

Comprehensive School Safety Plan

2020-2021 School Year

School: Crestview Elementary School
CDS Code: 42692296045595
District: Lompoc Unified School District
Address: Utah Avenue
 Vandenberg Air Force Base, CA 93437
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Approved by:

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Comprehensive School Safety Plan Purpose

Effective January 1, 2019, Assembly Bill 1747 (Rodriguez), School Safety Plans, became law. This bill requires that during the writing and development of the comprehensive school safety plan (CSSP), the school site council or safety committee consult with a fire department and other first responder entities in addition to currently required entities. It requires the CSSP and any updates made to the plan to be shared with the law enforcement agency, the fire department, and the other first responder entities.

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

A copy of the Comprehensive School Safety Plan is available for review at Crestview Elementary School Office.

Safety Plan Vision

School Mission

The mission of Crestview School, in partnership with the Vandenberg Air Force Base community and Lompoc Unified School District, is to ensure that all children meet challenging academic standards through powerful learning experiences in a positive, safe, and motivating environment.

School's Compact for Success

School staff will:

- Help parents to learn how to help their child succeed in school.
- Tell parent (s) how their child is doing in school and provide up-to-date information on student progress.
- Hold parent-teachers conference.

- Hold their child to the highest expectation for learning at Crestview Elementary while also meeting the needs of all learners.
- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the state standards.
- Teach and uphold school rules and expectations.

Parents will:

- Read to or with my child, per teacher specification.
- Provide time and a place for my child to do homework.
- Make sure my child gets to and from school every day.
- Attend parent-teacher conferences.
- Make sure my child gets plenty of sleep and eats well.
- Communicate any significant changes that may have an impact on my child's success.

Students will:

- Come to school on time and ready to learn.
- Do my best in class.
- Be safe, responsible, and respectful.
- Be kind to everyone.

Components of the Comprehensive School Safety Plan (EC 32281)

Crestview Elementary School Safety Committee

Christine Nagel, Principal
Maria Magana, Administrative Assistant
Daniel Fabela, Lead Custodian
Chuck Maxie, PE Teacher
Yvonne Tulloch, Nurse
Morris Rios, Site Technician
Richard Del Rio, Resource Teacher
Channon Mitchell, Teacher in Charge

Assessment of School Safety

Attendance data, CA Healthy Kids Survey, CPS Reports, Report able Crime Reports, Suspension/Expulsion Data, Needs Assessment Surveys, Office Referrals, Police Reports, School Improvement Plan, Parent/Staff/Student Safety Survey

Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)

Areas of Pride And Strength

Component 1

People and Programs

1. Consistent grade-level PLC to increase student academic and behavioral achievement
2. Intervention and Enrichment programs
3. PBIS (Positive Behavior Intervention Support) Positive discipline program implemented with increased trained staff
4. Second Step taught in classrooms for Social/Emotional Skills

Component 2

Physical Environment

1. Safe, orderly, and pleasant campus
2. Crisis response procedures and monthly emergency drills

(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)

OUR GOAL:

The District is dedicated to providing a child-safe environment. A safe, nurturing environment to promote all public school students' learning and growth, free from abuse and neglect, shall be a continual goal of the District.

The District expects all staff members, including teachers, coaches, counselors, administrators, classified staff members, and volunteers, to maintain high professional, moral, and ethical standards in their conduct with students. The interactions and relationships among staff members and students are based upon mutual respect and trust. An understanding of appropriate boundaries among adults and students in an educational setting is consistent with the mission of the District.

Communication and interaction are vital elements in learning and instruction. In order to promote the safety of students and to prevent misunderstandings and false accusations, procedures for child abuse prevention that include a definition of reasonable boundaries are necessary. A staff member or volunteer who observes or has reasonable evidence of child abuse shall immediately report such conduct in accordance with the procedures outlined in this chapter. The proper authorities shall promptly investigate all reported allegations.

The State Department of Education encourages District's to collaborate with outside consultants, including law enforcement, with expertise in sexual abuse and sex trafficking prevention education in order to create a school safety plan to address the threat of sexual abuse and sex trafficking.

In-service training may be conducted periodically to enable district personnel to learn about new developments in the understanding of sexual abuse and sex trafficking, and to receive instruction on current prevention efforts and methods. District's are encouraged to include training on early identification of sexual abuse and sex trafficking of pupils and minors.

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse, including sexual assault or sexual exploitation, of a child as defined in Penal Code 11165.1
3. Neglect as defined in Penal Code 11165.2
4. Willful cruelty or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4 Child abuse or neglect does not include:
 1. A mutual affray between minors (Penal Code 11165.6)
 2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)
 3. An injury resulting from the exercise by a teacher, vice principal, principal or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
 4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student (Education Code 49001)
 5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code 49001)

Mandated reporters include but are not limited to teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; and administrators, presenters or counselors of a child abuse prevention program. (Penal Code 11165.7)

(cf. 5141.41 - Child Abuse Prevention)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. (Penal Code 11166)

Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05, 11167)

Any district employee who reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury against a victim who is a child under age 14 shall notify a peace officer. (Penal Code 152.3, 288)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make a report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or the county welfare department. (Penal Code 11166)

Child Welfare Services 1-800-367-0166

(For immediate danger, dial 911)

Family Advocacy Program 805-606-8217

When the telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written report which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

The Department of Justice form may be obtained from the district office or other appropriate agencies, such as the county probation or welfare department or the police or sheriff's department.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location and, where applicable, school, grade and class
- c. The names, addresses and telephone numbers of the child's parents/guardians
- d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information
- e. The name, address, telephone number and other relevant personal information about the person(s) who might have abused or neglected the child

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

FAX (preferable) the report to: 805-346-7418

OR mail the written report to:

Child Welfare Services

2125 S. Centerpoint Pkwy

Santa Maria, CA 93455

Or email the report to: DSSCWSCIU@co.santa.barbara.ca.us

1. Internal Reporting

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)

Employees reporting child abuse or neglect to the appropriate agency are encouraged, but not required, to notify the principal or designee as soon as possible after the initial telephone report to an appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal or designee so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing these forms.

He/she may provide or mail a copy of the written report to the principal, Superintendent or designee without his/her signature or name.

Reporting the information to an employer, supervisor, school principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Training

Training of mandated reporters shall include child abuse identification and reporting. (Penal Code 11165.7)

Training shall also include guidance in the appropriate discipline of students, physical contact with students, and maintenance of ethical relationships with students to avoid actions that may be misinterpreted as child abuse.

(cf. 4119.21/4219.21/4319.21 - Professional Standards) (cf. 4131 - Staff Development)

(cf. 4231 - Staff Development) (cf. 4331 - Staff Development) (cf. 5145.7 - Sexual Harassment)

Victim Interviews by Social Services

Whenever a representative from the Department of Social Services deems it necessary, a suspected victim may be interviewed on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her, before the interview takes place, of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian as required in other instances of removal of a child from school, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)

(cf. 5145.11 - Questioning and Apprehension) Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with a copy of the district's administrative regulation that describes how to report suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is other than English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

(cf. 5145.6 - Parental Notifications)

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person or in writing with any appropriate agency identified above under "Reporting Procedures."

