

# TRAVIS UNIFIED SCHOOL DISTRICT



Reaching beyond the boundaries  
to build a community of learners.

# SCHOOL SAFETY PLAN

Travis Unified School District  
2751 De Ronde Drive  
Fairfield, CA 94533

## **Foxboro Elementary School**

**Principal: Samantha Chizauskie**

**Approval Date: February 16, 2021**

**SECTION 1 – CALIFORNIA EDUCATION CODE SECTION 32281 (B)(1), (B)(2)**

The school has partnered with local law enforcement and community responders to develop our Standard Response Protocol for threats such as active shooter, air pollution/chemical release, bomb threat, civil disturbance on campus, earthquake, fire, evacuation, severe windstorm/tornado, lockdown, lockout and threat of explosion/gas leaks/aircraft accident.

Our goal is to use a Standard Response Protocol to practice simple responses to emergency situations. Staff members have been trained in emergency response and hold regular drills with students. Precautionary measures are used to secure buildings such as fencing, security cameras and visitor sign in.

The School Safety Plan was written and developed by the [EC Section 32281 (b)(1) and 32281 (b)(2)]:

Name of committee: **School Site Council**

**Council/Committee Members [EC Section 32281 (b)(2)]:**

| <b>Name</b>             | <b>Position</b>     | <b>Role</b>      |
|-------------------------|---------------------|------------------|
| Samantha Chizauskie     | Principal           | Member           |
| Michele Berry           | Classified Employee | Member           |
| Gabrielle Crummey-Smith | Teacher             | Chairperson      |
| Amy Armstrong           | Teacher             | Vice-Chairperson |
| Breanna Rutledge        | Teacher             | Member           |
| Heidi Albers            | Parent              | Secretary        |
| David Topuzes           | Parent              | Member           |
| Jaime Cipollone         | Parent              | Member           |
| Elizabeth Ansari        | Parent              | Member           |
| Lauren Bender           | Parent              | Member           |

## SECTION 2 – CALIFORNIA EDUCATION CODE SECTION 32281 (B)(3)

The School Safety Plan was written and developed through consultation with local law enforcement agencies including the Fairfield and Vacaville Police Departments [EC Section 32281 (b)(3)].

Resources such as “I Love U Guys” Foundation, Sandy Hook Promise and The Complete Crisis Communication Management Manual for Schools - National School Public Relations Association were utilized in the development of this plan.

## SECTION 3 – CALIFORNIA EDUCATION CODE SECTION 32282 (A)(1)

*The comprehensive school safety plan includes, but is not limited to all of the following [EC Section 32282 (a)]:*

*An assessment of the current status of school crime at the school and at school-related functions, which may be accomplished by reviewing one or more of the following types of information [EC Section 32282 (a)(1)]:*

- Attendance rates / SARB data – [DataQuest Chronic](#) / [Dataquest Truancy](#)
- Suspension / Expulsion data - [DataQuest](#)
- California Healthy Kids Survey (CHKS) – [School Climate](#)

Additional school specific data can be located at the following links:

- [California Dashboard](#)
- California Dashboard – [Additional Reports and Data](#)
- [Dataquest](#)
- [LCAP](#)
- LCAP – [Accountability Model](#)
- [SARC](#)

The above data was shared with the School Site Council on: **January 11, 2021**

## SECTION 4 – CALIFORNIA EDUCATION CODE SECTION 32282 (A)(2)

*The comprehensive school safety plan includes, but is not limited to all of the following [EC Section 32282 (a)]:*

*Identify appropriate strategies and programs that provide and maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety [ED Section 32282 (a)(2)]:*

Our school has implemented the following programs and strategies to maintain a high level of school safety:

Safety is our number one priority at Foxboro Elementary School. Over the past few years, we have worked as a site team to develop school systems that strategically address this goal in the areas of school facilities, staff/student physical safety, and socio-emotional safety.

### **School Facilities:**

- Our school facilities are maintained by Travis Unified School District maintenance and leadership to ensure that our site meets safety guidelines and regulations in the school site and district safety plans.
- Moreover, our custodians are key members of the plan reviewing site needs regularly and touring the school with the school administrator to discuss on-going projects, areas of concern, and the progress of work orders.
- Both day and evening custodians work diligently to ensure that all classrooms, and school meeting areas are clean and in good working order. When there is a facility concern, staff report to site custodian and office staff for a work order to be placed that day. The work orders are routinely reviewed for completion.
- Larger scale improvement projects are communicated to district administration and followed through as funds allow.

