



# School Safety Plan

## Lincoln Street School

2018/2019

### Current Status

Lincoln Street School is a Charter School located in Red Bluff, California. The school has a population of approximately 95 students grade TK-8th. 81.3% of students are socioeconomically disadvantaged. Eleven staff members are employed and work at our site including four full time teachers and one half time teacher, two itinerant special education teachers, a Paraeducator, front office manager, a Family Success Liaison and one Principal. Students complete core courses at home under the direction of a credentialed teacher and come on campus for teacher meetings, enrichment classes, intervention classes, and tutoring. We have had no suspensions or expulsions in the past three years, our truancy rate is 9.6%.

The facility is safe and kept in good repair. Our most recent Facility Inspection Tool, completed in November 2018 showed all systems to be safe and in good repair with an overall exemplary rating. The building is alarmed for fire and a video surveillance system is in place for safety. Facilities are inspected annually by Red Bluff Fire Department with the most recent inspection occurring in January 2018. Fire, earthquake and active shooter drills are conducted regularly and documented. A parent survey of 100% of our parents, from May 2018, showed that 100% feel that their child is safe at school, and they feel they have good communication with their child's teacher.

### Stakeholder Engagement

School Safety Committee, made up of school and administrative staff, a member of our Technical Support team, Director of Building Maintenance, and a parent met four times in 2017-2018 to develop and update safety plans. The Safety Committee met with law enforcement to review our safety plan on March 1, 2018.

Staff attended the Safety Summit from Tehama County Department of Education on September 11, 2018. The School Principal was trained as an ALICE trainer of trainer (Response to Active Shooter on Campus) and all school staff completed a one hour online training preparing for an active shooter on campus. Staff will participate in a live scenario training in May 2019, to respond to an active shooter on campus. Parents will be informed in the response to active shooter on campus and evacuation and reunification process the week of April 1st, 2019.

Staff complete yearly training on mandated topics such as Sexual Harassment, Child Abuse Mandated Reporting, and Bloodborne Pathogens. Additionally, all staff have been trained annually for the past three years on Human Trafficking and the Sexual Exploitation of Children. Staff have also been trained in Suicide Prevention and Awareness. Multiple members of our staff have been trained in the Assist Model for Suicide Prevention.

The Comprehensive School Safety Plan was shared with parents at parent club on February 15, 2019. The School Safety plan will be shared with the Lincoln Street Governance Committee and submitted for approval on March 14, 2019. The Comprehensive Safety Plan will be posted to Lincoln Street School's website by May 1, 2019.

Students, staff, and parents are monitored and instructed if needed, in safe ingress and egress to school building. Students and staff practice fire, earthquake, active shooter, and evacuation drills at least four times during each school year. The most recent drills are as follows: Lockdown drill 1/16/19, Earthquake drill and evacuation drill 10/18/18 and 3/12/19, Active Shooter and off site evacuation site drill are to take place in March 2019.

## Teacher Notification

Administration notifies teachers of dangerous students whenever necessary.

## Universal Complaints

Lincoln Street School has a policy<sup>1</sup> to address any complaints of noncompliance with applicable federal or state laws or regulations. The Universal Complaint Policy includes a complaint form that can be completed and returned to the school principal for investigation and resolution.

## Child Abuse Reporting Procedures

**Child Protective Services - Tehama County Hotline (1-800-323-7711)**

**Red Bluff Police Department (530-527-3131)**

**Tehama County Sheriff Department (530-529-7900)**

Governance Policy #6, adopted 11/09/17, outlines the Child Abuse Reporting Policy.<sup>2</sup> All staff are mandated reporters and are trained by Keenan to ensure they understand their role and responsibility.

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<sup>1</sup> Lincoln Street School Universal Complaint Policy

<sup>2</sup> Lincoln Street School Child Neglect, Abuse, and Reporting Policy #6

## Governance Policies

The following Governance policies contain important safety information for our school. Governance Board Policy #3 is the Emergency Plan Policy.<sup>3</sup> This policy outlines preparation and response for emergencies such as fire, earthquake, evacuation, and bomb threats. Attached to the policy are specific shut off locations and instructions specific to our current location to shut off electric and water in case of emergency. Governance Policy for Onsite Active Shooter Protocol<sup>4</sup> outlines staff and student preparedness and response to an active shooter or other aggressive intruder on campus.

Lincoln Street School has arranged for an off site evacuation location for all emergencies. If students are evacuated, parents will be notified to pick their students up at this location. Staff will utilize the School Messenger program to notify staff and families via mass all-call. Select site staff have instructions to create and send out mass all-call notifications.

Other Governance Policies related to school and student safety are included and updated as needed including Suspension/Expulsion policy<sup>5</sup>, Schoolwide Dress Code<sup>6</sup>, Sexual Harassment Policy<sup>7</sup>, and Field Trip and Excursion Policy<sup>8</sup>. Additional guidance for students and parents can be found in the school handbook<sup>9</sup> including information on Internet and technology use, bullying and cyberbullying, harassment, and behavior expectations and consequences.

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<sup>3</sup> Lincoln Street School Emergency Plan Policy #6

<sup>4</sup> Lincoln Street School Active Shooter Protocol

<sup>5</sup> Lincoln Street School Pupil Suspension and Expulsion Policy #7

<sup>6</sup> Lincoln Street School Student Dress Code Policy #4

<sup>7</sup> Lincoln Street School Sexual Harassment Policy #2

<sup>8</sup> Lincoln Street School Field Trip and Excursion Policy #8

<sup>9</sup> Lincoln Street School Student Handbook

## Focus Group on School Safety Plan

February 15, 2019

Present: 13 parents, 1 staff member

Asked: What are your major areas of concern for safety for your students when they are at school?

### Responses:

- Bullying
- Fire Drills
- Student Fights
- Trafficking
- Earthquake
- Suicide
- Sexual Harassment
- Intruder on Campus
- Verifying Visitors
- Being so Close to the High School
- Domestic Violence Awareness
- Moral Standards Breached
- Sexual Advancements
- Proper Social Monitoring

When parents broke up into groups of four or five people, they were asked to rank in order of importance their concerns for safety by working together. (Top 5 Answers)

### First Group Findings:

1. Fire Drills
2. **Intruder on Campus**
3. Verifying Visitors
4. **Bullying**
5. Student Fights

### Second Group Findings:

1. **Intruder on Campus**
2. Fire Drills
3. Earthquake
4. Suicide
5. **Bullying**

### Third Group Findings:

1. Verifying Visitors
2. **Intruder on Campus**
3. Sexual Harassment
4. Trafficking
5. **Bullying**

### Other General Comments:

- I don't worry about these things much because they are home with me most of the time.
- The reason we chose homeschool is so that we could monitor these things ourselves.
- I would like to see more drills when students are on campus.