

STANDARD 7: FACILITIES

Buildings, grounds, and equipment provide a safe and healthy environment that serves to enhance student learning.

Overview

The Lutheran school's physical facilities include the buildings, land, equipment, maintenance of the property, and provisions for health, safety, and sanitation. As a place for learning, the facilities help students grow spiritually, physically, mentally, socially, and emotionally. School facilities demonstrate principles of harmony, order, and utility. Its furnishings and décor are reflective of the Christian mission and purpose of the school.

Potential Evidence

Potential evidentiary documents provide support as the subcommittee determines the rating for each General Indicator of Success. The list includes suggestions for the documentation but is not all-inclusive. The school reviews the list of potential evidence and determines those established at the school. Additional evidence that is not listed in the potential listing may also be presented. Evidence or lack thereof assists the school in reaching an agreement on a rating. Potential evidence does not need to be included in the Self-Study but is to be available for the Validation Team to review.

- Job descriptions for maintenance and cleaning staff, including reporting responsibilities and lines of accountability.
- Long-range plan for facility improvements, additions, or expansion
- Budget line items that commit financial support for ongoing maintenance and immediate facility improvements.
- Inventory of instructional hardware and equipment, including technology infrastructure
- Certificates of compliance related to health and safety practices.
- Cleaning schedules and custodial duties
- School lockdown plan

Potential Practices

Like potential evidence, potential practices are identified to demonstrate how well the school is meeting the indicators. A practice describes something that is being done at the school. It is often supported with written documentation, but it can be observed in classroom activities or daily routines. Schools are to identify the practices in place. A list of suggested practices is included in the Self-Study Report, but it is not all-inclusive. The identification of practices allows the subcommittee to arrive at a rating that reflects the condition currently in place at the school. It is the combination of evidence and practices that provide the support for an indicator rating.

- Buildings and grounds reflect the institution's commitment to maintaining a safe and productive learning environment for students.
- Regular and routine inspections (e.g., fire marshal, health inspector, lunchroom audit, emergency light log, facility walkthrough, elevator, fire extinguishers, etc.)
- Regularly scheduled maintenance
- Daily cleaning and sanitizing
- Safety inspections as required by local agencies.
- Annual review of emergency management procedures and response
- Custodial care and/or Cleaning Service
- Service of students with specialized learning needs

Required Responses

Narrative responses are to be written for all questions at the beginning of each Standard area and included in the Self-Study document. The answers to these questions provide a school with the opportunity to describe how it meets the needs of students. This also allows the school to indicate any nuances that are unique to the school's learning environment.

1. Describe the property (building and grounds).

Our school and early childhood building, both situated on the same physical property as the church, share the same physical address. A fire lane separates them. The primary school building comprises two floors. The first floor accommodates the Early Childhood Center classrooms, and the second-floor houses classrooms for Kindergarten through 8th grade, restrooms, a library, a printing room, and an individual instruction room. Both floors have access to a junior high school-sized gymnasium, which serves as the dining area for lunch, along with a commercial kitchen.

The school building doubles as the Family Life Center for the church, hosting various events throughout the year. The early childhood building consists of three classrooms and two individual restrooms. The church and school grounds span approximately 6.5 acres and feature two large playgrounds, one of which is specially designed according to Oklahoma Department of Human Services regulations. All play areas are fully fenced. A concrete parking lot constructed several years ago is engineered to manage water runoff and mitigate flooding issues for all buildings.

2. Describe how general maintenance and repair of the physical facilities is ensured.

Maintenance at Good Shepherd Lutheran Church is overseen by the Church Board of Properties, which promptly addresses issues as they arise and enlists professional help when needed. Additionally, our custodial staff clean all three buildings on campus each evening. The campus benefits from the dedicated efforts of a property board member who serves as a handyman, attending to minor repairs and maintenance tasks on a daily basis. This individual also tends to the upkeep of the expansive lawn area, earning compliments for maintaining one of the most visually appealing grounds in Midwest City.

3. Describe how the school ensures that it complies with laws, health and safety requirements and building codes, and the Americans with Disabilities Act (ADA).

