

Lakeport Unified School District
Lakeport Elementary School

COMPREHENSIVE SAFE SCHOOL PLAN

2023-2024 School Year

150 Lange St.
Lakeport, Ca 95453
(707) 262-3005

School Site Council:

Staff Members

Talin Tamzarian: Principal
Liz Johnson: Teacher
Jessica Schott: Teacher
Christina Sherick: Teacher
Libby Gossett: Paraeducator

Parent/Community Members

Carlos Aguilar
Miranda Bartko
Shochana Robinson
Maria Maravilla
Valentina Scheidemann

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School: Lakeport Elementary School

Information Updated on:

Date: 02/01/2023

By: D. Costa/M.Wong

Phone: (707) 262-3005

Fax: (707) 262-5531

Principal: Talin Tamzarian

Email: ttamzarian@lakeport.k12.ca.us

Address: 150 Lange St. Lakeport, Ca. 95453

No. of Students: 399

No. of Teachers: 25

No. of Staff: 52

No. of Classrooms: 32

EMERGENCY RESPONSE TEAM (ERT) MEMBERS

Chart of Responsibilities

ERT POSITION	NAME	RESPONSIBILITIES
Incident Commander	Superintendent	Meets and Coordinates with outside agencies; interfaces with the District Office
ERT Leader	Sarah Frace	Direct Emergency Response Team, assist I.C. rumor control; communications
Facilities & Safety	Dan Camacho Brandon Joiner	Gas, electrical, water shut-off; building safety and inspection; inform and direct emergency vehicles
Search & Rescue	Assigned by First Responders and Brandon Joiner	Search & rescue for trapped; missing, or injured individuals. Brandon Joiner
Accountability	Michele Wong	Maintains Student Emergency Cards and check out box; maintains list of missing and extra students/adults; oversee orderly checkout post; crowd control
Medical Aid/Triage Room #	Assigned by First Responders, Diane Gunther	Maintain a portable First Aid kit. Set up first aid area; triage/treat as necessary; keep list of injured and those transported to medical facility.

Check out Post Front of Office	Sarah Frace Michele Wong	Maintain Student Emergency Cards; daily sign out sheets; verify student release and maintain Emergency Sign Out Log.
Student Safe Room Room 2	All Available Staff	Set up and maintain Student Safe Room; provide risk screening; facilitate student activities
Staff Safe Room Room 3 Staff Lounge	All Staff	Maintain Staff Safe Room – observe staff
Parent Liaison	Site Administration	Meet and direct parents; provide information; crowd control
Public Information Officers	Superintendent or Designee	Coordinate with I.C. to release incident information to media in a timely manner

2. School Site Data
Mission Statement

Lakeport Elementary School Mission Statement

**Our school has established a community where students and staff
are continually learning.**

We expect students to meet the high standards we have established.

**We are preparing our students to become lifelong learners and
productive members of society.**

~ Lakeport Elementary Staff

All data in this section was taken from the California Department of Education Data Reporting Office or (AERIES INFORMATION SYSTEM).

2.2 Attendance (see Appendix)

2.3 Suspendable Violations Code; School Year 2020-2021 according to (Aeries) -See Appendix *Note: 1 Suspension could have 2 codes attached. Data represents all violations

Threat Assessment

A threat assessment is a fact-based process emphasizing an appraisal of observed (or reasonably observable) behaviors to identify potentially dangerous or violent situations, to assess them, and to manage/address them.

A **threat** is a concerning communication or behavior that indicates that an individual poses a danger to the safety of school or staff or students through acts of violence or other behavior that would cause harm to self or others. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means; and is considered a threat regardless of whether it is observed by or communicated directly to the target of the threat or observed by or communicated to a third party; and regardless of whether the target of the threat is aware of the threat.