If a parent/guardian makes a complaint to any district employee, that employee shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency and also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

(cf. 1312.1 - Complaints Concerning District Employees)

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650

(cf. 1312.3 - Uniform Complaint Procedures) Notifications

The Superintendent or designee shall give to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, of their reporting obligations under Penal Code 11166, and of their confidentiality rights under Penal Code 11167. The district shall also provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167.

Before beginning employment, employees shall sign the statement indicating that they have knowledge of the reporting obligations under Penal Code 11166 and that they will comply with those provisions. The signed statements shall be retained by the Superintendent or designee. (Penal Code 11166.5)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

The Superintendent or designee shall also notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she is guilty of a misdemeanor punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)

(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)

Disaster Plan (See Appendix C-F)

District & School disaster plans are located in a red folder on a clipboard located by each door in each classroom. The Master Disaster Plan is located in the School Office. To the best of our knowledge, the crisis response procedures and forms are in compliance and have been reviewed at the District level.

Public Agency Use of School Buildings for Emergency Shelters

Crestview Elementary is located on Vandenberg Air Force Base, and to our knowledge, no public agency uses our school buildings for Emergency Shelters.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

(Pursuant to Education Code 48900 and Lompoc Unified School District Board Policy 5144.1)

The Lompoc Unified School District desires to provide students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board has developed rules and regulations setting the standards of behavior expected of students and the disciplinary process and procedures for addressing violations of those standards, including suspension and/or expulsion.

LUSD Board Policy 5144.1

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion. (cf. 5131 - Conduct) (cf. 5131.1 - Bus Conduct) (cf. 5131.2 - Bullying)

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus (cf. 5112.5 - Open/Closed Campus)
4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the District's nondiscrimination policies. (cf. 0410 - Nondiscrimination in District Programs and Activities)

Appropriate Use of Suspension Authority

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6) (cf. 1020 - Youth Services) (cf. 5138 - Conflict Resolution/Peer Mediation) (cf. 5144 - Discipline) (cf. 6142.4 - Service Learning/Community Service Classes) (cf. 6164.2 - Guidance/Counseling Services) (cf. 6164.5 - Student Success Teams)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student in grades K-3 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)

The LUSD Student Management Information System (Q) alerts staff of their students that have violated the 48900 or 48915 policy code. The teacher has this information on the attendance screen for their class in Q. The attendance module displays an icon to the left of the student name that indicates suspension data exists for the student. The teacher is able to view the policy violation and notes from the incident. Teachers are informed that such information is to be kept in strictest confidence and is to disseminate no further.

Notifications are received from the Superior Court of California to the Superintendent of Schools pursuant to Welfare and Intuitions Code Section 827(b)(2). The notification is forwarded to the registrar or office of the student’s school site of enrollment.

From California Education Code Section 49079

a. A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

b. A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

c. An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

d. For the 1994-95 school year, the information provided shall be from the previous two school years. For the 1996-97 school year and each school year thereafter, the information provided shall be from the previous three school years.

e. Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

(Amended by Stats 2000, Ch. 345, Sec. 2) Reference:

Education Code 48900

Education Code 48900.2

Education Code 48900.3

Education Code 48900.4

Education Code 48900.7

(E) Sexual Harassment Policies (EC 212.6 [b])

The administration, teachers and staff of the Lompoc Unified School District actively strive to eliminate acts of sexual harassment at all District school sites. All personnel are aware of the mandates from the State of California, the California Department of Education, and the Board of Education of the Lompoc Unified School District and support them fully. All personnel receive instruction annually regarding the recognition, prevention and reporting of acts of sexual harassment. It is important that parents understand the provisions regarding sexual harassment and, in particular, student-to-student harassment.

From Lompoc Unified School District Board Policy 5145.7 – Sexual Harassment

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment. The District strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. (cf. 0410 - Nondiscrimination in District Programs and Activities) (cf. 1312.1 - Complaints Concerning District Employees) (cf. 5131 - Conduct) (cf. 5131.2 - Bullying) (cf. 5137 - Positive School Climate) (cf. 5141.4 - Child Abuse Prevention and Reporting) (cf. 5145.3 - Nondiscrimination/Harassment) (cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction) Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures. (cf. 1312.3 - Uniform Complaint Procedures)

The Superintendent or designee shall take appropriate actions to reinforce the District's sexual harassment policy.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment; including the fact, that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the District's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. Information about the District's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable.

Disciplinary Actions Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account. (cf. 5144 - Discipline) (cf. 5144.1 - Suspension and Expulsion/Due Process) (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities)) Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements. (cf. 4117.4 - Dismissal) (cf. 4117.7 - Employment Status Report) (cf. 4118 - Suspension/Disciplinary Action) (cf. 4218 - Dismissal/Suspension/Disciplinary Action) (cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual BP 5145.7 Students Sexual Harassment (continued) Page 3 of 4 harassment to enable the District to monitor, address, and prevent repetitive harassing behavior in district schools. (cf. 3580 - District Records)

From Lompoc Unified School District Administrative Regulation 5145.7 – Sexual Harassment

The District designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at (cf. 1312.3 - Uniform Complaint Procedures):

Director, Pupil Support Services
1301 N. A Street
Lompoc, CA 93436
(805) 742-3310

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity. (cf. 5131 - Conduct) (cf. 5131.2 - Bullying) (cf. 5137 - Positive School Climate) (cf. 5145.3 - Nondiscrimination/Harassment) (cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Examples of types of conduct which are prohibited in the District and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class

7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion

Reporting Process and Complaint Investigation and Resolution

Any student who believes that he/she has been subjected to sexual harassment or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the District's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the Superintendent or designee. (cf. 5141.4 - Child Abuse Prevention and Reporting)

When a report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the District's uniform complaint procedures.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

Confidentiality

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

However, when a complainant or victim of sexual harassment notifies the District of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the District's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the District will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request. When a complainant or victim of sexual harassment notifies the District of the harassment but requests that the District not pursue an investigation, the District will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students. (cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information) (cf. 5125 - Student Records)

Response Pending Investigation

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. Such measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

Notifications

A copy of the District's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917) (cf. 5145.6 - Parental Notifications)
2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5) A copy of the District's sexual harassment policy and regulation shall be posted on district and school web sites and, when available, on district-supported social media. (cf. 1113 - District and School Web Sites)
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)

4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
5. Be included in the student handbook
6. Be provided to employees and employee organizations

(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)

School Dress Guidelines

- Shoes should cover the entire foot and be appropriate for learning.
- Pants should fit in the waist (no sagging or under garments showing) as well as pants length with no belts or chains hanging from the waist or pockets. Pants with holes or tears above the knee must not expose skin.
- Shorts/skirts should be long enough to meet the student's fingertips of a hand held down at the side.
- Tops and shirts should cover midriff and underwear.
- Tops and shirts should not be sheer or have thin straps.
- Makeup or eye/face glitter should not be worn or carried to school.
- Any printed clothing should be free from alcohol, gang, tobacco products, profanity, sex, violence, weapons, illegal activities or drug-related references.
- Students are permitted to wear sun-protective clothing when outdoors including hats. However, the privilege to wear hats does not change the rules related to offensive, gang, drug or alcohol related logos or words.
- Hats, hoods, visors, or sunglasses are not allowed to be worn indoors.

