

TRAVIS UNIFIED SCHOOL DISTRICT



Reaching beyond the boundaries
to build a community of learners.

SCHOOL SAFETY PLAN

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

Cambridge Elementary School

Principal: Susan Nader

Assistant Principal: Jennifer Fee

Governing Board Approval Date: February 6, 2024

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

The school has partnered with local law enforcement and community responders to develop our Standard Response Protocol for threats such as the COVID-19 virus, active shooter, air pollution/chemical release, bomb threat, civil disturbance on campus, earthquake, fire, evacuation, severe windstorm/tornado, lockdown, lockout and threat of explosion/gas leaks/aircraft accident.

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

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

Name of committee: **Cambridge School Site Council**

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

| Name | Position | Role |
|------------------------|---------------------|------------------|
| Susan Nader | Principal | Member |
| Kathryn Carter-Stewart | Teacher | Member |
| Kayla Johnson | School Psychologist | Vice Chairperson |
| Kim Larsen | Clerk | Secretary |
| Amy Wood | Teacher | Member |
| Adam Carney | Parent | Member |
| Cindy Christison | Parent | Chairperson |
| Julie Nickolas | Parent | Member |
| Melissa Hyacinth | Parent | Member |

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

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

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

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

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

- Attendance rates / SARB data – [DataQuest Chronic](#) / [Dataquest Truancy](#)
- Suspension / Expulsion data - [DataQuest](#)

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

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

The above links were shared with the School Site Council on: November 28, 2023

2022-2023 Average Attendance Rate: 92.61%

Discipline Data:

| School of Incident | Ed Code Violation | Ed Code Violation Description | Incidents |
|---------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Cambridge | 48900(a)(1) | Caused, attempted to cause, or threatened to cause physical injury to another person. | 7 |
| Cambridge | 48900(a)(2) | Willfully used force or violence upon the person of another, except in self-defense. | 15 |
| Cambridge | 48900(i) | Committed an obscene act or engaged in habitual profanity or vulgarity. | 1 |
| Cambridge | 48900(r) | 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. | 1 |
| Cambridge | 48900.2 | Committed sexual harrassment as defined in Section 212.5. | 1 |

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

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

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

Cambridge Elementary school staff are committed to providing students with a safe, and productive learning environment where they are safe both physically and emotionally. Safety is our number one priority. We have implemented safety systems that strategically address safety needs in the following areas:

Socio-Emotional Safety

The social-emotional health and safety of everyone at Cambridge is one of our top priorities. To ensure positive socio-emotional safety we have implemented the following strategies, programs and support staff:

| SOCIAL CLIMATE | | | | |
|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Objectives (Specific) | Goals (general) | Individuals Responsible | Activities | Resources |
| Identify students who need emotional and/or mental health support and connect them with resources. | Increase school safety and support mental health and wellbeing | School Psychologists, Mental Health Clinicians, Case Managers, Principals MTSS Team SST Chairs | Conduct IEPs/504 evaluations Review MTSS referrals, refer to next steps Conduct SST meetings, refer to next steps Provide individual support, lunch groups to teach | Time |

| | | | | |
|--|--|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| | | School Social Worker | social skills, refer to <i>Care Solace</i> . Provide anti-bullying week resources to classrooms. Train on SIS screener and use of Mobile Crisis Team. | Care Solace Service |
| | | Staff | Provide resources on use of bully reporting system STOPiT and classroom supports to know and report bullying | Partnership with STOPiT, SSW |
| | | Staff | Allow students to use Wellness Center and use data to follow up on frequent visitors | SSW, SSS |
| | | CICO Leads | Implement check in/check out system | |
| | | Student Support Specialists | Provide intervention support as needed | |
| | | Principals | Provide professional development opportunities such as book studies and guest speakers to coach staff on SEL | Calendared time at staff meetings, funding |

| | | | | |
|---------------------|--------------------------------------------------------------------------------------------|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| | | <p>All Staff</p> <p>Principals</p> | <p>practices and relationship building</p> <p>Report concerns, communicate with parents, encourage use of online resources (STOPiT). Utilize the IEP, 504, MTSS, SST, SART, PRB, SARB processes to connect students with appropriate accommodations and resources.</p> <p>Provide families with local and national crisis resources in family handbooks</p> | |
| PBIS Implementation | Teach schoolwide expectations through positive means in order to reduce behavior incidents | PBIS team and staff | <p>Attend trainings and workshops to strengthen Tier 1 supports and bridge Tier 2 supports</p> <p>Collect data to measure progress</p> <p>Award schoolwide house points and provide opportunities to</p> | <p>Partnership with SCOE</p> <p>House Leadership</p> |