- A **low risk** threat is one in which the individual/situation does not appear to pose a threat of violence or serious harm to self/others, and any exhibited issues/concerns can be resolved easily.
- A **moderate risk** threat is one in which the person/situation does not appear to pose a threat of violence, or serious harm to self/other, at this time; but exhibits behaviors that indicate a continuing intent and potential for future violence or serious harm to self/other; and or exhibits other concerning behavior that requires intervention
- A **high risk** threat is one in which the person/situation appears to pose a threat of violence, exhibiting behaviors that indicate both a continuing intent to harm and efforts to acquire the capacity to carry out the plan; and may also exhibit other concerning behavior that requires intervention.
- An **imminent threat** exists when the person/situation appears to pose a clear and immediate threat of serious violence toward others that requires containment and action to protect identified target(s); and may also exhibit other concerning behavior that require intervention.
- A **direct threat** is one in which the person poses a significant risk to the health or safety of others that cannot be eliminated by modification policies, practices, or procedures, or by the provision of auxiliary aids or services.

The direct threat standard applies when the threat assessment team or school administration determines that a subject poses a direct threat, and the administration also determines that applicable disciplinary procedures are not available or sufficient to mitigate the threat. If the administration makes such a determination, the school division is not required to permit the student to participate or benefit from the services, programs, or activities of the division.

****For more information see LUSD School District Procedures for School Threat Assessment Programs***

3.1 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 custodians, 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 infliction 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 online, in the main office or from any administrator or EPS.

You may contact the local police or sheriff's department, or child protective services. The phone numbers are:

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

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 Lakeport Unified School District Board Policy 5141.4 **3.2**

Disaster Procedures, Routine and Emergency, Including Students with Disabilities

In order to save lives and protect property, all District 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 training 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 district and outside agency resources, emergency disaster procedures and information on Standardized Emergency Management System (SEMS). The manual is located in the school/district office. A contingency plan for emergencies is contained on a clipboard available to each staff member.

Pupils with disabilities: IDEA requires that planning for the 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 Attach 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 the Incident Management Team and place them on stand-by.
- Team members should forward information immediately regarding unusable/unsafe exits.
- Select the 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 the 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 district 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/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 or for any person. 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.

Lakeport Unified School District will cooperate with law enforcement in any crisis. The following guidance is provided by law enforcement in the event of an active shooter on school grounds:

RUN: When an active shooter 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 others 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 shooter’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
- Improvised 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.

3.2.3 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 38
2. A drop procedure whereby each student and staff member takes cover under a 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 followed. 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 buildings and classrooms:

1. Staff shall have students perform the drop procedure. 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 procedure.
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 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 gas 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 re-enter 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 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 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.

3.2.4 Emergency Facility Use

In the event of an emergency in the community or surrounding area, Clear Lake High 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.

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).*

LES Safety Drills 2023-2024

These are the same dates and times that are listed in the
Lakeport Elementary Comprehensive Safe School Plan 2023-2024.

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).*

2023 - 2024 Fire Drill Schedule

Month	Date	Time
August	TBD*	9:00 a.m.
September	TBD*	1:15 p.m.
October	TBD*	(earthquake drill instead) 10:20 am
November	TBD*	8:30 a.m.
December	TBD*	1:15 p.m.
January	TBD*	9:00 a.m.
February	TBD*	1:30 p.m.
March	TBD*	9:30 a.m.
April	TBD*	1:15 p.m.
May	TBD*	8:20 a.m.

2023-2024 Lockdown Drill Schedule

Semester	Date	Time
Lunch	TBD per Safety Committee	TBD*
Instructional Time	TBD per Safety Committee	TBD*

2023 – 2024 Earthquake Drill Schedule

Per AR 3516.3 Drop, Cover and Hold procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools. (Education

Code 32282)

Date	Time
October 20, 2023 – Great California Shake-Out	10:20 a.m.
February 2023	TBD*
April 2023	TBD *

*The times for district wide drills are set by the LUSD Safety Committee.

3. Suspensions and Expulsion

4.1 Suspension

Please see page 26-30 for more info.

Suspension Offenses

Education Code 48900

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. 3. 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.
4. 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 beverages, or intoxicant of any kind.
5. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Ch2. 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.
6. Caused or attempted to cause damage to school or private property.
7. Stole or attempted to steal school property or private property.
8. 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.
9. Committed an obscene act or engaged in habitual profanity or vulgarity. 10. 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. 11. 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.