The dress code may be modified or changed throughout the year by administration to address current concerns.

If your school has adopted a uniform policy for students, written uniform guidelines and policies will be provided in writing at the beginning of the school year. Students at schools with a uniform policy are required to wear the school uniform. Parents who choose to exempt their students from wearing a school uniform must complete a waiver request and schedule a meeting with the principal.

(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)

Parents and students can enter the campus 10 minutes prior to the school day through five front gates. Once the day begins, six gates are closed and locked during the school day, and two gates are closed, but remain unlocked. At the days end, five gates are opened and students walk to the front of the school with their classroom teachers and wait in a designated spot for parent pick-up, or walk/ride their bikes home. Parents enter the parking lot in one lane and from one direction only. Traffic Routes and parking circle map are shared with parents at the beginning of the school year during orientation and Back to School Night, and it is on our website. Students who walk or ride bikes home, do so on the sidewalks towards home. Parents and students who arrive during the school hours, enter through the office, sign-in, and go through one unlocked gate. If parents are volunteering in the classroom, they sign in and wear a visitor badge, and sign-out in the office when leaving the school. School visitors may be required to present identification. School visitors may not disrupt the educational process at the school. This policy is for the entire school day, and for all areas of the campus. Classroom visitation procedures are included in the Parent Handbook.

Five Campus supervisors assist to supervise students during the lunch times in the cafeteria and playground. Teachers are assigned supervision duty before school, after school and during recess.

LUSD employees wear district badges throughout the day.

Monthly Drills are held to familiarize staff/students with emergency exit routes and procedures.

In the event of a major emergency, we will notify parents through the SWIFT call out system, of where they can pick up their students. In the case of a campus evacuation, parents will pick-up students at the Youth Center on Base. Students will be bussed there as needed. Students are signed out upon confirmation of parent/guardian photo ID.

(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)

Component:

People and Programs

Element:

Promote caring, supportive relationships with students and among students.

Opportunity for Improvement:

1. Monitor the effectiveness of the PBIS Program along with monthly Mega skills taught,
2. Reduction in disciplinary referrals and suspensions.
3. Promote caring supportive relationships with students and among students.
4. Continue monitoring programs: Intervention such as Lexia, IXL, reading groups with Literacy Coach and Enrichment programs such as PBL (project based learning) and after-school activities.

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>Related Activities Increased training of more staff members in PBIS practices and strategies to be effectively implemented school-wide throughout the campus.</p>	<p>All staff needs to be trained in PBIS for entire campus consistency and complete implementation in order for Positive Behavior Intervention Support to be effective.</p>	<p>General fund if needed and PTA funds if needed.</p>	<p>All Staff</p>	<p>Reduction in discipline referrals and suspensions. Positive behavior supports. Increase in school spirit, involvement and higher test scores.</p>
<p>Related Activities Further emphasize character education and social skills taught at each grade level through Second Step curriculum and reviewing expectations and rules through BE-Day rotations</p>	<p>All students will be taught the second step curriculum in addition to the monthly megaskills character trait.</p>	<p>General fund if needed and PTA funds if needed.</p>	<p>Teachers</p>	<p>Reduction in discipline referrals and suspensions. Positive behavior supports. Increase in school spirit, involvement and higher test scores.</p>

Component:

Physical Environment

Element:

Safe, orderly, and pleasant campus

Opportunity for Improvement:

1. Reduce noise level in the cafeteria using positive behavior support system.
2. Continue refining recess behaviors and work on sportsmanship.

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>Related Activities Crestview Cafeteria Challenge created for positive reinforcement of desired cafeteria behaviors. Classes earn cougar bucks and free recess opportunity.</p>	<p>Entire staff needs to be trained in PBIS and BEST practices followed consistently to carry over into cafeteria and recess times.</p>	<p>General fund if needed. PTA funds if needed.</p>	<p>All Staff</p>	<p>Highly effective crisis response of staff and students during monthly emergency drills. Students taking pride and building ownership in their school, campus and classroom. Students demonstrating responsibility and respect.</p>
<p>Related Activities Increase emphasis on supervision on the playground. Specifically, consistency of the enforcement of the rules and using a variety of positive strategies and consequences to gain desired behaviors. Streamline awards and incentives, communicate effectively to all stakeholders regarding our monthly character focus and behavior policies.</p>	<p>Entire staff needs to be trained in PBIS and BEST practices followed consistently to carry over into cafeteria and recess times.</p>	<p>General fund if needed. PTA funds if needed.</p>	<p>All Staff</p>	<p>Highly effective crisis response of staff and students during monthly emergency drills. Students taking pride and building ownership in their school, campus and classroom. Students demonstrating responsibility and respect.</p>

Component:

Element:

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation

(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)

Crestview Elementary School Student Conduct Code

The Crestview Elementary Staff supports the district's Building Effective Schools Together (BEST) program. The BEST program is a school wide positive reinforcement behavior program that builds consistency for student behavior. This year we are in our second year Tier Two implementation of our Positive Behavior Interventions Systems (PBIS) and will be in our third year of Second Step curricula to enhance social skills, problem solving skills, and building resiliency. In addition, we have monthly character traits that are the focus of daily announcements and student awards each month.

Conduct Code Procedures

Crestview Elementary developed the Positive Behavior Expectations in line with our PBIS implementation. We want students to be problem solvers (using the strategies learned in the Second Step Curriculum; Act Responsibly, by following school rules, coming to school prepared and on time, participating in the learning; Work and Play Safely, by following the school rules, taking responsibility for their own actions, and making good choices; and Show Respect and Kindness, by listening when others speak, follow adult directions, use kind words and actions, and treat others how you want to be treated.

(J) Hate Crime Reporting Procedures and Policies

The Governing Board is committed to providing a safe learning environment that protects students from discrimination, harassment, intimidation, bullying, and other behavior motivated by a person's hostility towards another person's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. The Superintendent or designee shall design strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior to the extent possible, and address such incidents if they occur.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. Such collaborative efforts shall focus on ensuring an efficient use of district and community resources, developing effective prevention strategies and response plans, providing assistance to students affected by hate-motivated behavior, and/or educating students who have perpetrated hate-motivated acts.

The District shall provide students with age-appropriate instruction that includes the development of social-emotional learning, promotes their understanding of and respect for human rights, diversity, and acceptance in a multicultural society, and provides strategies to manage conflicts constructively.

As necessary, the District shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

The Superintendent or designee shall ensure that the rules prohibiting hate-motivated behavior and procedures for reporting a hate-motivated incident are provided to students and parents/guardians.

The Superintendent or designee shall provide staff with training on recognizing and preventing hate-motivated behavior and on effectively enforcing rules for appropriate student conduct.

Complaint Process

A student or parent/guardian who believes the student is a victim of hate-motivated behavior is strongly encouraged to report the incident to a teacher, the principal, or other staff member.

Any staff member who is notified that hate-motivated behavior has occurred, observes such behavior, or otherwise becomes aware of an incident shall immediately contact the principal or the compliance officer responsible for coordinating the district's response to complaints and complying with state and federal civil rights laws. As appropriate, he/she shall also contact law enforcement.