| | | | | |
|----------------------|------------------------------------------------|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| | | PBIS team and House leaders | <p>use points such as Cougar Cave</p> <p>Work with PTA to provide incentives</p> <p>Collaborate with house leaders to reinforce schoolwide expectations as part of the house system</p> | PTA |
| Maintain Supervision | Reduce all incidents of inappropriate behavior | <p>Staff</p> <p>SSS</p> <p>Principals</p> | <p>Actively monitor students, especially during unstructured times including recess, lunch, before and after school. Implement consistent yard duty schedule</p> <p>Implement Playworks with fidelity. Participate in ongoing consultation and review of effectiveness.</p> <p>Provide training to all staff on preventative approaches including using proximity to supervise, relationship building,</p> | <p>Time</p> <p>Partnership with Playworks</p> <p>Calendared time at staff meetings</p> |

| | | | | |
|-----------------------------------------------------------------|-------------------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| | | Teachers | <p>reinforcement of schoolwide expectations. Provide training on other means of correction including restorative practices.</p> <p>Teachers will not leave students unsupervised in classrooms and will monitor to prevent students from accessing unsupervised areas</p> | |
| Continue opportunities for students to feel connected at school | Improve students' feeling connected | All Staff | Utilize the house system to encourage participation by all students, and to allow for student leadership | House leadership |
| | | Principals | Provide opportunities to earn recognition for demonstrating schoolwide expectations (popsicles with the principals) | Time |
| | | Principals | Recognize students for high attendance in various groups ie. by class, grade, improvement | |

| | | | | |
|---------------------------------|----------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| | | All staff | Participate and encourage wearing college/career wear on Monday, house clothing on Thursday, Cambridge clothing on Friday | Donations |
| | | Teachers | Facilitate spirit days for Red Ribbon week and Anti-bullying week | Partnership with PTA |
| | | SSS | Implement junior coach program | Partnership with Playworks |
| Prioritize family participation | Increase family engagement | Principals/Teachers | Utilize parent square to communicate with families including teacher communication, weekly family newsletter and weekly family voicemail | Time |
| | | Principals | Facilitate family participation by scheduling English Language Advisory Committee (ELAC) meetings | |
| | | Staff | Stay up to date with signage, website, house | Partnership with PTA |

| | | | | |
|--|--|-------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| | | Staff | app, other communications Invite parents to events such as the Fun Run, Family Art Night, Coastal Cleanup, Family Game Night, Holiday Fair | Partnership with PTA |
|--|--|-------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|

Physical Safety:

The Cambridge school facility is maintained by the Travis USD Business & Operations department as well as the Maintenance, Grounds and Custodial department. These departments collaborate with the school site to ensure that Cambridge meets safety guidelines and regulations delineated in our school safety plan and district plan. Our custodians play a crucial role in regularly reviewing site needs, touring the school and outlining needs, on-going projects and the progress of work orders. Both day and evening custodians work diligently to ensure that all areas of the school are clean and in good working order. When there are concerns or issues, staff report to our site custodian or to office staff so a work order can be placed in the FMX system. These work orders are routinely reviewed for completion. Long range planning and larger projects are planned as funding becomes available on a priority basis. The following programs and strategies have been implemented at Cambridge to maintain a high level of safety:

| PHYSICAL CLIMATE | | | | |
|-----------------------------------------------------------|---------------------------------------------------------|--------------------------------|------------------------------------------------------------------------|------------------------------------|
| Goal | Objectives | Individuals Responsible | Activities | Resources |
| Ensure all staff have walkies and working intercom system | Improve student and staff safety | Principals | Provide walkies to all staff Monitor progress of facilities request | Maintenance Time |
| Ensure new irrigation system is put in place | Improve student safety in the field where students play | Principals | Monitor progress of facilities request | District funds Maintenance time |
| Ensure all staff are trained in emergency procedures | Improve student safety during emergency situations | Principals | Schedule monthly drills including fire, earthquake, secure the | Time |