12. Knowingly received stolen school property or private property.
13. Possessed an imitation firearm.
 14. 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,
15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
16. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
17. Engaged in an act of bullying, including but not limited to, bullying by means of an 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 (e) of Section 233
- .4 Engaged in harassment, threats or intimidation against school district 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 a 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. Possessing, 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 and 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:

Expulsions:

Limitations, conditions or exclusions for use of suspension and expulsion LAWS EDC 48900. A

pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive: (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a). (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities. EDC 48900.2. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. **This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.**

4. Procedures to Notify Teachers of Dangerous Pupils

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 suspension 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.

5. Annual Notice of Uniform Complaint Procedures (Non-Discrimination)

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)

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. Lakeport Elementary 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:
 1. That the school intends to take corrective action; or
 2. That the investigation is incomplete to date and will be continuing; or
 3. 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...
Tom Adams, Deputy Superintendent. 916-319-0900

DRESS STANDARDS

All students are expected to dress and groom themselves neatly and modestly in clothes suitable for school attendance and activities.

- Garments and hats with writing or drawings that could be interpreted to advertise alcohol, drugs and tobacco are prohibited. This also applies to garments and hats with slogans or pictures that are obscene, suggestive or disrespectful.
- Clothing, accessories, or body markings may not suggest or demonstrate gang-related symbols or colors.
- Clothing shall be clean and appropriate in size for the child so as not to be 19 hazardous or cause ridicule by other children. Pants that need to be held up in order to walk, or belts that hang, are not allowed.
- Hats are not to be worn in buildings.
- Shorts may be worn at school provided they are no shorter than the length of the fingertips when the arms are resting at the side of the student.
- Shirts and tops must cover the shoulders with at least a 2-finger width strap (no “spaghetti straps”), and cover the back. Bathing suits, “short shorts” and “crop tops” are not considered proper school attire.
- Proper shoes shall be worn at all times while at school. *For safety reasons, flip-flops, or footwear of that type are not allowed.* Any sandals must have a back strap. No high heels, stacked heels, or “heelys” are permitted.
- No dangling earrings are permitted for safety reasons.

8. Procedures for Safe Ingress and Egress

The Governing Board believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during non instructional time. (cf. [6116](#) - Classroom Interruptions)

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session.

The principal or designee may provide a visible means of identification for all individuals who are not students or staff members while on school premises.

No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission. (Education Code [51512](#))

9. Safe and Orderly School

In order to create and maintain a safe and orderly environment, Lakeport Elementary 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/students with issues of prevention and intervention.

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

10. School Wide Discipline Policy

The goal of discipline is to teach students to live successfully and respectfully with others in the school setting. At LES children, parents, and educators work together to create a school climate that encourages and promotes learning. LES has implemented a positive discipline plan (PBIS) that teaches behavior expectations, and acknowledges students who meet and exceed the expectations. Effective discipline comes from the belief that teaching students to take responsibility for their behavior is more important than simply enforcing the rules.. Each child is responsible for his or her own behavior choices. When a student does not meet the behavior expectations, staff will redirect and/or reteach the behavior expectation before giving a consequence.

Good discipline is essential for learning and should be based upon mutual respect for the rights and property of others, respect for those placed in positions of authority, and respect for fellow students. No one will be allowed to jeopardize the health, safety, or learning environment of a fellow student. We expect our students (and your child) to show proper behavior at all times at school, in the cafeteria, on the playground, and on the way to and from school.

It is essential that parents contact the classroom teacher to report incidents of bullying. Lakeport Unified School District does not tolerate any type of bully behaviors and will take steps to remediating any incidents.

We, at Lakeport Elementary School, expect and require every student to make sure that his/her conduct does not interfere with the learning or safety of others or him/ herself. We also expect, in accordance with the California State Law that “Every pupil shall attend school regularly and punctually; conform to the regulations of the school; obey promptly all directions of his teacher and others in authority; observe good order and propriety of deportment; be diligent in study; respectful to those in authority; be kind and courteous to schoolmates and refrain entirely from the use of profane or vulgar language”(EC §48908, 5 CCR §300).

