

SECTION SIX: Personnel Information

FIRST STREET STAFF LOCATOR					
2019-2020					
Name	EXT Line	Room #	Assignment	Other Numbers	
CUBIAS, Rey	114	Office	Principal	Carlin C. Coppin	645-6390
LAZARO, Norma	116	Office	Secretary	Creekside	645-6380
SELTER, Angie	110	Office	Clerk II	First Street	645-6330
ALVES, Patricia	115	Office-Nurse	Health Office	Foskett Ranch	434-5255
ARBAUGH, Mike	157	Cafeteria	Cust/Maint	Glen Edwards M.S.	645-6370
AYALA, Alicia	127	2	1st	Lincoln Crossings	434-5292
Sanchez-Okusako, Marilu	132	645-6345	PreSch SDC	Horizon-HIS	408-5200
BLANK, Angela	146	16	4th	Lincoln High School	645-6360
CLARK, Michelle M/W/F-all day-T after 11:30	124	Library	Speech	Phoenix High School	645-6395
DESANTIAGO, Maria	121	Library	Librarian	Sheridan School	530-633-2591
FAUSKE, Maaria	134	4	1st	Twelve Bridges Elem.	434-5220
Mars, Monica	153	23	4/5	Twelve Bridges M.S.	434-5270
GONZALES, Colleen	148	18	3rd	DISTRICT OFFICE	645-6350
HOCHSTATTER, Krista	135	5	1st	Accounting Dept- Bon/Tam	645-6387
JONES, Jarma	138	8	RSP	Food Services Dept- Susan	645-6373
JUSTICE, Bill	142	12	Science	Maintenance Dept- Chrissy	434-5000
LUCAS, Dena	144	14	3rd	Payroll Dept-Deb/Rhia	645-5131
MATISKA, Barbara	151	21	PPPIP	Personnel Dept- Katrinia/Melissa	645-5293
MEDINA, Milly	149	19	4th	Special Education Dept	645-4078
MOREBECK, Barb	139	9	BC	Transportation Dept - Mark	645-6346
MOYA, Anita	145	15	5th GATE	TECHNOLOGY DEPT- MAIN #	434-3737
MOSS, Kim	154	24	5th	Aaron Dirks	645-6394
PCOE Pre-School	136	6	PCOE	Kevin Kabkeo - Tech	663-8261
PELLEGRINO, Tracy	147	17	4th GATE	Kevin Perry -	587-2600

DISTRICT CRISIS RESPONSE PLAN
Western Placer Unified School District

				Tech/CalPads	
QUAN, Karyn (M/T/W)	123	Library	Phonology	Tsugu Furuyama- Director/Tech	645-5175
Martinez, Ellie M & W	126	Library	Psych	RED PHONE	55
SWESEY, Molly	141	11	2nd	FSS FAX #	916-645- 6284
TUCKER, Kirsten	133	3	Kindergarte n	FSS Attendance Line	916-434- 7240
OPPERMAN, Amanda	140	10	2nd	FSS Cafeteria	916-434- 7283
VAN HOY, Sarah (NO FRIDAY)	137	7	Music	CARE Program	645-5135
VARGAS, Noemi	128	K-1	Kindergarte n	CARE After School	434-5038
WAGNER, Sue	129	K-2	Kindergarte n	City of Lincoln	434-2430
WHITWORTH, Penelope	152	22	2 nd /3 rd	ECAT Center	645-4015
Wellness Together T & TR	126	Library	Counseling	Lighthouse Center	645-3300
CARE Room	125	434-5038	CARE	Lincoln Adult School	645-6398
Computer Lab	150	20	Computer Lab	Lincoln Community Center	645-1675
Conference Room	111	Office	Office	Lincoln Farm	434-3767
Copy Room	120	Staff Rm	Staff Room	Lincoln Head Start	434-9036
Custodian Room	157	Maint Rm	MAINT RM	Lincoln News Messenger	645-7733
Room 1	130	1	Extra Room	Lincoln Police Dept	645-4040
Room 13	143	13	ISP/HWC	Lincoln Volunteer Center	645-6254
Staff Room	119	Staff Rm	Staff Rm	LHS Cafeteria	645-6365
Student Records Room	113	Office	Office	PCOE - Pre-School	530-745-1380
				PHS Daycare	434-3705
REVISED 08/01/2018				District Nurse-Kelley Gordon	878-0270

