parkway Elementary is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 1 out of 1 was not reported to the school attendance officer when it occurred, as required by law.

Thomas Street Elementary is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 3 out of 3 were not reported to the school attendance officer when they occurred as required by law.

Tupelo Middle is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 6 out of 6 were not reported to the school attendance officer when they occurred as required by law, and 17 others were not counted as unexcused absences 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:

Parkway Elementary and Thomas Street Elementary are posting the required historical documents.

Tupelo Middle is not posting the required historical documents. Of the classrooms reviewed, 14 out of 68 did not have the required historical documents properly displayed.

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 Parkway Elementary, Thomas Street Elementary, and Tupelo Middle, all the teachers reviewed have proper endorsements for the subjects they teach.

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 Parkway Elementary in 12 classes, 180 students were not assigned textbooks.



Of the classes reviewed at Thomas Street Elementary in 6 classes, 92 students were not assigned textbooks.

Of the classes reviewed at Tupelo Middle, I could not determine if all students were assigned textbooks since laptop computers are utilized in grades 7 through 12.

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

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

Schools

Parkway Elementary, Thomas Street Elementary, and Tupelo Middle are 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:

Tupelo School District has internal controls related to property but is not adhering to those controls. The inventory system/listing had the incorrect location for 4 out of 20 items reviewed.

Vehicles

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

Tupelo School District is following policy regarding the marking of district vehicles.

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.

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 PO Box 1151, Ackerman, MS 39735, **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

To: Karol Odom, Performance Auditor
From: Gearl Loden, Ph.D.
RE: Response to Audit Exceptions
Date: June 4, 2013

Tupelo Public School District

Student Enrollment

3. Missing, incomplete or invalid proof of residency.

Personnel who are responsible for student enrollment and student enrollment records will receive specialized training in:

- a) Enrollment policy management
- b) Records review
- c) Recording and documenting proofs of residency

Additionally, policy JBC Administrative Procedures was changed to reflect the requirement that ALL students must have two current proofs of residency in their files. (See attached agenda)

4. SAM did not match information in cumulative folder.

Personnel who are responsible for recording student information in SAM7 and on cumulative records will receive training in assuring that the students' records and information in the student package match. (See attached agenda)

Student Attendance/Absenteeism

2. Not enough information to validate excused absence. Did not comply with policy. Did not have a valid excuse on file.

In April, 2013, TPSD Board policy JBD was changed so that all absences are substantiated in writing within three days of the absence. Time stamps will be used to date the receipt of the written excuses. (See attached Policy JBD)

School Attendance Reporting

1. Not following policy on reporting unexcused absences. Not reporting in a timely manner.

In April, 2013, TPSD Board policy JBD was changed so that all absences are substantiated in writing within three days of the absence. Time stamps will be used to date the receipt of the written excuses. Reports of unexcused absences will be sent to the school attendance office within 2-5 days as required.

Reporting of Suspensions

1. Not reporting suspensions to attendance officer on the day of suspension.

All suspensions will be reported to the school attendance officer through email and shall be documented by printing out the email and placing it in the school record.

Posting of Historical Documents

1. Not posting historical documents in proper fashion.

In March, 2013, fourteen frames were purchased and used to properly display historical documents at Tupelo Middle School. (See attached Purchase order)

Textbooks

1. Students not assigned a textbook in each applicable class.

Grades K-2 have consumable texts which include in class and out of school assignments. The papers are handed out to students as needed. These sets are assigned every year.

Textbooks at Tupelo Middle School are assigned to individual students. Students receive either a hard copy or digital copy depending on the availability. For courses with digital textbooks, rights are purchased for each student to use a digital copy of the text. The text is downloaded from a cd, pushed out to a common server space for download, or made available online through the publisher's website. If a student does not have internet access a hard copy of the text is assigned to the student.

Safety

1. Plans should go to the board annually. All drills should be documented.

Each school will have fire drills monthly, tornado drills twice a year, and lockdown/intruder drills twice a year. Documentation of drills will be kept at the building and a copy housed in the Office of the Assistant Superintendent over Safety. (See attached drills documentation form)

The district and individual school safety plans will be updated annually and approved by the board annually.