All school rules/expectations are in place during school hours, on busses, at bus stops, 21 traveling to and from school, school sponsored events, field trips, class trips, etc. School discipline remains in effect and consequences may be assigned if warranted.

Lakeport Elementary School Discipline Policy

Board Approved May, 2021

Lakeport Elementary School's discipline policy ensures a safe environment where all students can learn. Our goal is to encourage students to make positive behavior choices and to respect others. Lakeport Elementary School begins each year with an assembly that teaches positive behavior choices and behavior expectations for various areas of the Lakeport Elementary School campus. During the first weeks of school students are shown proper ways to behave on the playground, cafeteria, library, etc. Lessons on anti-bullying and kindness are presented early in the year. We work collaboratively with parents as they are an important part of supporting positive behavior.

We define discipline as: the practice of training students to follow rules and a code of behavior.

Our Core Beliefs*

- Discipline is an important part of the job, and every educator must be prepared to accept that reality.
- Students always deserve to be treated with dignity.
- School is for all students, not just the good ones.
- Effective discipline often requires courage and creativity.
- Good discipline requires short-term solutions without sacrificing long-term goals.
- Starting fresh every day keeps optimism intact.

Basic Guiding Principles*

- Let students know what you need, and ask what they need from you.
- Differentiate instruction based on individual strengths.
- Listen to your students' thoughts and feelings.
- Vary your style of presentation.
- Offer Choices.
- Use a variety of ways to communicate with students.
- Recognize that being fair does not always mean treating students equally.

**Wording was selected from Discipline with Dignity by Richard Curwin.*

Lakeport Elementary School Expectations:

Our four behavior principles are:

- **Respectful**
- **Responsible**
- **Safe**
- **Kind**

Positive behaviors are learned through positive reinforcement. Positive behavior is recognized in the classroom and school-wide through praise, acknowledgement, special activities, phone calls,

and notes to parents. Students are acknowledged for demonstrating positive behavior throughout campus.

Positively rewarding good behavior is what motivates all students to continue to excel in their behavior decisions. Here is how we embrace this at LES:

1. Students are given a “Tiger Buck” by staff members. Staff will clearly explain to the student the observed positive behavior and link it to one of our school’s behavior expectations: **Respectful, Responsible, Safe and Kind.**
Ex: Johnny, I am giving you this Tiger Ticket because you were **Respectful** opening the door for your classmate.
2. Students will keep the Tiger Buck and put it in a safe spot in the classroom, and will take the other half of the buck home to share with family.
3. Each teacher will assist the students in managing their Tiger Bucks within the classroom. Every Fabulous Friday - The PBIS Store will come out during first recess for grades 1-3 and to each K classroom for students to “buy” a reward with their earned bucks.
4. Each teacher will choose a student to be considered the Classroom Behavior Mascot for the week. Our Behavior Mascots will also get a “we are proud of you” phone call home and/or positive postcard from the PBIS Tier One Team sometime during that week.

****All staff are encouraged to give up to 10 Tiger Bucks per week catching our LES students making the right choices.**

Every classroom has developed a plan that clearly states the school and classroom rules, acknowledgement for positive behavior, and the consequences for negative behavior. If a student has repeatedly disregarded the classroom rules, or has committed a serious or severe infraction, more serious consequences will be given. In the case of a serious offense, several steps will be taken before a child is suspended. However, when severe offenses re-occur, students may be suspended. Transitional Kindergarten/Kindergarten discipline may vary as young students are just beginning to learn rules and behaviors.

We embrace that students are empowered when we use logical consequences and restorative practice techniques to redirect negative behaviors. We work with students to identify the negative behavior, possible motivations, to take ownership of the behavior, and to develop a restorative solution.

Consequences

We define consequence as: a response associated with a decreased likelihood of a behavior occurring in the future.