DISTRICT CRISIS RESPONSE PLAN
Western Placer Unified School District

SECTION SEVEN: Site/DO Safe School Plan Data/Goals

Safe School Plan
2019-2020



Developed By:

Wendi Pineschi, Parent
Justina Garcia, Parent
Victoria Marquez, Parent
Lucia Nava, Parent
Laura Cox, Parent
Sonia Shibla, Parent

Rey Cubias, Principal
Sue Wagner, Certificated Staff
Tracy Pellegrino, Certificated Staff
Marilu Sanchez-Okusako, Certificated Staff
Maria DeSantiago, Classified Staff
Cecilia Sanchez, Classified Staff

First Street Elementary School
1400 1st St.
Lincoln, CA 95648
(916) 645-6330

Adopted by School Site Council: December 10, 2018

DISTRICT CRISIS RESPONSE PLAN Western Placer Unified School District

OVERVIEW

The First Street School mission is “...dedicated to guiding students to become positively contributing citizens and life-long learners”. The Safe School Plan has been written to support our district and school mission.

The Safe School Plan, with input from staff, students, and parents, meets the requirement of the State of California and the special needs of our school site.

Our Safe School Plan incorporates the Disaster Response Procedures and Crisis Response Team of the Western Placer Unified School District. School safety is evaluated annually through School Site/ELAC Council, district safety meetings, and emergency drills.

First Street Elementary School serves approximately 455 students in preschool through fifth grade.

The ethnic make up for 2019-2020 is as follows:

- African American, not Hispanic 69%
- Caucasian 24%
- Other Designations 7%

The uniqueness of students and staff is recognized and respected. Our school emphasizes excellence, innovation, and progress for all students in academic skills, citizenship, personal growth, and social development.

DISTRICT CRISIS RESPONSE PLAN
Western Placer Unified School District

Component One: School Culture and Climate

Goal: First Street students, staff, and guests will feel physically and emotionally safe at school.

Objectives:

- Staff will consistently implement a school behavior plan that focuses on prevention and positive reinforcement as well as consequences.
- Students will feel connected to school via development of positive relationships with other students and adults. More than half of the staff have attended the *Youth Development Institute* for helping develop overall school engagement: staff to staff, staff to student, student to student, and school to community.
- Positive reinforcement of expectations through emphasis on our new **BEEP** rules of *Be Safe, Exercise Responsibility, Engage in Learning, and Practice Kindness* are foundational to interactions between adults and students as well as among students.
- The School Engagement Team and PBIS (Positive Behavior, Intervention, and Supports) teams will make decisions to support this goal.
- Surveys will be conducted for students, parents, and teachers to determine their feelings about our school safety procedures.

Student Support and Intervention Opportunities:

