

Comprehensive School Safety Plan

**2022-2023
School Year**

School: Lloyd P. Hance Community School
CDS Code: 17101731730167
District: Lake County Office of Education
Address: 1510 Argonaut Road
Lakeport, CA 95453

Date of Adoption:

Date of Update:

Date of Review:

- with Staff
- with Law Enforcement
- with Fire Authority

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.

<https://www.lakecoe.org>

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

Safety Plan Vision

To prevent and educate about potential incidents that could affect aspects of social, emotional, and physical safety for both youth and adults on the Lloyd P. Hance campus.

Components of the Comprehensive School Safety Plan (EC 32281)

Lloyd P. Hance Community School Safety Committee

Assessment of School Safety

The Lake County Office of Education (LCOE) has developed a comprehensive strategy for identifying problems, analyzing the causes, and implementing a plan to address them. The analysis of potential threats needs to include the following considerations:

Areas on campus that may be unsupervised or provide opportunities for student-on-student harassment or violence (Students are supervised at all times at Hance, but this does not always prevent violence or damage to school property).

Routes to school that may pose a risk to students who must walk or wait for public transportation (Not Applicable at Hance – all students are released to a parent or transit).

Access points that could allow intruders to enter the campus without being screened by school personnel. (This too would be difficult as the campus is routinely locked. This includes the front office door. Staff personnel are the only ones who let people into the building).

Facility threats such as exposed lighting fixtures that could be broken during sports activities, underground pipelines that could be damaged during renovations, or damaged electrical wiring (refer to the section on Disaster preparedness/crisis response for detail on how to deal with crises).

Threats to student health (drug or sexual abuse, depression, or suicidal thoughts)

LCOE is committed to assuring the safety of all staff, students and community members. To help meet this end, a protocol has been implemented to assess student for threats of violence, assist with conflict resolution, and document that process. This protocol is a model for our county and an important piece of our MTSS and positive behavior intervention supports, which aims to create a safe climate in all Lake County schools. It is designed to be completed by a team of responders which could include administrators, psychologists, counselors, school resource officers, social workers, nurses, teachers and other support personnel.

The superintendent shall establish a threat assessment team, for the assessment of and intervention with individuals whose behavior may pose a threat to the safety of school staff or students.

A particular threat assessment team may serve one or more schools as determined by the superintendent.

Each team shall include persons with expertise in counseling, instruction, school administration, human resources, and law enforcement.

Each team shall:

Provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self;

Identify members of the school community to whom threatening behavior should be reported; and

Implement school board policies for the assessment of and intervention with individuals whose behavior poses a threat to the safety of school staff or students.

The superintendent may establish a committee charged with oversight of the threat assessment team(s). An existing committee may be designated to assume the oversight responsibility; however, any such committee established for oversight of the threat assessment team(s) shall include individuals with expertise in human resources, education, school administration, mental health, and law enforcement.

All threat assessment teams, committee members, school employees, volunteers, and contractors are required to report any expressed threat(s) or behavior(s) that may represent a threat to the community, school, or self.

In cases where determined to be appropriate, teams shall follow established procedures for referrals to community services boards or health care providers for evaluation or treatment.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement are to occur as required by school board policy and the Code of California.

Upon a preliminary determination that a student poses a threat of violence or physical harm to self or others, the threat assessment team shall immediately report its determination to the superintendent or designee. The superintendent or designee shall immediately attempt to notify the student's parent or legal guardian.

Nothing in this policy shall preclude school committee/team personnel from acting immediately to address an imminent threat. Nothing in this policy shall preclude the threat assessment team from notifying the superintendent (or designee) of any individual (other than a student) who poses a threat of violence or physical harm to self or others.

Upon a preliminary determination (by the threat assessment team) that an individual poses: 1) a threat of violence to self or others or, 2) exhibits significantly disruptive behavior or, 3) need for assistance, members of the threat assessment team may request & obtain criminal history record information and health records.

No member of a threat assessment team shall re-disclose any criminal history record information or health information obtained pursuant to this section or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team.

The threat assessment team may not maintain the criminal history record printed from the system access terminal, nor may they make copies of it.

Criminal history information may not be placed in a student's educational file.

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

Strategies and Programs

Visitor Policy: Lloyd Hance Community School maintains a visitor sign-in and sign-out sheet to monitor campus visitors for student safety and in the event of emergencies. Pandemic protocols are followed as outlined by Cal/OSHA and CHDP.

School Psychologist/Counseling services: Hance Community School employs a .1 Clinical Services Supervisor (CSS) to enable student access to counseling services. The CSS may also determine student diagnosis and eligibility for services.

Lloyd Hance Community School has multiple administrators on campus, including Interim Principal Angie DeMaria, Deputy Superintendent, Rebecca Walker, as well as, Jamie Buckner-Bridges, the Director of Teach Lake County who holds administrative credentials.

Healthy Start is a program through Lake County Office of Education that provides services such as assistance with health, hygiene, transportation for appointments, as well as liaisons and advocates for students with certain qualifying criteria.

An all-call system is available for announcements and emergencies, accessed through the phone system. To utilize the all-call system, dial 811 from any phone on the Lloyd Hance Community School Campus.

Child Abuse Reporting Procedures

Child abuse and neglect must be reported to a child protective agency immediately as required by the California Penal Code, Chapter 916, and Sections 11164-11174.3. Agencies authorized to accept mandated reports are police, sheriff, and Child Protective Services (CPS). Mandated reporters include healthcare practitioners, childcare custodian, school employees and employees of a child protective agency. This includes EMTs and paramedics.

Neglect is defined as the negligent failure of a parent or caretaker to provide adequate food, clothing, shelter, medical/dental care, or supervision. Physical abuse is defined as a physical injury, including death, to a child which appears to have been inflicted by other than accidental means.

Sexual abuse is defined as sexual assault on, or the exploitation of a minor. Sexual assaults include rape, rape in concert (aiding or abetting or acting in concert with any person in the commission of a rape), incest, sodomy, oral copulation, penetration of genital or anal opening by a foreign object, and child molestation. It also includes lewd or lascivious conduct with a child under the age of fourteen years, which may apply to any lewd touching if done with the intention of arousing or gratifying the sexual desire of either the person involved or the child. Sexual exploitation includes conduct or activities related to pornography depicting minors, and promoting prostitution by minors. A child is any person under the age of eighteen.

The purpose of reporting suspected child abuse/neglect is to protect the child, prevent further abuse of the child and other children in the home, and begin treatment of the entire family. The inflection of injury, rather than the degree of that injury, is the determination for intervention by the CPS and law enforcement.

When a mandated reporter has knowledge of or has observed child abuse or neglect, that individual is required to report to the local law enforcement and/or to the CPS immediately or as soon as practically possible by telephone and shall complete the suspected child abuse report form within 36 hours. Those persons legally required to report suspected child abuse have immunity from criminal or civil liability for reporting as required. Reporting forms are available in the main office or from any administrator or EPS.

The first point of contact is to notify CPS. However, individuals may all call the City of Lakeport if the incident occurred in Lakeport or the Clearlake Police Department if the incident occurred in Clearlake, otherwise please call the sheriff's department. The phone numbers are:

Child Protective Services (707)262-0235
Sheriff's Department (707)263-2331

Retain the yellow copy of the suspected Child Abuse Report Form SS8572 for your records and submit top three copies (white, blue and green) to the CPS agency.

Further details are outlined in the Lake County Office of Education Board Policy 5141.4

Disaster Procedures, Routine and Emergency, Including Students with Disabilities

In order to save lives and protect property, all County Office of Education staff and students must be prepared to respond quickly and responsibly to emergencies, disasters and events, which threaten to result in a disaster. Appropriate drills and trainings will occur throughout the school year.