Definition of Effective Consequences*

- Consequences that *are altruistic*. (These involve the student doing something positive for another student)

- Consequences that *teach*. (These include reteaching the desired skill and then give time to practice)
- Consequences that *offer choices*. (These offer students choice without threatening)
- Consequences that *transform punishments*. (Buddy room instead of sending to the office)
- Consequences that *inspire*. (These offer hope and inspiration to change the student's attitude.)
- Consequences that *plan*. (These help students learn new responses to resolve problems)
- Consequences that *are based on logic*. (These are connected to a specific rule)
- Consequences that *involve parents*. (These create a team between home and school to help the child)

**Wording was selected from Discipline with Dignity by Richard Curwin.*

A student may be referred to the office for incidents that occur anywhere on the bus, anywhere on school grounds, or on a school sponsored event /field trip.

For students who demonstrate chronic misbehavior, other possible disciplinary actions include: referral to the school counselor or district psychologist, academic or behavior contract, Student Success Team (SST) meeting, or any other Tier 2 intervention that the school deems appropriate.

In addition, students who steal school or private property or cause physical damage to school or private property will either return the stolen property, provide restitution for the property or damages, and/or repair the damaged property.

Use of personal electronic devices while on campus during school hours (8:15-2:15) are prohibited. This includes: in the classroom, in the restroom, on the playground, in the cafeteria. The definition of electronic devices includes: game devices, cell phones, tablets, watches, or any other device that is used for personal contact or connects to wifi. These will be taken and retained until the end of the day. On subsequent offenses, the teacher will retain the device and contact the parent to pick it up from the office.

Procedures for Dealing With Serious/Severe Offenses

***Immediate, consistent, and required parent involvement in remediating behavior**

Serious Offenses

Violation of classroom rules that impedes the learning of others:

1. Repeated profanity, obscene language, or gestures.
2. Caused or attempted to cause damage to school or private property.
3. Threatened physical injury to another person (verbal or electronic).
4. Possession of tobacco or smoking paraphernalia.

Consequences

Students who are sent to the office for behavior issues, after classroom interventions have been exhausted, will receive one or more possible consequences:

- Behavior expectations re-teaching (Consequences that teach)
- Character education (Consequences that inspire)
- Build a plan (Consequences that offer choices)

- Social skills counseling (Consequences that transform punishments)
- Recess restriction (Consequences that are based on logic)
- Parent/guardian contact (Consequences that involve parents)
- Writing an apology letter or verbal apology (Consequences that are altruistic)
- Lunch detention (Consequences that are based on logic)
- Suspension from school (discipline)

Severe Offenses

1. Intentionally caused physical violence to another person.
2. Possession or use of drugs, drug paraphernalia, or alcohol.
3. Brandishing a weapon or replica of a weapon. (This includes play guns that dispense any type of ammunition and those that could be mistaken for real guns. This includes any type of knife, real or plastic.)

Consequences

1. Immediate removal from the classroom or playground
2. Any consequence option under Serious Offenses
3. Students may be suspended for 1-5 days depending on the severity/frequency of the infraction. If a longer suspension is warranted, the matter will be referred to the Governing Board.

**EDC 48900(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior*

Mandatory Suspension and Recommendation For Expulsion

1. Possessing, selling, or furnishing a firearm.
2. Brandishing a knife, firearm, or replica of a firearm.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit sexual assault or battery.
5. Possession of an explosive.

Consequences

1. Suspension – 5 days
2. Recommendation for expulsion

**LUSD administration reserves the right to objectively determine the consequences based on the seriousness/frequency of a particular infraction. We are committed to maintaining a healthy school and classroom environment where teachers can teach and students can learn. 20 days of school suspension may lead to an expulsion (EC 48903).*

