

February 16, 2018

Dear Parents,

I have been an administrator since 2001. Too many national and local school shootings and disruptions have occurred during that time. It has given me the opportunity to consider carefully, plan and experience in "real time" what procedures and processes we have in place as a staff and building to deal with potential violence. I designed this building with safety in mind.

1. We simply do not have students with severe behavior problems, because we deal with them easily and early to make sure that these do not lead to hostile teenagers with so much anger. There are warning signs always. We know those and we deal on early intervention with families and students.
2. Each year, we have the West Linn Police (up to last year) and currently Clackamas County Sheriff, officers walk through the building with me, looking at entries and exits. They consistently say that they wished that other schools had as much safety infrastructure as we have. We have had this since 2001. They have a current map and a key that is located outside the front entryway. They have my number and call if there is any emergency - directly to me.
3. We are a secured, locked campus. If you have ever come to the building during the school day, you have to ring to enter. The police are thrilled that they come and they have to wait to get in. In addition the locked doors, there are no kids in sight of the front door. Even if someone gets in with dangerous intent, there are no kids immediately in sight, only office staff. The building was specifically designed for this, as a person walks in he/she are not in direct eyesight of students anywhere.
4. We have outside cameras that all office personnel has up on their screens all day long, along with four cameras throughout the building. The cameras are for security purposes and we often know as you walk out of your car, who is coming toward the front door.
5. We have monthly trainings with our staff on a variety of emergency situations. Staff members have access to our emergency procedures posted at the all doors and at their desks. This makes it easy for staff to know exactly what to do in all emergencies.
6. We have a school wide intercom system that we test monthly and have code words for emergency situations.
7. Monthly, the kids are in a drill situation, either earthquake, lockout, lockdown, or fire. These are by state mandates and we follow them exactly. We teach the kids why and how to do these each time we have a practice drill.

8. Students are not allowed to bring weapons through the front door on any occasion, for any reason. In the front of the student planner is a weapons policy. Each parent and student signs these agreements at the beginning of each school year. Not only would we suspend the child, but more importantly, we would be communicating with parents who do not know that a weapon has been brought to school and reporting each incident on the website mentioned in #9.

9. TRCS, along with all schools in WLWV and in Oregon, participate in a collective website, SafeOregon. This is a program created for Oregon students, parents, school staff, community members and law enforcement officers to report and respond to student safety threats. There are follow up investigations on anything a person reports. You can visit this website at [www.safeoregon.com](http://www.safeoregon.com).

10. We have WLWV emergency protocols that would include the district should anything occur. We work collaboratively with the district for emergency preparedness.

Again, we are a small school, and we probably do too much. No other school in the West Linn, or I would even venture to say Oregon, is on a permanent locked down status. All of that aside, we are not naive. We watch, we listen and we care about our students and our families. With 110 students, we would know if there was a student bringing knives to school, as in the Florida case this week. That simply would not happen.

That is what we do. Can a school ever protect 100%? No, one cannot. However, I venture to say that students are safer here than anywhere else. We do all of this behind the scenes, and do not usually share in this much detail the lengths we go to, to ensure safety of staff & students. We gave this commitment to you when we signed on together. Much we do here at TRCS is beyond expectations.

This is a part of our world that is so disturbing, from all angles. As a parent, I am stunned that there are parents that cannot get help for their kiddos and allow weapons brought to school. As a public school administrator, this has been a part of my world since 2001. I am well used to exactly how horrible this can be. I, for one, do everything in my power to have as many safety procedures in place as I possibly can, despite the expense.

Sincerely,

Katherine Holtgraves

TRCS Administrator