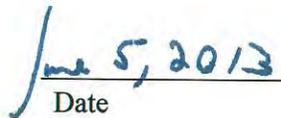
Property Internal Controls

1. Inventory system did not reflect moves of items. Four items were in the wrong location.

The inventory system will be backed up at each site with written documents showing the correct location of items, and a receipt will be kept in the Finance Office for each item that is used in multiple locations.



Gearl Loden, Ph.D.



Date

Student Enrollment Item 3

Agenda

Student Enrollment Training Counselors and Data Entry

o Introduction of Policy JBC

Admission requirements for enrollment in the Tupelo Public School District include the following:

1. Evidence of the age of the child.

1. A valid birth certificate or certified copy thereof; if not available, the next evidence of the age of the child obtainable in the following order shall be accepted:
2. A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by a parent, grandparent or custodian;
3. An insurance policy on the child's life that has been in force for at least two years;
4. A bona fide contemporary Bible record of the child's birth accompanied by an affidavit sworn to by the parent, grandparent or custodian;
5. A passport or certificate of arrival in the United States showing the age of the child;
6. A transcript of record of age shown in the child's school record of at least four years prior to application, stating date of birth; or
7. If none of the foregoing evidence can be produced, an affidavit of age sworn to by a parent, grandparent or custodian.
8. A child enrolling in kindergarten or first grade shall present the required evidence of age upon enrollment. Any child in Grades 2 through 12 not in compliance at the end of sixty (60) days from enrollment shall be suspended until in compliance.

2. Verification of required inoculations.

3. Completion of necessary student information documents.

4. Attainment of the age of five years on or before September 1 of the current year for kindergarten, or six years on or before September 1 of the current school year for first grade.

5. Proof of residency within the District.

6. Students transferring into the District must meet the foregoing requirements and provide the cumulative record from the last school attended.

Student Enrollment Item 3

7. Parent(s) or legal guardian(s), must accompany a minor child seeking enrollment in the District for the first time.
8. The immigrant status and/or English speaking status of a student shall not prohibit him/her from enrolling in the District.
9. In the event that any student, though legally transferred or otherwise entitled to attend school in the District, who is under expulsion from another school district should seek enrollment, the Board may request a written report from the expelling school district and review the case and conditions under which the student was expelled. The Board may conduct a hearing or appoint a hearing officer for the purpose of considering the reason(s) for expulsion of the student, and may refuse to enroll a student under expulsion from another school district when such reason for expulsion is deemed to be for sufficient and good cause.
10. The Board authorizes the superintendent to promulgate regulations and procedures consistent with this policy.

LEGAL REF: MCA § 37-15-1, 37-15-9, 37-15-11, 37-15-31

McKinney-Vento Act 42 USC 11432, as reauthorized

○ Administrative Procedures for JBC

1. Verification of Residence.

For the purpose of school attendance the place of residence of a student is defined as that place where a student physically resides full-time. Any new students enrolling in the District, and continuing students will be required to verify their residence address as a part of the registration process. A parent or legal guardian seeking to enroll or to continue enrollment of a student must provide the District with at least two of the items listed below as verification of residency (any document which lists a post office box as an address can not be accepted):

- 1.1. Filed Homestead Exemption Application form;
 - 1.2. Mortgage documents or property deed;
 - 1.3. Apartment or home lease;
 - 1.4. Utility bills;
 - 1.5. Driver's license;
 - 1.6. Voter precinct identification;
 - 1.7. Automobile registration;
 - 1.8. Affidavit and/or personal visit by a designated school district official;
 - 1.9. Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district;
2. Each principal is responsible for ensuring that only students eligible to attend that school are in fact enrolled and attending.
 3. The District reserves the right to require additional documentation and

Student Enrollment Item 3

verification at any time.

4. The District shall maintain on file copies of all documents used to verify each student's residency, all executed Declaration of Residency Forms, and copies of any relevant guardianship petition or decree.