The Superintendent/Principal or designee has developed and maintained a multi-hazard emergency preparedness plan, which details provisions for handling all foreseeable emergencies and disasters. The plan includes working plans and procedures specific to the school and its students, and is reviewed/updated annually. This plan also contains available LCOE and outside agency resources, emergency disaster procedures and information on Standardized Emergency Management System (SEMS). The manual is located in the school office. A contingency plan for emergencies is contained on a clipboard available to each staff member.

Pupils with disabilities: IDEA require that planning for educational success of these students is done on an individual, case-by-case basis through the development of an Individual Education Program (IEP). The IEP is a written statement developed for each child with a disability that outlines measurable annual goals for each child's academic achievement and functional performance and specifies accommodations and modifications to be provided for the student.

Students with special needs who are self-sufficient under normal circumstances may have to rely on others in an emergency. They may require additional assistance during and after an incident in functional areas, including, but not limited to: communication transportation, supervision, medical care, and reestablishing independence. While not explicitly stated, a component of the IEP for related services must consider the particular needs of the child to ensure his or her safety during an emergency that includes evacuation from a classroom and building.

Fire Drill/Evacuations

No fire alarm will be ignored. Fire alarms have been used to force an evacuation with the intent of harming the evacuees. While no fire alarm will ever be ignored, when no evidence of a fire is present, implement Secondary Attack Countermeasures. If you know the alarm to be false, you may cancel the evacuation order, however, 9-1-1 MUST be notified.

Fire/Fire Alarm:

Call 9-1-1 and SRO.

Notify Incident Management Team and place them on stand-by.

Team members should forward information immediately regarding unusable/unsafe exits.

Select rally point and request police presence there.

Announce the need to evacuate, if necessary, and list areas to avoid.

Establish Exterior Command Post.

Ensure Liaison Officer is available to assist emergency response personnel as necessary.

Provide keys to the facility

Provide floor plans

Provide utility shutoff information

Student roster

Notify Public Information Office.

Arrange for transportation to shelter areas if necessary.

Prevent people and students from gathering near parked cars and emergency vehicles.

Make arrangements for family reunification.

Announce "all clear" when directed by emergency response personnel.

Fire Extinguisher Instructions:

P – Pull safety pin from the handle;

A – Aim at the base of the fire;

S – Squeeze the trigger handle;

S – Sweep from side to side.

If your clothes (or someone else's) catch fire, STOP, DROP AND ROLL!

Principal will be accountable for teachers and school staff. Teachers will be accountable for students.

Notify Superintendent/Assistant Superintendent of incident.

The principal/program administrator shall hold fire drills at least once a month at the elementary level, four times every school/program site year at the intermediate level, and not less than twice every school/program site year at the secondary level. (Education Code 32001)

Lock Down/Active Shooter/Intruder/Attack

When deemed necessary by school administrators or law enforcement officials, the school will be placed in a "lockdown" status. An announcement will be made via our phone intercom system, "Attention students and staff, please go to immediate lockdown status." While in lockdown, classroom doors are to remain closed and locked and window coverings are to be closed. Take cover inside the room by laying flat on the floor, hiding behind desks or any furniture, and staying away from all windows. Students in the room are to remain inside. All staff are to assist students outside, enter a secure, indoors area. Teachers must take roll when a lockdown is called and any student not assigned to that class must be added to the roll list. All bells and "Fire Alarms" will be ignored including the end of the day bell. Do not open the door for any reason for any person. Students that are outside when a shooting starts, should RUN as fast and as far from the shooter as possible. Everyone is to remain in lockdown status until the site administrator or law enforcement official announces an all clear. Once the immediate danger has passed, and at the direction of law enforcement, the site will be evacuated or regular school activities will resume. There will be controlled access during the lock down for those incidents that have not been validated.

Active Shooter

The Lake County Office of Education will cooperate with law enforcement in any crisis. The following guidance is provided by the Lake County Sheriff's Office in the event of an active shooter on school grounds:

RUN: When an active threat is in your vicinity
If there is an escape path, attempt to evacuate
Evacuate whether others agree to or not
Leave your belongings behind
Help other escape if possible
Prevent others from entering the area
Call 911 when you are safe

HIDE: If evacuation is not possible, find a place to hide:
Lock and/or blockade the door
Silence your cell phone
Hide behind large objects
Remain very quiet

YOUR HIDING PLACE SHOULD:

Be out of the threat's view
Provide protection if shots are fired in your direction
Do not trap or restrict your options for movement

FIGHT: As a last resort, and only if your life is in danger
Attempt to incapacitate the shooter
Act with physical aggression
Improvise weapons
Commit to your actions

911: When Law Enforcement Arrives: Remain calm and follow instructions;
Don't make any sudden movements/avoid pointing or yelling;
Keep your hands visible at all times with your hands in the hand up signal position;
Know that help for the injured is on its way;
Leave backpacks, purses, and other items behind.

Earthquake

Earthquake emergency procedures shall be established in every school/program site building having an occupant capacity of 50 or more students, or more than one classroom, and shall be incorporated into the comprehensive school/program site safety plan. (Education Code 32282)

Earthquake emergency procedures shall be aligned with the Standardized Emergency Management System and the National Incident Management System. (Government Code 8607; 19 CCR 2400-2450)

Earthquake emergency procedures shall include, but not be limited to, all of the following: (Education Code 32282)

A school/program site building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff

A drop procedure whereby each student and staff member takes cover under the table or desk, dropping to his/her knees, with the head protected by the arms and the back to the windows

Drop procedures shall be practiced at least once each school program site quarter in elementary school/program sites and at least once each semester in secondary school/program sites.

Protective measures to be taken before, during and following an earthquake

A program to ensure that students and staff are aware of and properly trained in the earthquake emergency procedure system

The Lake County Superintendent of Schools or designee may work with the California Office of Emergency Services and the Seismic Safety Commission to develop and establish the earthquake emergency procedures. (Education Code 32282)

Earthquake emergency procedures shall outline the roles and responsibilities of students and staff during and after an earthquake.

Staff and students shall be informed of the dangers to expect in an earthquake and procedures to be follow. Students shall be instructed to remain silent and follow directions given by staff in such an emergency. Staff and students also shall be taught safety precautions to take if they are in the open or on the way to or from school/program site when an earthquake occurs.

Earthquake emergency procedures shall designate outside areas and alternative areas, which may include areas off campus if necessary, in which students will assemble following evacuation. In designating such areas, the Superintendent or designee shall consider potential post-earthquake hazards outside school/program site buildings including, but not limited to, power lines, trees, covered walkways, chain link fences that may be an electric shock hazard, and areas near buildings that may have debris.

Earthquake emergency procedures shall designate evacuation routes and alternative routes that avoid areas with potential hazards to the extent possible. The needs of students with disabilities shall be considered when planning evacuation routes.

The County Superintendent or designee shall identify potential earthquake hazards in classrooms and other County Office facilities. Potential hazards may include, but are not limited to, areas where the main gas supply or electric current enters the building, suspended ceilings, pendant light fixtures, large windows, stairwells, science laboratories, storage areas for hazardous materials, shop areas, and unsecured furniture and equipment. To the extent possible, such shall be minimized by securing equipment and furnishings and removing heavy objects from high shelves.

Earthquake While Indoors at School

When an earthquake occurs, the following actions shall be taken inside building and classrooms:

Staff shall have students perform the drop procedures. Students should stay in the drop position until the emergency is over or until further instructions are given.

In laboratories, burners should be extinguished if possible before taking cover.

As soon as possible, staff shall move students away from windows, shelves, and heavy objects and furniture that may fall.

After the earthquake, the principal/program administrator or designee shall determine whether planned evacuation routes and assembly areas are safe and shall communicate with teachers and other staff.

When directed by the principal/program administrator or designee to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students under their supervision and have the students evacuate the building in an orderly manner.

Earthquake While Outdoors on School Grounds

When an earthquake occurs, the following actions shall be taken by staff or other persons in authority who are outdoors on school/program site grounds:

Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles, or exposed wires.

