

Administration Reports

February 2014

Focus for February – **School Safety Plans**

AC Houghton Elementary

So far this year, as a school district we have had several meetings implementing our new district wide safety plan Standard Response Protocol. I have also held meetings with ACH staff, safety committee, site council, parent club and parents. At these meetings I have explained ACH's safety plan and evacuation procedures. As a school, we have practice all of the following drills: lockdown twice, fire drills (evacuation), earthquake drill (shelter in place), lockout and secure your rooms.

Also, I am presently in negotiations with a local church to be an evacuation/parent reunification site. I have written a Memorandum of Understanding (MOU), and presently the church and district are evaluating the document. We will meet again at a later date.

Below are the items I have discussed at my meetings:

Steps to Reinforce School Safety

1. Be a visible, welcoming presence at school, greeting students and parents and visiting classrooms.
2. Conduct a formal review of all school safety policies and procedures to ensure that school safety issues are adequately covered in our school crisis plans and emergency response procedures. (These reviews are conducted at least annually).
3. Review communication systems within the school district and with community responders. This also addresses how and where parents will be informed in the event of an emergency. (evacuation procedures)
4. Connect with community partners (emergency responders) to review emergency response plans and to discuss any short-term needs that may be obvious in response to a current crisis.
4. The ESD provides crisis training and professional development.

School Safety Prevention Measures

1. Limited access to school building (designated entrance with all other access points locked from the exterior).
2. Monitoring of the school parking lot (an assistant who oversees students exiting the bus and people entering and leaving the school).
3. Monitoring and supervision of student common areas such as hallways, cafeterias, and playgrounds.
4. School-community partnerships to enhance safety measures for students beyond school property (don't be afraid to call the school if you see something unusual).
5. Monitoring of school guests (report to main office, sign in, wear badges, report unfamiliar people to school office).
6. Creating a safe, supportive school climate that provides school-wide behavioral expectations, caring school climate programs, positive interventions and supports, psychological and counseling services, and violence prevention programs (bully-proofing, social skill development and conflict mediation).
7. Encourage students to take responsibility for their part in maintaining safe school environments.
8. Promote compliance with school rules, reporting potential problems to school staff, and resisting peer pressure to act irresponsibly.
9. Threat assessment and risk-assessment procedures and teams for conducting the assessments. (ESD)
10. School preparedness drills (intruder alerts, weather and fire).

11. Presence of security cameras

Heppner Elementary & Heppner High School

The Heppner School Safety Committees continue to revise and update our school safety plans on a regular basis.

At Heppner High School the safety plans were last updated and reviewed during our October safety meeting. The HHS safety committee was responsible for the revision process and it was communicated to and reviewed by our staff and site council prior to being reprinted. At HES the safety plans have been in a continuous revision/updating process since the spring of last school year. The HES safety committee reviews and discusses the planned revisions/updates at our monthly meetings and they have also been shared and discussed with both the site council and parent-teacher clubs.

I have also shared and discussed portions of our updated plans on a couple of occasions this school year with Mr. Matz and Mr. Bensen, as we were assigned at the district level to help bring more consistency to our school safety plans across the district. I have also been working with the Morrow County Sherriff's Office planning walk-throughs of both buildings this spring to help give them a better understanding of our buildings logistical layouts, so that their newer deputies are more familiar with our school facilities in Heppner. As a district in the past couple of months we have also held meetings to discuss making our school plans more uniform and consistent as a district.

We will continue to seek opportunities to increase school safety awareness with all stakeholders as we continue to update and improve of our school safety plans to best meet the needs of our students at both Heppner Elementary and Heppner Junior/Senior High School.

I would like to end this month's report by again thanking each of you for your support of Heppner Schools, and your commitment to all students of the Morrow County School District.

Irrigon Elementary School

Since January of 2013, Irrigon Elementary has been holding multiple types of safety drills each month. Those include Lockout, Lockdown, Evacuate and Shelter drills. Each type of drill serves as practice in the case of an emergency. Our plan is modeled after the "I Love U Guys" Foundation's development of the Standard Response Protocol (SRP), which is a classroom response to any school incident. In each type of drill there is a different public address and action for staff and students. There are also visual aids and student handouts posted throughout the building to keep staff and students aware. Staff has been trained at staff meetings and teachers then take the information back to their classrooms to train students. At the beginning of the year, during an assembly, the principal shared an overview of what students and staff could expect related to drills for the school year. Following each drill, feedback is given by the principal to the staff, and that information is shared with students.

The Types of Drills

Lockout – The address is **“Lockout! Secure the perimeter”** and the protocol brings the students and staff into the main building and locks all outside access points. Examples: dangerous animal on school grounds, criminal activity in area, civil disobedience.