Lakeport Elementary School Discipline-Referral Levels

Level 1 Incidental Violations (Non-referred/non-recorded)	Level 1 Responses/Interventions
<ul style="list-style-type: none"> • Lying • Running • Loud voices/yelling • Off-task behavior • Disruptive sounds • Insubordination • Out of seat • Missing homework • Disruptive • Breaking cafeteria rules • Breaking common area rules • Inappropriate behavior in the bathrooms • Inappropriate dress • Off task use of electronic devices • Cheating/Plagiarism (K-2) • Hands/feet/objects on others • Littering • Other: 	<ul style="list-style-type: none"> • Ask student which school rule was broken • Teach appropriate behavior • Remind, redirect, reinforce • Additional practice of the correct behavior • Closer monitoring/proximity • Ignore/acknowledge appropriate behavior • Use humor • Complete paperwork for minor behavior if necessary • Contact parent (as necessary) • Apply a different strategy or routine for problem area in the classroom/area • Apply logical consequences • Reteach the appropriate behavior classwide and make a class goal for improvement/acknowledge success

The staff addresses the behavior using management strategies.
 Staff Handled - No form

Level 2	Level 2
Minor Violations	Responses/Interventions
(Non-referred/Recorded)	

- | | |
|--|--|
| <ul style="list-style-type: none"> ● Indirect, inappropriate language/gestures ● Spitting ● Hands-off Violation (pushing/shoving, etc.) <ul style="list-style-type: none"> ● Off task use of electronic devices that are disruptive to learning ● Unauthorized access to non-student/unsupervised areas ● Cheating/Plagiarism (3) ● Repeated Level 1 offense ● Defiance/verbal/physical ● Property misuse ● Other: <ul style="list-style-type: none"> ● De-escalate situation ● Re-teach appropriate behavior with student practice ● Complete necessary paperwork <ul style="list-style-type: none"> ● Mild consequences (natural, logical consequences are optimal) ● Loss of privilege (i.e. recess, computer time, | <ul style="list-style-type: none"> etc.) ● Time out ● Write letter or a plan for change ● Clean up duty ● Contact parent ● Send to another classroom ● Stay after school/during recess to complete work missed ● Restitution ● Detention ● Referral to school expectations ● Consult with student ● Conference w/ student & parent ● Consult w/ colleagues, behavior specialist in school <ul style="list-style-type: none"> ● Develop a plan of support/includes acknowledgment for success ● Elicit parent support and regular contact |
|--|--|

The staff addresses and is responsible for implementing the behavior using logical consequences (apology of action, take a break, or loss of privilege) Staff Handled

Level 3	Level 3
Major Violations	Responses/Intervention
(Referred/Recorded)	

- | | |
|---|--|
| <ul style="list-style-type: none"> ● Direct inappropriate language/gestures ● Fighting/physical aggression ● Harassment/bullying ● Property damage/misuse ● Theft ● Forgery ● Internet misuse/ cyber-bullying ● Taking pictures/video without consent | <ul style="list-style-type: none"> ● Repeated Level 2 Offense ● Other: <ul style="list-style-type: none"> ● Send student to office ● Complete office referral form ● Parent contact ● Notify law enforcement (as necessary) ● Restorative practices <p>Consequences-</p> |
|---|--|

- Detention
- Suspension
- Restitution
- Loss of privileges
- Parent escort at school
- Formal behavior plan
- Counselor Referral

Send the student to the office where the administrator will address the behavior. Fill form and send to office - Major Referral Form

<p>Level 4</p> <p>Illegal Violations</p> <p>(Referred/Recorded)</p>	<p>Level 4</p> <p>Responses/Intervention</p>
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- | | |
|---|--|
| <ul style="list-style-type: none"> ● Tobacco, Alcohol, or Drug Use/Possession ● Weapon Use/Possession (including replica weapons) ● Arson ● Bomb threat ● Extreme property destruction/vandalism ● Combustibles ● Assaults/threats ● Other: <ul style="list-style-type: none"> ● Send student to office | <ul style="list-style-type: none"> ● Complete office referral form ● Parent contact ● Notify law enforcement (as necessary) ● Consequences- <ul style="list-style-type: none"> ● Detention ● Suspension ● Restitution ● Loss of privileges ● Parent escort at school ● Formal behavior plan |
|---|--|

Send the student to the office where the administrator will address the behavior. Fill form and send to office - Major Referral Form

EMERGENCY CARDS

All parents/guardians must fill out a green emergency card for their son/daughter. **Please update the information (addresses, phone numbers, email addresses, etc.) as the need arises.** This is in your child’s best interest as it allows the staff to quickly reach you in the event of an injury or emergency.

