

# Comprehensive School Safety Plan

**2023-2024  
School Year**

**School:** Lakeport Community Day School (same as Lakeport Unified School District)  
**CDS Code:** 17640300114215  
**District:** Lakeport Unified School District  
**Address:** 2548 Howard Avenue  
Lakeport, CA 95453  
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**Date of Review:**  
- with Staff  
- with Law Enforcement  
- with Fire Authority

**Approved by:**

Name	Title	Signature	Date

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## **Comprehensive School Safety Plan Purpose**

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

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

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

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

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

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

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

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

A copy of the Comprehensive School Safety Plan is available for review at 2508 Howard Avenue.

## **Safety Plan Vision**

Our goal at Lakeport Unified School District is to provide a safe environment for all students and staff by ensuring that the district adopted Emergency Plan is consistently followed on all sites and that staff members, and students, are fully trained and understand the procedures stated in the plan and have an opportunity to practice them.

## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **Lakeport Community Day School (same as Lakeport Unified School District) Safety Committee**

Rachel Paarsch, Director  
Dawn Hoffman, Secretary  
Glenda Pyzer, Teacher  
Bethany O'Brien, Teacher  
Jessica Desselle, Teacher  
Jonna Weidaw, Teacher  
Audrey McMahon, Teacher  
Tyler Gentry, Teacher  
Becky Lawler, Teacher  
Maria Schetter, Teacher  
Julie Randol, Teacher

### **Assessment of School Safety**

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

The Lakeport Unified School District Safety Committee meets each month to schedule and coordinate evacuation and lockdown drills, develop and refine a districtwide Emergency Plan, and address safety issues and concerns as they arise. Each school site in the district will participate in periodic fire, earthquake, and active shooter drills during the school year. Drills will be either site-based and/or districtwide. Each school site will inventory and replenish emergency backpack supplies and update student lists for each classroom on an annual basis with the assistance of the School Nurse.

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

All LUSD staff will complete online Keenan Training by September 30, 2023.

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 providers, 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 defined as any person under the age of eighteen.

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

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

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
- Clearlake Police Department (707) 994-8251

Suspected Child Abuse Report (SCAR) Fillable form online: [http://ag.ca.gov/childabuse/pdf/ss\\_8572.pdf](http://ag.ca.gov/childabuse/pdf/ss_8572.pdf)

1. Download and Fill out SCAR
2. Call Child Welfare Services at 707-262-0235
3. Write down the name of the individual spoken to
4. Fax report to Child Welfare Services at 707-262-0299
5. **\*\*Inform Administration you have filed a report\*\***
6. File documents in a safe/confidential location
7. Forward a copy to the District Office
8. a. **\*\*Locked files are available in the Principal's office**

Further details are outlined in the Lakeport Unified School District Board Policy 5141.4

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

### **Disaster Plan (See Appendix C-F)**

#### 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 trainings will occur throughout the school year.

The Superintendent/Principal or designee has developed and maintained a multi-hazard emergency preparedness plan, which details provisions for handling all foreseeable emergencies and disasters. The plan includes working plans and procedures specific to the school and its students, and is reviewed/updated annually. This plan also contains available 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 Attack Countermeasures. If you know the alarm to be false, you may cancel the evacuation order, however, 9-1-1 MUST be notified.

Fire/Fire Alarm:

- Call 9-1-1 and School Resource Officer.
  - 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.
- o Provide keys to the facility
  - o Provide floor plans
  - o Provide utility shutoff information
  - o Student roster
  - o 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 the Superintendent of the 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.

### 3.2.3 Active Shooter

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

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
- Improvise with available 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.



### 3.2.4 Emergency Procedures for Staff

Lakeport Unified School District Emergency Procedures for staff

If you see a person on any campus with a weapon, call 9-1-1!

Run! Hide! Fight! (This is not a sequence, rather options.)

#### Lockdown

Follow the instructions given in the announcement and listen for the threat and location of the intruder.