- Support Systems are coordinated with county and other agencies to provide child services as needed such as: Lighthouse, School Attendance Review Board, Character Education, and positive incentives for student behavior.
- Students will be taught our school-wide PBIS “BEEP Rules” and will be positively reinforced with *Roadrunner Cards* for demonstrating BEEP traits which will be able to be “cashed in” at our *Roadrunner Store* on Fridays.
- Free and reduced breakfast and lunch programs are available for qualifying students.
- Mental health and alternate placement programs (*Wellness Together* counseling, RSP, Special Day, Speech, Occupational Therapy, or Adaptive PE) are in place to ensure that students who have difficulty adjusting in regular education program receive appropriate education services.
- The district provides vision and hearing screening at selected grade levels or as referred, and we have begun dental screenings for our kindergartners as well.
- Students experiencing difficulties may be referred to the Student Success Team by a staff member or parent to explore intervention and/or support options.
- First Street Elementary School has a Child Abuse Reporting Procedure in place.
- Office Clerk designated to address health related needs two hours per day.
- School Psychologist is on site three days a week to offer academic, emotional, and social support.
- District Nurse is on site one day a week or when needed.
- Staff Supervision – Increased student numbers necessitated additional staff on supervision duty during recesses and before school. We increased the number of teachers on the playground area and we incorporated our instructional aides into our duty schedule. We will continue to revise and adjust our duty schedule as deemed necessary.
- After-School Programs – First Street School currently offers two types of after-school programs in an effort to reduce juvenile crime and improve school performance. As part of a district-wide Twenty-First Century Grant, children at our school have the option of attending the C.A.R.E. program after school. This program provides the students with one hour of recreation, one hour of tutorial and one hour of enrichment activities. First Street School also offers math intervention programs for our at-risk or struggling students. In addition, twenty more students have an opportunity to participate in Destiny Church’s Monday after school program, and other students can participate in paid enrichments such as soccer clinics, engineering, coding, chess, and video technology.

DISTRICT CRISIS RESPONSE PLAN Western Placer Unified School District

Parent Support:

- First Street Elementary School involves parents as active participants in Parent Teacher “CHAMPS” Club, School Site/ELAC Council, various committees, and classroom activities to build connections to our school community and develop a better understanding of the curriculum and procedures.
- Parents are encouraged to be part of the Student Success Team or IEP Meetings to help create action plans that include accommodations or modifications to help students become and feel successful in the school program.
- Parent information nights (Back to School Night, Family Info Night, Raising Healthy Kids,...).
- Parents of at-risk students are notified about opportunities for support programs.
- Parents of students at-risk for retention will be notified at proper intervals per Board Policy.
- School “Roadrunner Weekly” newsletter to staff and families will be utilized to communicate school news and any additional health/safety concerns or updates.

Staff Support:

- Staff development days focus on district and school goals and objectives, state standards, changing curriculum, changing student population, and specific needs of the student body.
- A referral system is in place to help students and families meet their needs. Referrals to support agencies, such as: Lighthouse, SARB, or law enforcement agencies, may be recommended by the Student Success Team, a 504 Plan, or an IEP Team.
- Administrator follows the Suspension/Expulsion Procedures outlined in the Education Code Section 48900-48926. Suspension of Special Education students is monitored and legal requirements are followed. All information of suspension of special education students is sent to the District Office.
- **BEEP** rules of *Be Safe, Exercise Responsibility, Engage in Learning, and Practice Kindness* are emphasized and recognized in the classroom and at assemblies.
- Staff are also trained in **Youth Development Institute** strategies and we are looking for a way to schedule **Love & Logic** training in the near future.
- First Aid/CPR training is offered annually to all staff members.
- Staff will document student concerns using the Powerschool system to increase consistency and a collaborative approach to school-wide behavior management.
- School Psychologist is on site two days a week to offer emotional, and social support to students and resources and strategies to staff.
- We also have access to a *Wellness Together* counselors to help with students who are struggling to make good behavioral and social choices.

Behavior Plan:

- School staff has developed the school behavior plan which provides logical consequences to students who break the rules as well as positive rewards for students who follow them.
- Positive Reinforcement: The school’s behavior plan is designed to positively reward students who are able to follow the established rules and set good examples for others. For example: verbal praise and encouragement; *Roadrunner Cards* that will be used in the *Roadrunner Store* on Fridays; school-wide grade level competition highlighting behavior and attendance; end of semester student recognition assemblies; and weekly spirit recognition.
- We continue to implement tier I our PBIS program. We will use **EduClimber** data tracking to identify and address areas of concern within the context of a positive and safe school environment.