Throughout the school year, Good Shepherd Lutheran School is inspected by various state and local agencies to ensure compliance with safety and health regulations. These inspections include visits from the City of Midwest City Fire Marshal, the Oklahoma County Health Department twice annually, and unannounced inspections by the Oklahoma Department of Human Services. Should any deficiencies be identified during these inspections, the administration works with the Board of Properties and custodial staff to address and rectify them promptly.

All toxic cleaning chemicals are securely stored away from students and accompanied by emergency spill-handling procedures. Additionally, our school is equipped with a sprinkler system, and a monitored alarm system interconnected with smoke detectors to ensure prompt response to any emergencies.

Although the City of Midwest City does not mandate specific building code inspections apart from fire inspections, our school adheres to building code standards at the time of occupancy.

4. Describe the maintenance and cleaning schedule of the facility.

Ensuring a clean and sanitary environment is a daily priority at our school, involving the concerted efforts of nearly all staff members. Teachers diligently maintain cleanliness in their classrooms each day, while the custodial staff conducts thorough evening cleanings encompassing all classrooms, restrooms, the gym, and communal areas.

For more extensive cleaning tasks, such as floor waxing, our school schedules these activities during times when students are not present in the classrooms. Most routine maintenance tasks are addressed on an as-needed basis, except for the heating and air systems. The Board of Properties has engaged Bryant Plumbing, a licensed heating and air contractor, to conduct semi-annual inspections of the heat exchangers for all school units, replacing filters as part of this routine.

Our lead administrator coordinates annual deep cleaning and maintenance efforts, which may involve painting touch-ups or complete repainting as necessary, along with comprehensive floor waxing throughout the facility. Pest control measures are implemented on a monthly basis at our school to ensure a pest-free environment for students and staff alike.

5. What is the relationship of the school administration and faculty with the custodial staff?

The relationship between the school administration, faculty, and custodial staff at our school is one of mutual respect, collaboration, and appreciation. While our custodial staff are employees of the church, their integral role in maintaining clean and safe facilities for both the church and the school is deeply valued and acknowledged by the administration and faculty. We recognize the hard work and dedication of our custodial team in ensuring that our facilities remain in optimal condition for learning and worship. Any issues or concerns regarding maintenance or cleanliness are addressed promptly and efficiently, reflecting our commitment to providing a supportive and conducive environment for our school.

6. What part of the physical plant and property has been changed in the past three years?

Over the past three years, several significant changes have been made to the physical plant and property of our school and Early Childhood Center. These include the replacement of several air conditioning systems to ensure optimal comfort for students and staff. New flooring has been installed in both the school and Early Childhood Center, while extensive painting has refreshed the interior spaces. The acquisition of a new school bus has enhanced transportation options for students. A new sound system has been installed in the gymnasium, facilitating programs, celebrations, and events. New window shades have been installed throughout the Family Life Center, along with the addition of 55 surveillance cameras and an electronic entry system to bolster security measures. An electronic sign has been erected at the front of the campus, enhancing visibility and communication. Additional signage has been implemented to direct visitors to our school and Early Childhood Center. Most of the school furniture has been replaced, ensuring a conducive learning environment. Safety on the playground has been prioritized with the addition of wood chips, and fire protection equipment has been upgraded. New kitchen serving and cleaning equipment have been acquired to support food services. These improvements collectively demonstrate our commitment to providing a safe, functional, and welcoming environment for our students, staff, and visitors.

7. What long-range plans are in place for site plan development?

Several long-range plans are in place for site plan development at our school and Early Childhood Center. We aim to address any infrastructure needs by prioritizing maintenance and repairs as necessary. We are exploring opportunities to expand our facilities to accommodate the growing needs of our student population and enhance educational programming. Through strategic planning and collaboration with stakeholders, we are committed to ensuring that our site plan development aligns with our mission and vision for providing an exceptional learning environment for all students.

8. How are students protected from external threats on campus before, during, and after school?

Ensuring student safety is a top priority, and comprehensive measures are in place to safeguard our school from unauthorized individuals. Security cameras are strategically positioned and monitored within our administrative and Early Childhood Center offices.

Visitors are directed to the front door, which is equipped with a doorbell in the airlock space. A dedicated camera allows staff to view visitors on monitors and decide whether to grant access.

Playground areas are fenced for child safety, and two teachers supervise activities to monitor for unfamiliar individuals. Monitored fire systems are installed alongside established emergency procedures for various scenarios. An audio alert system signals staff and initiates emergency protocols promptly. A code word is broadcast to let our staff know the emergency is contained and it is safe to leave their protected area.

