

Beaufort County Board of Education
Beaufort, South Carolina

Performance Expectations Monitoring Report
May 24, 2016

Performance Expectation (PE) being monitored: PE 12 Safety and Security

I hereby present my monitoring report on Performance Expectations 12, according to the schedule set by the Beaufort County Board of Education. I certify the information contained in this report is true.

Date: 5-24-16 Signed: GAMW

Gregory A. McCord, Ed.D.
Chief Auxiliary Services Officer

Date: 5-24-16 Signed: [Signature]

Jeffrey Moss, Ed.D.
Superintendent

Accepted: _____ Signed: _____

Mary Cordray
Board Chair

12.1 Develop and implement comprehensive plans, procedures and mechanisms that provide for safety and security in the school district. The plans and procedures, which shall be in written form, and the mechanisms, at a minimum, must provide for:

Superintendent's Interpretation:

- Establish and review annually, and update as necessary, the National Incident Management System (NIMS) compliant District Emergency Management Plan.
- Maintain "Rapid responder", the Districts computerized site and building mapping and pre-emergency planning system.
- Audit regularly individual schools emergency management plans for compliance and updates.
- Conduct and maintain checklists and logs of random onsite emergency/security audits of all school sites.

- Work with key school site personnel to ensure placement of the sites plan in a central location and smaller, flip-charts for the plan throughout the school site. (Copies of the flip-charts presented and distributed to the Board in December of 07 & again in 2012)
- Conduct annual emergency management training for key school personnel confirming each principal's assignment of responsibility for site updates to "Rapid Responder" and for NIMS certification to specific persons.
- Maintain close relationship with Beaufort County Emergency Management Division and with state and federal agencies.
- Ensure ready accessibility to the District "Rapid Responder" system when appropriate and necessary, to emergency "First Responders"
- Implement system to prevent unwanted or unidentified visitors on any campus (Lobby Guard).

State of Compliance: Superintendent is in compliance with PE 12.1

Evidence of Compliance:

Emergency Management Plan:

As a reminder, the District will go into Opcon 1 on June 1st, in recognition of the start of the Hurricane season. It is important to remember that in the event of any Hurricane, Beaufort County will be under evacuation orders. Under those conditions there will be no schools open and there will be no school buildings used as shelters.

Currently there are twelve (12) schools that are designated as shelters

1. Battery Creek High School
2. Beaufort Elementary School
3. Beaufort High School
4. Broad River Elementary School
5. Bluffton Elementary School
6. Bluffton High School
7. Bluffton Middle School
8. H.E. McCracken Middle School
9. Okatie Elementary School
10. Hilton Head Island High School
11. ACE
12. Whale Branch Early College High School

Shelters can be opened in the event of a strong tropical storm.

Memoranda of Agreements (MOAs) for Red Cross shelters are in place.

Generators are tested monthly and arrangement has been made to keep them fueled in the event of a shelter opening.

The maintenance division inspects campuses for loose debris they also inspect building roofs to ensure clear water flow and to remove loose debris. They also stock sand bags for use if needed. Food Service is prepared to supply food and beverages to the shelters.

Special needs persons have been considered and two shelters can accommodate a special needs population. (BCHS & HEMMS)

Wind and severe weather are covered in our Emergency Management Plans, individual school plans and Flip Charts.

A State Wide Tornado Drill was held in March with **100% of BCSD** schools participating and in compliance.

A State Wide Earthquake Drill was held in October with **100% of BCSD** schools participating. Our Protective Services Coordinator maintains a seat on the County Emergency Management EOC (Emergency Operations Center) whenever the EOC is activated for a potential storm. This is very important as it gives us a seat at the EOC where information is first received. He is then able to direct the information to the appropriate people in the district. It also allows us to make immediate decisions at the EOC in conjunction with other County, State and Federal Agencies. This situation has proven extremely beneficial to the district on many storms and we are grateful that the Emergency Management Division has included us in this capacity.

The BCSD also has a seat on the Emergency Welfare Services Section (Mass Care) committee, which prepares for the hurricane recovery efforts. This is an initiative to coordinate different government and non-profit social service agencies in the recovery period after a hurricane.