#### Intruder on Campus

- If safe, hold the door open and direct as many students, staff and visitors in as possible
- Lock doors
- Find items that can be used to defend yourself and others – and develop a plan to defend yourself if the perpetrator enters the room
- Have students seek shelter under desk and away from windows
- Close windows and window covering
- Stay quiet and turn off cell phones
- Teachers, grab laptop or iPad to monitor email and/or District/School Facebook page for updated information
- Run! Hide! Fight!
- Do not open the door for anybody. Law enforcement have keys
- Law Enforcement may come in with their guns drawn. Tell all students and staff, if law enforcement enters, to have arms raised above head, showing hands, do not make any noise and/or any sudden movements
- ALL CLEAR will come from the command center from both Law Enforcement and LUSD Administration

#### Intruder on Campus during breaks/recess/passing periods/lunch

- Listen to the location and threat of the intruder
- Run! Hide! Fight!
- Not in your visual vicinity - Run and gather as many students into your building and

Lock doors (follow above lockdown procedures)

- In your visual vicinity: Run! Hide! Fight!

#### Instructional Lockdown

Follow the instructions given in the announcement and listen for the threat and/or location of the incident

- Doors may or may not need to be locked
- Continue giving instruction
- Do not allow students to leave your classroom until otherwise notified
- Restroom and Lunch Time Instructions will be given by site administration
- Wait for the "All Clear" announcement before releasing students

### 3.2.5 Emergency Procedures posted in classrooms/buildings

- In your visual vicinity - Run! Hide! Fight!

#### Evacuation

- Class immediately evacuates classroom/building to the assigned location
- Line up for roll call
- Remain with your teacher

### 3.2.6 Earthquake

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

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

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

1. A school/program site building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff
2. A drop procedure whereby each student and staff member takes cover under 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 District 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.

#### Evacuation

- ? Class immediately evacuates classroom/building to your assigned location
- ? Take Roll Book
- ? Lock Door
- ? Once in your area, take roll and notify the Principal immediately if a student is missing

#### 3.2.7 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.

### 3.2.8 Drill Schedule

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

### 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)

## Public Agency Use of School Buildings for Emergency Shelters

### (C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

#### 4. Suspensions and Expulsion - Board Policy 5144.1

##### 4.1 Suspension

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

##### 4.2 Expulsion

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

### Suspension/Expulsion Offenses

#### Education Code 48900

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, an

alcoholic beverage, 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, 48900.3, 48900.4 and 48900.7

48900.2 - Engaged in sexual harassment as defined in Section 212.5

48900.3 - Attempted to cause, threatened to cause or participated in an act of hate violence as defined in subdivision (e) of Section 233

48900.4 - Engaged in harassment, threats or intimidation against school district personnel or pupils.

48900.7 - 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.

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

Procedures to Notify Teachers of Dangerous Pupils - Board Policy 4112.9

Each September and, as needed throughout the year upon review of new student's records,

teachers will be provided with 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.

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

#### **6.1 Harassment Policy: BP 5143 and BP 4119.11**

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)

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

7. Dress Code -Board Policy 5132 (District)

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

**Gang-Related Apparel**

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the School Safety Plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students. In order to maintain a positive educational environment, the following student guidelines are established:

**Lakeport Alternative Education Center Dress Code Policy**

Good taste, health and safety are factors that determine our dress code policy which promotes a safe and positive learning environment. Any clothing that is disruptive to the education process along with items addressed below will not be allowed. The dress code will be enforced during the school day and at all official school functions, even if the event is held outside of normal school hours. In the event dress code violations occur, parents/guardians will be notified and asked to bring appropriate clothing to school. Repeated offenses will follow progressive discipline. Students are NOT allowed to wear any of the following items to school:

- Off the shoulder, low cut, midriff or spaghetti strap tops
- Shorts or skirts/dresses that are shorter than mid-thigh
- Sagging pants
- Any article of clothing referencing alcohol, drugs, tobacco, sexism, or racism
- This includes NO blankets or pillows at school

Students unable to follow the dress code policy will be asked to call home for a change of clothes or given clothing to wear by office staff to finish the school day. The safety of a student will not be jeopardized by his or her attire or grooming. The school administration reserves the right to make all final decisions and/or judgments pertaining to the dress policy.