Any complaint of hate-motivated behavior shall be investigated and, if determined to be discriminatory, shall be resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures. If, during the investigation, it is determined that a complaint is about nondiscriminatory behavior, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

LUSD Board Policy 5145.9

Procedures for Preventing Acts of Bullying and Cyber-bullying

The Board of Education recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel. (cf. 5131 - Conduct) (cf. 5136 - Gangs) (cf. 5145.3 - Nondiscrimination/Harassment) (cf. 5145.7 - Sexual Harassment) (cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation. (cf. 5145.2 - Freedom of Speech/Expression) (cf. 6163.4 - Student Use of Technology)

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans. (cf. 0420 - School Plans/Site Councils) (cf. 0450 - Comprehensive Safety Plan) (cf. 0460 - Local Control and Accountability Plan) (cf. 1220 - Citizen Advisory Committees) (cf. 6020 - Parent Involvement)

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying. (cf. 1020 - Youth Services)

Bullying Prevention

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying. (cf. 5137 - Positive School Climate)

As appropriate, the District shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior. (cf. 6142.8 - Comprehensive Health Education) (cf. 142.94 - History-Social Science Instruction)

Such instruction shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the District and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior (cf. 4131 - Staff Development) (cf. 4231 - Staff Development) (cf. 4331 - Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9) (cf. 6164.2 - Guidance/Counseling Services)

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3 - Uniform Complaint Procedures. (cf. 1312.3 - Uniform Complaint Procedures)

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Investigation and Resolution of Complaints

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the District's uniform complaint procedures specified in AR 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Discipline

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations. (cf. 5138 - Conflict Resolution/Peer Mediation) (cf. 5144 - Discipline) (cf. 5144.1 - Suspension and Expulsion/Due Process) (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities)) (cf. 6159.4 - Behavioral Interventions for Special Education Students) Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal. (cf. 4118 - Dismissal/Suspension/Disciplinary Action) (cf. 4119.21/4219.21/4319.21 - Professional Standards) (cf. 4218 - Dismissal/Suspension/Disciplinary Action)

LUSD Board Policy 5131.2

For more Cyber Bullying information - see attachment

Safety Plan Review, Evaluation and Amendment Procedures

1. Quarterly Review meetings shall occur in these months
 - Prepare for Back to School Night (end of August, or first part of September).
 - Before winter break (between Thanksgiving and end of trimester).
 - Before the March 1 due date (end of February).
 - Prepare for Open House (mid to end of May).
2. Quarterly meetings shall include a review of new data from the school, district, and community.
3. Committee members are assigned at the beginning of the year.
4. The Annual School Accountability Report Card shall include a description of the key elements of the school safety plan.

Safety Plan Appendices

Emergency Contact Numbers

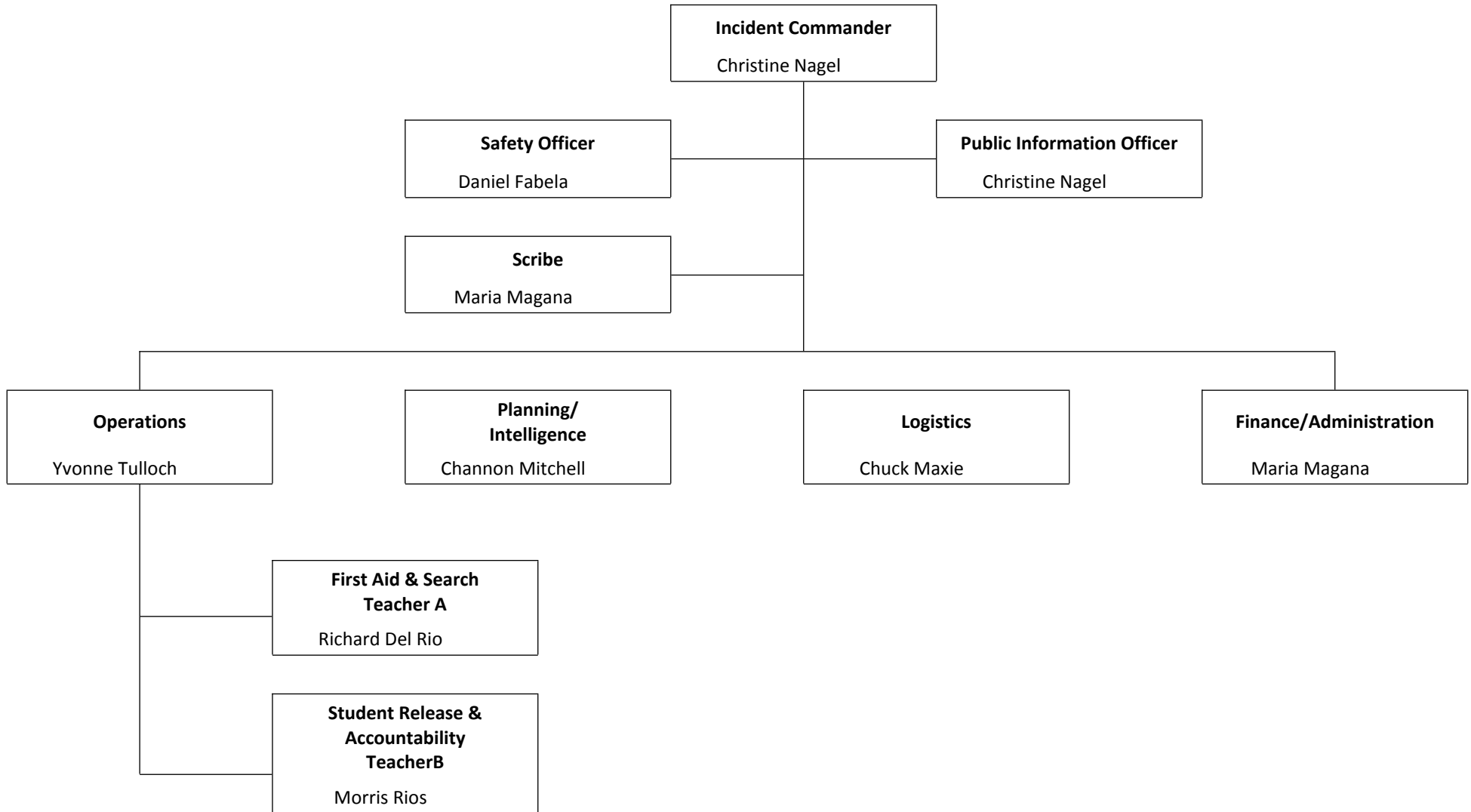
Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	VAFB Fire	805-606-3911	
City Services	City of Lompoc	805-736-4513	
Emergency Services	VAFB Security	805-606-5380	
School District	Business Office	805-742-3200	
School District	Pupil Support	805-742-3310	
American National Red Cross	American Red Cross	800-733-2767	24 hour #
Local Hospitals	Lompoc Valley Medical Center	805-737-3300	

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
<p>The Crestview Elementary comprehensive safety plan will be reviewed, evaluated and amended (if necessary) annually of each school year.</p> <p>Pursuant to Education Code 32286 and 32288, Lompoc Unified School District adopts the Crestview Elementary comprehensive safety plan annually at their regular meeting of the Board of Education by March 1st.</p> <p>An updated copy of the comprehensive safety plan is available for public inspection in the school office.</p>	<p>November 2020</p>	<p>Safety Plan Crestview Office</p>

Crestview Elementary School Incident Command System



Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

Management

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

Planning & Intelligence

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

Operations

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

Logistics

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

Finance & Administration

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

Emergency Response Guidelines

Step One: Identify the Type of Emergency

Step Two: Identify the Level of Emergency

Step Three: Determine the Immediate Response Action

Step Four: Communicate the Appropriate Response Action

Types of Emergencies & Specific Procedures

Aircraft Crash

Evacuation procedures will be put in place, if necessary, VAFB Fire and Emergency will be called. LUSD district office will be called.