### **Staff/Student Physical Safety**

- Foxboro Elementary School partners with Vacaville Police Department to utilize the vocabulary and drill procedures from the iloveguys foundation. At least monthly, we practice drills to include fire, earthquake, and Active Emergency. We practice with the entire school community using the terminology Lock Out (Perimeters are locked, but business as usual within classrooms) and Lock Down (Doors are locked, lights are off, and students/staff are hidden). We have drills that are communicated in advance as well as unannounced that we might be ever ready in the case of an emergency.

- Each staff member has a radio within the classroom and in all supervision locations to quickly communicate when there is a health concern or emergency. In addition, we utilize the radios to verify that a drill is taking place as part of our safety drills.
- Students are supervised by site staff before and after school as well as at every recess. We have a school rotation to ensure that all entrances/exits of the school are supervised daily. All supervising staff wear orange vests to identify them as a safe and trusted adult to approach for help. Watch D.O.G.S. (Dads of Great Students) wear purple vests to identify them as a safe and trusted adult as well. These dads have all been fingerprinted and trained to support security and students on campus.
- All visitors to campus are asked to sign in directly at the front office on both our paper log and on the district CERVIS computer. This provides us an accurate record of visitors to our campus. All visitors to campus are asked to place a colored sticker on their upper body identifying them as an approved campus visitor. The tag color is changed daily and staff are trained to look for the tag and direct anyone without one to the front office.
- Through school weekly newsletters, parents are informed of areas of concern and constructive solutions that help our school community partner together for student safety. These include traffic patterns, honoring cross walks, parking in designated areas, driving at safe speeds around campus, and keeping an eye out for all students to and from school.

### **Socio-Emotional Safety**

- Our school mission is "Success for All! No Excuses!"
- To support the social/emotional growth of students we have a unified school Positive Behavior Intervention and Support system that includes common classroom management plans, weekly communication from teachers and administrators, recognizing students for displaying our school core values of respect, responsibility, and safety.
- Each classroom conducts daily classroom character lessons, weekly Second Step (Social Emotional Learning), and each class has a break space to support students who may find themselves overwhelmed.
- We have a school social worker, intervention specialists, behavior support specialists, and a student support specialist on staff to additionally provide support to students and staff. We believe in a team approach to support students, staff, and families.
- We conduct Student Study Team meetings when students are not making typical progress. We conduct SART/SARB meetings to address attendance concerns and support students being present on time and every day.
- School Site Council members review the safe school plan and give feedback that is useful in maintaining a safe school environment.

## SECTION 5 – CALIFORNIA EDUCATION CODE SECTION 32282

Our school follows procedures for complying with laws related to school safety, including but not limited to the following Board Policies, Administrative Regulations and other documents, which can be viewed in their entirety using the corresponding links [EC Sections 32282 (a)(2)(A) – 32282 (e)]:

- A. Child Abuse Reporting procedures ([BP 5141.4](#) and [AR 5141.4](#)) [EC Section 32282 (a)(2)(A)]
- B. Disaster procedures, routine and emergency, crisis response plan including adaptations for pupils with disabilities and the following. [EC Section 32282 (a)(2)(B)]
  - i. Earthquake emergency procedures that include. [EC Section 32282 (a)(2)(B)(i)]
    - I. A school building disaster plan. [EC Section 32282 (a)(2)(B)(i)(I)]
    - II. A drop procedure. [EC Section 32282 (a)(2)(B)(i)(II)] Dates/Times of drop procedure drills held at least once each quarter in elementary; once each semester in secondary schools
    - III. Protective measures to be taken before, during and after an earthquake. [EC Section 32282 (a)(2)(B)(i)(III)]
    - IV. A program to ensure that pupils, and certificated and classified staff are aware of and are trained in the procedures. [EC Section 32282 (a)(2)(B)(i)(IV)]
  - Travis USD Emergency Response Protocol
    - Emergency Response/Disaster Procedures (Document 1)
    - District Drill Schedule (Document 3)
  - ii. Establish procedures to allow a public agency to use school buildings, grounds, and equipment for mass care and welfare shelters during an emergency. ([BP 1330](#) and [AR 1330](#)) [EC Section 32282 (a)(2)(B)(ii)]
- C. Suspension/Expulsion policies and procedures ([BP 5144.1](#), [AR 5144.1](#) and [AR 5144.2](#)) [EC Section 32282 (a)(2)(C)]
- D. Procedures to notify teachers of dangerous pupils ([BP 4158/4258/4358](#) and [AR 4158/4258/4358](#)) [EC Section 32282 (a)(2)(D)]
- E. Discrimination and Harassment Policy. Include hate crime reporting procedures and policies ([BP 4112.9/4212.9/4312.9](#), [BP 4119.11/4219.11/4319.11](#), [AR 4119.11/4219.11/4319.11](#), [BP 5145.3](#), [AR 5145.3](#) and [BP 5131.2](#)) [EC Section 32282 (a)(2)(E)]
- F. Schoolwide Dress Code, if it exists, including prohibition of gang-related apparel ([BP 5132/5136](#) and [AR 5132/5136](#)) [EC Section 32282 (a)(2)(F)]
- G. Procedures for safe ingress and egress of pupils, parents, and school employees to and from school site ([BP 1250](#) and [AR 1250](#)) [EC Section 32282 (a)(2)(G)]
  - Safe Ingress and Egress Procedures (Document 2)
- H. A safe and orderly environment conducive to learning at the school ([BP 5137](#)) [EC Section 32282 (a)(2)(H)]
- I. Rules and procedures on school discipline ([BP 5144](#), [AR 5144](#) and [BP 5131](#)) [EC Section 32282 (a)(2)(I)]

- c) Where practical, consult, cooperate and coordinate with other school site councils or school safety planning committees. [EC Section 32282 (c)]
- d) Evaluate and amend the plan as needed and at least once each year, to ensure the plan is properly implemented. Keep an updated file of all non-sensitive safety-related plans and materials readily available for inspection by the public. [EC Section 32282 (d)]
- e) Legislature encourages that policies and procedures aimed at the prevention of bullying be included in the comprehensive school safety plan. See (E) above ([BP 5131.2](#)) [EC Section 32282 (e)]

## SECTION 6 – CALIFORNIA EDUCATION CODE SECTION 32286

- Each school shall adopt its comprehensive school safety plan by March 1, 2021, and shall review and update its plan by March 1, every year thereafter. [EC Section 32286 (a)]
- Commencing in July 2000, and every July thereafter, each school shall report on the status of its school safety plan, including a description of its key elements in the annual [school accountability report card](#) prepared pursuant to Section 33126 and 35256. [EC Section 32286 (b)]

## SECTION 7 – CALIFORNIA EDUCATION CODE SECTION 32288

This plan was submitted to the Student Services Department of the Travis Unified School District on January 12, 2021 for approval by the Travis Unified School District Board of Education. [EC Section 32288 (a)]

This Safety Plan was communicated to the public at a public meeting held at the school site on January 11, 2021 [EC Section 32288 (b)(1)]



## TUSD EMERGENCY RESPONSE PROCEDURES

**Active Shooter:** Sounds of gunfire. Announcement may be made over intercom.

- Try to remain calm, listen to ascertain if active shooter is within your vicinity, and determine whether to Run, Hide, or Fight.
- **Run:** If there is an escape path, attempt to evacuate yourself and students. Leave your personal belongings behind.
- **Hide:** If evacuation is not possible, hide. Lock and/or blockade the door. Close the blinds. Silence your cell phone and direct your students to do as well. Hide behind large objects. Remain very quiet.
- **Fight:** As a last resort, and only if you and your students' lives are in danger, attempt to incapacitate the shooter. Act with physical aggression. Improvise weapons.
- **When law enforcement arrives:**
  - Remain calm and follow instructions.
  - Keep your hands visible at all times.
  - Avoid pointing or yelling.
  - Know that help for the injured is on its way.