| | | | | |
|------------------------------------------------------------|-------------------------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| | | | perimeter, and lockdown drills. | |
| Ensure regular inspections | Improve student safety through prevention | Principals | Partner with the Vacaville Police and Fire Departments for trainings, inspections and drills | Partnership with law enforcement |
| Ensure classroom doors remain locked with use of Lock Blok | Improve safety of staff and students | Principals | Monitor during drills and through regular checks | Time |
| Ensure installation of cameras | Improve safety of students and staff | Principals | Monitor progress of facilities request | District funds Maintenance time |
| Ensure parking lot lights are operational | Improve safety of school community | Principals | Monitor progress of facilities request | Maintenance time |
| Ensure installation of blinds in all classrooms | Improve safety of staff and students | Principals | Monitor progress of facilities request | District funds Maintenance time |
| Prepare tactical response to criminal incidents | Improve safety of school community | Principals | When an incident occurs, restoring order to the school community and ensuring the safety of students and staff is the top priority. Law enforcement are notified in accordance with Education Code 48902 and 49393 . Administration conducts a thorough investigation and determines corrective action based on board | Partnership with law enforcement |

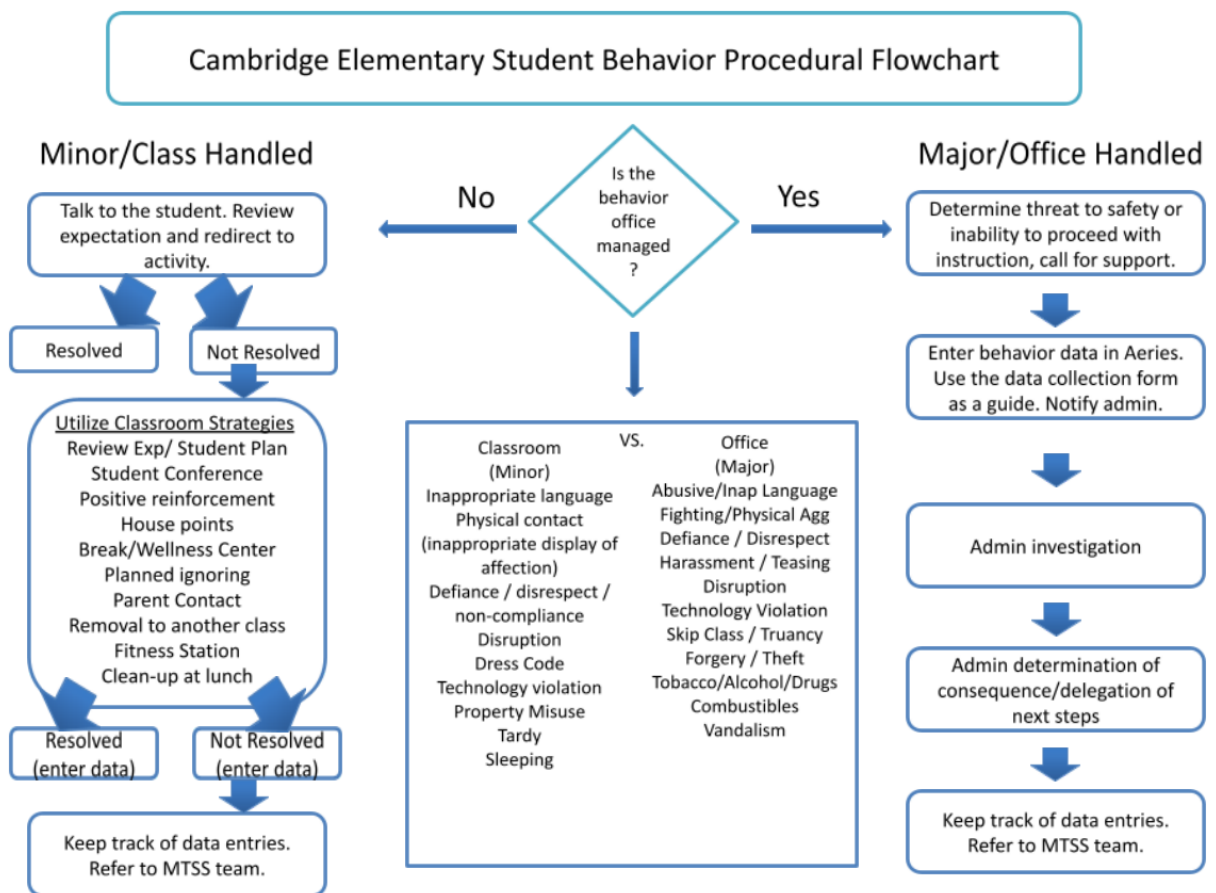
| | | | | |
|-----------------------------------------------------------------------------------------------------------|------------------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| | | | policy, administrative regulations, and education code. | |
| Train staff in identification of opioid exposure and in administration of an opioid antagonist medication | Improve safety of school community | Principals | <p>Train staff (9/11/23) in the identification of opioid exposure and in the administration of an opioid antagonist medication. In the event that any person on campus is suffering or is perceived to be suffering from an opioid overdose, school staff will call 911 while trained staff administer naloxone.</p> <p>Naloxone is available at each school site in Travis Unified School District.</p> | District nurse District time |
| Require volunteers to follow specified guidelines | Improve student safety on campus | Principals | Require visitors/volunteers to campus to sign in at the office and wear a badge for identification | |
| Implement sign in/out procedures | Improve student safety on campus | Staff | Require parents/guardians to document early dismissals and late arrivals and only to those listed as | |