A command post type headquarters would be set up with an office available to us to coordinate our efforts with other city, county, and federal agencies. This is already planned out and we walk through it every year.

The Districts internal Emergency Management Response Team met and have reviewed all Hurricane preparations. All Divisions have reported that they are up to date on their plans. This group has become essential in responding to any emergency or unusual situation.

Our relationship with the County Emergency Management Division continues to be excellent. We rely on them for information and they are excellent in communicating with us on time and with accurate information. One of the best ways to continue to be prepared for hurricanes is to continue our good relationship with our County Emergency Management Division.

Beaufort County Emergency Management has received training on our schools surveillance system. The dispatchers for the local law enforcement will now be able to view the surveillance cameras in our schools to better instruct responding officers in the event of an emergency.

Law enforcement from Port Royal, Beaufort City, Beaufort County and the Bluffton Police Departments have been given access badges to enter all our district schools. Each police department will have several officers on each shift that will have unlimited access to all our schools.

Additional Initiatives:

All of our Law Enforcement Partners have participated in Active Shooter Drills this year and several of our schools have been used for these drills. Our Protective Services Coordinator has attended some of the tactical portions of these drills to observe the actions of Law Enforcement.

All of our Law Enforcement Partners have committed to sending Patrol Officers into our Elementary Schools as often as possible. This initiative has been well received by the schools, the parents and especially the students. This not only gives a wider scope of protection to the schools, but it gives the students the opportunity to get to know the Officers on a personal level. Some Officers use our "Security Checklist" to help make sure their school is in security compliance. This has been a very successful program.

The Coordinator of Protective Services conducts "Readiness Audits" to constantly review and update our prevention efforts and to test the individual schools ability to repel outside intrusion. This includes a review of the individual schools emergency response plans and examines their readiness state of that particular school to respond to an emergency.

This audit also includes checks in the areas of door security; proper visitors sign in procedure, clear signage, classroom supervision, hallway movement, illegally parked vehicles, brush and tree conditions, fire drill and lockdown drill compliance, crime reporting compliance, lighting, burglar alarm system, graffiti, surveillance cameras and verification that the school has maintained its ability to operate the Rapid Responder Website. A "Security Checklist" is completed as documentation of the schools readiness.

A very positive trend continues to be seen with these "Readiness Audits". All of the schools are improving their state of readiness and the security of the schools has been significantly improving with each round of Audits. We are also now seeing active participation from support units such as Maintenance and F/P&C. Elements from these units routinely reports any suspicious circumstances and work to improve school security.

Our Rapid Responder Program is functioning as it should and now includes some recent upgrades. All schools have been photographed from many angles, both inside and outside, including aerials and satellite photos. Data that has been collected includes, but is not limited to, location of utilities, gas, electrical, HVAC, exits, main rooms, examples of classrooms, examples of science rooms, contact numbers both at the district and school level, photographs of school administrator, census of schools by time of day, number of "special needs" children, the schools individual emergency response plan and additional school based information. This information and the Tactical Planning have been loaded into a computerized system that is web based and is available to not only all the schools, but also to first

responders. This system is NINMS compliant and uses NIMS (National Incident Management System) Icons. There was a renewed effort by the schools to bring their Rapid Responder Systems up to date. The Lobby Guard visitor sign-in system continues to be up and running in all of our schools. This is the sign-in system that not only prints out a photo "Visitors Badge" but it also checks nationwide for Sex Offender Status. Procedures are in place for the instances where a Sex Offender is identified. An Upgrade to this system is scheduled to be pushed-out to all machines prior to the end of this school year. This update should provide for more accurate "possible matches" and should reduce the number of "False Positives".

We are continuing to schedule our Table Top Drills to assess the schools ability to respond to emergency situations. This is being done with the assistance of the local police departments.

12.2 Ensure that all personnel receive appropriate training in matters relating to safety and security, such as bloodborne pathogens and workplace/school sexual harassment.

Superintendent's interpretation:

- Implement Praesidium recommending training.