5. Students Living with Nonparent

5.1. When a student is living with adults other than parents or legal guardians, the non-parent claiming District residency must meet the same criteria required of a parent or legal guardian.

5.2. The nonparent must provide the school with an affidavit stating his or her relationship to the student, that the student will be living at his/her abode full time, and provide documentation fully explaining the reasons for this arrangement.

5.3. The superintendent or designee shall make the determination as to whether to admit the student.

5.4. Examples of situations where "in loco parentis" authority of a nonparent adult should be recognized to establish residency of the minor include but are not limited to the following:

- Death or serious illness of the child's parent(s) or guardian(s);
- Abandonment of the child;
- Child abuse or neglect;
- Unstable family relationships or undesirable conditions in the home of the child's parents or guardians which have a detrimental effect on the child;
- Students enrolled in recognized exchange programs residing with host families.

6. McKinney-Vento Homeless Children and Youth

When a child is determined to be eligible for McKinney-Vento services, the District shall take immediate enrollment action that is in the best interest of the child and will not require the documentation listed in this policy / procedure. Under McKinney-Vento, the nonparent who has assumed responsibility for the care and custody of the child may not be required to obtain legal guardianship but shall provide the school with an explanation of the relationship to the student and circumstances of the arrangement.

- Records Review
 - Every cumulative folder must contain copies of two proofs of residency with the address of the student that matches the student's address on the school record.
 - Reviews are to occur every nine weeks to ensure that records are accurate and up-to-date.
- Recording and Documenting proofs of residency
 - Copies of the two proofs must be made for the student's record.
 - A TPSD employee must mark on the cover form, which proofs are in the record, and sign and date the form.

Student Enrollment Item 4

Agenda - Response to Audit

Principal, Data Entry, Secretary, Counselor

Ensuring that Records in SAM7 and the Student Record Match

First Nine Weeks – all records are checked.

- The student information from SAM7 is printed out.
- The student's cumulative record is pulled.
- Information is matched to ensure that SAM7 information and the cumulative folder information are identical.'
- If information is not identical, the information is verified with the parent, and the correct information is recorded in SAM7 and in the student's cumulative folder.
- After all records are checked, staff will pull ten records each week to match and check.

District: Tupelo Public School District

Section: J - Students

Policy Code: JBD - Attendance, Tardiness and Excuses

Policy:

ATTENDANCE, TARDINESS AND EXCUSES

1. Consistent with the mission of the Tupelo Public School District, prompt and regular student attendance in all classes is an important goal of the District staff.

2. Excused Absences:

a. Parental Excused Absences

Students are allowed to have a maximum of three (3) excused parental absences per semester. Parental absences must be substantiated in writing within 3 school days of the absence. A parent/guardian can substantiate the absence by sending a signed note, emailing or faxing to the school attendance office. The note must have the child's full name, grade and date of absence(s). A parent signed checkout will also substantiate a parental excused absence. A parental excused absence may be for one class, any 30-minute period within a class or an entire day.

b. Medical Excused Absences

Students are allowed excused medical absences when the absences result from illness or injury which prevents the student from being physically able to attend school; a medical or dental appointment; a serious illness or death of a member of the student's immediate family (parents, grandparents, spouse, children, brothers and sisters, including stepbrothers and stepsisters).

c. College Visits

Students in the eleventh and twelfth grade will be allowed two additional days per year for college visits provided the student produces written proof of the visit, such as an invitation from the college that is personally addressed to the student.

d. Administrative

An absence is excused when it results from:

- i. the student's attendance at an authorized school activity with prior approval of the principal (including field trips, athletic contest, student conventions, music festivals and any similar activity);
- ii. the student's participation in an activity that benefits and involves other TPSD students (limited to 5 per year); or

- iii. the attendance of the student at a court proceeding if the student is party to the action or under subpoena.

e. Other

An absence may be excused if the student's religion requires or suggest the observance of a religious event. Approval of such absence within the discretion of the superintendent or principal, but approval should be granted unless the religion's observance is of such duration as to interfere with the education of the student.