| | | | | |
|----------------------------------------------------------------------------------|------------------------------------------------|------------|---------------------------------------------------------------------------------------------------------------------|----------------------|
| | | | emergency contacts | |
| Ensure outside vendors follow appropriate approval process and/or board policies | Improve safety of school community | Principals | Collaborate with PTA to ensure visitors follow school guidelines | Partnership with PTA |
| Communicate regularly with families | Improve student safety on campus | Principals | Inform parents of upcoming drills, safety measures on campus and safety plan | Time |
| Ensure phone tree leaders have contact numbers/groups easily accessible | Improve staff safety | Principals | Remind leaders to enter contact information in cell phones | Time |
| Ensure all staff complete mandated reporter and harassment trainings | Improve student safety and wellbeing on campus | Principals | Work with district management to enforce completion of mandated reporter, harassment, and other mandatory trainings | Time |

Tactical Response: Cambridge Elementary School takes criminal incidents seriously. When an incident occurs, restoring order to the school community and ensuring the safety of students and staff is the top priority. Law enforcement are notified in accordance with Education Code 48902 and 49393. Administration conducts a thorough investigation and determines corrective action based on board policy, administrative regulations, and education code.

Opioid Overdose: In response to the rising number of opioid related fatalities in the nation, state, and Solano County, Cambridge Elementary School has staff trained in the identification of opioid exposure and in the administration of an opioid antagonist medication. In the event that any person on campus is suffering or is perceived to be suffering from an opioid overdose, school staff will call 911 while trained staff administer naloxone. Naloxone is available at each school site in Travis Unified School District.

Discipline Matrix



Students with Disabilities

For the purposes of this section, students with special needs are those who cannot safely access and use the standard resources offered in disaster preparedness, relief and recovery, whether their disability is chronic or temporary. For individuals with special needs, physical environments become a great deal more hostile and difficult to deal with during and after an emergency. The ability to get to accessible exits and personal items may be reduced. To comply with statutes involving students with special needs, individuals responsible for evacuation and emergency operation plans, notification protocols, shelter identification, emergency medical care and other emergency response and recovery programs must:

- have sound working knowledge of the accessibility and nondiscrimination requirements applicable under Federal disability rights laws;
- know the special needs demographics of the students attending classes on site;
- involve students with different types of disabilities and staff and teachers in identifying the communication and transportation needs, accommodations, support systems, equipment, services, and supplies that they may need during an emergency;
- consider emergency accommodations for those with temporary disabilities;
- identify existing resources within the school and local community that meet the special needs of these students; develop new community partners and resources, as needed;
- inform parents about the efforts to keep their child safe at school;
- identify medical needs and make an appropriate plan;
- determine transportation needs, special vans and buses for students;
- identify any necessary tools such as evacuation equipment or visual aids;
- include local responders and as appropriate assist in establishing a relationship between first responders and individual students with disabilities and their educational support staff.