Consequences:

The following classroom consequences apply when a student chooses to break a rule and as a result, receives a citation:

- | | |
|-------------|--|
| Citation 1: | Teacher to call parent. Loss of 1-2 recesses. |
| Citation 2: | Teacher to call parent. Loss of 2-3 recesses. |
| Referral 1: | 30 minute after school detention |
| Referral 2: | Monday detention – 1:45-2:45 and a conference with parent and student. |

DISTRICT CRISIS RESPONSE PLAN
Western Placer Unified School District

Referral 3: Schedule Student Success Team (SST) Meeting. A one to five day suspension may be assigned.

** Consequence decided by principal on a case by case basis*

Suspension and Expulsion:

Education Code 48900 identifies the student actions that are grounds for suspension and expulsion. Students who choose to violate Education Code 48900 are referred to the principal or his/her designee. At the time of the suspension, a staff member will contact the student’s parent/guardian regarding the suspension and notify the parent/guardian of the suspension in writing. Under state law (Education Code 48914) the parent is obligated to meet with school staff without delay.

Governance Team:

The School Site/ELAC Council reviews the Safe School Plan annually and examines student data. The Student Success Team, grade level teams, and school administration continually review data.

Funds/Resources Needed to Support Implementation:

A variety of resources are used to fund the activities and programs:

- Incentive programs are funded with site and Parent Teacher Club funds.
- Staff development and trainings are funded by site and district funds.
- PBIS is supported both by district, site, & PTC funds for ongoing training, promotion, and positive rewards.

Evaluation:

Evaluation of the programs and interventions will be made by parent, staff and student surveys, discipline referrals and records, student assessment data, and referrals.

Timeline of Major Activities:

Activities	Frequency	A	S	O	N	D	J	F	M	A	M
Identification of at risk students	On-going	X	X	X	X	X	X	X	X	X	X
Begin Intervention Services	As-Needed	X	X	X	X	X	X	X	X	X	X
Student Success Team Meets	On-going	X	X	X	X	X	X	X	X	X	X
Parent Notification of Retention	Trimester			X		X			X		X
Positive Recognition Awards	Weekly/Trimester	X	X	X	X	X	X	X	X	X	X

DISTRICT CRISIS RESPONSE PLAN
Western Placer Unified School District

Component Two: The Physical Environment

First Street School is located in the Western Placer Unified School District. Its physical location is in an established part of Lincoln in an area that is both socioeconomically, ethnically, and culturally diverse.

Goal #1: All students will have safe ingress and egress during the daily school routine or during a crisis.

Objectives:

- School Location – First Street School is located at 1400 First Street, in the community of Lincoln. The school is one of seven elementary schools in the Western Placer Unified School District. The school is located on a busy street and near a traffic-heavy intersection.
- Student Safety – In an effort to ensure student safety at two potentially dangerous intersections, crossing guards were employed and trained (by the local police department) to assist our students as they walked or rode their bikes to and from school. As our budget allows, we will continue to employ the crossing guards.
- School Grounds – Our most recent parent surveys identified the parking lot as an area of concern. Speeding, double parking and congestion were creating a situation that jeopardized the safety of our students. To alleviate the problems, several measures were taken: speed bumps were installed, the lot was clearly marked prohibiting stopping in unauthorized areas, and personnel assists in keeping the traffic flowing.
- Parents are directed for safe and orderly traffic flow for drop off/pick up through the Student-Parent Handbook, first day packets, school newsletter, phone/email broadcasts, and school website.
- Students in 4th & 5th grades have the opportunity to be a “Roadrunner Ambassadors” to greet parents and students and to assist with drop-off each morning.
- The school administrator works with the City of Lincoln and Lincoln Police Department to establish safe routes to school and to ensure that traffic safety is monitored.
- The school administrator will work with district personnel to install appropriate painted curbs, crossings and roadways to ensure student safety. Signs and cones in parking lot communicate expectations for visitors.
- Procedures are in place for emergency evacuation from the campus. Procedures and equipment will be assessed by local fire and law enforcement agencies.
- The back part of campus has been redone and a decomposed granite path created to allow for the safe evacuation of students and the movement of supplies through the back gate.
- A Crisis Management Team and strategies are in place in an emergency situation.
- Emergency supplies will be stored and refilled as needed in the office.
- Fire drills are held monthly as well as less regular lockdown and earthquake drills. They assessed for efficiency by district staff, the principal, office staff, and local law enforcement and fire department.