Staff shall have students perform the drop procedures.

Staff shall have students stay in the open until the earthquake is over or until further directions are given.

Earthquake While on the Bus

If students are on the school/program site bus when an earthquake occurs, the bus driver shall take proper precautions to ensure student safety. The driver shall pull to the side of the road, away from any outside hazards if possible, and turn off the ignition. As soon as possible, the driver shall contact the County Superintendent of Schools or designee for instructions before proceeding on the route.

Subsequent Emergency Procedures

After the earthquake has subsided, the following actions shall be taken:

Staff shall extinguish small fires if possible.

Staff shall provide assistance to any injured students, take roll, and report missing students to the principal/program administrator or designee.

Staff and students shall not light any stoves or burners until the area is declared safe.

All buildings shall be inspected for water and as leaks, electrical breakages, and large cracks or earth slippage affecting buildings.

The principal/program administrator or designee shall post staff at a safe distance from all building entrances and instruct staff and students to not reenter until the buildings are declared safe.

The principal/program administrator or designee shall request assistance as needed from the county or city civil defense office, fire and police departments, city and county building inspectors, and utility companies and shall confer with them regarding the advisability of closing the school/program site.

The principal/program administrator or designee shall contact the Superintendent of School or designee and request further instructions after assessing the earthquake damage.

The Lake County Superintendent of Schools or designee shall periodically evaluate the adequacy and design of existing County Office of Education facilities to determine whether they meet the needs of the instructional program, provide a healthful and pleasing environment for students and staff, and fulfill legal requirements for safety and structural soundness, access for the disabled and energy conservation.

Emergency Facility Use

In the event of an emergency in the community or surrounding area, Lloyd Hance Community School has been designated as an emergency shelter location and will cooperate with the County of Lake, Lake County Office of Education's Emergency Services Coordinator, and the Red Cross as requested.

Drill Schedule

Per Board Policy 6114.1 The principal shall also hold fire drills at least once a month at the elementary and intermediate level, and not less than three times every school year at the secondary level. (At least one drill during the time of: before/after school, lunch, instructional time).

3.2.6 Bomb Threat

Don't evacuate. Look around the area to see what looks out of place. Purpose of the bomb threat could be to get people to go outside where there could likely be a bigger and more immediate threat. Notify law enforcement.

3.2.7 Opioid Antagonist

The California Education Code (EC) Section 49414.3 authorizes school districts, county offices of education, and charter schools to provide emergency Naloxone (Narcan) or another opioid antagonist to school nurses or other trained personnel to use Naloxone (Narcan) or another opioid antagonist to provide emergency medical aid to persons suffering, or reasonably believed to be suffering from an opioid overdose. In addition, Section 49414.3 states that a school district, county office of education, or charter school may designate one or more staff to receive initial and annual refresher training, based on standards regarding the storage and emergency use of Naloxone (Narcan) or another opioid antagonist.

Staff have been trained and Narcan has been distributed to in each classroom and office at both Hance Community School and Clearlake Creativity School.

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

Child abuse and neglect must be reported to a child protective agency immediately as required by the California Penal Code, Chapter 916, and Sections 11164-11174.3. Agencies authorized to accept mandated reports are police, sheriff, and Child Protective Services (CPS). Mandated reporters include healthcare practitioners, childcare custodian, school employees and employees of a child protective agency. This includes EMTs and paramedics.

Neglect is defined as the negligent failure of a parent or caretaker to provide adequate food, clothing, shelter, medical/dental care, or supervision. Physical abuse is defined as a physical injury, including death, to a child which appears to have been inflicted by other than accidental means.

Sexual abuse is defined as sexual assault on, or the exploitation of a minor. Sexual assaults include rape, rape in concert (aiding or abetting or acting in concert with any person in the commission of a rape), incest, sodomy, oral copulation, penetration of genital or anal opening by a foreign object, and child molestation. It also includes lewd or lascivious conduct with a child under the age of fourteen years, which may apply to any lewd touching if done with the intention of arousing or gratifying the sexual desire of either the person involved or the child. Sexual exploitation includes conduct or activities related to pornography depicting minors, and promoting prostitution by minors. A child is any person under the age of eighteen.

The purpose of reporting suspected child abuse/neglect is to protect the child, prevent further abuse of the child and other children in the home, and begin treatment of the entire family. The inflection of injury, rather than the degree of that injury, is the determination for intervention by the CPS and law enforcement.

When a mandated reporter has knowledge of or has observed child abuse or neglect, that individual is required to report to the local law enforcement and/or to the CPS immediately or as soon as practically possible by telephone and shall complete the suspected child abuse report form within 36 hours. Those persons legally required to report suspected child abuse have immunity from criminal or civil liability for reporting as required. Reporting forms are available in the main office or from any administrator or EPS.

The first point of contact is to notify CPS. However, individuals may all call the City of Lakeport if the incident occurred in Lakeport or the Clearlake Police Department if the incident occurred in Clearlake, otherwise please call the sheriff's department. The phone numbers are:

- Child Protective Services (707) 262-0235
- Sheriff's Department (707) 263-2331
- Lakeport Police Department (707) 263-5491
- Clearlake Police Department (707) 994-8251

Retain the yellow copy of the suspected Child Abuse Report Form SS8572 for your records and submit top three copies (white, blue and green) to the CPS agency.

Further details are outlined in the Lake County Office of Education Board Policy 5141.4

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

Disaster Plan (See Appendix C-F)

In order to save lives and protect property, all County Office of Education staff and students must be prepared to respond quickly and responsibly to emergencies, disasters and events, which threaten to result in a disaster. Appropriate drills and trainings will occur throughout the school year.

The Superintendent/Principal or designee has developed and maintained a multi-hazard emergency preparedness plan, which details provisions for handling all foreseeable emergencies and disasters. The plan includes working plans and procedures specific to the school and its students, and is reviewed/updated annually. This plan also contains available LCOE and outside agency resources, emergency disaster procedures and information on Standardized Emergency Management System (SEMS). The manual is located in the school office. A contingency plan for emergencies is contained on a clipboard available to each staff member.

Pupils with disabilities: IDEA require that planning for educational success of these students is done on an individual, case-by-case basis through the development of an Individual Education Program (IEP). The IEP is a written statement developed for each child with a disability that outlines measurable annual goals for each child's academic achievement and functional performance and specifies accommodations and modifications to be provided for the student.

Students with special needs who are self-sufficient under normal circumstances may have to rely on others in an emergency. They may require additional assistance during and after an incident in functional areas, including, but not limited to: communication transportation, supervision, medical care, and reestablishing independence. While not explicitly stated, a component of the IEP for related services must consider the particular needs of the child to ensure his or her safety during an emergency that includes evacuation from a classroom and building.

3.2.1. Fire Drill/Evacuations

No fire alarm will be ignored. Fire alarms have been used to force an evacuation with the intent of harming the evacuees. While no fire alarm will ever be ignored, when no evidence of a fire is present, implement Secondary Attack Countermeasures. If you know the alarm to be false, you may cancel the evacuation order, however, 9-1-1 MUST be notified.

Fire/Fire Alarm:

- Call 9-1-1 and SRO.
- Notify Incident Management Team and place them on stand-by.
- Team members should forward information immediately regarding unusable/unsafe exits.
- Select rally point and request police presence there.
- Announce the need to evacuate, if necessary, and list areas to avoid.
- Establish Exterior Command Post.
- Ensure Liaison Officer is available to assist emergency response personnel as necessary.
- Provide keys to the facility
- Provide floor plans
- Provide utility shutoff information
- Student roster
- Notify Public Information Office.
- Arrange for transportation to shelter areas if necessary.
- Prevent people and students from gathering near parked cars and emergency vehicles.
- Make arrangements for family reunification.
- Announce "all clear" when directed by emergency response personnel.

Fire Extinguisher Instructions:

- P – Pull safety pin from the handle;
- A – Aim at the base of the fire;
- S – Squeeze the trigger handle;
- S – Sweep from side to side.