9. Describe how the school property is used by the community and outside groups and any procedures/policies that govern the use.

The community and outside groups utilize our campus for various activities and events beyond our regular school hours. These activities can include sports practices, community meetings, adult education classes, performances, and recreational

programs. However, the use of school property by external groups is governed by specific procedures and policies established by our church. Here is our process:

- **Application Process:** External groups interested in using our facilities apply to our administrative office. The application includes details such as the purpose of the event, requested dates and times, specific facilities or amenities needed, expected attendance, and any special requirements or accommodations.
- **Review and Approval:** The application is reviewed by a designated committee responsible for our facility rentals and scheduling. Factors considered during the review process include the availability of facilities, compatibility with school activities, potential impact on school operations, and compliance with our policies and regulations.
- **Fee Structure:** According to our policies, external groups may be charged for using our facilities. These fees are typically based on factors such as the type of event, duration of use, facilities requested, and any additional services or resources provided by the church (e.g., custodial services, equipment rental).
- **Rules and Regulations:** External groups using school facilities are expected to adhere to specific rules and regulations established by us. These rules include guidelines for behavior, facility use, parking, security, noise levels, and cleanup responsibilities. Failure to comply with these rules may result in the cancellation of the event or restrictions on future facility use.
- **Security and Supervision:** Depending on the nature of the event and the participants involved, we may require external groups to provide security personnel or supervision to ensure the safety and security of participants and church property. This helps prevent unauthorized access, vandalism, or other security concerns.
- **Cancellation and Rescheduling:** In the event of unforeseen circumstances or emergencies, both the church and external groups reserve the right to cancel or reschedule events scheduled on our property. Procedures for cancellation and rescheduling, including notification requirements and any associated fees, are outlined in the facility use agreement.

10. Describe athletic facilities and training facilities and proper monitoring, sanitation, and safety procedures in place.

Our gym is essential for the physical development and well-being of our students. Proper monitoring, sanitation, and safety procedures are crucial to ensure the health and safety of our students and staff. Here's how these aspects are typically managed:

Sanitation:

- Our gym is regularly cleaned and sanitized to maintain a hygienic environment and prevent the spread of infectious diseases.
- Restroom facilities are cleaned and stocked with supplies, such as soap and hand sanitizer, to promote good hygiene practices among participants.

Safety Procedures:

- We have developed and implemented safety protocols and procedures to minimize the risk of injuries during events.
- Staff are trained in first aid and emergency response procedures, including CPR and AED usage, to address medical emergencies promptly.

Required Evidence

Required Evidence must be attached to the Self-Study Report and used to assign a rating and complete the written comments for each General Indicator of Success. Place an "X" in the box and attach the required documentation.

- School floor plan
- School Crisis Management Plan (including evacuation and reunification plans)

Required Indicators of Success

Required indicators must be answered "YES" and supported by evidence and comments for the school to be accredited in good standing. Place an "X" in the box and identify supporting evidence and practices.

7:01* Facilities are well-maintained and free from hazards, providing a safe and productive learning environment for all students.

- YES
- NO

Identify and list supporting Evidence or Practices:

We prioritize the safety and well-being of our students by maintaining well-maintained facilities that are free from hazards. Our dedicated maintenance team ensures that our school buildings and grounds are kept in optimal condition, creating a safe and conducive environment for learning. By upholding high standards of cleanliness and safety, we provide students with a space where they can focus on their studies and engage in productive learning experiences without concerns about their physical surroundings. Through our commitment to maintaining safe and hazard-free facilities, we create an environment where students can thrive academically, socially, and emotionally.

Comments:

N/A

7:02* Facilities fully conform to all applicable laws, including health, safety, and building codes.

YES

NO

Identify and list supporting Evidence or Practices:

Our commitment to compliance with all applicable laws, including health, safety, and building codes, is evident through inspections conducted by regulatory authorities. The Oklahoma Health Department regularly inspects our food services to ensure compliance with health and sanitation standards, affirming the safety of our dining facilities. Similarly, the Oklahoma Department of Human Services conducts inspections of our Early Childhood Center, ensuring that it meets all licensing requirements for the well-being and safety of our youngest learners. Additionally, our entire facility undergoes inspections by the Midwest City Fire Department to verify compliance with building and fire safety codes, further ensuring the protection of our students and staff.