Animal Disturbance

Lockdown procedures, if necessary, will be put in place. VAFB Security Forces will be notified.

Armed Assault on Campus

Active Shooter Event

When an active shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation. An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically with the use of firearms. No single response fits all active shooter situations; however, making sure each individual knows his or her options for response and can react decisively will save valuable time. Depicting scenarios, considering response options and conducting active shooter drills in advance will assist individuals and groups in quickly selecting their best course of action.

August 2019 LUSD hosted and participated in a multiple day training event by the ALICE Training Institute. ALICE refers to ALERT, LOCKDOWN, INFORM, COUNTER and EVACUATE. These concepts are incorporated in the procedures below.

Discovering Party

1. Call 911. Notify an Administrator or Office. Provide the following information if known:
 - a. Location of the active shooter;
 - b. Number of shooters;
 - c. Physical description of shooters;
 - d. Number and type of weapons shooter has;
 - e. Number of potential victims at location.
2. Local Law Enforcement may contact the school and request the school to implement Active Shooter Event.

Administrators

1. Call 911 if the incident is not originating from law enforcement. Do not assume others have called 911;
2. Notify teachers and staff of an Active Shooter Event;
3. Notify the District Office;
4. Keep telephone lines open for emergency-related use;
5. School site will send out a message on the parent communication system. In the event the school site is unable to send out the message, personnel at the District Office will send out the message.

Teachers and students

1. Classrooms on the playground or outdoors implement Run, Hide, Fight (Counter)
2. Teachers instruct student to hide behind barriers or implement Run, Hide, Fight (Counter)
3. RUN - Run away from the threat if it is a safe option.
 - a. Have an escape route and plan in mind.
 - b. Leave your belongings behind
 - c. Evacuate regardless of whether others agree to follow
 - d. Help others escape, if possible
 - e. Do not attempt to move the wounded
 - f. Prevent others from entering an area where the active shooter may be
 - g. Keep your hands visible at all times especially in the presence of Law Enforcement
 - h. Use non-traditional exits if necessary.
 - i. Call 911 when you are safe
4. HIDE - If Run is not an option, hide in an area out of the shooter's view
 - a. Lock door or block entry to your hiding place
 - b. Barricade the doors with heavy furniture
 - c. Close and lock windows and close blinds or cover windows
 - d. Attempt to find a location that provides protection from bullets or hide along the wall closest to the exit but out of view from the entrance (allowing for an ambush of the shooter and for possible escape if the shooter enters the room)
 - e. Silence your cell phone (including vibrate mode) and remain quiet
 - f. Do not open the door to anyone until a known staff member or police officer comes into to your classroom by a key and gives the "all clear."
5. COUNTER – As a last resort or when your life is in imminent danger.

- a. Attempt to incapacitate the shooter.
- b. Throw objects or items at the active shooter such as chairs, fire extinguisher, etc.
- c. Make noise attempt to distract the shooter

When law enforcement arrives:

1. Remain calm and follow instructions.
2. Drop items in your hands
3. Raise hands and spread fingers
4. Keep hands visible at all times
5. Avoid quick movements toward officers, such as holding onto them for safety
6. Avoid pointing, screaming or yelling
7. Do not ask questions when evacuating

Biological or Chemical Release

VAFB Emergency services and LUSD office will be notified. Evacuation or lockdown will be in place.

Bomb Threat/ Threat Of violence

Bomb Threat/Threat of Violence

If you observe a suspicious object or potential bomb on property, DO NOT HANDLE THE OBJECT, IMMEDIATELY NOTIFY 9-1-1.

All threats must be taken seriously.

1. Notify principal/administrator and call 911..
2. Notify the District Office.
3. DO NOT EVACUATE until the situation is assessed by law enforcement authorities. You will be notified of possible responses depending on the location of the threat. Possible responses are:
 ? Evacuation (refer to Evacuation/Fire Drill procedures)
 ? Safe Schools Mode/Lockdown (refer to Lockdown procedures)
4. Be aware of any suspicious items in the classroom and, when practical, notify law enforcement and/or administration.
5. Do not hang up the phone, even if the call has been disconnected.
6. Students are not to leave campus unless checked out by parent/guardian or a responsible adult listed on student information card. Be sure to make a note of this on class emergency roster.

ACTIVITIES THAT MAY SET OFF THE BOMB:

- ? Use of two-way radios.
- ? Cell phone transmissions.
- ? Turning on or off electricity, i.e. lights.
- ? Sounding the fire alarm.

Additional information regarding Bomb Threat/Threat of Violence:

A. Bomb threats are usually received by an anonymous telephone call. Bomb threats are serious until proven otherwise. Obtain information using the checklist on the reverse of this sheet

B. Bomb threats may arrive as a letter or handwritten note, email message, or suspicious package

C. Actions depending how the threat is received:

1. Recipient of the threatening telephone call
 - a. Remain calm. Keep the caller on the line as long as possible. Do not hang up, even if the caller does.
 - b. Listen carefully. Be polite and show interest.
 - c. Notify a coworker via note or hand signals or if in a classroom, contact the office immediately.
 - d. Write down as much detail as you can remembered. Try to use exact words.
 - e. If the telephone has a display, copy the number and/or letters on the display window.
 - f. Attempt to get information on location of bomb, and any identification characteristics of caller. Have them repeat the message
 - g. Immediately upon termination of the call, do not hang up, but from a different telephone, call 9-1-1.

2. If a bomb threat is received by letter or handwritten note:

- a. Handle the letter or note as minimally as possible.
- b. Notify the office or call (access code) 9-1-1

3. If a bomb threat is received by email :

- a. Do not delete the email message.

b. Notify the office or call 9-1-1

4. Bomb or Suspicious Device

a. Do not touch or approach the device

b. Notify the office immediately

c. Get students out of the immediate areas and wait for directions from the office.

d. Follow principal's or designee's instructions for appropriate emergency procedures

Bus Disaster

VAFB Security and VAFB Fire/Emergency, LUSD transportation office will all be notified.

Disorderly Conduct

Intruder Alert/Anti-Violence Response

An intruder alert/anti-violence response is a lockdown procedure used when an unauthorized or aggravated person is on campus. This procedure secures staff and students by limiting access to the school classroom, offices and other building. As part of the procedure, everyone must remain inside until the situation has been declared safe and given the "All Clear" by an authorized person. If the intruder has a firearm or weapon refer to the "Active Shooter Event."

Discovering Party

1. Notify an Administrator or Office. If there is an immediate threat of danger and unable to reach the Office or Administrator, call 911.

2. Local Law Enforcement may contact the school and request the school to go into a lockdown.

Administrators

1. Assess the situation to determine status level of threat.

2. Call 911 if there is an indication of danger to students or staff and the incident is not originating from law enforcement.