If your clothes (or someone else's) catch fire, STOP, DROP AND ROLL!

- Principal will be accountable for teachers and school staff. Teachers will be accountable for students.
- Notify Superintendent/Assistant Superintendent of incident.

The principal/program administrator shall hold fire drills at least once a month at the elementary level, four times every school/program site year at the intermediate level, and not less than twice every school/program site year at the secondary level. (Education Code 32001)

3.2.2. Lock Down/Active Shooter/Intruder/Attack

When deemed necessary by school administrators or law enforcement officials, the school will be placed in a "lockdown" status. An announcement will be made via our phone intercom system, "Attention students and staff, please go to immediate lockdown status." While in lockdown, classroom doors are to remain closed and locked and window coverings are to be closed. Take cover inside the room by laying flat on the floor, hiding behind desks or any furniture, and staying away from all windows. Students in the room are to remain inside. All staff are to assist students outside, enter a secure, indoors area. Teachers must take roll when a lockdown is called and any student not assigned to that class must be added to the roll list. All bells and "Fire Alarms" will be ignored including the end of the day bell. Do not open the door for any reason for any person. Students that are outside when a shooting starts, should RUN as fast and as far from the shooter as possible. Everyone is to remain in lockdown status until the site administrator or law enforcement official announces an all clear. Once the immediate danger has passed, and at the direction of law enforcement, the site will be evacuated or regular school activities will resume. There will be controlled access during the lock down for those incidents that have not been validated.

3.2.3 Drill Schedule

Per Board Policy 6114.1 The principal shall also hold fire drills at least once a month at the elementary and intermediate level, and not less than three times every school year at the secondary level. (At least one drill during the time of: before/after school, lunch, instructional time).

3.2.4 Opioid Antagonist

The California Education Code (EC) Section 49414.3 authorizes school districts, county offices of education, and charter schools to provide emergency Naloxone (Narcan) or another opioid antagonist to school nurses or other trained personnel to use Naloxone (Narcan) or another opioid antagonist to provide emergency medical aid to persons suffering, or reasonably believed to be suffering from an opioid overdose. In addition, Section 49414.3 states that a school district, county office of education, or charter school may designate one or more staff to receive initial and annual refresher training, based on standards regarding the storage and emergency use of Naloxone (Narcan) or another opioid antagonist.

Staff have been trained and Narcan has been distributed to Hance Community School and Clearlake Creativity School.

Public Agency Use of School Buildings for Emergency Shelters

In the event of an emergency in the community or surrounding area, Lloyd Hance Community School has been designated as an emergency shelter location and will cooperate with the County of Lake, Lake County Office of Education's Emergency Services Coordinator, and the Red Cross as requested.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

4.1. Suspension

Suspension is a disciplinary action which means removal of a student from ongoing instruction for a period of time not to exceed five (5) consecutive school days per offense. Suspension by an administrator shall be preceded by an informal conference between the administrator and the student unless an emergency situation to be determined by the principal or designee exists. A student's parent/guardian shall be notified in writing of the suspension. Although the district is not required to hold a conference with the parent/guardian, the parent/guardian is required to attend such a conference when so requested by the district. A pupil may be suspended or expelled for acts which are enumerated in this policy and related to school activity or attendance that occur at any time, including but not limited to, any of the following: 1) While on school grounds; 2) While going to or coming from school; 3) During the lunch period; 4) During, or while going to or coming from, a school sponsored activity (E.C. 48900p). At the discretion of the school administration, a student may receive "in-house" suspension, serving the term of suspension on campus under the supervision of school staff (E.C. 48911.1) Make-up work may be allowed. It is up to each individual teacher to accept make-up work done during suspension.

A student who has been suspended out of school is not permitted to enter school grounds unless permission has been granted by the administration.

4.2. Expulsion

Expulsion means the removal of a student from enrollment in school or the district as ordered by the Board of Education. Expulsion may be ordered for any of the acts listed under Grounds for Suspension and Expulsion when other means of correction have failed to bring about proper conduct, or when a student's presence causes continuing danger to other students. As defined in E.C. 48915 (c), 1) possessing, selling, or otherwise furnishing a firearm; 2) brandishing a knife at another person; 3) unlawfully selling a controlled substance; 4) committing or attempting to commit a sexual assault or committing sexual battery; 5) or possession of any explosives, requires the principal to recommend expulsion. The length of expulsion for any of these offenses shall be one year. Parents of an expelled student are required to notify the receiving district that the student has been expelled. (E.C. 48915.1)

Suspension/Expulsion Offenses Education Code 48900

- A. (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence on another person, except in self-defense.
- B. Possessed, sold or furnished a firearm, knife, explosive or other dangerous object without written permission to possess the item from a certificated employee, concurred in by the principal or his/her designee.
- C. Unlawfully possessed, used sold, furnished, or been under the influence of any controlled substance listed in Ch.2 of Div.10 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind.
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Ch.2 of Div.10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damage to school or private property.
- G. Stole or attempted to steal school property or private property.
- H. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use of possession by a pupil of the pupil's own prescription products.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- L. Knowingly received stolen school property or private property.
- M. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- N. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

- O. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- P. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Q. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- R. Engaged in an act of bullying, including but not limited to, bullying by means of electronic act directed toward a student or school personnel.

Education Code 48900.2, .3, .4 and .7

- .2 Engaged in sexual harassment as defined in Section 212.5;
- .3 Attempted to cause, threatened to cause or participated in an act of hate violence as defined in subdivision € of Section 233;
- .4 Engaged in harassment, threats or intimidation against school personnel or pupils;
- .7 Made terrorist threats against school officials or school property, or both.

Education Code 48915

1. Caused serious physical injury to another person except in self-defense.
2. Possession of knife or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance listed in Ch.2, Div.10 of the Health & Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Or 48900(e) Committed or attempted to commit robbery or extortion
5. Assault or battery upon any school employee
6. Possession, selling or furnishing a firearm.
7. Brandishing a knife at another person
8. Unlawfully selling a controlled substance listed in Ch.2, Div.10 of the Health & Safety Code.
9. Or 48900(n) Committing or attempting to commit sexual assault or sexual battery.
10. Possession of explosive.

Any of the above may be referred to a law enforcement agency

Suspended students will receive a loss of school privileges in addition to consequences listed in the Offense Categories of this policy. The following guidelines offer a range of consequences administrators may impose based on administrator discretion of the incident following a thorough investigation:

- 1 One day suspension = 3 school days loss of school privileges
- 2 Two day suspension = 5 school days loss of school privileges
- 3 Three day suspension = 10 school days loss of school privileges
- 4 Four day suspension = 15 school days loss of school privileges
- 5 Five day suspension = 20 school days loss of school privileges

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

Each September and as needed throughout the year upon review of new student's records, teachers will be provided a list of enrolled students who have one or more suspensions of a serious or violent nature. The list will include data from the previous two school years. The following procedure will be used in notifying teachers of the suspension history:

1. Suspension lists are provided to each teacher using a routing sheet. All teachers initial the routing slip indicating their review of the data.
2. Teachers are advised about the confidential nature of the data.
3. All routing sheets and suspension reports are to be returned and filed in the school office.

To notify teachers of suspensions as they occur during the school year, the following process is used:

1. Teachers and counselors will be provided a written notice of suspension of one of their students.

2. When students are administratively transferred from one school to another for disciplinary reasons, teachers to whom the student is assigned at the new school are notified by the school administration and provided with written information about the reasons for the student's transfer.