Lockdown – The address is **“Lockdown! Locks, Lights, Out of Sight”** and requires locking individual classroom doors and other access points, moving staff and students out of line of sight of the



windows and remain silent. Examples: dangerous animal within school building, intruder, angry/violent parent/student, active shooter.

Evacuate – The address is “**Evacuate to (location)**” OR **pulling of fire alarm** and has students and staff move in an orderly fashion, just in the situation of a fire drill.

Shelter – The address is “**Shelter for (event)**” and students drop, cover and hold. In some cases the staff will need to close and lock all outside windows and doors. It will be expected that silence will be maintained. Examples: Tornado, hazmat, flood and earthquake.

Communication

Information related to safety drills has been communicated to families by using the parent communication resources on the “I Love U Guys” website. The documents related to the Standard Response Protocol and the Reunification Method has been sent home in English and Spanish and is available on the “I Love U Guys” website at <http://iloveguys.org>.

Later this month we will be inviting Law Enforcement in to observe our evacuation drill, as well as a Lockdown drill, so that we can get feedback from them regarding our practice and make improvements on future practice.

Irrigon High School

This fall our district administration attended a presentation by John-Michael Keyes founder of the ‘I Love U Guys’ foundation that is committed to improving school safety. As a result we have adopted what they refer to as their Standard Response Protocol (SRP). The SRP simplifies the plan we have been doing for years by categorizing emergencies into one of four areas: lockout, lockdown, shelter, and evacuate. A lockout is called when there is a threat or hazard outside of the building and students are recalled into the building, the doors are locked and school continues as usual. A lockdown occurs when there is a threat inside the school and staff is directed to lock their classroom, turn the lights off, and keep everyone out of sight and sound of the doors and windows. Shelter is called when the need for personal protection is necessary such as a tornado. Evacuate is called to move students and staff from one location to another. The SRP has replaced the flip charts in each classroom and we have posted it in various locations throughout the school.

In addition to adding the SRP, we continue to have all outside doors locked during the school day and have installed a remote entry system into our PTE building that is activated by the office. We have also posted additional signs on all external doors directing all visitors to the office. The installation of cameras still continues to be a priority for us. We currently have eighteen in use, seven partially installed, and seven more waiting to be installed. These cameras have been a great asset for us. We have also purchased additional hand held radios to help improve communication among staff during emergencies.

We have reviewed the SRP with staff and students and conduct monthly drills in one of these four areas in addition to our fire drills. Everyone understands the need for diligence when it comes to student safety. In December, we mailed home a copy (in English and Spanish) of the SRP to parents along with a cover letter describing the changes.

Riverside High School

Riverside is in the process of implementing the safety plan that has been updated in alignment with the protocols from the I Love U Guys foundation. This past fall we condensed our safety terminology/practices to align with the Standard Response Protocol. This has allowed for the use of four phrases to address any emergency that we may have to deal with. We have met with staff and reviewed new terminology and procedures with staff in multiple meetings and have updated all of the classroom resources to reflect the new protocols that are in place. All our safety drills are conducted with the new processes.

We are currently working on our reunification plan. We have met as community administrators do align reunification between buildings and alternative locations that each school can use in the community. We are also talking with the Sage Center as a possible location for off-site reunification.

Once we have finished our reunification process we will begin the process of training the staff, parents, and community.

Sam Boardman Elementary School

As a district, we are finalizing a standardized template for each building's Emergency Operations Plan. Because we adopted both the Standard Response Protocols and the Standard Reunification method, our plans all needed to be updated, and it was an opportunity to both improve and standardize the plans. Having a more consistent plan from building to building will also assist law enforcement and first responders in a crisis situation.

As with all school-wide planning processes, our school's safety plan will continue to evolve. As we learn more through drills, table-top exercises, simulations, and actual events, we will continue to update our planned responses. FEMA also continues to make materials available to schools through their website. One of those tools is a school Hazard Analysis Checklist. A school safety team can use the checklist to find vulnerabilities in the overall safety of the school, and then include plans and measures for those risks in their safety plans. This is something we plan to do at Sam Boardman before the end of the school year so that we can plan, and if necessary, budget for anything that may arise in the analysis. Each of the Boardman Schools sat down and began the process of planning for off-site evacuations and reunification. For Sam Boardman and Windy River, it is relatively easy for one school to evacuate to the other. To aid in these types of events, each building is developing, as part of their safety plans, a detailed procedure for taking in evacuees while maintaining (to the extent possible) their operations. We've also learned, through our experiences that parent communication, especially before an incident should occur, is critical. The Publishers of the Standard Response Protocols and the Standard Reunification Method, The I Love You Guys Foundation, produces parent handouts that explain, for parents, how we will respond in a crisis, and we have included information in our student/parent handbooks, newsletters, and flyers home.