3. The Board authorizes the superintendent to establish administrative procedures consistent with this policy.

LEGAL REF: MCA § 37-13-91

Exhibits:

Regulations:

ADMINISTRATIVE PROCEDURE

1. A medical excused absence must be substantiated with appropriate written evidence (for example, a written excuse from a licensed doctor or dentist) submitted to the school within 3 school days of the absence(s). Documentation must have the child's full name and date of absence(s).

A parent/guardian of a THS student may send such medical note via email (thsattendance@tupeloschools.com), or fax (662-840-1838) to the THS attendance office.

2. In extraordinary circumstances, attendance related issues may occur. Parents/Guardians may request special review for these situations through the school principal or the THS Attendance Committee, by completing the required Request for Attendance Review form. The principal/committee will review such requests quarterly on the last Wednesday of each nine-week grading period. The Request for Attendance Review form must be completed, signed and turned in to the attendance office prior to any of the quarterly reviews.
3. A student will be recorded as absent from a class if the student is unaccountable for thirty (30) minutes or longer.
4. Excessive absences may affect a student's mastery of core skills. TPSD students who are excessively absent may not meet the requirements for earning course credits. The principal and teacher(s) concerned will review cases of this nature and will determine

Pages 14 – 16 removed for confidentiality reasons.

whether or not a passing grade may be given and credit awarded for the subject(s) in question. Any Mississippi public school student shall not be awarded Carnegie unit credit unless the core objectives identified in the Mississippi Curriculum Framework have been mastered. Excessive absence is defined as having more than 12 absences in a yearlong course, 6 absences in a semester course or 3 absences in a 9-week course, exclusive of school related absences.

Adopted Date: 6/26/2012

Approved/Revised Date: 5/2/2013

Drill Reports for TMS and Parkway

**Tupelo Public School District
Drill Record Keeping**

2012-2013
Earthquake

Check One

Fire Lockdown Tornado Earthquake

1. Identity of person conducting the drill.
K. McGaha
2. Date and time of the drill. 11/28/2012
3. Notification method used. Intercom system
4. Staff members on duty and participating. 108
5. Number of occupants evacuated. N/A
6. Special conditions simulated. N/A
7. Problems encountered. N/A
8. Weather conditions when occupants were evacuated.
N/A
9. Time required to accomplish complete evacuation.
1:38