Comments:

N/A

General Indicators of Success

General Indicators of Success help the school quantify its compliance with the Required Standards. The assignment of a rating for each General Indicator of Success is determined by the evidence and the practices that support the rating. Each general indicator is to be rated by the subcommittee using the criterion below with the corresponding point value. A written response is required for every indicator in the "Comments" section.

Highly Functional (4) — This is an area of outstanding strength of the school. It not only meets ALL the benchmarks related to the General Indicator of Success but is supported by extensive documentation and/or observable practices that exceed expectations related to the indicator. This indicator establishes practices for other Lutheran schools to consider. The Validation Team verifies that these practices and/or documentation exceed the Operational (3) level.

Operational (3) — This is the expected rating for a strong Lutheran school. ALL benchmarks must be met completely for this indicator to be considered Operational. The condition is supported with documentation and/or observable practices that support the rating.

Emerging (2) — Improvement is required in this area. If one or more benchmarks are not fully met, the rating must be Emerging. This indicator is recognized as important by the school but is inconsistently applied. Any benchmark not fully met must be addressed in the School Action Plan.

Not Evident (1) — There is observable conflict or deficiency with this indicator at the school. A majority of the expected benchmarks are not met or addressed with sufficient practice, evidence, or documentation. This rating may result in the assignment of Provisional Status. This must be addressed in the School Action Plan.

7:03: Buildings, grounds, and equipment are well maintained, clean, and appropriate for the age and number of students.

Schools must demonstrate with documented evidence and practice that they comply with the following to function at the "operational" level. Place an "X" in the boxes below which currently apply to the school.

- The size and design of the buildings and teaching/learning areas are appropriate for the school's programs and achievement of learner outcomes (objectives), meet state and local code requirements, and provide for special needs.
- All teaching/learning areas are properly ventilated, lit and have adequate space for the number and size of the students.
- The buildings are cleaned daily, and the restrooms are sanitary.
- School furniture is sufficient in quantity and age-appropriate.
- The school administrator(s) participates in the supervision of those who maintain the physical facilities.
- Adequate provisions exist for offices, areas for students needing care, recreation, library/media center, and space for small-group instruction.
- The school facility has appropriate technological infrastructure.

Place an "X" in the Rating Box that Reflects the Actual Condition of the School

Highly Functional (4) **Operational (3)** **Emerging (2)** **Not Evident (1)**

Identify and list supporting Evidence or Practices:

- Classrooms were designed to cater to the needs of both students and teachers. Preschool classrooms feature sinks and individual restrooms, while elementary classrooms offer convenient access to restrooms, teacher storage closets, and exterior windows to maximize natural lighting and visibility.
- To ensure a conducive learning environment, classrooms are equipped with adequate ventilation and modern LED lighting.
- Daily sanitation protocols are strictly adhered to, with teachers sanitizing classrooms and cleaning staff vacuuming, mopping, and sweeping at the end of each school day. Additionally, restrooms and common areas receive daily cleaning.
- In addition to classrooms, dedicated spaces are provided for student and teacher use, including a library and an individual instruction room for tutoring or counseling.
- Continuous technological improvements are made as funds permit. Two maintained playgrounds, one for preschoolers and the other for elementary schoolers, are located around the same building. All playground equipment adheres to fall zone

regulations stipulated by the Department of Human Services (DHS), and wood chip coverings meet state-mandated depths for Early Childhood Centers.

- In addition to school facilities, students have regular access to church amenities. The sanctuary is utilized weekly for chapel services and periodically throughout the year for special events and programs.

Comments:

N/A

7:04: Physical facilities provide specific (crosses, signs, etc.) and non-specific (attractive, adequate, etc.)

Lutheran Christian witness to the community.

Schools must demonstrate with documented evidence and practice that they comply with the following to function at the "operational" level. Place an "X" in the boxes below which currently apply to the school.

- The buildings contain evidence that the school is a Lutheran Christian school.
- Christian banners, pictures, and posters are displayed in the hallway, entryway, gymnasium, and classrooms.
- A cross is hung in a prominent place.
- An outdoor sign provides evidence of a Lutheran Christian School to the community.