SECTION 5 – CALIFORNIA EDUCATION CODE SECTION 32282

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

- A. Child Abuse Reporting procedures ([BP 5141.4](#) and [AR 5141.4](#)) [EC Section 32282 (a)(2)(A)]
- B. Disaster procedures, routine and emergency, crisis response plan including adaptations for pupils with disabilities and the following. [EC Section 32282 (a)(2)(B)]
 - i. Earthquake emergency procedures that include. [EC Section 32282 (a)(2)(B)(i)]
 - I. A school building disaster plan. [EC Section 32282 (a)(2)(B)(i)(I)]
 - II. A drop procedure. [EC Section 32282 (a)(2)(B)(i)(II)] Dates/Times of drop procedure drills held at least once each quarter in elementary; once each semester in secondary schools
 - III. Protective measures to be taken before, during and after an earthquake. [EC Section 32282 (a)(2)(B)(i)(III)]
 - IV. A program to ensure that pupils, and certificated and classified staff are aware of and are trained in the procedures. [EC Section 32282 (a)(2)(B)(i)(IV)]

- Travis USD Emergency Response Protocol
 - Emergency Response/Disaster Procedures (Document 1)
 - District Drill Schedule (Document 3)
- ii. Establish procedures to allow a public agency to use school buildings, grounds, and equipment for mass care and welfare shelters during an emergency. ([BP 1330](#) and [AR 1330](#)) [EC Section 32282 (a)(2)(B)(ii)]
- C. Suspension/Expulsion policies and procedures ([BP 5144.1](#), [AR 5144.1](#) and [AR 5144.2](#)) [EC Section 32282 (a)(2)(C)]
- D. Procedures to notify teachers of dangerous pupils ([BP 4158/4258/4358](#) and [AR 4158/4258/4358](#)) [EC Section 32282 (a)(2)(D)]
- E. Discrimination and Harassment Policy. Include hate crime reporting procedures and policies ([BP 4112.9/4212.9/4312.9](#), [BP 4119.11/4219.11/4319.11](#), [AR 4119.11/4219.11/4319.11](#), [BP 5145.3](#), [AR 5145.3](#) and [BP 5131.2](#)) [EC Section 32282 (a)(2)(E)]
- F. Schoolwide Dress Code, if it exists, including prohibition of gang-related apparel ([BP 5132/5136](#) and [AR 5132/5136](#)) [EC Section 32282 (a)(2)(F)]
- G. Procedures for safe ingress and egress of pupils, parents, and school employees to and from school site ([BP 1250](#) and [AR 1250](#)) [EC Section 32282 (a)(2)(G)]
 - Safe Ingress and Egress Procedures (Document 2)
- H. A safe and orderly environment conducive to learning at the school ([BP 5137](#)) [EC Section 32282 (a)(2)(H)]
- I. Rules and procedures on school discipline ([BP 5144](#), [AR 5144](#) and [BP 5131](#)) [EC Section 32282 (a)(2)(I)]
- a. Where practical, consult, cooperate and coordinate with other school site councils or school safety planning committees. [EC Section 32282 (c)]
- b. Evaluate and amend the plan as needed and at least once each year, to ensure the plan is properly implemented. Keep an updated file of all non-sensitive safety-related plans and materials readily available for inspection by the public. [EC Section 32282 (d)]
- c) Legislature encourages that policies and procedures aimed at the prevention of bullying be included in the comprehensive school safety plan. See (E) above ([BP 5131.2](#)) [EC Section 32282 (e)]

SECTION 6 – CALIFORNIA EDUCATION CODE SECTION 32286

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

SECTION 7 – CALIFORNIA EDUCATION CODE SECTION 32288

This plan was submitted to the Student Services Department of the Travis Unified School District on December 1, 2023 for approval by the Travis Unified School District Board of Education. [EC Section 32288 (a)]

This Safety Plan was communicated to the public at a public meeting held at the school site on November 28, 2023. [EC Section 32288 (b)(1)]

DOCUMENT 1

TUSD EMERGENCY RESPONSE PROCEDURES

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

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

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

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

Bomb Threat: Fire alarm will signal evacuation.

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

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

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

A civil disturbance situation will be announced.

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

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

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

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

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

Stay Put: Secure the Perimeter - Unsafe Activity in the neighborhood

Announcement- Lockout- secure the perimeter of school, do not use outside bathrooms, stay in class, continue working (close blinds, lock doors).

Procedure when students are outside:

- Teachers should direct students into any available classroom
- Continue working and learning with blinds closed

Lockdown: Lights Out – Police Activity in the area or Threatening Individual/Violent Intruder:

Announcement – "Lockdown" will be made over the intercom.