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

8. Procedures for Safe Ingress and Egress BP 5142

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)

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

**Component:**

9. Safe and Orderly School: BP 5137

In order to create and maintain a safe and orderly environment, Lakeport Alternative Education Center annually publishes and shares with parents/guardians 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.

**Element:**

**Opportunity for Improvement:**

Objectives	Action Steps	Resources	Lead Person	Evaluation

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

**Lakeport Community Day School (same as Lakeport Unified School District) Student Conduct Code**

**Conduct Code Procedures**

10.1 School Wide Discipline Policy

In accordance with Education Code 35291.5, the following rules and procedures have been adopted by the Lakeport Unified School District Governing Board and are applicable and enforced at Lakeport Alternative Education Center schools.

Staff, students and families need to work together as a team to ensure success for all students. As a staff, we have established a set of rules that will create a successful learning environment. We commit to enforcing all rules consistently and fairly. Our interactions with students will promote and model positive interpersonal communications. Students are responsible to follow school rules, show courtesy to school personnel and other students, and be personally responsible for their behavior. They are expected to contribute to an environment that supports the learning of all students, and allows the staff to perform their duties. We ask that parents reinforce this concept and communicate with school personnel when necessary.

Lakeport Alternative Education Center offers a unique learning opportunity available to students in a variety of settings and programs. As an active participant in their education students must attend school regularly and make positive progress toward their goals and comply with the school rules and expectations: 1) Be safe; 2) Be responsible; and 3) Be respectful.

General School Rules:

1. Be respectful of others and their property.
2. Bring to school only those items that are necessary to do school work.
3. Use appropriate language.
4. If you are not legally allowed to possess an item, and it is not allowed on school grounds,



you cannot display or advertise it (no photos, videos, drugs, drug paraphernalia, guns or any discussion or mention of such items).

5. Food and drinks are allowed based on individual teacher discretion.

6. Students are not allowed outside the classroom without staff permission.

7. Once a student is on campus, they may not leave without being properly checked out through the office.

#### **(J) Hate Crime Reporting Procedures and Policies**

Harassment Policy: BP 5143 and BP 4119.11

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)

#### **Procedures for Preventing Acts of Bullying and Cyber-bullying**

6.2 Bullying Policy: BP 5132.2

"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 48900(r) 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 48900(r) is a suspendible offense.

In these current times, the prevalence of social media (Facebook, Twitter, YouTube, 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, the impact is negative for both students, families, and the school. Lakeport Alternative Education Center 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(S) 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:
  - That the school intends to take corrective action; or
  - That the investigation is incomplete to date and will be continuing; or
  - The school has not found adequate evidence to conclude that bullying, harassment

or intimidation occurred.

If the student remains 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 Mediations 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 Chief Deputy Superintendent at California Department of Education: Mary Nicely 916-319-0900.