EMERGENCY DRILLS

- Fire Drills are held once a month.
- Earthquake Drills are held once per quarter.
- Lock-Down Drills are held once per trimester.

LUSD conducts emergency drills in accordance with state law. If you have questions, please call the LES office. Copies of the LES Comprehensive Safety School Plan for the 2020-2021 school year are available in the LES office.

Fire Drills: When a fire alarm sounds, students are to follow their teacher's directions. Maps for exiting the room are posted near each doorway. After leaving the building, students are to form lines and remain quiet until the teacher gives further instruction.

Earthquake Drills: In the event of an earthquake, students are to drop under the cover of classroom furniture and remain there until the teacher gives further instruction.

Lockdown Drills: When a lockdown is called, the doors are to be locked, window shades drawn, and students, volunteers, and teachers go to the designated secure spot in the classroom.

FIRST AID FOR ILLNESS AND INJURY

The health room is supplied with only basic first aid items such as Band-Aids, ice packs, soap and water. Our goal is to keep students and staff healthy! *Should I Keep My Child Home From School* is a useful guide that should be referred to throughout the year. Download this guide at <http://www.lakeport.k12.ca.us/health/>.

Please do not send your child to school if he/she has any of the following symptoms:

- Fever (over 100° F)
- Acute cold, sore throat, or persistent cough
- Vomiting, diarrhea, nausea, or severe abdominal pain
- Pus-like discharge from nose or eyes
- Red or inflamed eyes or eyelids
- Suspected and untreated impetigo, scabies, or lice

In the event of a serious accident or emergency, you will be contacted immediately. If we cannot reach any of the people listed on the emergency card, the student will be transported by ambulance to an appropriate medical facility and accompanied by the nurse, administrator, or designated faculty member. **Please update us continually with new phone numbers, changes in your child's health, new medications, or anything else that impacts his or her well-being at school.**

If your child has special health needs, please call the district nurse at 707-262-5627.

OFFICE ~ CONTACT INFORMATION

Lakeport Elementary School

150 Lange Street

Lakeport, CA 95453

Phone-(707) 262-3005

Fax- (707) 262-5531

www.lakeport.k12.ca.us/les

Office hours: 7:30 a.m. – 4:00 p.m.

RULES ~ CAMPUS

These rules are intended to prevent problems and to protect your child while at school.

- Gum, candy and sunflower seeds are not to be brought to school.
- If your child is going to a friend's home after school, the school must receive written permission beforehand.
- Shoes must be worn at all times (see dress code).
- Bicycles and skateboards are restricted from the playground and around the school buildings. Students must walk their bikes or scooters when on campus.
- Students are not to play in the restrooms.
- Students are not to bring glass containers or hard balls (including small rubber balls), bats or sharp objects to the playground.
- Students are to play away from all fences.
- Toy guns, knives, and guns etc. shall not be brought to school.
- Students are not to throw rocks or things that could harm others.
- There will be no tackling or rough play permitted.
- All playground equipment is to be used in a safe manner. For example:
 - Do not jump from the equipment.
 - Do not throw bark, rocks, or any other object.
 - Do not pull or push others while playing on equipment.
 - Do not climb up the slides.
- Students are to report to class immediately when the bell rings or the whistle blows.
- Be kind and considerate of others and their property – speak to and treat others with respect.

Please keep in mind that the above are not intended to cover every situation and administration reserves the right to respond to dangerous or inappropriate activity on campus.

SCHOOL GROUNDS ~ After hours and weekends

We encourage after-school and weekend use of the playgrounds by both children and adults but ask that a few guidelines be followed.

- On school days, students **MUST** go directly home after school. They may return to the playground after 3:45 p.m. and play in the areas that our AfterSchool Program is not currently using. The AfterSchool Program has the right to ask visitors to leave a designated area. **THERE WILL BE NO SUPERVISION BY THE SCHOOL.**
- Please keep the play area clean so that extra custodial time is not required.
- Do not bring animals, automobiles, motorcycles, model airplanes, model rockets, play guns, glass objects, or other dangerous items onto the play areas.