Procedure when students are outside:

- Teachers should direct students into any available classroom.
- Doors are locked, students go under desks away from windows

Procedure when all students are in class:

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

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

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

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

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

Emergency Telephone Numbers From an outside line CALL 911

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

Travis Unified School District

Main Number (707) 437-4604

Non-emergency Police:

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

- Emergency:** Police/Fire/Sheriff/Medical 911
- TAFB EMERGENCY (707) 424-4911
- Cell Phone Emergency # - Fairfield (707) 428-7373
- Cell Phone Emergency # - Vacaville (707) 449-5200
- Poison Control (800) 876-4766
- Gas/Power Failure (800) 743-5000
- Red Cross (707) 429-3131
- Tune in to Radio Frequencies TV for emergency broadcasts:
KUIC 95.3 FM
KCRA Channel 3

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



STAY PUT



LOCKDOWN



EVACUATE



SHELTER

Cambridge Student Handbook

ARRIVING TO SCHOOL

Students should arrive at school between 7:30 and 8:00 a.m. We don't have supervision before 7:30. Students are to report to the multipurpose room if they are eating breakfast. The rest of the students meet on the blacktop or the multi-purpose room, if it is raining. Students riding bicycles to school will need to walk their bikes to the bike racks, located behind the MPR. Each student needs to be responsible for securely locking his or her own bike. Students may not ride bicycles or scooters on school grounds. **Remember to wear a helmet when riding a skateboard, bike or scooter.** Students without helmets will be given one warning and informed of the helmet law. Upon the next violation, their equipment will be taken to the office and their parents will need to pick it up.

SAFE SCHOOL CLIMATE – ANTI-BULLYING POLICY

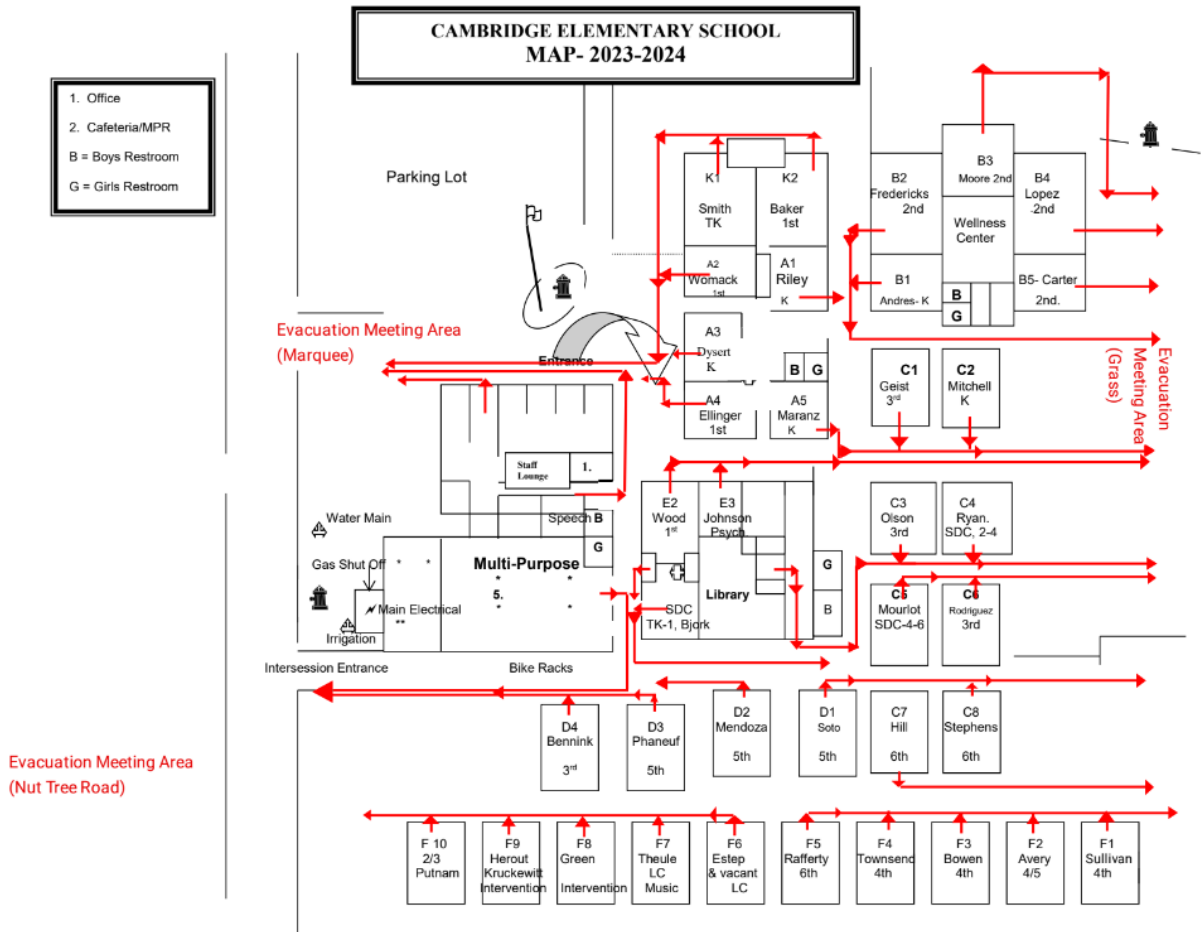
At Cambridge we are proactive in maintaining a safe school. Bullying of any sort is taken very seriously and is not tolerated. The definition of bullying is *“Unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both students who are bullied and who bully others may have serious, lasting problems.”* Bullying is addressed immediately, and action is taken to stop it. Students who engage in unlawful discrimination, including discriminatory, harassment, intimidation, retaliation in violation of law, Board policy, or administrative regulation 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](#) Please report any bullying to Ms. Nader or Mrs. Fee by email (snader@travisusd.org jfee@travisusd.org), or by calling at 707-446-9494 ext. 5104 or 5103. You can also call the office and leave a message at 707-446-9494 ext. 5100, 5102. Each classroom teacher utilizes the Second Step curriculum to teach students social skills and strategies to eliminate and prevent bullying.