**Safety Plan Review, Evaluation and Amendment Procedures**

**Safety Plan Appendices**

**Emergency Contact Numbers**

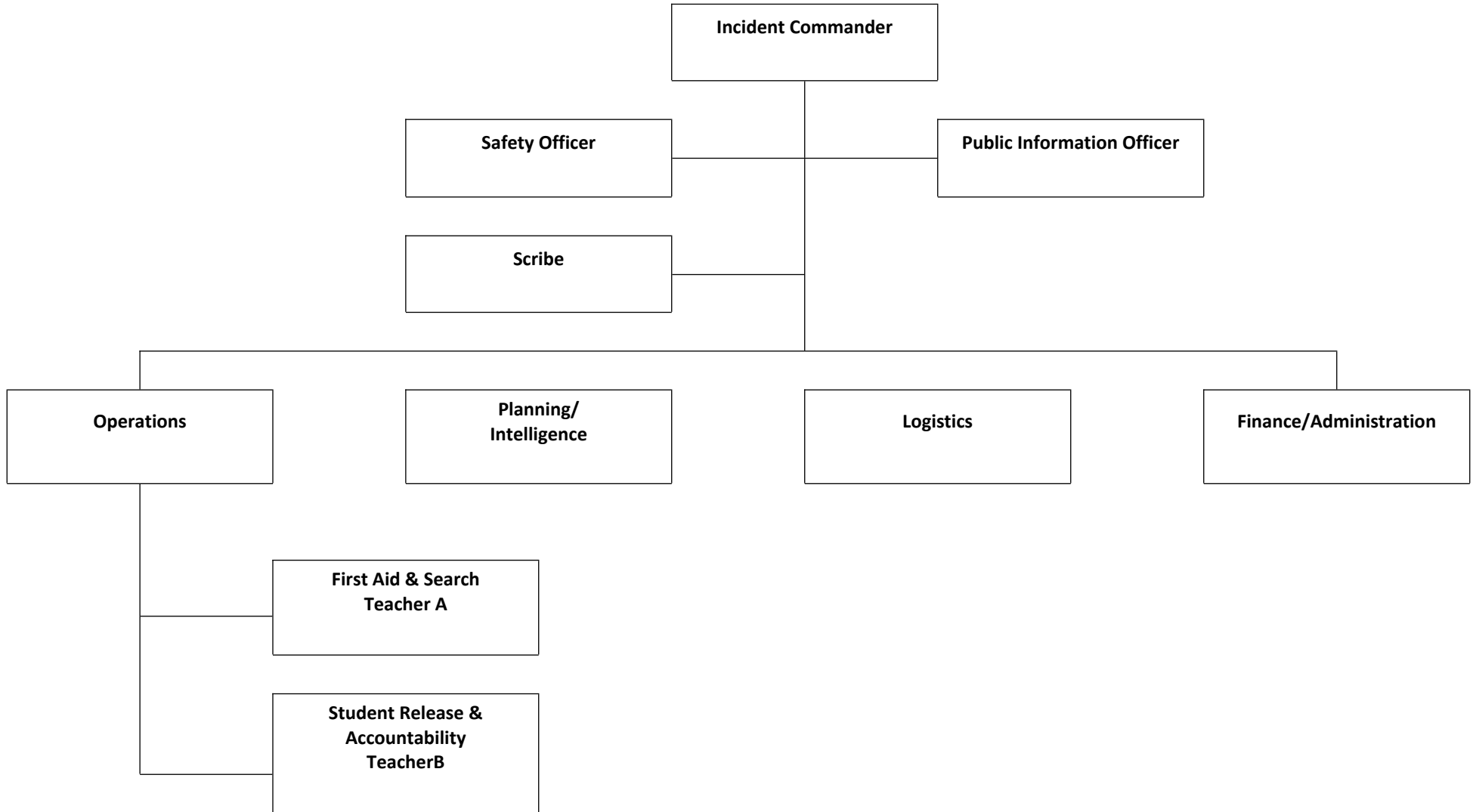
**Utilities, Responders and Communication Resources**

Type	Vendor	Number	Comments

**Safety Plan Review, Evaluation and Amendment Procedures**

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)

Lakeport Community Day School (same as Lakeport Unified School District) Incident Command System





## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

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

#### **Management**

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

#### **Planning & Intelligence**

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

#### **Operations**

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

#### **Logistics**

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

#### **Finance & Administration**

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

## **Emergency Response Guidelines**

**Step One: Identify the Type of Emergency**

**Step Two: Identify the Level of Emergency**

**Step Three: Determine the Immediate Response Action**

**Step Four: Communicate the Appropriate Response Action**

## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

### **Animal Disturbance**

### **Armed Assault on Campus**

### **Biological or Chemical Release**

### **Earthquake**

Earthquake emergency procedures shall be established in every school/program site building having an occupant capacity of 50 or more students, or more than one classroom, and shall be incorporated into the comprehensive school/program site safety plan. (Education Code 32282) Earthquake emergency procedures shall be aligned with the Standardized Emergency Management System and the National Incident Management System. (Government Code 8607; 19 CCR 2400-2450)

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

1. A school/program site building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff.
2. A drop procedure whereby each student and staff member takes cover under 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 District 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.

### **Fire in Surrounding Area**

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

Fire/Fire Alarm:

- Call 9-1-1 and School Resource Officer
- 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 the Superintendent of the 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)