**Tupelo Public School District
Drill Record Keeping**

November
TMS
1st Sem. Tornado drill

Check One

Fire Lockdown Tornado Earthquake

1. Identity of person conducting the drill.

Kenneth McGaha

2. Date and time of the drill. 11/26/12 @ 1:31 p.m.

3. Notification method used. Bell and Intercom System

4. Staff members on duty and participating. 105

5. Number of occupants evacuated. N/A

6. Special conditions simulated. N/A

7. Problems encountered. None

8. Weather conditions when occupants were evacuated.

N/A

9. Time required to accomplish complete evacuation.

6:32

**Tupelo Public School District
Drill Record Keeping**

TMS
2nd sem.
Tornado
Drill

Check One

Fire Lockdown Tornado Earthquake

1. Identity of person conducting the drill.

K. McGaha

2. Date and time of the drill. 01/17/13

3. Notification method used. Bell system

4. Staff members on duty and participating. _____

5. Number of occupants evacuated. N/A

6. Special conditions simulated. N/A

7. Problems encountered. N/A

8. Weather conditions when occupants were evacuated.

N/A

9. Time required to accomplish complete evacuation.

5:23.80

**Tupelo Public School District
Drill Record Keeping**

1st Sem
Tornado Drill
TMS

Check One

Fire Lockdown Tornado Earthquake

1. Identity of person conducting the drill.

Kenneth McGaha

2. Date and time of the drill. 10/18/12 8:05

3. Notification method used. Bell's Intercom System

4. Staff members on duty and participating. 105

5. Number of occupants evacuated. N/A

6. Special conditions simulated. N/A

7. Problems encountered. N/A

8. Weather conditions when occupants were evacuated.

N/A

9. Time required to accomplish complete evacuation.

6:58:17

**Tupelo Public School District
Drill Record Keeping**

1st Sem
Lockdown
TMS

Check One

Fire Lockdown Tornado Earthquake

1. Identity of person conducting the drill.

K. McCabe

2. Date and time of the drill. 08/29/12 9:05 a.m.

3. Notification method used. Intercom

4. Staff members on duty and participating. _____

5. Number of occupants evacuated. N/A

6. Special conditions simulated. N/A

7. Problems encountered. N/A

8. Weather conditions when occupants were evacuated.

N/A

9. Time required to accomplish complete evacuation.

5:43

**Tupelo Public School District
Drill Record Keeping**

TMS
2nd Semester
Lockdown
Drill

Check One

Fire Lockdown Tornado Earthquake

1. Identity of person conducting the drill.

K. McGaha, K. Luse, N. Hall, M. Bowers, J. Bramble, T. Mergen

2. Date and time of the drill. 02/12/13 2:47

3. Notification method used. Intercom

4. Staff members on duty and participating. 3

5. Number of occupants evacuated. N/A

6. Special conditions simulated. N/A

7. Problems encountered. Noisy rooms

8. Weather conditions when occupants were evacuated.

N/A

9. Time required to accomplish complete evacuation.

8:37.20

**Tupelo Public School District
Drill Record Keeping**

August
Fire Drill
TMS

Check One

Fire Lockdown Tornado Earthquake

1. Identity of person conducting the drill.

K. McGaha

2. Date and time of the drill. 08/14/12

3. Notification method used. Bell & Intercom

4. Staff members on duty and participating. 105

5. Number of occupants evacuated. ~~102~~ 1021

6. Special conditions simulated. N/A

7. Problems encountered. N/A

8. Weather conditions when occupants were evacuated.

Overcast

9. Time required to accomplish complete evacuation.

3:48:02

**Tupelo Public School District
Drill Record Keeping**

Fire Drill
September
TMS

Check One

Fire Lockdown Tornado Earthquake

1. Identity of person conducting the drill.

Kenneth McGaha

2. Date and time of the drill. 09/26/12 8:05

3. Notification method used. Bell System

4. Staff members on duty and participating. 105

5. Number of occupants evacuated. 1026

6. Special conditions simulated. N/A

7. Problems encountered. N/A

8. Weather conditions when occupants were evacuated.

Clear

9. Time required to accomplish complete evacuation.

3:28:15

**Tupelo Public School District
Drill Record Keeping**

TMS
October
Fire Drill

Check One

Fire Lockdown Tornado Earthquake

1. Identity of person conducting the drill.

Kenneth McGaha

2. Date and time of the drill. 10/23/12 9:30

3. Notification method used. Bell System

4. Staff members on duty and participating. 105

5. Number of occupants evacuated. 1076

6. Special conditions simulated. None

7. Problems encountered. None

8. Weather conditions when occupants were evacuated.

N/A - Clear

9. Time required to accomplish complete evacuation.

3:13:26

**Tupelo Public School District
Drill Record Keeping**

November
TMS
Fire Drill

Check One

Fire Lockdown Tornado Earthquake

1. Identity of person conducting the drill.

Kenneth McGaha

2. Date and time of the drill. 11/30/12 1:33

3. Notification method used. Bell System

4. Staff members on duty and participating. 105

5. Number of occupants evacuated. 1049

6. Special conditions simulated. None

7. Problems encountered. None

8. Weather conditions when occupants were evacuated.

Clear, mild temp.

