

Lakeport Unified School District

2508 Howard Avenue
Lakeport, CA 95453
(707) 262-3000

COMPREHENSIVE SAFE SCHOOL PLAN 2023-2024 School Year

District Safety Committee

Staff Members

Matt Bullard, Superintendent

Dan Camacho, Director of Maintenance, Operations and Transportation

Darren Wells, Skilled Maintenance and LUCEA Representative

Lorena Lopez, TMS Paraprofessional

Amber Thornton TMS Assistant Principal

Rachel Paarsch, Director of Supplemental Support Services

Danielle Costa, LES Assistant Principal

Liesl Hendrix, CLHS Assistant Principal

Cary Stillman, LUSD Director of Special Education

Janeen Peterson, Director of Food Services

Chris Thornton, LUTA Representative

Diane Gunther, LUSD Health Services

Law Enforcement Members

Brad Rasmussen, Lakeport Police Chief

Dale Stoebe, Lakeport Police Lieutenant

Todd Freitas, School Resource Officer

Billy Roberson, Lake County Probation

Fire Personnel Member

Paul Reitz, Lakeport Fire Protection Chief

Parent Member

Melissa Aguirre, Parent

Anel Buechler, Parent

SAFETY COMMITTEE APPROVED: January 19, 2023 / May 4, 2023

BOARD APPROVED: February 8, 2023 / June 14, 2023

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Lakeport Unified School District

Phone: (707) 262-3000
 Address: 2580 Howard Avenue
 No. of Students: 1358
 No. of Teachers: 82
 No. of Staff: 95
 No. of Classrooms: 89

Superintendent: Matt Bullard
 Lakeport, CA 95453
 Fax: (707) 262-6304
 Email: mbullard@lakeportusd.org
 Web Site: www.lakeportusd.org

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	Site Principal	Direct Emergency Response Team, assist I.C. rumor control; communications
Facilities & Safety	Director of MOT	Gas, electrical, water shut-off; building safety and inspection; inform and direct emergency vehicles
Search & Rescue	Assigned by First Responders	Search & rescue for trapped, missing, or injured individuals.
Accountability	Site Secretaries	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 Back room	School Nurse and as assigned by First Responders	Maintain a portable First Aid kit. Set up a First Aid area; triage/treat as necessary; keep a list of injured and those transported to medical facilities.
Check out Post Front of Office	Site Secretaries	Maintain Student Emergency Cards; daily sign out sheets; verify student release and maintain Emergency Sign Out Log.
Student Safe Room	All Available Staff	Set up and maintain Student Safe Room; provide risk screening; facilitate student activities
Staff Safe Room	All Staff	Maintain Staff Safe Room – observe staff
Parent Liaison	Site Administration, or Student Family Advocate	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, Dashboard Information

2.1 Attendance This table displays the chronic absenteeism rates across all district schools District and state levels for the most recent year as obtained on the CDE DataQuest page ([DataQuest](#)).

Entity	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
Lakeport Unified School District	1,455	537	36.9%
Lake County	10,067	4,656	46.3%
California	5,315,972	1,639,091	30.8%

2.2 Suspensions and Expulsions

These tables displays the rate of suspensions and expulsions at Lakeport Unified School District. District and state levels for the most recent year as obtained on the CDE DataQuest page ([DataQuest](#)).

Suspension Data

Entity	Eligible Enrollment	Total Suspensions	Unduplicated Count of Students Suspended	Suspension Rate	Percent of Students with one suspension	Percent of students with multiple suspensions
Lakeport Unified School District	1,507	192	106	7.0%	57.5%	42.5%
Lake County	10,231	1,369	859	8.4%	68.1%	31.9%
California	5,387,624	277,362	181,563	3.4%	71.2%	28.8%

Expulsion Data

Entity	Eligible Enrollment	Total Expulsions	Unduplicated Count of Students Expelled	Expulsion Rate
Lakeport Unified School District	1,507	4	4	0.3%
Lake County	10,231	42	41	0.4%
California	5,387,624	4,069	4,040	0.1%

2.3 Other: High Level of Safety

Lakeport Unified School District

Visitors at all sites are asked to sign in with the front office upon arrival to any campus. There are multiple parking lots shared between our staff and students. All schools share a School Resource Officer and a Probation Officer. An established drill schedule is used to prepare for any emergency response.