Goal #2: The First Street School campus will remain a secure, safe, and clean environment.

Objectives:

- The campus is closed. Perimeter gates are locked each day. A new exterior gate has been installed outside of our SDC preschool to limit access to unauthorized individuals and prevent students from leaving campus without adult accompaniment.
- Visitors must sign in and receive a visitor's pass before they can be on campus.
- Students must be signed out before they can leave the campus.
- Students are not released to anyone not listed on their emergency card or designated by their parent.
- Adequate lighting is in place to ensure safety on the campus at night. The principal and night custodian make night checks to ensure all hallways have adequate lighting.
- Lock-down/Shelter in Place, earthquake, fire and evacuation procedures are in place.
- Emergency kits for each classroom are in place that contain emergency medical and lockdown supplies.

DISTRICT CRISIS RESPONSE PLAN

Western Placer Unified School District

- Large, fluorescent green cones and two pull carts have been purchased to help locate and identify classes in the event of an off-campus evacuation.
- Main entry and exit points are monitored closely by surveillance cameras and school staff.
- There is supervision during recesses and high traffic areas.
- Parent volunteers and field trip chaperones must have valid TB clearance and fingerprint clearance on file with the front office. Volunteer list is updated and monitored regularly for accuracy.
- Campus Cleanliness Projects – We don't experience a high incidence of graffiti or vandalism but when it does occur it is taken care of immediately. Students and staff also participate in "clean up" activities that are designed to keep our campus litter free.
- Our community partners, Bridgeway Church, Destiny Church, Bayside and Granite Springs Church, have been instrumental in planning and carrying out Campus Improvement Days. For the last couple of years volunteers from Bridgeway, Destiny Church and Granite Springs have joined school staff and parents in undertaking major landscaping and clean-up projects that have improved the aspect of our campus.
- Our school recently underwent a "Williams" review by the Placer County Office of Education to determine if our facilities were in "good repair" as defined by Education Code Section 17002(d)(2). The school facilities were found to be exemplary.

Student Support:

- Inappropriate behavior is addressed immediately and tracked through SWIS data tracking.
- Staff monitors the loading/unloading of cars and student arrival/departures before and after school.
- Playground safety rules help to prevent falls from recreational equipment and landscape designs prevent students from climbing to dangerous heights.
- Emergency exit plans are posted in every classroom. Monthly fire drills, quarterly earthquake drills and two lockdown drills are practiced annually; Shelter in Place procedures are communicated, if a situation arises.
- Procedures are in place for student evacuation in alignment with local law enforcement.

Parent Support

- There is continual communication to parents on traffic flow for safe drop off and pickup issues.
- Parents have the opportunity to work in a collaborative manner to give input on school safety issues.

