



Immediate Next Steps and Safety Plan Response

March 20, 2024

Dear Jessica,

Please see the attached response to the Safety Plan follow-up due by 5pm on 3/20/24 and the Immediate Next Steps request due by 5pm on 3/21/24. Please let us know if the Commission requires additional information or would like to meet to discuss.

Thank you,

Robin McDonald, Chair of the Board of the Directors
Pullman Community Montessori

Immediate Next Steps - Commission Request	School Response
<p>The Commission would like to review the behavior incident levels this year and would suggest the Board review these data as well. These are referenced as available through Skyward in the Immediate Next Steps section of the response, but no data were shared. Please submit these data by 3.21.24.</p>	<p>Here is a folder containing all behavior and safety incident reports for SY 23-24. (For security purposes since this includes student level data, Commission staff will need to request access to view)</p> <p>The reports in the folder include:</p> <ol style="list-style-type: none">1. 2023-24 Behavioral and Discipline Incidents Log



2. 2023-24 Illness and Injury Log
3. 2023-24 Restraint Incidents Log

Our analysis of the Restraint Incidents Log shows:

- Since the first day of school in SY 23-24, a total of 5 students have been restrained. Of those students 4 have been restrained on multiple instances for their safety. The total number of incidents of restraint involving these 5 students is 48 incidents. Three out of the 5 students have an IEP and one of the 5 students has a 504 plan. In all incidents of restraint, trained staff have implemented the restraint safely with minimal or no injury to staff or students and the reporting requirements were followed.

We have closely reviewed the Behavioral and Discipline Log and Nautilus records to analyze instances and patterns of student elopements. Our review shows the below, and we have taken the following steps:

- Since the first day of school in SY 23-24, a total of 4 students have engaged in eloping behaviors. Of the 4 students, two eloped more than once. In total, there have been 15 incidents of elopement. Of the four students, 2 out of 4 have an IEP.

Increased Coaching: PCM's Director of Special Education and School Counselor are working with staff to address concerns relating to effective de-escalation and addressing behaviors to reduce restraints and elopements. These methods include communicating with and partnering with families and following our discipline policy to apply ISS and OSS, if and when



	<p>appropriate.</p> <p>Enhanced Data Tracking: Elopements are currently included within the Nautilus form in Transparent Classroom and don't have a separate form at this time, instead they are included in the comments/statement portion. The form will be updated to include separate tracking of the data points "was this an elopement?" and a field to note "was restraint involved?" This will allow us to see all this information in one view to help us better identify these incidents, responses, and patterns. This will better inform coaching for staff to identify if restraint/elopement was preventable through alternative de-escalation methods.</p>
Safety Plan - Commission Request	School Response
<p>The Commission requires daily reports for a minimum of 4 weeks (with weekly reports afterwards, if the data are improving) on</p> <ol style="list-style-type: none"> 1. Every safety incident 2. Every elopement 3. Every disciplinary Action 4. Daily % of students in attendance 5. Daily % of staff in attendance 6. Withdrawals 7. Any staff changes (resignations, changes to official duties) 	<p>The school has developed a Safety Tracker to include data from 3/18/24 onward. This tracker is linked in the compliance tracker within the Board Dashboard that the board reviews each month beginning with March. The tracker includes:</p> <ul style="list-style-type: none"> • Every safety incident <ul style="list-style-type: none"> ○ HIB, including cyberbullying, reported by staff, parents, or students ○ Any Threat Assessment initiated ○ Any incident requiring response from school security staff ○ Any incidents on school bus as reported by driver, parents, or students ○ Any unplanned lockdowns/drills ○ Any known instances of student suicidal ideation • Every elopement



	<ul style="list-style-type: none">● Every disciplinary action● Daily % of students in attendance● Daily % of staff in attendance● Withdrawals● Any staff changes (resignations, changes to official duties) <p>See here for the Safety Tracker: https://docs.google.com/spreadsheets/d/1fYpMTIiCx0UzNXK_yFk06wEfUG7TG7_5oMg4zwk1VY/edit?usp=sharing</p> <p>See here for the Board Dashboard folder: https://mypcm21.box.com/s/zvpbyeex8o8ort26xjmmqax8y8qt2hpc</p>
<p>Please identify an organization to provide school safety coaching and support such as the school safety center at ESD 101. Describe how the school will partner with the organization that they choose and what the goals and deliverables of that partnership are.</p>	<p>We have contacted Dan Corder, Comprehensive School Safety Specialist at the Safety Center at ESD 101 about the following scope of work:</p> <ul style="list-style-type: none">● Conduct a desk review of the school's Emergency Plan, Safety Plan, and safety related policies and procedures● Review the trainings staff have received with respect to safety● Review the school's safety related data (PCM will provide)● Conduct a team walkthrough of the school● Interview the school Safety Officer/Incident Commander and other staff if needed● Issue a report with any recommendations, including any training or resources that can be offered that would improve the schools implementation



	<ul style="list-style-type: none"> • If recommendations are made, conduct follow-up walkthrough to observe implementation <p>Mr. Corder is communicating with his team and estimates the process could be started the week of April 8, 2024. PCM will receive a follow-up email as soon as he has connected with all of his teammates (we should receive this by March 25th).</p>
<p>Share the results of the TMC review of MTSS practices, policies, and procedures with the Commission and the Board within three business days once it is shared with the school.</p>	<p>We have reached out to ESD 101's MTSS Regional Implementation Coordinator. She is on modified leave. The agency is looking into whether it can support PCM at this time, due to reduced capacity. Director of Student Support at ESD 101 Brittany Campbell will let us know as soon as possible. The Board of Trustees is working to finalize a contract for interim school leadership with Jeneille Branen, who is a former principal, Title 1 Director, and Special Education Director. Ms. Branen will be reviewing the MTSS procedures as part of her interim leadership. The Board is working quickly to identify alternative MTSS reviewers as well.</p>
<p>Implement an anonymous safety hotline to report safety incidents to an independent third party that must be shared with all families and staff</p>	<p>WA Family Advocacy Board has agreed to host an email address "PCMsafety@wafab.org" for PCM. They will anonymize and forward all emails to the board chair who will ensure receipt is acknowledged within 48 hours and response to the issue takes place within 5 business days.</p> <p>Staff and current families will be notified of this anonymous email hotline via Parentsquare by 3/25/24.</p>



The school's report out to the board on school safety should include all areas under #1 of this section, not just elopement and HIB.

The Safety Tracker referenced above, will be shared with the board for viewing at all times and reviewed by board at monthly board meetings. The following data points are already shared at monthly board meetings via the Board Dashboard and Head of School Update:

- Staff changes
- Student withdrawals
- Student enrollments