Statement of Compliance:

Superintendent is in compliance.

Evidence of Compliance:

Safe Schools On-line Training

In 2015 - 16 the District provided training on the following topics to employees:

- Blood borne Pathogen Exposure Prevention
- Bullying: Recognition & Response
- Hazard Communications: Right to Know
- Playground Supervision (Elementary Schools)
- Boundary Invasion
- FERPA: Confidentiality of Student Records
- HRS-4 Staff Conduct
- Information for Mandatory Reporters
- Lifts and Transfers (Special Education)
- On-line Safety Primer: What Every Educator Needs to Know
- On-line Safety: Cyberbullying
- Reasonable Suspicion for Drug and Alcohol Use in the Workplace (Administrators)
- Safety in the Classroom (Special Education)

- Science Lab Safety (Science Teachers)
- Sexual Harassment: Staff to Staff
- Acceptable Use Policy
- Administrative Rules and Procedures

All Beaufort County School District employees completed on-line training courses in 2015/16. The District's intent in investing time in this training is to instill knowledge of the District's policies and procedures. Comments from employees have been very positive.

Induction Teachers

As new employees of the Beaufort County School District induction teachers receive additional training and information that includes training on child sexual abuse prevention from Darkness to Light.

Indoor Air Quality (IAQ)

The low country of South Carolina is a wet and humid place. The Beaufort County School District has an active IAQ program where staff, students and the community can submit concerns about the environment in which they work and learn. Concerns regarding the air quality, such a temperature, humidity, mold, etc. are all promptly investigated by maintenance. A team comprised of maintenance, facilities and risk management meets on a regular basis to discuss resolution of IAQ issues throughout the district. Any problems that cannot initially be resolved by maintenance are referred to the Risk Manager for further evaluation and air sampling. If the Risk Manager in conjunction with the IAQ team cannot come to a satisfactory resolution, an outside environmental engineering consultant is brought in to evaluate the issue and assist with a solution.

Accident Prevention

Throughout the school year accident prevention encompasses many different activities that include: Follow-up with schools and programs on emerging loss trends. This includes loss type trends as well as location trends. Accident prevention activities can also include walk through inspections, and accident investigation to develop strategies to prevent a reoccurrence of an incident.

Report a Concern

Parents, students and the community have the ability to reports concerns on-line and have them addressed. The reports can be anonymous or the individual can request follow-up. The complaints range from concerns over speeding buses, unresolved issues with payments to the school lunch system to overcrowding at a school program.

12.3 Ensure that all schools conduct State and District mandated safety drills each year.

Superintendent's Interpretation:

- Ensures all schools annually conduct all mandated safety drills.

Statement of Compliance:

Superintendent is in compliance.

Evidence of Compliance:

Attached for evidence are supporting documents for; Security Audits, Fire drills, Tornado Drills, Hurricane Drills, Monthly Crime Reports, K-9 Drug Sweeps, Table Top Drill training and a sample security audit form.

12.4 Ensure a safe, effective transportation system that is well maintained in accordance with transportation regulations.

Superintendent's Interpretation:

- Follow all state and local guidelines concerning the transportation of students
- Contract with a reliable, student centered transportation service

Statement of Compliance: Superintendent is in compliance.

Evidence of Compliance:

Safety

- BCSD transportation department is in compliance with federal and state rules and regulations on student safety and routing documentation (R-16 forms).
- Classroom instruction and behind the wheel training for drivers and monitors is completed for all new and current employees as needed; to include required certification and skills enhancement training.
- Maintained all training files to insure compliance with state rules and regulations to include behind the wheel documents, driver authorizations and evaluations.
- Conduct bi-annual road observations on each driver.
- Conduct monthly safety meetings. Topics include: Sleeping child procedures, railroad crossing safety, adverse weather driving, know your route-bus safety, collisions at intersections, bus evacuations, passenger management, defensive driving methods, driving in hazardous conditions, special education transportation, blood borne pathogens, slip, trips and falls, and preventing passenger injuries.
- Conduct regular driver inspections to include evaluation of safe work methods.
- Conduct Safety committee meetings and collision review board.
- Background checks are conducted.
- Motor vehicle record checks twice per year.
- Drivers have a medical examination certificate.
- Drivers have CDL license with "P" endorsement, drivers have SC bus certificates

Maintenance

- State bus maintenance is coordinated with the state bus shop.