3. Notify teachers and staff for a need for Lockdown.

4. Notify the District Office.

5. Keep telephone lines open for emergency-related use.

6. School site will send out a message on the parent communication system indicating if there will be a delay in dismissing student of if there is a need to pick up their children at a different time or location. In the event the school site is unable to send out the message, personnel at the District Office will send out the message.

Teachers

When informed of a lockdown, initiate the following lockdown procedures and await further instructions"

1. Open classroom doors and do a quick peek outside to gather outside students into your classroom.

2. Classrooms on the playground or students outside of the classroom need to proceed immediately to their classroom.

3. Remain calm, lock all doors, close window blinds, turn off lights and remain out of sight.

4. Silence all cell phones and if necessary turn off all computer monitors.

5. During lockdown, communicate any suspicious activities or noises to the office if safe to do so.

6. Take roll immediately and report attendance to the designated individual at your school site.

7. UNDER ANY CIRCUMSTANCES, no person is to leave your room until you receive the "All-Clear" announcement.

8. If students are in another classroom they are to stay there.

9. Remain in lockdown until further instructions or an announcement is made.

10. A lockdown could escalate to Active Shooter Event. Refer to that section for instructions.

Earthquake

Earthquake

Indoors

Announce and implement DUCK, COVER and HOLD.

1. Get under nearest desk or table away from windows and objects that could fall. Crouch down facing the center of the room, clasp hand behind neck, close eyes and hold table leg while in the duck and cover position. Remain in this position until signal to evacuate is given.
2. Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
3. Implement Evacuation when shaking has stopped or tremors have subsided.
4. Announce that no student is to return to the room unless directed to do so.
5. Take roll of students

Outdoors

Announce and implement DUCK, COVER and HOLD

1. Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires and wet areas.
2. Stay low to the ground.
3. Implement Evacuation when shaking has stopped or tremors have subsided. Staff will take students to pre-arranged places on campus, adjust as necessary.
4. Take roll of students

General

Be prepared for immediate aftershocks and ground motion.

When leaving the classroom if safety permits, teachers should make every effort to take with them the roll book and emergency supplies.

Whenever possible disaster supplies should be kept in a locked shed away from the school buildings and accessible once all personnel and students are safely accounted and secured in the evacuation area.

If possible, notify incident commander of any breaks or suspected breaks in service.

Do not light any fires after the earthquake of possible gas leaks.

The principal or designee will determine the advisability or necessity of releasing students.

Lompoc Unified School District participates in the Great ShakeOut Earthquake Drills annually.

Explosion or Risk Of Explosion

VAFB Fire/Emergency, VAFB Security Services, and LUSD district office will be notified.

Fire in Surrounding Area

VAFB Fire/Emergency Services and LUSD office will be notified. Evacuation of students and staff will take place.

Fire on School Grounds

Fire Procedures

General

Upon the discovery of a fire, any staff member will call 911 to report a fire. Be prepared to give specific information such as name, address of school or facility. If safe to do so, call the office and inform them of a fire.

If the fire is small, notify 911 and use the nearest fire extinguisher to control the fire. All classrooms are equipped with fire extinguishers.

The School Administrator will communicate with the District Office. If off-site evacuation is necessary, Administrators will notify Transportation.

If the fire is off site, the Administrator or District Office will provide instructions whether an off-site evacuation is necessary. Due to the location of the fire, an alternate site may be necessary.

The fire alarm is sounded (an interrupted signal)

1. If you do not see, hear, or smell an imminent fire threat, shelter in place and follow the instructions for a Lockdown or unless instructed differently through the school's communication system.
2. If you see, hear, or smell an imminent fire threat, evacuate the classroom immediately and notify the school office.
3. In the event of an evacuation, teachers will bring their student rosters, their Emergency Management Guide and proceed to the assigned assembly area.
4. If heavy smoke is present, crawl or stay near floor for breathable air.

5. Attendance will be taken.
6. If all students are present, hold up and display the GREEN "ALL CLEAR" sign located on the back of the Emergency Management Guide.
7. If not all students are present or you need assistance, hold up and display the RED "NEED HELP" sign located on the front of the Emergency Management Guide.
8. Sweep Team member will check rooms and report to the assigned individual or command center.
9. If the danger has passed School Administrators will advise whether classes can return to class.
10. No one is to reenter a building until authorized by the fire department or an administrator.

Flooding

Flooding

This procedure applies whenever storm water or other sources of water inundate or threaten to inundate school grounds or buildings. Flooding on a school site may be caused by heavy rain, failure of a dam, water main break, or tsunami.

The extent of the flood or type of water incident will dictate the course of action to be taken. The administrator may initiate the following emergency actions:

1. Implement Evacuation or
2. Shelter-in-Place, or
3. Off-Site-Evacuation.

General

In event of an evacuation, teachers will bring student rosters and emergency supplies.

If necessary, instructions will be given to move students to higher ground or an alternate evacuation site warranted by changes in condition.

Remain at the specified location until further instructions.

Loss or Failure Of Utilities

We will notify Lompoc Unified School District of power outage.

Motor Vehicle Crash

We will notify VAFB security.

Psychological Trauma

We will notify LUSD Pupil Support Services, Parents of student, and CWS if necessary.

Suspected Contamination of Food or Water

We will notify Lompoc Unified School District.

Tactical Responses to Criminal Incidents

Lockdown

Lockdown procedures are an emergency protocol that prevents staff and students from leaving an area. Lockdowns can be initiated due to activity occurring on campus or away from the campus. Lockdowns can be used to protect staff and students by sheltering them in place or for public safety agencies to attend to an incident occurring in the area without endangering or interference from the public. Lockdowns can be a safer approach than evacuating students into a potentially contaminated outdoor environment. Sometimes a lockdown is referred to as shelter-in-place.

Examples of when lockdown would be appropriate:

- ? Law enforcement activity in the area
- ? Medical emergency in the area or on campus
- ? Dangerous animal on campus or in the vicinity
- ? Fire in the vicinity
- ? Toxic Situation nearby
- ? Intruder on campus or an active shooter event

For an active shooter refer to Active Shooter Event and for an anti-violence/intruder alert refer to Intruder Alert/Anti-Violence Response for more incident specific procedures.

General

1. An announcement will be made for the need to “lockdown.”
2. All students need to proceed to their classroom immediately. Students that are outside of the classroom or on the playground should be taken to the nearest room until the end of the lockdown.
3. Teachers quickly scan for students walking in the hallway.
4. Remain calm, lock all doors and close window blinds.
5. If it is announced that the lockdown is due to a toxic situation, turn off air conditioners and/or heat.
6. Take roll and prepare a list of missing students.
7. Call the office with attendance information.
8. If there are problems, place the “NEED HELP” of the Emergency Management Guide in the window.
9. Emergency bathroom visits must be first cleared with the office.
10. Specific directions pertaining to the Lockdown will be given as Administration receives up-to-date information.
11. If the situation escalates to an intruder alert/anti-violence or active shooter event refer to Intruder Alert/Anti-Violence Response or Active Shooter Event for those specific procedures.
12. If evacuation is directed follow Evacuation procedures.