Place an "X" in the Rating Box that Reflects the Actual Condition of the School

- Highly Functional (4)** **Operational (3)** **Emerging (2)** **Not Evident (1)**

Identify and list supporting Evidence or Practices:

- An iconic illuminated cross adorns the street-facing wall of the church, serving as a beacon of faith and guidance.
- Impeccably manicured grounds enhance the aesthetic appeal of the premises, contributing to a serene and welcoming environment.
- A state-of-the-art digital sign serves as a dynamic platform for announcing events and updates for both the church and school, further enhancing communication with the community.
- A Christian flag is flown 24/7 on its pole alongside the American flag and Oklahoma flag.

Comments:

N/A

7:05: The building and grounds provide a safe school environment.

Schools must demonstrate with documented evidence and practice that they comply with the following to function at the "operational" level. Place an "X" in the boxes below which currently apply to the school.

- Policies and procedures are in place to maintain a safe school environment.
- The playground, athletic field(s), and school grounds are properly supervised, safe, and fenced when appropriate and needed.
- The school limits access to the facility, has locked entrances, and is secure during normal school hours.
- Crossing guards, lanes, and school speed zones are provided when and where needed.
- A safe, carefully supervised procedure for loading and unloading students in cars, buses, and other vehicles is in effect.

Place an "X" in the Rating Box that Reflects the Actual Condition of the School

- Highly Functional (4)** **Operational (3)** **Emerging (2)** **Not Evident (1)**

Identify and list supporting Evidence or Practices:

At Good Shepherd Lutheran School, we prioritize the safety and security of our students and staff by implementing robust measures within our building and grounds. With 55 surveillance cameras strategically placed throughout the premises, we maintain vigilant oversight to monitor activity and ensure the safety of all occupants. Additionally, our electronic entry system, utilizing key fobs issued exclusively to authorized staff and select church members, adds an extra layer of security, restricting access to only those with approved credentials. These measures not only deter unauthorized entry but also enable us to swiftly respond to any potential security concerns, providing peace of mind to our school community and fostering a safe and secure learning environment for everyone.

Comments:

This section was included in our 2018 NLSA School Action Plan.

Concern: Retrain staff to keep doors closed and not propped open.

Action Taken: Staff have been retrained and are reminded about the dangers of leaving secure doors propped open.

Since our last reaccreditation visit, our church has demonstrated a steadfast commitment to enhancing security measures, investing \$75,000 in upgrades to our security apparatus. These significant investments underscore our dedication to ensuring the safety and well-being of our school community. With these upgrades, we have further strengthened our ability to maintain a secure environment, providing added peace of mind to students, staff, and parents alike. Our church's proactive approach to security highlights our unwavering commitment to prioritizing the safety of all those within our care.

Summary and Response Actions

Summary and response actions related to the school's strengths and items needing improvement are to be provided. Subcommittees carry on the primary work of evaluating the school's compliance with the assigned standard through a thoughtful and purposeful evaluation of each of the general indicators of success. Based on any general indicator ratings of "1" or "2", the school must develop specific plans to improve. Plans must include specific targeted completion dates and assignments. At the discretion of the school, actions may be developed for indicators that have been rated as "3".

A. Are the Required Indicators of Success met for Standard 7?

YES

NO

B. Based on evidence, what are the strengths of the school related to Standard 7?

Ensuring the well-being of students is the utmost concern of the leadership and staff at Good Shepherd Lutheran School. This dedication is visible through various safety measures in place, including monitored security cameras and controlled access via keypad-secured doors. Rigorous protocols govern the drop-off and pick-up process, further bolstering student safety. Regular maintenance of our school building and grounds underscores the commitment to providing a secure and welcoming learning environment. This collective effort reflects the shared commitment of both the church and school, with the Board of Properties and volunteers actively contributing to upkeep during designated "cleaning days" throughout the year.

C. Based on the evidence, what are the challenges of the school related to Standard 7? All areas identified as "emerging" [2] or "not evident" [1] must be addressed in the School Action Plan.

N/A

D. What is the school's average rating for all General Indicators of Success for Standard 7, rounded to the nearest tenth?

STANDARD	RATING
7:03	3
7:04	3
7:05	4
Total:	10
Average: (Total ÷ 3)	3.3