- BCSD owned buses are maintained by LRTA in Bluffton. State regulations and inspections of buses as well as routine maintenance are tracked and buses kept in compliance.

Reliability

- Maintained a 10% "bench-strength" of back-up of drivers.
- Worked effectively with the State Bus Shop when breakdowns occur to get students to school in a timely and safe manner.
- Transportation communicates with schools when buses will be arriving late.

Routing

- Routing is completed via a BCSD owned software known as *Versatran*. All state required routing reports were turned in on time to the SDE. The routing program has assisted us in achieving the 1 hour ride time directive and operating routes efficiently.
- The Beaufort County Website provides parents the ability to type in their address and find the bus stop closest to their residence and informing them what attendance zone their child is in.

School Security Audit

Elementary School

January 21st, 2016 / 10:00am

On January 21st, 2016 at approximately 10:00am I arrived at School to conduct a Safety Audit. Upon arrival I was wearing blue jeans, blue hoodie and a baseball cap. I was intentionally not displaying any photo ID but had it concealed in my pocket. Before arrival at the school I contacted Cpt. Givens and Beaufort Police dispatch of my location, what I was wearing and my intent.

Door and window security at this school was excellent. All doors and windows were closed and locked and I was unable to gain access to the school. I knocked on several teachers doors and attempted to gain entry but was told to report to the front office.

While at the cafeteria door I began knocking loudly and eventually a female responded to the door and I was told to report to the front office. I tried for several minutes to talk my way in but they refused to open the door.

I continued to walk around the School but was unable to gain entry. I was later informed by the Principal that my presence on the outside of the school had been reported to the front office by several teachers. This was a good example of situational awareness. My whereabouts were followed by staff members from the safety of the school.

I entered the school and spoke with the Principal who stated that she expects teachers to keep the doors locked and shut when students are present. I began walking around the school and was unable to find any open or unlocked doors. I was informed by the Principal that her staff checks the doors on a regular basis and they enforce the policy of the doors remaining locked when students are present.

I came into contact with numerous staff members who all had their school ID visible

The front office is clearly marked with signage and the staff uses Lobby Guard. The Lobby guard is up and running and used effectively.

The School is current on all fire drills and participated with the Earthquake drill.

The School completed the Active Shooter training on October 29th 2015, at 3:45pm. This training was well received by the admin team as well as the staff.

The Elementary School has had a real lockdown several months ago and the Principal reports that there were no problems.

The overall rating for the school is: Outstanding

Door and window security was excellent with all outside doors and windows locked and secure. Situational Awareness was excellent, with several teachers reporting my presence on the outside of the school

While attempting to enter through the cafeteria doors I was stopped by Sodexo employees who refused to open the doors.

I spoke with the Principal about her policy of keeping classroom doors shut and always locked when students are present.

It is very obvious that the Principal and her staff take security very seriously at the Elementary School.

THIS IS THE SECOND YEAR IN A ROW THAT THIS SCHOOL HAS RECEIVED AN OUTSTANDING. CONGRATS TO THE ENTIRE STAFF ON A JOB WELL DONE.