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

Harassment Policy:

The district is committed to providing an educational environment free of unlawful harassment. The district maintains a strict policy prohibiting harassment of students because of sex, race, color, national origin, ethnicity, religion, age, physical or mental disability, blindness or severely impaired vision or any other bases protected by federal, state or local law, ordinance, or regulation. All such harassment is unlawful. Irrespective of law, the District believes that all such harassment is offensive. The District's anti-harassment policy applies to all persons involved in the District's educational environment and prohibits unlawful harassment by any District student or any employee of the District, including verbal, physical and visual conduct, threats, demands and retaliation, is prohibited. Violation of this policy by a student may result in discipline, which may include suspension or expulsion, depending on the nature or seriousness of the violation. (See Education Code Sections 48900 and 48900.2)

Annual Notice of Uniform Complaint Procedures (Non-Discrimination)

Non-Discrimination/Harassment Policy (BP/AR 5145.3):

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a Lake County Office of Education (LCOE) school or program, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

LCOE is committed to providing a safe school environment that allows all students equal access to opportunities in academic and other educational support programs, services, and activities. Unlawful discrimination against a student in any LCOE school, program, or activity, including discriminatory harassment, intimidation, and bullying, is prohibited. Any form of retaliation against an individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination is also prohibited.

Unlawful discrimination may result from physical, verbal, nonverbal, or written conduct against a student based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or the student's association with a person or group with one or more of these actual or perceived characteristics. Unlawful discrimination also occurs when the prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Gender identity of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in any LCOE school, program, or activity, or the provision or receipt of educational benefits or services, such as prohibiting a student from enrolling in a class or course on the basis of the student's sex.

When, as permitted by law, LCOE maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, students may choose to access facilities and participate in such programs and activities consistent with their gender identity. In addition, students may choose to participate in accordance with their gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. Each student's gender identity shall be the gender asserted by the student. Transgender and gender-nonconforming students shall be afforded the same rights, benefits, and protections as all LCOE students.

Complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying or retaliation may be filed in accordance with the LCOE's uniform complaint procedures (UCP) pursuant to BP 1312.3 - Uniform Complaint Procedures. For complaints of sexual harassment, it is the responsibility of the COE's Title IX Coordinator to determine whether the complaint should be addressed through UCP or, if the alleged conduct meets the federal definition of sexual harassment pursuant to 34 CFR 106.30, the complaint procedures established in 34 CFR 106.44-106.45. Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action shall be taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, or bullying, or retaliation in violation of law or LCOE policy or procedures shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4.

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

In order to maintain a positive educational environment, the following student guidelines are established:

- Lake County Office of Education (LCOE) believes that appropriate dress and grooming contribute to a productive learning environment. LCOE expects that all staff and students dress themselves in a manner that will not be disruptive to the educational atmosphere. All students and staff will wear shoes and shirts.
- Cropped and low-cut clothing that exposes one’s stomach, shoulders, back or chest is not appropriate. This includes extremely short shorts, short skirts, halters and strapless tops.
- Underwear should be covered with outerwear.
- Spiked or studded jewelry, bandanas of any color, and heavy, long wallet chains are not permitted.
- Clothing or accessories that promote drugs/tobacco/alcohol, gangs, or violence, are sexually explicit, debase a particular group or use profane or abusive language cannot be worn on campus.

Lloyd Hance Community School has a specific dress code that does not allow any red or predominantly blue in clothing and accessories such as backpacks, shoes, laces, belts, and lanyards.

- We will provide every opportunity possible for students to remain on campus by providing alternative clothing to be worn during the school day.
- A violation of the dress policy will be addressed in the following manner:

First Offense: The student will be given a verbal warning and be asked to remove or cover the inappropriate item of clothing, T-shirt and/or sweats will be offered if needed.

Second Offense: The student’s parents will be contacted after the removal or covering of the inappropriate item.

Third Offense: One-day suspension/in-school or off-campus depending upon the seriousness of the offense. Parent notification, behavior contract.

The safety of a student will not be jeopardized by his or her attire or grooming. The Administration reserves the right to make all final decisions and/or judgments pertaining to the dress policy.

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

Students, employees and visitors arrive via transit or personal/parent/caregiver vehicle. Students, employees and visitors are to be dropped off in parking lot on the side of the building or frontage road. Signage to different departments is posted in the front of the building. Evacuation plans/maps and route signs are located in each room of the facility by the main entrance doors.

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

Component:

In order to create and maintain a safe and orderly environment, Hance Community School annually publishes and distributes to students and parents our behavioral expectations and the consequences for violating them. Teachers review rules, safety, and school environment expectations each year with their students via the Student Handbook.

Positive pupil interpersonal relations are fostered by teaching social-personal skills, encouraging pupils to feel comfortable assisting others to get help when needed, and teaching pupils alternative, socially appropriate replacement responses to violence, including, but not limited to problem-solving and anger control skills. When appropriate, staff members shall make referrals to recognized community agencies and/or counseling and mental health resources in the community to assist parents or guardians and students with issues of prevention and intervention.

Administrators, teachers, and support staff are out on campus to monitor student behavior frequently and at all times when students are not required to be in class.

Element:

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation

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

Lloyd P. Hance Community School Student Conduct Code

10.1. School Wide Discipline Policy

Lloyd Hance School implemented the use of Restorative Practices in the 2023-24 school year.

Restorative school discipline practices—also called positive discipline, responsive classroom, or empowerment—focus on fostering a sense of community within classrooms to prevent conflict, and on reacting to misconduct by encouraging students to accept responsibility and rebuild relationships.

The strategies provide an alternative approach to traditional classroom-management and student-discipline models that are typically more punitive. Under traditional models, a student might be detained by a school police officer and face suspension for a physical altercation with another student. However, under a restorative system, the student might instead participate in a staff-led peer mediation session to discuss the fight and be required to help clean the cafeteria during a free period.

All school rules/expectations are in place during school hours, on busses, at bus stops, traveling to and from school, school sponsored events, field trips, class trips, etc.

We have simple, plain, and consistent behavior expectations and consequences for those who choose to deviate from these expectations. Every effort is taken to deal with each infraction and every child is treated individually so the human element is not lost in determining the consequences.

Classroom respect agreements are created in the classroom with the teacher and instructional aid guiding the conversation while including input. The teacher will employ a variety of techniques to help a student overcome his/her difficulties. If the problem persists or is serious in nature, the Principal will work with parents, probation and/or other local resources to correct behavior and provide support for improvement.

Students are expected to be respectful and safe to each other and adults. Polite and orderly behavior is expected of all students. If the behavior is unacceptable, the student will receive some form of punishment from in-school suspension, suspension or even in extreme cases, a recommendation for expulsion.

The school administration reserves the right to objectively determine the consequences based on the seriousness of a particular infraction.

Conduct Code Procedures

(K) Hate Crime Reporting Procedures and Policies

Bullying and Cyber-Bullying Policy:

“Harassment, Intimidation, Bullying or Hate behaviors” means any intentional written, verbal, or physical act, when the intentional written, verbal or physical act:

Physically harms a student or damages the student’s property; or

Has the effect of substantially interfering with a student’s education; or

Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or Has the effect of substantially disrupting the orderly operation of the school.”

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not disrupt the education environment.

This policy also includes Cyber-Bullying.

California Ed Code 48900r states “Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.”

Violation of Ed Code 48900r is a Suspendable offense.

In these current times the prevalence of social media (Facebook, Twitter, You-Tube, etc.) websites and the access available for student use brings with it the possibility of bullying via posts or texts that are harmful, hurtful, or threatening. This can include inappropriate, violent, gang-related, harmful, hurtful, and/or threatening videos, photographs, posts, texts, or other forms of electronic media. When this happens with students, the impact is negative for both students, families, and the school. Hance Community School recommends that parents be active in their children’s online social media accounts and monitor for safety and appropriateness. When cyber-bullying comes to the attention of the school, the school will take action as per educational code. THIS RULE APPLIES TO OFF-CAMPUS COMPUTER AND CELL PHONE USE THAT INTERFERES, INTERRUPTS, OR HARMS STUDENT AND/OR STUDENT LEARNING.