2.4 Threat Assessment Procedures

The Superintendent shall establish a threat assessment team for the assessment of and intervention with individuals whose behavior may pose a threat to the safety of school staff or students. A particular threat assessment team may serve one or more schools as determined by the Superintendent. Each team shall include persons with expertise in counseling, instruction, school administration, human resources, and law enforcement. Each team shall:

- Provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self;
- Identify members of the school community to whom threatening behavior should be reported; and
- Implement school board policies for the assessment of and intervention with individuals whose behavior poses a threat to the safety of school staff or students.

LAKEPORT UNIFIED SCHOOL DISTRICT
PROCEDURES FOR SCHOOL THREAT ASSESSMENT PROGRAMS

PURPOSE

The purpose of this document is to establish procedures for the assessment and intervention with individuals whose behavior poses a threat to the safety of school staff or students.

DEFINITIONS

- A **threat** is a concerning communication or behavior that indicates that an individual poses a danger to the safety of school 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 **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.

- **Aberrant behavior** is that which is atypical for the person or situation and causes concern for the safety or well-being of those involved. Aberrant behavior for an individual involves actions, statements, communications or responses that are unusual for the person or situation; or actions which could lead to violence toward self or others; or are reasonably perceived as threatening or causing concern for the well-being of the person. These can include (but are not limited to):

- Unusual social distancing or isolation of subjects from peers and family members;
- Sullen or depressed behavior from an otherwise friendly and positive person;
- Out of context outbursts of verbal or physical aggression;
- Increased levels of agitation, frustration and anger;
- Confrontational, accusatory or blaming behavior;
- An unusual interest in or fascination with weapons; and/or
- Fixation on violence as a means of addressing a grievance.

- 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/others, at this time; but exhibits behaviors that indicate a continuing intent and potential for future violence or serious harm to self/others; 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 or identifiable 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 a modification of 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 in or benefit from the services, programs, or activities of the division. A determination that a person with a disability poses a direct threat may not be based on generalizations or stereotypes about the effects of a particular disability and must be based on an individualized assessment, based on reasonable judgment relying on current medical evidence or on the best available objective evidence, to determine: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures will mitigate the risk.

THREAT ASSESSMENT TEAM

- The threat assessment team should include persons with expertise in counseling (e.g., a guidance counselor, a school psychologist and/or school social worker), instruction (e.g., a teacher or administrator with instructional experience), school administration (e.g., a principal or other senior administrator from the school(s) covered by the team and human resource professionals); and law enforcement (typically a School Resource Officer). Other school staff (or community resources) may serve as regular members on the team, or be consulted during the threat assessment process, as appropriate, and as determined by the team.
- School threat assessment teams should have a designated team leader, typically a principal or other senior administrator for the school(s)
- Team members shall work collaboratively with each other, with other school staff, and (as appropriate) with community resources to support the purposes of the team and the safety of the school and its students and staff.
- The threat assessment team leader may designate a subset of team members to triage cases reported to the team. This triage process serves to screen cases and determine their appropriateness for review and/or action by the full team. If the team elects to implement a triage process, at least two members of the team will review initial reports of concern to determine if existing resources and mechanisms are sufficient to address those concerns, or whether the full team should further assess and manage the situation. All members of the team should have an opportunity to review triaged cases to ensure they have been adequately addressed.
- Unless it is not feasible to do so, all team members should be involved with the assessment and intervention of individuals whose behavior poses a threat to the safety of school staff or students.
- Team members shall actively, lawfully, and ethically communicate with each other; with school administrators; and with other school staff who have a need to know particular information to support the safety and well-being of the school, its students and its staff.
- In fulfilling statutory responsibilities, school threat assessment teams shall:
 - Provide guidance to students, faculty, and staff regarding recognition of threatening behavior that may represent a threat by conducting presentations, broadly disseminating relevant information, and ensuring access to consultation from threat assessment teams;
 - Clearly identify members of the school community to whom threatening behavior should be reported;
 - Implement school board policies in an effective manner for the assessment of and intervention with individuals whose behavior poses (or may pose) a threat to the safety of school staff or students, including (where appropriate) referrals to community service boards or health care providers for evaluation or treatment.