STUDENT DROP OFF AND PICKUP

Breakfast doors will open at 7:30 a.m. Students are not to be on the school grounds before 7:45 a.m. unless he/she rides the bus or is eating breakfast. A supervising teacher is on duty on the

playground from 7:45 a.m. until school opens at 8:15 a.m.

Please see the recommendations for dropping off and picking up your student:

(Student safety is our FIRST priority.)

1. Stay in the far right hand lane, close to the curb.
2. Pull as far forward as possible.
3. Do NOT get out of your car. **This is a Drop Off Zone ONLY!**
4. Please be patient.
5. Remember this is a parking lot. Please drive slowly and with extreme caution.
6. No CELL PHONE use while driving.

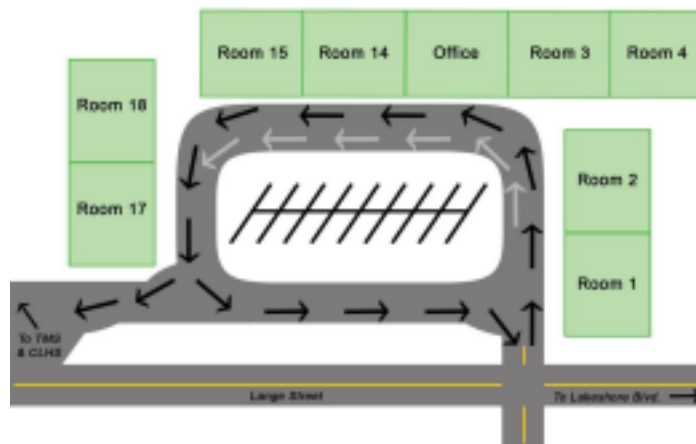
Please note that we request that parents wait to pick up their children in front of the school, not in front of the classroom. Parents must sign in and get a visitors badge to visit classrooms. This is for the safety of all the students.

Traffic Flow

If you choose to drop your child off in front of the school in the morning and are using our loop, please be assured that our staff will assist your child in finding their classroom. We have increased our supervision and have worked on making student drop off more effective and safe for everyone.

Please follow the below student drop off policy:

1. We will purposefully limit the flow of traffic to a single line once you enter the loop.
2. If you are the 1st car to enter the loop, pull all the way around to Room 17, say goodbye to your child, look for the supervising employee and pull out towards the exit.
3. If you are not 1st in line, pull all the way forward and stop behind the furthest ahead car **before** allowing your child to exit your vehicle. Say goodbye to your child, look for the supervising employee and pull out to the 2nd lane and exit the school.
4. **DO NOT** enter the 2nd lane if your child is still in your vehicle. For safety reasons, drop off will not be allowed from lane 2. Lane 2 is only to be used by vehicles that are exiting the loop.



VISITORS

Adult

ALL Visitors are required to check in at the school office and obtain a pass before going to the playground or entering a classroom during school hours (be sure to have your identification with you). This even applies to parents picking up their children at the end of the day; if you will be passing our campus boundaries, you must obtain a pass. This is for the safety of ALL of our students.

Child

We get occasional requests from parents of students who attend Lakeport Schools to allow visiting friends to accompany the children and spend the day at school. Unfortunately, we are unable to accommodate these requests for the following reasons:

- The parent or guardian must legally enroll students attending schools in California.
- If a visitor is injured, we may be held responsible if the child is not officially registered. (The registration packet includes an authorization for the school to provide emergency medical services)
- Visiting students are a disruption of the classroom routine.
- Even the best-behaved student requires teacher time that should be used on other children.

****This also includes siblings of enrolled students at Lakeport Elementary School, both in the classroom and on field trips.****

11 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 Clear Lake High School/Lakeport Unified School District and is readily available for inspection by the public.

11.1 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.

11.2 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 the local school employee organization.

(C) A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs.

(D) A representative of each teacher organization at the school site.

(E) A representative of the student body government.

(F) 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) A representative of the local churches.

(B) Local civic leaders.

(C) Local business organizations.

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.