Informal Process:

Complaints must be investigated by school personnel. Informal remedies include an opportunity for the complainant(s) to explain to the alleged perpetrator that the conduct is unwelcome or disruptive either in writing or face to face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator while reviewing the harassment, intimidation and bullying policy without identifying the complainant, parent or guardian.

Formal Complaint Process:

Anyone may initiate a formal complaint process of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainant(s) should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. Efforts should be made to increase the confidence and trust of the person making the complaint.

1. All formal complaints will be documented.

2. Formal complaints shall set forth specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying.

3. When the investigation is completed a full written report of the complaint and the result of the investigation shall be compiled. 4.

At that point a response shall be made to the complainant stating:

a. That the school intends to take corrective action; or

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b. That the investigation is incomplete to date and will be continuing; or

c. The school has not found adequate evidence to conclude that bullying, harassment or intimidation occurred. 5. If the student(s) remain aggrieved by the school’s response, the student(s) may pursue the complaint through the superintendent’s office.

You may wish to consider using local community resources, including community agencies, public advocacy groups, local mediation centers, and non-profit legal agencies. Lake County Dispute Resolution Services can be reached via telephone at 707-263-6800.

You may wish to contact the State Department of Education for assistance: Instruction, Learning, and Standards Support Division - Sarah Neville-Morgan, Deputy Superintendent - 916-319-0900

(J) Procedures to Prepare for Active Shooters

Procedures for Conducting tactical responses to criminal incidents (including procedures related to individuals with guns on school campuses and related functions.

Any portion of a comprehensive safety plan that addresses tactical responses to criminal incidents... including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with representative(s) of employee bargaining unit(s), if they choose to participate. However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed. The Superintendent or designee shall share the comprehensive safety plans and any updates to the plans with local law enforcement, the local fire department, and other first responder entities. (Education Code 32281).

Procedures for Preventing Acts of Bullying and Cyber-bullying

Annual Notice of Uniform Complaint Procedures (Non-Discrimination)

Non-Discrimination/Harassment Policy (BP/AR 5145.3):

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a Lake County Office of Education (LCOE) school or program, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

LCOE is committed to providing a safe school environment that allows all students equal access to opportunities in academic and other educational support programs, services, and activities. Unlawful discrimination against a student in any LCOE school, program, or activity, including discriminatory harassment, intimidation, and bullying, is prohibited. Any form of retaliation against an individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination is also prohibited.

Unlawful discrimination may result from physical, verbal, nonverbal, or written conduct against a student based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or the student's association with a person or group with one or more of these actual or perceived characteristics. Unlawful discrimination also occurs when the prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Gender identity of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in any LCOE school, program, or activity, or the provision or receipt of educational benefits or services, such as prohibiting a student from enrolling in a class or course on the basis of the student's sex.

When, as permitted by law, LCOE maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, students may choose to access facilities and participate in such programs and activities consistent with their gender identity. In addition, students may choose to participate in accordance with their gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. Each student's gender identity shall be the gender asserted by the student. Transgender and gender-nonconforming students shall be afforded the same rights, benefits, and protections as all LCOE students.

Complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying or retaliation may be filed in accordance with the LCOE's uniform complaint procedures (UCP) pursuant to BP 1312.3 - Uniform Complaint Procedures. For complaints of sexual harassment, it is the responsibility of the COE's Title IX Coordinator to determine whether the complaint should be addressed through UCP or, if the alleged conduct meets the federal definition of sexual harassment pursuant to 34 CFR 106.30, the complaint procedures established in 34 CFR 106.44-106.45. Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action shall be taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, or bullying, or retaliation in violation of law or LCOE policy or procedures shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4.

Antidiscrimination Measures

The Lake County Board of Education hereby incorporates by reference the policies, procedures, and measures implemented by LCOE

to prevent or address unlawful discrimination in LCOE schools, programs, and activities, including, but not limited to, the following:

1. Designation of a coordinator/compliance officer to handle complaints alleging unlawful discrimination
2. Publicizing of the LCOE's nondiscrimination policies and complaint procedures
3. Posting of the LCOE's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media, in a prominent location on LCOE's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
4. Posting of the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on LCOE's web site in a manner that is easily accessible to parents/guardians and students (Education Code 236)
5. Posting of information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status as required pursuant to Education Code 221.61, and a link to the Title IX information included on the California Department of Education's (CDE) web site, in a prominent location on LCOE's web site in a manner that is easily accessible to parents/guardians and students (Education Code 221.6, 221.61, 234.6)
6. Posting of a link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families. Such resources shall be posted in a prominent location on LCOE's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.5, 234.6)
7. Provision of training and information about LCOE's nondiscrimination policies and complaint procedures, including information related to state and federal laws pertaining to the rights of transgender and gender-nonconforming students, to students, parents/guardians, LCOE employees, and others as applicable
8. Establishment of a complaint process that ensures a prompt and fair resolution of complaints
9. Provision of annual notification required by law
10. Maintenance of student records in accordance with law
When a former student presents government-issued documentation of a name and/or gender change, the student's records shall be updated accordingly. (Education Code 49062.5)

Bullying and Cyber-Bullying Policy:

“Harassment, Intimidation, Bullying or Hate behaviors” means any intentional written, verbal, or physical act, when the intentional written, verbal or physical act:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is severe, persistent, or pervasive that is creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school?

This policy also includes Cyber-Bullying.

California Ed. Code 48900r states “Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.” Violation of Ed Code 48900r is a suspendable offense.

In these current times the prevalence of social media (Facebook, Twitter, You-Tube, etc.) websites and the access available for student use brings with it the possibility of bullying via posts or texts that are harmful, hurtful, or threatening. This can include inappropriate, violent, gang-related, harmful, hurtful, and/or threatening videos, photographs, posts, texts, or other forms of electronic media. When this happens with students, the impact is negative for both students, families, and the school. Lloyd Hance Community School recommends that parents be active in their children’s online social media accounts and monitor for safety and appropriateness. When cyber-bullying comes to the attention of the school, the school will take action as per educational code. THIS RULE APPLIED TO OFF-CAMPUS COMPUTER AND CELL PHONE USE THAT INTERFERES, INTERRUPTS, OR HARMS STUDENT AND/OR STUDENT LEARNING.

Informal Process:

Complaints must be investigated by school personnel. Informal remedies include an opportunity for the complainant(s) to explain to the alleged perpetrator that the conduct is unwelcome or disruptive either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator while reviewing the harassment, intimidation and bullying policy without identifying the complainant, parent or guardian.

Form Complaint Process:

Anyone may initiate a formal complaint process of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainant(s) should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. Efforts should be made to increase the confidence and trust of the person making the complaint.

1. All formal complaints will be documented.
2. Formal complaints shall set forth specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying.
3. When the investigation is completed a full written report of the complaint and the result of the investigation shall be compiled.
4. At that point a response shall be made to the complainant stating:
 - a. That the school intends to take corrective action; or
 - b. That the investigation is complete to date and will be continuing; or
 - c. The school has not found adequate evidence to conclude that bullying, harassment or intimidation occurred.
5. If the student(s) remain aggrieved by the school’s response, the student(s) may pursue the complaint through the Superintendent of School’s office.

You may wish to consider using local community resources, including community agencies, public advocacy groups, local mediation centers, and non-profit legal agencies. Lake County Dispute Resolution Services can be reached via telephone at 707-263-6800.

You may wish to contact the State Department of Education for assistance:

Instruction, Learning, and Standards Support Division, Deputy Superintendent,
Sarah Neville-Morgan at 916-319-0900.

Safety Plan Review, Evaluation and Amendment Procedures

Safety Plan Compliance

California law requires the Comprehensive School Safety Plan of each school to be annually evaluated and amended, as needed, to ensure the plan is being properly implemented (Education Code 35294.2[e]). An updated file of all safety-related plans and materials is maintained by Clearlake Creativity School/LCOE and is readily available for inspection by the public.