PROCEDURES

- Identifying and Reporting Threats
 - When an individual makes a threat or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation, the [School Division] Threat Assessment Guidelines shall be followed. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe and secure school environment, to protect and support potential victims, and to provide assistance, as needed, to the individual being assessed.
 - Regardless of threat assessment activities, disciplinary action and referral to law enforcement are to occur when required by school board policy or the Code of California.

- Threats of self-harm by students. For any individual, when threats of self-harm are accompanied by threats to harm others, or investigation suggests the existence of a threat to others, the threat assessment team shall be notified and take appropriate action to prevent acts of violence. The threat assessment team shall work collaboratively with other entities involved in the case.
- All school division employees, volunteers, and contractors are required to report immediately to the designated school administrator any expression of intent to harm another person, concerning communications, or concerning behaviors that suggest an individual may intend to commit an act of violence.
- Anyone who believes that a person or situation poses a clear and immediate threat of serious violence that requires containment shall notify school security and/or law enforcement in accordance with school board policies on Critical Incident Response.
- In accordance with the Education Code and California state law, certain types of threats require immediate notification to law enforcement. The principal shall immediately report to the local law enforcement agency:
 - Assault and battery that results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person, on a school bus, on school property, or at a school-sponsored activity;
 - Threats against school personnel while on a school bus, on school property or at a school-sponsored activity;
 - Illegal carrying of a firearm onto school property;
 - Illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, or explosive or incendiary devices, or chemical bombs, on a school bus, on school property, or at a school-sponsored activity;
 - Threats or false threats to bomb made against school personnel or involving school property or school buses;
 - The school administrator shall also immediately report any act noted above that may constitute a criminal offense to the parents and/or guardians of any minor student who is alleged to have committed the act and shall report that the incident has been reported to local law enforcement, as required by law. The school administrator shall inform the parents and/or guardians that they may contact local law enforcement for further information, if they so desire. In addition, the school administrator may report other threats to the local law enforcement agency as necessary and appropriate.

- Assessing Threats

- When a threat is reported, the school administrator and/or threat assessment team leader shall initiate an initial inquiry/triage and, in consultation with the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. Upon notification of threatening behavior or communications, the school administrator or threat assessment team leader shall determine if an imminent threat is believed to exist. If the individual appears to pose a clear and immediate threat of serious violence, the administrator shall notify law enforcement in accordance with School Board policies. [Note: In accordance with “Model Crisis, Emergency Operations and Medical Response Plan,” school responses may include actions such as evacuation, lockdown, and shelter in place.]

