

**Pullman Community Montessori School (PCM's)
Safety Drill and Procedures Update**

In response to safety concerns raised at the board meeting on Feb 28, 2023, the board and school's administrative team are providing an update on PCM's safety protocols. The Board of Directors and school staff hold student safety and well-being as a top priority.

Status of mandated safety drills

Charter public schools in Washington state are required to conduct several safety drills through the school year. Below is a table of the required drills, what PCM has conducted, and the schedule for the rest of the year.

Schoolwide Safety Drills	Date Conducted/Scheduled
Lockdown	1/20/2023
Shelter-in-Place	1/20/2023
Fire Drill	1/20/2023
Shelter-in-Place	3/06/2023
Lockdown	planned 3/2023
Shelter-in-Place	planned 3/2023
Fire Drill	planned 3/2023
Earthquake Drill	planned 4/2023
Fire Drill	planned 4/2023
Fire Drill	planned 5/2023
Lockdown	planned 6/2023

*state-required drills that must be documented: 3 lockdown, 1 shelter-in-place, 3 fire drills, 1 other safety-related drill.

Protocols for supervision of students

At PCM, all staff are trained in our safety policies, all staff are OSPI background checked, and all volunteers are approved through the WATCH system and may be required to obtain OSPI background checks depending on their role as a volunteer. Below is information about student supervision in various settings at the school.

Scenario	Protocol	Follow-Up
Students unattended in classroom	While there have been rare instances where this has occurred, this is not a practice used at PCM.	If for some reason this does occur, data is collected, action is taken with the individual to ensure there is not a repeat, there is a follow up with the student, sometimes there is a full staff reminder of protocol if appropriate.
Students traveling in hallway alone	Students in OLDER Elementary, who have demonstrated responsibility and accountability are able to walk in the hallway to a specific destination after there has been a	There are cameras in the hallway. The privilege is removed if a student demonstrates they can't handle the responsibility.

	communication with an adult on both ends. There are cameras in the hallway to monitor student safety.	
Students under supervision of volunteers	Occurs in a classroom setting (e.g. reading volunteer)	A student is only left with a volunteer if the volunteer has been trained and is deemed prepared by PCM staff and has an OSPI background check. If they have just a WATCH check, volunteers aren't left alone with students. Volunteers are required to sign in and out at the office before beginning support. Reading volunteers on the second floor may read in the hallway as there are cameras in the hallway, and volunteers are in line of sight of the PCM office.
Students that have exited classroom without permission (elopement)	This occurs occasionally with students that are working on self-regulation and communication skills. The PCM staff has extensive training and systems in place to support these students.	Follow-up occurs with students' family, staff, and law enforcement and other service providers, as necessary
Student under supervision of an adult without background check	This is not a practice used at PCM. Students are supervised by adults with OSPI background checks. Our volunteers have either a WATCH or OSPI background check (the latter are the only ones that could potentially supervise students for a short amount of time without a PCM staff member in the room).	

Continuous Improvement and Next Steps

As safety is a major concern, and in the spirit of continuous improvement, three recommendations and next steps have been identified to improve communication about safety procedures.

- Head of School updates the board during the June board meeting regarding completion of mandatory safety drills. The Head of School shares documentation that the school has caught up on all safety drills and is in compliance.
- Head of School updates the board on training of the safety protocols with all substitute teachers. Training is documented.
- Head of School updates the board on any suggestions for improvement made by Officer Patrick, school liaison officer.