Safety Plan Approval

In order to ensure compliance with this article, each school shall forward its comprehensive school safety plan to the school district or county office of education for approval.

Safety Plan Dissemination

1. Before adopting its comprehensive school safety plan, the school site council or school safety planning committee shall hold a public meeting at the school site in order to allow members of the public the opportunity to express an opinion about the school safety plan.
2. The school site council or school safety planning committee shall notify, in writing, the following persons and entities, if available, of the public meeting:
 - a. The local mayor.
 - b. A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs.
 - c. A representative of the student body government.
 - d. All persons who have indicated they want to be notified.
3. The school site council or school safety planning committee is encouraged to notify, in writing, the following persons and entities, if available, of the public meeting:
 - a. Public Posting 72 hours before the school site meeting is held.

In order to ensure compliance with this article, each school district or county office of education shall annually notify the State Department of Education by October 15 of any schools that have not complied with Section 32281.

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:

ERT POSITION

Incident Commander

NAME

Principal Angie DeMaria

RESPONSIBILITIES

Meets and Coordinates with outside agencies; interfaces with the County Office

ERT POSITION

ERT Leader

NAME

Principal Angie DeMaria

RESPONSIBILITIES

Direct Emergency Response Team, assist I.C. rumor control; communication

ERT POSITION

Facilities & Safety

NAME

M&O

RESPONSIBILITIES

Gas, electrical, water shut-off; building safety and inspection ; inform and direct emergency vehicles

ERT POSITION

Search & Aid

NAME

Janet Newell/M&O

RESPONSIBILITIES

Search & rescue for trapped; missing, or injured individuals

ERT POSITION

Accountability

NAME

Victoria Kursa/Cydney Greb

RESPONSIBILITIES

Maintains Student Emergency Cards and check out box; maintains list of missing and extra students/adults; oversee orderly checkout post; crowd control

ERT POSITION

Medical Aid/Triage –
Child Dev Office

NAME

Mandy Robbins
KayLynn Erdman
Megan Handy

RESPONSIBILITIES

Maintain portable First Aid kit. Set up first aid area; triage/treat as necessary; keep list of injured and those transported to medical facility.

ERT POSITION

Check out Post –
Front Office

NAME

Angela Cuellar/Deni Dillsaver

RESPONSIBILITIES

Maintain Student emergency Cards; daily sign out sheets; verify student release and maintain Emergency Sign Out Log.

ERT POSITION

Student Safe Room –
Room No. 1

NAME

Janet Newell/Erica Sosa

RESPONSIBILITIES

Set up maintain Student Safe Room; provide risk screening; facilitate student activities.

ERT POSITION

Staff Safe Room –
Teachers Lunch Room

NAME

All Staff

RESPONSIBILITIES

Meet and direct parents; provide information; crowd control

ERT POSITION

Parent Liaison Room – Library

NAME

RESPONSIBILITIES

Meet and direct parents; provide information; crowd control

ERT POSITION

Public Information Officers

NAME

Zack Jordan
Brock Falkenberg
Rob Young

RESPONSIBILITIES

Coordinate with I.C. to release incident information to media in a timely manner.

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.

Armed Assault on Campus

The Lake County Office of Education will cooperate with law enforcement in any crisis. The following guidance is provided by the Lake County Sheriff's Office in the event of an active shooter on school grounds:

RUN: When an active threat is in your vicinity

- If there is an escape path, attempt to evacuate
- Evacuate whether others agree to or not
- Leave your belongings behind
- Help other escape if possible
- Prevent others from entering the area
- Call 911 when you are safe

HIDE: If evacuation is not possible, find a place to hide:

- Lock and/or blockade the door
- Silence your cell phone
- Hide behind large objects
- Remain very quiet

YOUR HIDING PLACE SHOULD:

- Be out of the threat's view
- Provide protection if shots are fired in your direction

- Do not trap or restrict your options for movement

FIGHT: As a last resort, and only if your life is in danger

- Attempt to incapacitate the shooter
- Act with physical aggression
- Improvise weapons
- Commit to your actions

911: When Law Enforcement Arrives: Remain calm and follow instructions;

- Don't make any sudden movements/avoid pointing or yelling;
- Keep your hands visible at all times with your hands in the hand up signal position;
- Know that help for the injured is on its way;
- Leave backpacks, purses, and other items behind.

Bomb Threat/ Threat Of violence

Don't evacuate. Look around the area to see what looks out of place. Purpose of the bomb threat could be to get people to go outside where there could likely be a bigger and more immediate threat. Notify law enforcement.

Earthquake

Earthquake emergency procedures shall be established in every school/program site building having an occupant capacity of 50 or more students, or more than one classroom, and shall be incorporated into the comprehensive school/program site safety plan. (Education Code 32282)

Earthquake emergency procedures shall be aligned with the Standardized Emergency Management System and the National Incident Management System. (Government Code 8607; 19 CCR 2400-2450)

Earthquake emergency procedures shall include, but not be limited to, all of the following: (Education Code 32282)

1. A school/program site building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff
2. A drop procedure whereby each student and staff member takes cover under the table or desk, dropping to his/her knees, with the head protected by the arms and the back to the windows
3. Drop procedures shall be practiced at least once each school program site quarter in elementary school/program sites and at least once each semester in secondary school/program sites.
4. Protective measures to be taken before, during and following an earthquake
5. A program to ensure that students and staff are aware of and properly trained in the earthquake emergency procedure system

The Lake County Superintendent of Schools or designee may work with the California Office of Emergency Services and the Seismic Safety Commission to develop and establish the earthquake emergency procedures. (Education Code 32282)

Earthquake emergency procedures shall outline the roles and responsibilities of students and staff during and after an earthquake.

Staff and students shall be informed of the dangers to expect in an earthquake and procedures to be follow. Students shall be instructed to remain silent and follow directions given by staff in such an emergency. Staff and students also shall be taught safety precautions to take if they are in the open or on the way to or from school/program site when an earthquake occurs.

Earthquake emergency procedures shall designate outside areas and alternative areas, which may include areas off campus if necessary, in which students will assemble following evacuation. In designating such areas, the Superintendent or designee shall consider potential post-earthquake hazards outside school/program site buildings including, but not limited to, power lines, trees, covered walkways, chain link fences that may be an electric shock hazard, and areas near buildings that may have debris.

Earthquake emergency procedures shall designate evacuation routes and alternative routes that avoid areas with potential hazards to the extent possible. The needs of students with disabilities shall be considered when planning evacuation routes.

The County Superintendent or designee shall identify potential earthquake hazards in classrooms and other County Office facilities. Potential hazards may include, but are not limited to, areas where the main gas supply or electric current enters the building, suspended ceilings, pendant light fixtures, large windows, stairwells, science laboratories, storage areas for hazardous materials, shop areas, and unsecured furniture and equipment. To the extent possible, such shall be minimized by securing equipment and furnishings and removing heavy objects from high shelves.

Earthquake While Indoors at School

When an earthquake occurs, the following actions shall be taken inside building and classrooms:

1. Staff shall have students perform the drop procedures. Students should stay in the drop position until the emergency is over or until further instructions are given.
2. In laboratories, burners should be extinguished if possible before taking cover.
3. As soon as possible, staff shall move students away from windows, shelves, and heavy objects and furniture that may fall.
4. After the earthquake, the principal/program administrator or designee shall determine whether planned evacuation routes and assembly areas are safe and shall communicate with teachers and other staff.
5. When directed by the principal/program administrator or designee to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students under their supervision and have the students evacuate the building in an orderly manner.

Earthquake While Outdoors on School Grounds

When an earthquake occurs, the following actions shall be taken by staff or other persons in authority who are outdoors on school/program site grounds:

1. Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles, or exposed wires.
2. Staff shall have students perform the drop procedures.
3. Staff shall have students stay in the open until the earthquake is over or until further directions are given.