- If there is no reasonably apparent imminent threat present, or once such an imminent threat is contained, the threat assessment team leader shall ensure that the situation is screened/triaged to determine if the full threat assessment team needs to be involved. This triage may include (as necessary and appropriate):
 - Review of the threatening behavior or communication.
 - Review of school and other records for any prior history or interventions with the individual(s) involved.
 - Conducting timely and thorough interviews (as necessary) of the person(s) who reported the threat, the recipient(s) or target(s) of the threat, other witnesses who have knowledge of the threat, and where reasonable, the individual(s) who allegedly engaged in threatening behavior or communication. The purpose of the interviews is to evaluate the individual's threat in context, so that the meaning of the threat and intent of the individual can be determined.
- If it is determined that the threat is no identifiable or a low threat of violence or harm to self or others, and the threat assessment team determines that no further assessment, intervention, or monitoring is required at this time to prevent violence:
 - The threat assessment team leader shall ensure that the incident and review is adequately documented via [cite School Division documentation source here]. The threat assessment team shall maintain the documentation in accordance with School Board policy. [NOTE: A sample Threat Assessment and Response Form is provided as part of this guidance document. The form will be available at the Lake County Office of Education website and may be adapted to meet the needs of the school].
- If the individual (about whom the report was made) does not pose a threat but could benefit from or is in need of some other need of assistance, the threat assessment team leader shall ensure that the individual is referred to the appropriate school or community-based resources.
- If it cannot be determined with a reasonable degree of confidence that the alleged threat is no/low threat, then a more in-depth assessment is to be undertaken by the threat assessment team to determine the nature and degree of any safety concerns and to develop strategies to prevent violence and reduce risk, as necessary. The assessment may include but not be limited to reviews of records; interview and consultation with staff, students or community who know the individual; and interviews of the individual and the target/recipient of the threat(s).
- Based on information collected, the school threat assessment team shall determine strategies to mitigate the threat and provide intervention and assistance to those involved, as needed.
- Upon a determination that a student poses a threat of violence or physical harm to self or others, a threat assessment team shall immediately report its determination to the Superintendent or designee. The Superintendent or designee shall immediately attempt to notify the student's parent or legal guardian.
- In instances where the threat is deemed moderate risk or high risk, or requires further intervention to prevent violence or serious harm, the school administrator **shall** notify the parent and/or guardian of any student who is the target/recipient of a threat as well as the parent and/or guardian of any student who made the threat.

- In cases involving no/low risk threats, the school administrator **may** notify the parent and/or guardian of any student who is the target/recipient of a threat and/or may notify the parent and/or guardian of any student who made the threat.
- Intervening, Monitoring, and Resolving Threats
 - If it is determined that an individual poses a threat of violence, the threat assessment team shall develop, implement, and monitor an individualized plan to intervene with, address and reduce the threat. The threat assessment team shall maintain documentation in accordance with School Board policy.
 - The threat assessment team shall assist individual(s) within the school who engaged in threatening behavior or communication, and any impacted staff or students, in accessing appropriate school and community-based resources for support and/or further intervention.
 - For each case, a member of the threat assessment team shall be designated as a case manager to monitor the status of the individual(s) of concern (in that case) and to notify the threat assessment team of any change in status, response to intervention/referrals, or additional information that would be cause for a re-assessment and changes in intervention strategies. Updates regarding the case are to be documented in accordance with School Board policy. These updates are to be submitted regularly (e.g., at least every 30 days) until the case is resolved and is no longer assessed to pose a threat to the school or its staff or students.
 - Resolution and closure of the case is to be documented in accordance with School Board policy. [NOTE: A sample Threat Assessment and Response Form is provided as part of this guidance document. The form is available at the Lake County Office of Education’s website and may be adapted to meet the needs of the school].

Lakeport Unified School District works closely with the Lakeport Police Department and Lake County Probation over the course of the year. The district shares employment with Lakeport Police Department and Lake County Probation to provide a full-time School Resource Officer and a full-time Probation Officer during regular school hours and after school hours for certain occasions, such as largely attended activities and dances. Three members of the police and probation departments regularly attend district safety committee meetings throughout the school year. Lakeport Unified has previously allowed the Lakeport Police Department, Lake County Sheriff Department, and the FBI access to campus for the purposes of holding an “active shooter training” for all Lake County law enforcement agencies.