**Air Pollution/Chemical Release:** Announcement will be made over intercom.

- Staff will be notified to discontinue all athletic activity on campus.
- Call parents and dismiss students who are susceptible to respiratory problems.
- Turn off air intake systems.
- Follow shelter-in-place instructions (such as close doors/windows), if applicable.

**Bomb Threat:** Fire alarm will signal evacuation.

- Follow evacuation procedures.
- Students may return to class only when given the "All Clear" signal.
- **Students or staff may not remove any suspicious objects.**

**Civil Disturbance on Campus:** Announcement will be made over intercom.

Such an event would most likely occur if a large number of students caused a disturbance and refused efforts of administrators and teaching staff to maintain order. The following will take place:

A civil disturbance situation will be announced.

- Police will be contacted.
- Move disturbance to an isolated area, if possible. The administration will meet with concerned parties.
- Daily instruction will continue. Staff should attempt to persuade all uninvolved students to go to class. Teachers who have students in class will keep them until further notice.

**Earthquake:** Ground will start shaking. For drills: announcement will be made over intercom.

- Implement "Duck, Cover and Hold" (students and staff should take protective positions under desks or tables away from and with backs to windows).
- Fire alarm will sound if students need to be evacuated (see fire procedures).
- Students may return to class only when given the "All Clear" signal.

**Evacuation/Fire:** Fire alarm will signal. Specific information may be relayed by intercom, if applicable.

- Fire alarm will signal evacuation unless inoperable. A bullhorn or messenger will be used if the alarm is not functioning.
- Teachers will direct students to the evacuation area(s). Teachers will be the last person out of the room and will bring their roll books.
- Students are to line up by class (according to evacuation map) in a straight line during the entire emergency.
- Teachers are to take attendance quickly and return to the front of the line to account for missing students. Implement colored card coding system once attendance is taken.
  - **Green Status Card:** Everyone is ok and accounted for.
  - **Red Status Card:** Missing or extra student(s). Report missing students to administration.
  - **Red Cross on White Status Card:** Medical Attention Needed.
- Students may return to class only when given the "All Clear" signal.
- Students are not to be released unless instructed to do so by administration.
- Parent staging area should be established and communicated.

**Lockdown – Police Activity in the area or Threatening Individual/Violent Intruder:** Announcement – "Lockdown" will be made over the intercom.

**Procedure when students are outside:**

- Teachers should direct students into any available classroom.
- If students scatter and run, teachers are to let them go.

**Procedure when all students are in class:**

- Teachers should check immediately outside their room to escort any students into their class.
- PE teachers are to direct their students to an indoor location.
- Teacher should lock the door, close and lock all windows, draw blinds, close drapes and turn off lights.
- If safe to do so, monitor e-mail for possible updates or further instructions.

**Severe Windstorm/Tornado "FLOOD":** Announcement will be made over the intercom including words "SEVERE WINDSTORM" or "TORNADO WARNING."

- All students remain in classrooms. If students are outside, they should report to class. If this emergency occurs at lunch, all students will go to open rooms (multiuse room, gymnasium).
- Teachers should shut all blinds and drapes. Do not close windows all the way.
- Students should stay away from windows and should turn their backs to them.
- Refrain from touching any downed electrical wires.
- If "**FLOOD**" occurs prior to schools opening, "School Messenger" will send out information.

**Threat of Explosion/Gas Leaks/Aircraft Accident:** Announcement will be made over the intercom.

- A Duck and Cover Command will be issued, or evacuation will be ordered with the fire alarm, depending on the situation.
- In the event of gas leak, teachers will be instructed to close all windows and to wait for further instructions.

# Emergency Telephone Numbers

From an outside line CALL 911

**\*Stay calm\*Speak clearly\*State your emergency\*Give name/address\*Allow dispatcher to direct conversation\*Stay on phone\***

## Travis Unified School District

Main Number . . . . . (707) 437-4604

### Non-emergency Police:

- Sheriff/Fire . . . . . (707) 784-7030
- Fairfield Police/Fire Dept . . . . . (707) 428-7300
- Vacaville Police/Fire Dept . . . . . (707) 421-7373
- TAFB Military Police Desk . . . . . (707) 424-2800 or (707) 424-2227