Earthquake While on the Bus

If students are on the school/program site bus when an earthquake occurs, the bus driver shall take proper precautions to ensure student safety. The driver shall pull to the side of the road, away from any outside hazards if possible, and turn off the ignition. As soon as possible, the driver shall contact the County Superintendent of Schools or designee for instructions before proceeding on the route.

Subsequent Emergency Procedures

After the earthquake has subsided, the following actions shall be taken:

1. Staff shall extinguish small fires if possible.
2. Staff shall provide assistance to any injured students, take roll, and report missing students to the principal/program administrator or designee.
3. Staff and students shall not light any stoves or burners until the area is declared safe.
4. All buildings shall be inspected for water and as leaks, electrical breakages, and large cracks or earth slippage affecting buildings.
5. The principal/program administrator or designee shall post staff at a safe distance from all building entrances and instruct staff and students to not reenter until the buildings are declared safe.
6. The principal/program administrator or designee shall request assistance as needed from the county or city civil defense office, fire and police departments, city and county building inspectors, and utility companies and shall confer with them regarding the advisability of closing the school/program site.
7. The principal/program administrator or designee shall contact the Superintendent of School or designee and request further instructions after assessing the earthquake damage.

The Lake County Superintendent of Schools or designee shall periodically evaluate the adequacy and design of existing County Office of Education facilities to determine whether they meet the needs of the instructional program, provide a healthful and pleasing environment for students and staff, and fulfill legal requirements for safety and structural soundness, access for the disabled and energy conservation.

Fire on School Grounds

No fire alarm will be ignored. Fire alarms have been used to force an evacuation with the intent of harming the evacuees. While no fire alarm will ever be ignored, when no evidence of a fire is present, implement Secondary Attack Countermeasures. If you know the alarm to be false, you may cancel the evacuation order, however, 9-1-1 MUST be notified.

Fire/Fire Alarm:

Call 9-1-1 and SRO.

Notify Incident Management Team and place them on stand-by.

Team members should forward information immediately regarding unusable/unsafe exits.

Select rally point and request police presence there.

Announce the need to evacuate, if necessary, and list areas to avoid.

Establish Exterior Command Post.

Ensure Liaison Officer is available to assist emergency response personnel as necessary.

Provide keys to the facility

Provide floor plans

Provide utility shutoff information

Student roster

Notify Public Information Office.

Arrange for transportation to shelter areas if necessary.

Prevent people and students from gathering near parked cars and emergency vehicles.

Make arrangements for family reunification.

Announce "all clear" when directed by emergency response personnel.

Fire Extinguisher Instructions:

P – Pull safety pin from the handle;

A – Aim at the base of the fire;

S – Squeeze the trigger handle;

S – Sweep from side to side.

If your clothes (or someone else's) catch fire, STOP, DROP AND ROLL!

Principal will be accountable for teachers and school staff. Teachers will be accountable for students.

Notify Superintendent/Assistant Superintendent of incident.

The principal/program administrator shall hold fire drills at least once a month at the elementary level, four times every school/program site year at the intermediate level, and not less than twice every school/program site year at the secondary level. (Education Code 32001)

Tactical Responses to Criminal Incidents

Any portion of a comprehensive safety plan that addresses tactical responses to criminal incidents... including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with representative(s) of employee bargaining unit(s), if they choose to participate. However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

The Superintendent or designee shall share the comprehensive safety plans and any updates to the plans with local law enforcement, the local fire department, and other first responder entities. (Education Code 32281).

10.3 Procedures for Conducting Tactical Responses to Criminal Incidents

Any portion of a comprehensive safety plan that addresses tactical responses to criminal incidents... including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with representative(s) of employee bargaining unit(s), if they choose to participate. However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed. The Superintendent or designee shall share the comprehensive safety plans and any updates to the plans with local law enforcement, the local fire department, and other first responder entities. (Education Code 32281).

10.4 Dangerous, violent or unlawful activities

School sites within the Lake County Office of Education will use their Threat Assessment procedure to determine the validity of any threats reported at school, at a sponsored school event, or on a school bus serving the school.

The school administration will respond as per the Threat Assessment and emergency response protocols listed in this document.

12. Tactical Procedure Assessment

Assessed By: Captain Chris Chwialkowski – Lake County Sheriff’s Department

Date Assigned: August 5, 2021

Date Due: August 31, 2021

LCOE has worked with the Clearlake Police Department, Lake County Sheriff’s Department, and the local Fire Departments to develop recommended procedures in the event of an active criminal threat upon a school site or district administrative office or service center. Based on this partnership LCOE requires age-appropriate lockdown drills and encourages staff attendance at active threat training provided. LCOE recommends all employees attend the active threat training at least once every two years.

Are your school faculty and staff meeting this expectation?

Yes

Is your school site educating students and conducting appropriate lockdown drills?

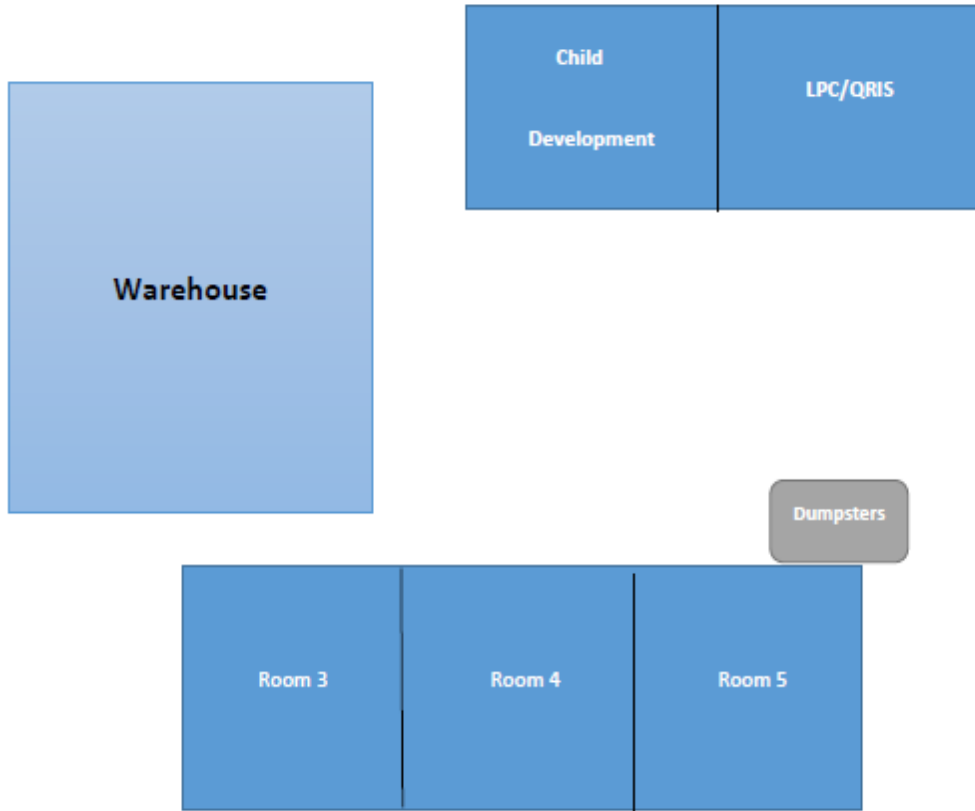
Yes

Desired Change:

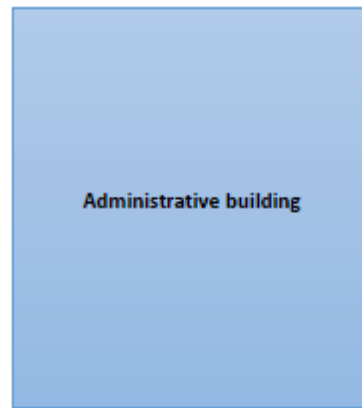
Based on the assessment, do you have the need to make changes in procedure or protocol?

No change at this time

No change at this time



Hance Community School Map



*Not to scale