Additionally, we have implemented a number of small but important practices that could make a big difference in a crisis. Each door is equipped with a tabbed block that props the door just enough to prevent it from latching. This allows teachers to keep their doors locked all day long. To prevent entry, teachers simply have to pull the tab out instead of having to go outside of their classroom to lock their door. If the block is placed correctly, it is also possible to simply pull hard on the door to get it to latch as well.

At SBE, we have also been working through the building's keys. We've re-keyed several doors and are working on making sure that every staff member has the keys they need and that every substitute has a key for their room as well.

Windy River Elementary

Windy River and School Safety:

1. I Love You Guys Program: Our building is using the I Love You Guys program that every school in the district is using. As a staff, we have review this web site on two different Fridays as a part of our trainings. We have now the 4 Emergency Response Protocols of: Lockout, Lockdown, Evacuate, and Shelter In Place on our emergency response alerts.
2. Green Clip Boards: In every classroom the teacher has a Green Clipboard. On these clipboards are the entire emergency responses that a teacher would need then there is an emergency. The green clipboard goes with the teacher and it gives every response the teacher is to make with their students in any type of emergency.
3. Monthly Fire Drills: Windy River conducts monthly fire drills. The school is evacuated for quick evacuation, the accounting of every student, teacher and visitors. Other drills are also practices such as Inside Intruder and Outside Intruders, Earthquake, and Shelter in Place. The drills are recorded and sent to the district office for records.
4. Safety Committee: There is monthly safety committee meetings conducted at Windy River. They consist of the administrator, three teachers, and two classified staff. They review the past safety drills, student accident reports, staff accident reports and any issue of school safety.
5. Site Council: WRE School Site Council also reviews discussion on School Safety. They have discussed issues and communication about school safety as it relates to: the parent survey, bullying, bus issues, and general safety.
6. Staff Trainings: Staff reviewed the WRE Emergency Manual at the beginning of the school year, they have been trained in safety protocols for school building, student medical emergencies, and first aid and CPR.
7. Community –Parent Communications: In our Windy River School Parent Handbook, parents have been given information of where to look for School Closures, and Emergencies. Parents at the beginning of the year are given an Emergency Contact form to fill out in the event we have an emergency and we have an updated contact form to call for parent/student reunification purposes. We also use the School Messenger phone system to call parents regarding school late starts, school closures and other events.
8. Building Safety Measures: Windy River Elementary School has taken measures to maintain school safety. All doors leading from the outside into the building are locked. Only the front door is unlocked. It has direct visual pathway to the front office. Signs in both English and Spanish tell visitors to sign in the front office and be ready to show identification. Everyone must sign in. Partial paper covers our front classroom doors. If there is an event, teachers' shut the lights and unfold a paper giving less visual access to a classroom. All room doors are locked all the time.
9. Anti-Bullying; Drugs; Alcohol: Through Positive Action instruction we are giving students good behaviors to model. Our student body ASB promoted an anti- drug and anti-bullying week making attention against Bullying, Drugs and Alcohol.

Management's Discussion and Analysis

Financial Highlights: There have been no significant changes or highlights to the district financials. There will be a new calculation for poverty in the ADM formula; however, the district is not expecting to see any significant changes to the overall funding. The major driver for all significant funding items is still the number of students the district has entering and exiting.

Future Financial Planning: We will be starting the preliminary budget process over the next few months to help in the actual budget that will be started in March. The emphasis over the next few months will be on staffing and maintenance related items.

Financial Issues and Concerns: No issues to report on at this time.

Other: No other issues or concerns to note at this time.

Maintenance: We are currently in the process of evaluating our 2014-15 projects and looking to see about other options within the HVAC systems. The evaluation process includes classroom heat pumps and possible upgrades to Heppner Elementary School boilers. We will also be pursuing other opportunities with the Energy Trust of Oregon in Boardman and Irrigon. We will be evaluating our HVAC controls and look at options within the classrooms with aging units.

We are still in the process of finalizing the Heppner High heating system and expect that to be fully resolved by the end of February. The system has been operating great; however, we still have a few kinks to finish up on the control side of the system.

Injury Reports: No new injuries to report at this time – still working with a couple employees to close out claims.

IHS - none

ACH - none

IES - none

RHS - none

SBE - none

WRE – none

HHS - none

HES - none