9. Time required to accomplish complete evacuation.

4:19:49

**Tupelo Public School District
Drill Record Keeping**

TRMS
December
Fire Drill

Check One

Fire Lockdown Tornado Earthquake

1. Identity of person conducting the drill.

Kenneth McBrine

2. Date and time of the drill. 12/13/12 8:09

3. Notification method used. Bell system

4. Staff members on duty and participating. 105

5. Number of occupants evacuated. 1015

6. Special conditions simulated. N/A

7. Problems encountered. N/A

8. Weather conditions when occupants were evacuated.

Cold & Clear

9. Time required to accomplish complete evacuation.

3:54:06

**Tupelo Public School District
Drill Record Keeping**

TMS
January
Fire Drill

Check One

Fire Lockdown Tornado Earthquake

1. Identity of person conducting the drill.

K. McGaha

2. Date and time of the drill. 01/24/13 10:00

3. Notification method used. Bell/Intercom System

4. Staff members on duty and participating. 104

5. Number of occupants evacuated. 1084

6. Special conditions simulated. N/A

7. Problems encountered. N/A

8. Weather conditions when occupants were evacuated.

48°

9. Time required to accomplish complete evacuation.

4:04.50

**Tupelo Public School District
Drill Record Keeping**

TMS
February
Fire Drill

Check One

Fire Lockdown Tornado Earthquake

1. Identity of person conducting the drill.

K. McGaha, Asst. Principal

2. Date and time of the drill. 02/28 1:45

3. Notification method used. Intercom/Bell system

4. Staff members on duty and participating. 101

5. Number of occupants evacuated. 1049

6. Special conditions simulated. N/A

7. Problems encountered. N/A

8. Weather conditions when occupants were evacuated.

49° / Overcast

9. Time required to accomplish complete evacuation.

2:56.30

Tupelo Public School District
Drill Record Keeping

March
Fire Drill
TMS

Check One

Fire Lockdown Tornado Earthquake

1. Identity of person conducting the drill.

K. McGaha

2. Date and time of the drill. 03/28/13 8:05

3. Notification method used. Intercom/Bell System

4. Staff members on duty and participating. _____

5. Number of occupants evacuated. 1002

6. Special conditions simulated. N/A

7. Problems encountered. N/A

8. Weather conditions when occupants were evacuated.

42° Clear

9. Time required to accomplish complete evacuation.

3:11

Tupelo Public School District
Drill Record Keeping

April
Fire Drill
TMS

Check One

Fire Lockdown Tornado Earthquake

1. Identity of person conducting the drill.

K. Mc Cabe

2. Date and time of the drill. 04/19/13

3. Notification method used. Bell system

4. Staff members on duty and participating. _____

5. Number of occupants evacuated. 1060

6. Special conditions simulated. N/A

7. Problems encountered. N/A

8. Weather conditions when occupants were evacuated.

Clear,

9. Time required to accomplish complete evacuation.

2:53

Tupelo Public School District
Drill Record Keeping

May
Fire Drill
TMS

Check One

Fire Lockdown Tornado Earthquake

1. Identity of person conducting the drill.

K. Mc Ghee

2. Date and time of the drill. 05/03/13

3. Notification method used. Intercom / Bell system

4. Staff members on duty and participating. _____

5. Number of occupants evacuated. 1084

6. Special conditions simulated. N/A

7. Problems encountered. N/A

8. Weather conditions when occupants were evacuated.

Clear, 63°

9. Time required to accomplish complete evacuation.

2:54

**Tupelo Public School District
Lockdown Drill Record Keeping**

*Panaway
Lockdown
1st 2*

Check One

Lockdown

1. Identity of person conducting the drill. Beth Miller
2. Date and time of the drill. November 8, 2012 1:30 pm
3. Notification method used. intercom
4. Staff members on duty and participating. 65
5. Number of occupants evacuated. None were evacuated
6. Special conditions simulated. none
7. Problems encountered. See below
8. Weather conditions when occupants were evacuated.
9. Time required to complete evacuation. Several minutes

ISSUES FOUND:

Several doors unlocked. Several doors without red or green cards.

**Tupelo Public School District
Lockdown Drill Record Keeping**

*Parkway
Lockdown
2ndsen*

Check One

Lockdown

1. Identity of person conducting the drill. Beth Miller
2. Date and time of the drill. January 9, 2013 8:30 am
3. Notification method used. intercom
4. Staff members on duty and participating. 65
5. Number of occupants evacuated. None were evacuated
6. Special conditions simulated. none
7. Problems encountered. See below
8. Weather conditions when occupants were evacuated.
9. Time required to complete evacuation. Several minutes

ISSUES FOUND:

Found several classrooms not locked down.