Intruder Alert/Anti-Violence Response

An intruder alert/anti-violence response is a lockdown procedure used when an unauthorized or aggravated person is on campus. This procedure secures staff and students by limiting access to the school classroom, offices and other building. As part of the procedure, everyone must remain inside until the situation has been declared safe and given the “All Clear” by an authorized person. For violent situations follow law enforcement directions. If the intruder has a firearm or weapon refer to the “Active Shooter Event.”

Discovering Party

1. If there is an immediate threat call 911. Notify an Administrator or Office.
2. Local Law Enforcement may contact the school and request the school to go into a lockdown.

Administrators

1. Assess the situation to determine status level of threat.
2. Call 911 if there is an indication of danger to students or staff and the incident is not originating from law enforcement.
3. Notify teachers and staff for a need for Lockdown.
4. Notify the District Office.
5. Keep telephone lines open for emergency-related use.
6. School site will send out a message on the parent communication system indicating if there will be a delay in dismissing student of if there is a need to pick up their children at a different time or location. In the event the school site is unable to send out the message, personnel at the District Office will send out the message.

Teachers

When informed of a lockdown, initiate the following lockdown procedures and await further instructions”

1. Open classroom doors and do a quick peek outside to gather outside students into your classroom.
2. Classrooms on the playground or students outside of the classroom need to proceed immediately to their classroom.
3. Remain calm, lock all doors, close window blinds, turn off lights and remain out of sight.
4. Silence all cell phones and if necessary turn off all computer monitors.
5. During lockdown, communicate any suspicious activities or noises to the office if safe to do so.
6. Take roll immediately and report attendance to the designated individual at your school site.
7. UNDER ANY CIRCUMSTANCES, no person is to leave your room until you receive the “All-Clear” announcement.
8. If students are in another classroom they are to stay there.
9. Remain in lockdown until further instructions or an announcement is made.
10. A lockdown could escalate to Active Shooter Event. Refer to that section for instructions.

Unlawful Demonstration or Walkout

Campus Disturbances

All school staff shall respond to campus disturbances in accordance with the school's safety plan. School safety plans shall describe:

1. The level of emergency and determine the immediate response action, the means which will be used to signal the emergency and maintain communication among staff and with the Superintendent or Superintendent's designee. (Site administration will identify)
2. Specific duties during a disturbance for each staff member.
3. Procedures for ensuring the safety of students and staff.
4. Conditions, as prearranged with law enforcement authorities, under which the principal or designee shall:
 - a. Inform the police.
 - b. Secure police assistance
 - c. Give the police responsibility for a specific crisis situation.
5. Procedures for the orderly dismissal of school when authorized by the principal or designee. During any disturbance in which additional students might become involved while changing classes, the principal or designee may notify all staff that any class currently in session will be extended until further notice. Upon receiving this notification, staff shall ensure that all students in their charge remain in one location under the supervision and shall ask all students who are in the halls to return to their classes immediately.

All media inquiries during crisis situations shall be routed to the Coordinator of Pupil Support Service or designee.

Prohibited Activities:

1. Disturbing the peace, including, but not limited to, causing or attempting to cause a riot, burning or destroying property, fighting, challenging another to fight, or using offensive words likely to provoke a fight (cf. 3515 - Campus Security)
2. Disrupting school operations, including, but not limited to, exercising free expression which is obscene, libelous or slanderous or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations or substantially disrupting the orderly operation of the school (Education Code 48907) (cf. 5145.2 – Freedom of Speech/Expression)

Other examples of activities that may be considered disrupting school operations include, but are not limited to:

- a. Organizing or participating in unauthorized assemblies on school premises
- b. Participating in sit-ins which deny students or employees normal access to school premises
- c. Interfering with or unauthorized use of the district's computer system (cf. 6163.4 – Student Use of Technology)
3. Refusing to disperse, including, but not limited to, assembling for the purpose of causing a disruption and refusing to disperse upon the direction of school personnel
4. Boycotting school, including, but not limited to, participating in any protest that involves nonattendance where attendance is required at school, class, or at a school activity

Any student who participates in a boycott shall be given an unexcused absence and may be classified as truant, regardless of any parent/guardian approval of the absence. (cf. 5113 - Absences and Excuses) (cf. 5113.1 - Truancy) (cf. 5144 - Discipline) (cf. 5144.1 - Suspension and Expulsion/Due Process)

Student Demonstrations

Federal and state law allow school districts to establish reasonable rules and regulations for students who wish to exercise their free speech rights on campus during the school day. The District may impose restrictions on the time, place and manner of the speech or activity in order to maintain a safe and orderly educational environment for all students and district employees. Students, who fail to follow the directive of school administrators or teachers, or district policies concerning demonstrations, assemblies, protests or lockouts, may be subject to disciplinary action. If the usual disciplinary action for being truant from school or missing a class is detention, for example, then students who walk out of class to protest may be subject to the same disciplinary sanctions. Stricter punishments or stricter disciplinary action based on the student's free speech rights would be prohibited and would violate student's First Amendment rights.

Students who walk out of class during instructional time may be directed by school administrators and teachers that they should return to class, and be advised that they risk disciplinary action if they fail to return to class or if they leave the campus during instructional time. No physical effort should be made to prevent students from leaving the campus.

Students who fail to follow the direction of school administrators or teachers would be in violation of Education Code § 48900(k) (disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties). Under Education Code § 48900.5, suspension for disrupting school activities or willful defiance shall be imposed only when other means of correction fail to bring about proper conduct. Other means of correction may include a conference between school personnel, the pupil's parents or guardian and the pupil, participation in a restorative justice program, school detention or community service.

In anticipation of student protests, administrators may wish to open lines of communication with faculty, students, parents, the media and the community so that the administrator may:

1. Communicate an awareness and understanding of the issues and concerns prevalent in the school community.
2. Stress a willingness to listen to the concerns of the school community.
3. Work with the District Office for assistance in working with representatives of the news media in preparing outgoing messages to parents.
4. Provide appropriate time, place and manner alternatives to ensure that there will be no disruption to the instructional process.
5. Provide a safe area that can be used for appropriate protests or demonstrations.

The administrator may wish to enlist the support of district administration to develop and implement solutions to problems, address concerns, and explore viable alternatives that will not disrupt the instructional process. The principal may wish to provide opportunities for students to dialog and engage in activities such as classroom discussions, small group discussions with clubs or campus organizations, informational assemblies with adequate supervision, letter-writing campaigns, and structured research projects.

Board Policy 5131.4

The Governing Board desires to provide orderly campuses that create a positive school environment and are conducive to learning. When students initiate or are involved in a campus disturbance that has the potential to threaten the safety of students or staff, the Superintendent or designee may request law enforcement assistance.