Staff and Site Support

- Updated maintenance will be completed in alignment with the District's Master Plan.
- Procedures are in place for immediate involvement of the Lincoln Police Department for violent crime, crime against facilities or person.
- A security system with panel access codes has been installed for the entire school.
- Classrooms – All classrooms are well maintained. They are free of physical hazards and are equipped with fire extinguishers. In addition, our site was painted during the summer of 2015.
- Internal Security – A campus-wide communication system with individual telephones in all areas and school-wide "all-call" capabilities enables clear and effective announcements at any time. State-of-the-art security and fire prevention systems enhance the overall security of the campus. In addition to these features, our school is also equipped with the Primus key system. This unique feature allows the staff to lock classroom doors from the inside of the room only; this facilitates lockdown situations.
- A Disaster and Crisis Response Plan is available at the school site and works in accordance with the District "I Love U Guys" Crisis Response Plan. The plan is discussed and the staff gives input.
- There is a school site emergency communication system in place with the use of bells, phones, hand-held radios, and intercoms.
- The principal or designee will announce the lockdown/Shelter in Place using the PA system. All staff know to immediately retreat to the indoors and remain locked in until further notice.

DISTRICT CRISIS RESPONSE PLAN Western Placer Unified School District

Governance Team:

The School Site/ELAC Council participate in the goal setting, decision making and development of the program budgets that support these goals. Staff and parents have opportunities for input. The staff works in collaboration with local fire and law enforcement agencies, the community, local businesses, health professionals, county agencies and district personnel to help create a safe, secure facility.

Funds/Resources Needed to Support Implementations:

A variety of resources are used to ensure the safety of this campus:

- District and site funds support the purchase of signs and barricades to ensure safety of students walking to and from school.
- Site and Parent Teacher Club funds support award, discipline and incentive programs.
- School Improvement Program funds support safety issues as part of the Safe School Plan.

Evaluation:

Evaluation of the programs and campus security is reviewed and monitored by the School Site/ELAC Council as well as parent surveys. The Safe School Plan is updated annually.

On Campus Evacuation Locations:

- The fire alarm will be activated.
- Upon activation, teachers will escort their class to the designated evacuation area (North end of playground).
- Teachers are responsible to clear their classrooms and for making sure their doors are **unlocked** and lights are off. Special program teachers will escort their students to designated evacuation area and return their students to the homeroom teacher.
- Roll will be taken to ensure all students are present.
- At end of emergency or drill, the “all clear” will be executed.

Off Campus Evacuation Sites:

- The alarm will be activated with announcement over the PA system “All students are to return to and remain in their homeroom!”
- When transportation is available, principal or designee will call for orderly evacuation of the school through the gates at the Northeast end of the campus.
 - Staff will bring emergency clipboard and evacuation kits.
 - Students will be moved onto the bus loading zone on “O” Street.
 - Busses will be boarded at the loading zone, unless otherwise stated.
 - Additional emergency equipment (cell phone, radio...) should be secured as time permits.
 1. First Street School will be locked and alarm set.
 2. Students and staff will be transported to primary evacuation site (COES).
 3. At the evacuation site, emergency activities will be coordinated jointly by the administration.
 4. First Street School’s secondary emergency evacuation site, if necessary, is Lincoln High School.
 5. At the evacuation site, First Street School students will remain together until released to parents. A sign out process will be used and records kept.

Lock Down:

- Doors locked and windows/blinds closed
- Lights off
- Students on the floor - Room is quiet
- Calls will be made from the office into classrooms to determine if all students are present.
- Parents should be notified following the resolution of the lock-down.

DISTRICT CRISIS RESPONSE PLAN
Western Placer Unified School District

Shelter in Place:

- Doors locked and windows/blinds closed
- Students are able to work at their desks. Lessons as usual until an all clear signal is called.

Communicating the Plan:

- Staff will be made aware of the crisis immediately through the PA system and/or alarms from our school office
- “911” will be contacted and made aware of our crisis by our office staff
- District will be contacted and made aware of the situation by our office staff
- Media to be contacted by our district office staff
- Parents will be contacted with through phone calls, email blasts, and school website.
- Incident Command System (ICS) to be initiated when the crisis takes place

RED and GREEN Cards:

Teachers use these cards to communicate at a glance the following information:

- “GREEN CARD” – all is well and everyone is accounted for
- “RED CARD: - Someone is missing, wounded or extra children

School Evacuation Map: (Insert PDF Below)