David Grissom

**ACTIVE SHOOTER
2015/2016**

Elementary Schools	DATE		
Beaufort	Aug 24th		
Bluffton	Nov 12th		
Broad River	Nov 2nd		
Coosa	Oct 20th		
Hilton Head Early Learning Ctr	Sept 17th		
Hilton Head School Creative Arts	Aug 31st		
Hilton Head Elementary	Aug 31st		
James J. Davis	Aug 11th 9-11		
Joseph S. Shanklin	Oct 19th		
Lady's Island	Oct 12th		
Michael C. Riley	Aug 14th 1:30		
Mossy Oaks	Aug 12th 1:30		
Okatie	Aug 13th 1:30		
Port Royal	Nov 9th		
Pritchardville	Sept 15th		
Red Cedar	Nov 11th		
St. Helena Early Learning Ctr	Oct 29th		
St. Helena Elementary	Oct 29th		
Whale Branch	Aug 11th 9-11		
Middle Schools			
Beaufort	Sept 24th		
Bluffton	Sept 29th		
H. E. McCracken	Sept 1st		
Hilton Head	Oct 5th		
Lady's Island	Oct 12th		
Robert Smalls	Oct 13th		
Whale Branch	Oct 26th		
River Ridge Academy	Aug 14th 8:30am		
High Schools			
Battery Creek	Nov 3rd		
Beaufort	Aug 13th 9am		
Bluffton	Aug 12th		
Hilton Head	Oct 12 7am	Meet Admin Aug 24th 9am	
Whale Branch	Jan 27th		
Right Choices	Not completed		
Adult Ed	Aug 5th 2pm		

SECURITY AUDIT

SCHOOL	2014/2015	2015/2016	2016/2017
Elementary Schools			
Beaufort	Feb 13th	Feb 3rd	
Bluffton	Jan 22nd, 2015	22-Jan	
Broad River	Jan 29th, 2015	Feb 9th	
Coosa	Feb 4th, 2015	12-Jan	
Daufauskie	xxxxxxxxxxx	xxxxxxxxxxx	
Hilton Head Early Learning Ctr	Feb 9th, 2015	Feb 16th	
Hilton Head School Creative Arts	Feb 9th, 2015	Feb 16th	
Hilton Head Elementary	Feb 9th, 2015	Feb 16th	
James J. Davis		Feb 9th	
Joseph S. Shanklin	Jan 27th, 2015	Jan 18th	
Lady's Island	Feb 11th	Feb 11th	
Michael C. Riley	Jan 21st, 2015	Feb 12th	
Mossy Oaks	Feb 13th	Jan 14th	
Okatie	Jan 28th, 2015	Feb 16th	
Port Royal	Feb 11th	Feb 3rd	
Pritchardville	Jan 28th, 2015	Jan 15th	
Red Cedar	Jan 20th, 2015	Jan 11th	
St. Helena Early Learning Ctr	Feb 2nd, 2015	Jan 21st	
St. Helena Elementary	Feb 2nd, 2015	Jan 21st	
Whale Branch	Feb 5th, 2015	Feb 9th	
Middle Schools			
Beaufort	March 12th	Mar 7th	
Bluffton	March 9th	Mar 10th	
H. E. McCracken	March 10th	Mar 14th	
Hilton Head	March 9th	Mar 15th	
Lady's Island	Feb 26th	Mar 17th	
Robert Smalls	March 12th	Mar 24th	
Whale Branch	March 10th	Mar 21st	
River Ridge Academy	NA	Mar 22nd	
High Schools			
Battery Creek	March 23rd	Sept 9th	
Beaufort	March 24th	Sep 10th	
Bluffton	March 25th	Sept 11th	
Hilton Head	March 26th	Sept 14th	
Whale Branch	March 27th	Sept 15th	
May River	NA	NA	

**K-9
Searches**

SCHOOL	Scheduled	Completed	K-9 Hits
HIGH SCHOOLS			
Battery Creek	Feb 17th		9
Beaufort	Nov 18th		4
Bluffton	Oct 28th		10
Hilton Head	Sep 29th		14
Whale Branch	March 16th		4
Right Choices	Nov 19th		4
Middle Schools			
Beaufort	Dec 11th		7
Bluffton	Oct 30th		4
H. E. McCracken	Oct 26th		11
Hilton Head	Dec 14th		4
Lady's Island	Dec 9th		3
Robert Smalls	Jan 27th		5
Whale Branch	Dec 17th		2
River Ridge Academy	April 21st		1