3. Strategies and Programs

3.1 Child Abuse Reporting Procedures - Board Policy 5141.4

All LUSD staff will complete online Keenan Training by October 1, 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:

https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/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

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 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 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 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)

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

Lockdowns

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

Intruder on Campus

- Lock Doors
- Stay quiet and turn off cell phones
- Seek shelter under desk and away from windows
- Find items that can be used to defend yourself and others – and develop a plan to defend yourself if the perpetrator enters the room
- Do not open the door for anybody. Law enforcement have keys
- Law Enforcement may come in with their guns drawn. If law enforcement enters, everyone is 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
- Not in your visual vicinity - Run to the nearest building
- *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

- Continue doing assigned work/instruction
- Remain in classroom
- Restroom and Lunch Time Instructions will be given by site administration
- Wait for the “All Clear” announcement before releasing students

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 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 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, 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 Fire Drill Schedule

Month	Date	Time
August	August 14 (All)	
September	September 11 (LES, TMS)	
October	October 16 (LES, TMS)	
November	November 13 (All)	

December	December 11 (LES, TMS)	
January	January 22 (LES, TMS)	
February	February 12 (All)	
March	March 11 (LES, TMS)	
April	April 15 (LES, TMS)	
May	May 13 (All)	

2023 - 2024 Lockdown Drill Schedule

Sites	Date
All	August 10
All	January 11

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 2023 – Great California Shakeout	10:00 am hour

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.

5. 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.

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

6.1 Harassment Policy: 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)

6.2 Bullying Policy: BP 5131.2 "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 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, the impact is negative for both students, families, and the school. Lakeport Unified School District 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:
 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 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: 916-319-0900

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 Unified School District 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
- Pajamas, including slippers
- 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.

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](#))

9. Positive School Climate: BP 5137

In order to create and maintain a safe and orderly environment, Lakeport Unified School District 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 from their respective school.

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.

9.1 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 Unified School District's 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.

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.

9.2 LUSD Progressive Discipline Handbook

The Lakeport Unified School District Progressive Discipline Guide is a support guide to assist site personnel in district-wide implementation of evidence-based behavior practices and interventions. The document is also intended as a resource to administrators, teachers and support staff who are responsible for: (a) ensuring students' due process rights are provided, (b) delivering fair and consistent consequences, and (c) communicating disciplinary actions and recommendations to the central office staff.

10. Roles and Responsibilities of School Staff

10.1 School Nurse - Under the direction of the Director of Special Education, the school nurse provides direct school nursing services; assists in planning school health programs; and serves as a resource person in preparing health education curricula. Performs other related duties as required. Performs specialized health care procedures for students in pre-K-12. Maintains student health records and files, updates immunization records and completes state audits.

10.2 School Resource Officer - Teaches a variety of drug-resistance classes; assists with student discipline and counseling; ensures school district policies and school rules are followed; maintains statistical data on assigned programs; fosters a positive relationship between law enforcement, students and school staff, and annually trains and performs three main roles: law enforcer, mentor/counselor, and educator.

11. Integrated Pest Management - AR 3514.2

The Superintendent or designee shall designate an employee at the district office and/or school site to develop, implement, and coordinate an IPM program strategy that incorporates effective, least toxic pest management practices.

The IPM coordinator shall prepare and annually update a districtwide or school site IPM plan based on the template provided by the California Department of Pesticide Regulation (DPR).

The IPM plan shall include the name of the district and/or school IPM coordinator, the pesticides expected to be applied at the school site by district employees and/or pest control applicators, and a date that the plan shall be reviewed and, if necessary, updated. (Education Code 17611.5)

The district shall use pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment. Such pesticides shall only be used after careful monitoring indicates they are needed according to pre-established guidelines and treatment thresholds. (Food and Agricultural Code 13181)

The IPM plan and this administrative regulation shall not apply to reduced-risk pesticides, including self-contained baits or traps, gels or pastes used for crack and crevice treatments, antimicrobials, and pesticides exempt from registration by law. (Education Code 17610.5; 3 CCR 6147)

12. Safety Plan Compliance BP 0450

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 Lakeport Unified School District and is readily available for inspection by the public.

12.1 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.

December 31st	Approval from School Site Councils
January 31st	Safety Committee Community/Civic Leader/Law
February 28th	Board Approval
March 1st	Safety Plan posted to school website and submitted to the California Department of Education

12.2 Safety Plan Dissemination

- (1) Before adopting its comprehensive School Safety Plan, the School Site Council 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 District Safety 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 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 each year of any schools that have not complied with Section 32281.