PARKING LOT GUIDELINES- SAFETY FIRST

Use caution when driving through the parking lot. The safety of everyone is our number one priority. Our front parking lot is designated for parent parking, while the back-parking lot is designated for staff. We appreciate everyone parking in the front lot, or on the side streets surrounding our school. We do not allow pick up and drop off from the back-parking lot. Students use the back walkway to get to school. It is dangerous to have cars driving up and down this driveway during arrival and dismissal. You may drive through and pull up to the curb to pick up your child in the front lot. Please pull all the way up and do not block the driveway. **Do not leave your car unattended.** The Vacaville PD enforces all parking laws and school rules. The buses use the white curbs to pick up and drop off students. Please do not double park to pick up your child. When walking through the parking lot, do so with caution and use the crosswalk.

Parking around the school or walking with your child to school, decreases the traffic in the parking lot. We appreciate your cooperation and caution while in the parking lot and in the general vicinity of Cambridge. **When exiting** the lot, you must **turn right** between the hours of 8:00-9:00 am & 1:00-3:00 pm.

Students who cross Nut Tree and/or Cambridge Dr. must use the crosswalk. Jaywalking is extremely dangerous as cars drive very fast down the street.



All students, staff and visitors evacuate to one of three evacuation points as indicated by the arrows above. All staff has been provided with walkie talkies to communicate in an emergency.

The school is equipped appropriately for accessibility. Staff have practiced emergency procedures including during an earthquake:

If you use a walker or wheelchair: LOCK your wheels (if applicable). If using a walker carefully get as low as possible. Bend over and **COVER** your head/neck with your arms, a book, or a pillow. Then **HOLD ON** until the shaking stops.

Off Site Meeting Locations:

Parking lot of medical offices

2601 Nut Tree Road
Vacaville, CA 95687

Creekside Shopping Center

3079 Alamo Drive
Vacaville, CA 95687

DOCUMENT 3

Emergency Drill Schedule

| | |
|---------------------------------------|----------------|
| Fire Drills | Sept. 19, 2023 |
| | Oct. 10, 2023 |
| | Nov. 30, 2023 |
| | Dec. 15, 2023 |
| | Jan. 22, 2024 |
| | Feb. 21, 2024 |
| | Mar. 25, 2024 |
| | April 23, 2024 |
| | May 23, 2024 |
| Earthquake Drills | Oct. 19, 2023 |
| | Mar. 7, 2024 |
| Stay Put: Secure the Perimeter Drills | Oct. 4, 2023 |
| | Feb. 6, 2024 |
| Lockdown: Lights Out Drills | Oct. 30, 2023 |
| | Jan. 12, 2024 |