The Superintendent or designee and the principal of each school shall establish a school disturbance response plan that is intended to curb disruptions which may lead to riots, violence, or vandalism at school or at school-sponsored events. In developing each school's plan, the Superintendent or designee shall consult with local law enforcement authorities to create guidelines for law enforcement support and intervention. (cf. 0450 - Comprehensive Safety Plan) (cf. 3516 - Emergencies and Disaster Preparedness Plan) (cf. 5131.5 - Vandalism, Theft and Graffiti)

Staff are encouraged to be alert to conditions at school that may lead to a disturbance, such as racial or cultural conflict, student protests, or gang intimidation and confrontations. Staff who believe that a disturbance is imminent, or who see a disturbance occurring, shall immediately contact the principal and invoke the school disturbance response plan. (cf. 4131 - Staff Development) (cf. 5136 - Gangs) (cf. 5145.2 - Freedom of Speech/Expression) (cf. 5145.9 - Hate-Motivated Behavior)

Students who participate in a campus disturbance shall be subject to disciplinary action in accordance with Board policy and administrative regulations. (cf. 3515 - Campus Security) (cf. 5144 - Discipline) (cf. 5144.1 - Suspension and Expulsion/Due Process) (cf. 5144.2 - Suspension and Expulsion: Due Process (Students with Disabilities))

LUSD Board Policy BP 5131.4 Student Disturbances

Civil Unrest

If a school receives a warning of civil unrest, the principal will immediately notify the District Superintendent or Superintendent Designee by following the communication protocols.

Procedure:

1. When a civil unrest warning is received at the District Office, the District's EOC should be activated.
2. If the civil unrest occurs at a nearby location, students and staff should remain inside. The administrator will identify the level of emergency and determine the immediate response action.
3. Students who are outside should be taken inside as soon as possible.
4. The School Administrator will initiate appropriate immediate response actions, which may include SHELTER-IN-PLACE or LOCKDOWN.
5. The School Administrator will notify the District Office and request assistance and provide the exact location and nature of emergency
6. School security will immediately proceed to the front gate to control student ingress and egress. Depending on the immediate response action, each person entering or leaving the campus shall be required to sign his/her name and record address, telephone number and time entered or departed. Students will not be allowed to leave campus unless they are released to a parent/guardian or adult listed on the student's emergency card or unless Administrator receives notification of all-clear.
7. The principal will follow the pre-established District communication procedures and will then monitor the emergency situation and make decisions about moving groups of students away from areas that might be dangerous.
8. Staff members should keep accurate record of events, conversations and actions.
9. All media inquiries will be referred to the designated school's Public Information Officer.

Emergency Evacuation Map

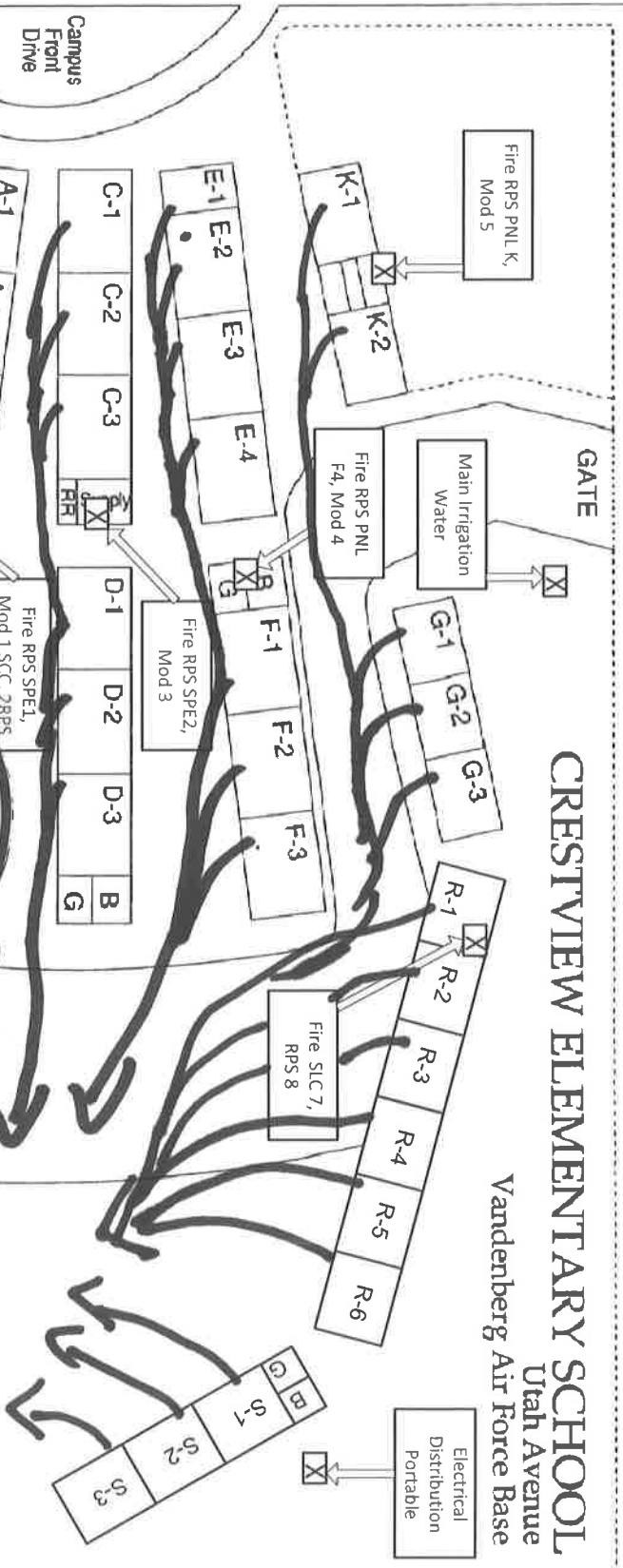
CASMALIA ROAD

UTAH AVE.

CRESTVIEW ELEMENTARY SCHOOL

Vanderberg Air Force Base
Utah Avenue

GATE



Electrical Distribution

Electrical Distribution

Main Domestic Water

Main Gas

Cafetorium & Multi-purpose Room

Bicycle Parking

Parking

Parking

Playing Fields

Electrical Distribution Portable

Electrical Distribution Portable

J-1
J-2
J-3

S-1
S-2
S-3

11/14/12 TN

Bullying and Cyber Bullying Assessment Flow Chart*

(School personnel will use this flow chart when responding to a report of bullying.)

Interview all students involved in the incident.

1. Gather the facts, i.e. who, what, when, where, why?
2. Interview witnesses.
3. Did the alleged bullying involve electronic equipment or any social media sites?
4. Were any messages sent or received?
5. Did either student do anything that might have contributed to this happening?



Was this possibly a crime?

Was there electronic communication, physical contact, injury, use of a weapon, serious threat of injury, stalking, kidnapping, detainment, loss or damage to property?



Contact the police.
Notify parents as appropriate.



Was there aggression?

Was there physical aggression such as hitting, shoving or threatening injury; verbal aggression such as teasing, name-calling, or spreading rumors?



Not Bullying
Consider another infraction.



Was there dominance?

Was the aggressor stronger or dominant over the other? Was one side outnumbered?



Not Bullying
Could be a fight or some other infraction.



Was there persistence?

Was there more than one incident or did the aggressor fail to stop when asked?



Not Bullying
Consider another infraction. Would be bullying if behavior continues.



Response to bullying.

1. Discipline aggressor for bullying, based on the seriousness and persistence of the behavior.
2. Educate and counsel all students, including bystanders, about bullying.
3. Encourage the aggressor to apologize and promise not to do it again.
4. Ask all students, "What could you do that would keep this from happening again?"
5. Ask all students, "Would you let me know if anything like this happens again?"
6. Monitor and follow-up to make sure that bullying does not recur.