- Emergency:** Police/Fire/Sheriff/Medical . . . . . 911
- TAFB EMERGENCY . . . . . (707) 424-4911
- Cell Phone Emergency # - Fairfield . . . . . (707) 428-7373
- Cell Phone Emergency # - Vacaville . . . . . (707) 449-5200

- Poison Control . . . . . (800) 876-4766
- Gas/Power Failure . . . . . (800) 743-5000
- Red Cross . . . . . (707) 429-3131

Tune in to Radio Frequencies TV for emergency broadcasts:

- KUIC** . . . . . **95.3 FM**
- KCRA** . . . . . **Channel 3**

It is the teacher's responsibility to ensure these safety procedures are followed. Teachers are required to keep accurate lists of students. Teachers are responsible for the safety of their students. Teachers shall refer to site emergency evacuation plan for designated evacuation locations.

August 10, 2016



LOCKOUT



LOCKDOWN



EVACUATE



SHELTER

## Safe Ingress and Egress Procedures

Excerpt from 2019-2020 Foxboro Parent/Student Handbook:

### PARKING LOT RULES

The Foxboro parking lot can be a dangerous place for students, parents and staff before and after school. Although our parking lot is not designed for student drop off or pick up, it has become a common place for this to occur. The area that is most commonly misused for parking during student drop off and pick up is the red curb area designated for emergency vehicle parking only! This is a violation of the law and drivers may be cited by the police department. Additionally, this has caused near misses between cars, children, and parents.

Therefore, to insure the safety of our students and families, the Foxboro parking lot is closed to vehicle traffic from 8:00 a.m. – 3:30 p.m. The driveway will be coned off, accessible only to those with a handicap placard and school buses. A small portion of the driveway has been painted white. This loading zone is only for drop off and pick up by commercial daycare buses, TUSD buses, and vehicles displaying a handicap placard. This is a loading zone, not a parking area. Drivers are never permitted to leave vehicles parked along any part of the curb in front of the school.

*Kindergarten Parents & All Daycare Providers:* These parking lot pick up/drop off restrictions apply to all vehicles, every day, including during Kindergarten dismissal.

Foxboro has many alternate areas for student drop off and pick up. Some suggestions include:

- Use the cement path that goes from the blacktop to the sidewalk on Youngsdale Drive.
- Use the walkway between the blacktop area and Arlington Park behind the school.
- Park your vehicle in the surrounding neighborhood and walk to the front of the school to meet your child.
- Get together with your neighbors and take turns supervising the children walking to and from school.
- Have your child cross Morning Glory using the crossing guard and meet you at a designated place on Countryside Drive.
- Consider organizing a “walking school bus” in your neighborhood, possibly with parents alternating supervision, as in carpooling. More information is available by contacting Solano Transportation Authority at (707) 399-3222 or <http://www.solanosr2s.ca.gov/>.

Our staff provides supervision before and after school beginning at 8:10 a.m. on the blacktop area, the area near the walkways to Youngsdale Drive and Arlington Park as well as the parking lot area. Students are unsupervised and, therefore, not allowed on campus before 8:10 a.m. The only exceptions are students eating school breakfast (7:55 a.m.) or those attending school tutoring with a teacher. In this case, students need prior approval and an “early pass” from the teacher.

## **LOADING ZONES**

The yellow loading zone adjacent to the playground on Morning Glory Drive is a "No Parking Zone." The Vacaville Police Department may cite drivers for parking in areas designated for loading only and for unlawful U-turns. For the safety of your children, park your car on an unmarked curb on the streets surrounding the campus and walk your children onto the school grounds using a crosswalk. We have a paved walkway through the field, which connects our blacktop to Youngsdale Drive and a walkway leading to Arlington Park. These routes help to ease the congestion at the front of the school during peak traffic times.

2020-2021 Drill Schedule

Due to Covid-19 School Closure, Foxboro is in 100% Virtual Learning and has not held any drills this school year. Should school resume on March 15, 2021 as proposed by the Travis USD school board, we will determine how to safely conduct drills utilizing Covid-19 protocols along with Public Health guidelines.

### **District and Site COVID Protocols**

Site COVID protocols, for both distance and hybrid learning formats, are based on the district's COVID Response Plan, which in turn is based on the latest guidelines from federal, state, and county authorities. To see the most recently updated TUSD COVID response plan, please refer to the TUSD website.