School Security Audit Checklist

SCHOOL _____ DATE _____

	Complies	Needs Improvement	
<u>Outside Doors</u>			
• Closed	<input type="checkbox"/>	<input type="checkbox"/>	
• Locked	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Windows</u>			
• Closed	<input type="checkbox"/>	<input type="checkbox"/>	
• Locked	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Classroom Doors</u>			
• Closed	<input type="checkbox"/>	<input type="checkbox"/>	
• Locked	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Sign In Book for Visitors</u>			
• Visitors wearing ID	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Staff Identification</u>			
• Photo ID worn at all times	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Clear Signage</u>			
• Identifying Main Office.	<input type="checkbox"/>	<input type="checkbox"/>	
• Search Statute posted	<input type="checkbox"/>	<input type="checkbox"/>	
• Sign-In Notice	<input type="checkbox"/>	<input type="checkbox"/>	
<u>No Unsupervised Classrooms</u>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>No Students in Hallways without Pass</u>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Vehicles</u>			
• Illegally parked vehicles	<input type="checkbox"/>	<input type="checkbox"/>	
• Vehicles too close to building	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Brush</u>			
• Bushes trimmed to three feet high	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Trees</u>			
• Trimmed to eight feet ground clearance	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Fire Drills</u>			
• Held Monthly	<input type="checkbox"/>	<input type="checkbox"/>	
• Reports submitted on time	<input type="checkbox"/>	<input type="checkbox"/>	

**School Security Audit
Checklist**
(page -2-)

	Complies	Needs Improvement
<u>Crime Stats</u>		
• Reports submitted on time	<input type="checkbox"/>	<input type="checkbox"/>
<u>Lighting</u>		
• Survey outside and parking lots for broken or burned out bulbs and replace.	<input type="checkbox"/>	<input type="checkbox"/>
• Survey interior lights for broken or burned out bulbs and replace.	<input type="checkbox"/>	<input type="checkbox"/>
<u>Surveillance Cameras</u>		
• Be familiar with the capabilities of your school's system.	<input type="checkbox"/>	<input type="checkbox"/>
• Assign person or person(s) to check operation	<input type="checkbox"/>	<input type="checkbox"/>
<u>Security Alarm System</u>		
• Emergency contact list is current	<input type="checkbox"/>	<input type="checkbox"/>
• Alarm is being set	<input type="checkbox"/>	<input type="checkbox"/>
<u>Drills</u>		
Lockdown – conducted	<input type="checkbox"/>	<input type="checkbox"/>
<u>Emergency Management Plan</u>		
• Updated	<input type="checkbox"/>	<input type="checkbox"/>
• Accessible		
<u>Graffiti</u>		
• Reported and removed immediately	<input type="checkbox"/>	<input type="checkbox"/>

Signed _____
School

Signed _____
David Grissom, Protective Services Coordinator

Date: _____

Safety Drills

[illegible]

Riverview Charter School
Right Choice
Beaufort-Jasper ACE

Color Key Fire

Earthquake

Tornado

Safety Drills

2016/17

January

February

March

April

May

June

Fire Drill

Earthquake Drill

Fire Drill

Earthquake Drill

Fire Drill

Tornado Drill

Earthquake Drill

Fire Drill

Earthquake Drill

Fire Drill

Earthquake Drill

Fire Drill

Earthquake Drill

Schools

Battery Creek High

Beaufort High

Bluffton High

Hilton Head Island High

Whale Branch Early College High

Beaufort Middle

Bluffton Middle

H.E. McCracken Middle

Hilton Head Island Middle

Lady's Island Middle

Robert Smalls International Academy

Whale Branch Middle

Beaufort Elementary

Bluffton Elementary

Bluffton Early Childhood Center

Broad River Elementary

Coosa Elementary

Daufuskie Island

Hilton Head Island Early Childhood Center

Hilton Head Island (Baccalaureate) Elementary

Hilton Head Island School for the Creative Arts

James J. Davis Elementary

Joseph S. Shanklin Elementary

Lady's Island Elementary

Michael C. Riley Early Childhood Center

Michael C. Riley Elementary

Mossy Oaks Elementary

Okatie Elementary

Port Royal Elementary

Pritchardville Elementary

Red Cedar Elementary

St. Helena Elementary

Whale Branch Elementary

(T)

Color Key		Fire	Earthquake	Tornado