

# Loma Vista School

## Safe Schools Plan 2017-2018

### Planning Committee Members:

#### Safety Team Members Signature Page:

School Principal: (Aaron Sauberan) Aaron Sauberan

Assistant Principal: (Jeana Peyton) Jeana Peyton

Teacher in Charge: (Sarah Valim) Sarah Valim

Teacher: (Christine Garcia) Christine Garcia

Teacher: (Jessica Allemandi) Jessica Allemandi

Teacher: (Rebekah Newman) Rebekah Newman

School Office Manager: (Hildi Strandberg) Hildi Strandberg

Custodian: (Brenda Blecher) Brenda Blecher

Parent: (Kelly Allen) Kelly Allen

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# Section 1: Incident Response Team, Disaster Procedures

A contingency plan for emergencies is contained in a handbook available to each staff member. The plan is reviewed at the beginning of each school year. This plan also contains available district and outside agency resources, emergency disaster procedures and information on Standardized Emergency Management System.

## Loma Vista School INCIDENT RESPONSE TEAM

Incident Coordinator:	2017-2018 Aaron Sauberan
Incident Coordinator Assistant:	Jeana Peyton
Scribe(s):	Hildi Strandberg
Operations/Logistics:	Sarah Valim
Operations/Logistics Assistant:	Jessica Allemandi/Christine Garcia
Safety:	Liz Bilinsky/Ernesto Espinoza
Liaison/Intelligence:	Aaron Sauberan / Rebekah Newman
Intelligence:	Aaron Sauberan / Chico PD
Public Information:	District Office Personnel

### Responsibilities of Incident Coordinator

Aaron Sauberan, Jeana Peyton

- Notify 9-1-1 and district office
- Take proactive action to stabilize the scene.
- Assess potential danger and unsafe conditions.
- Assume command; select and establish appropriate command post.
- Establish communication with appropriate officials to determine specifics of location and threat level.
- Classify threat level: Brief incident personnel.
- Invoke EMERGENCY AUTHORITY to assert immediate action plan to correct unsafe conditions.
- Supervise and direct the activities of all personnel.
- Provide regular updates of the scope and size of the incident to Incident Command personnel.
- Work with District Personnel to approve the release of all information to the news media.
- Refer pertinent information to Operations/Logistics.
- De-escalate process: Coordinate reports to all Incident Command personnel.
- Set objectives and approve plans for return to normal operations.
- Complete activity log, and after-incident reports for school debriefing.
- Prepare plan of incident for debriefing.

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### Responsibilities of Incident Coordinator/Assistant(s)

Aaron Sauberan/ Jeana Peyton

- Communicate to staff as directed by the Incident Coordinator.
- Identify responding agencies to determine locations of all assisting personnel.
- Continually update incident action plans.

- Maintain activity logs, and complete after-incident reports.
- 

#### Responsibilities of Scribe(s)

Hildi Strandberg

- Maintain ongoing command post journal.
  - Maintain and display an updated map of the incident location and response.
  - Update minutes from briefings.
- 

#### Responsibilities of Operations/Logistics

Sarah Valim

- Work with responding agencies.
- Advise the Incident Coordinator of resources needed.
- Coordinate and process requests for additional resources.
- Issue operational orders to implement directives of the Incident Coordinator.
- Provide Incident Coordinator with frequent status updates.
- Provide information to appropriate emergency/responding agencies.
- Establish staging area for resource delivery.
- Maintain an activity log, and prepare after-activity reports for debriefing.
- Request resources with Public Information/district office and supporting agencies.
- Inform Incident Coordinator of resources being deployed.

#### Responsibilities of Operations/Logistics Assistant

Jessica Allemandi/Christine Garcia

- Maintain a visible chart of resources requested.
  - Maintain staging area, and staging personnel.
  - Establish and maintain communications between staging area and Operations/Logistics.
  - Maintain a log of the agencies deployed, and the location of safety personnel
- 

#### Responsibilities of Safety/Logistics

Liz Bilinsky/Ernesto Espinoza

- Coordinate escort of students to guardians.
  - Maintain log of students remanded to guardians.
  - Monitor operational activities to assess potential danger and unsafe conditions.
  - Maintain a safe and clear entrance and exit to site.
- 

#### Responsibilities of Liaison/Intelligence

Chico PD/ Aaron Sauberan

- Identify agency representatives/emergency personnel upon arrival and alert Incident Coordinator.
  - Maintain contact with responding agencies, and locations of assisting personnel.
- 

#### Responsibilities of Public Information

DISTRICT OFFICE PERSONNEL

- Prepare information summary on media coverage for command post personnel.
- Provide an escort to media and other officials to designated meeting areas as necessary.
- Arrange for meetings between news media and incident personnel as directed by the Incident Coordinator.
- Obtain copies of all media released and post them in the command post for review.



# Code Red Lock Down

## THREAT LEVELS AND CORRESPONDING EMERGENCY ACTION

Notification of emergency will be announced by the site Administrator

### Code Red (Armed Intruder)

#### • Option 1: Barricade

- Immediately proceed to classroom or other securable building.
- Lock doors, Lights off, Curtains/windows closed.
- Fortify doors and windows with available furniture
- Students on ground or hidden
- Wait for instructions from Incident Coordinator

#### • Option 2: Evacuate

- Flee away from threat.
- Communicate via Catapult EMS

#### • Option 3: Counter

- Last resort, take all actions necessary to distract intruder and escape.

### CODE RED/ Imminent Threat

*Follow directions of Incident coordinator: LOCK DOWN or EVACUATE*

#### When the CODE RED (lockdown) alert is given, take the following actions:

- Immediately proceed to classroom or other securable building.
- Lock doors, Lights off, Curtains/windows closed.
- Students on ground or hidden.
- Wait for instructions from Incident Coordinator via Catapult EMS

#### When the Evacuate order is given, take the following actions:

- Immediately vacate the building using the Fire Drill Evacuation Map
- Communicate via Catapult EMS

### Code Yellow: Precautionary

- No immediate danger
- Duration unknown.
- Keep doors locked.
- Keep curtains/windows closed
- Lights can remain on
- No unsupervised movement outside of buildings.
- Wait for instructions and updates from appropriate site administration.

## NEED ASSISTANCE

During a lockdown, the “NEED ASSISTANCE” page can be placed in a window to notify police and emergency personnel that staff or students need assistance as soon as possible. The following are reasons that you may need to post this sign:

- 1) Injury
- 2) Medical Need

# BOMB THREAT PROCEDURE

**BOMB THREAT:** A suspected bomb or explosive device **has been reported, but not located.**

**BOMB EMERGENCY:** **A bomb has been located.**

## BOMB THREAT PROCEDURE

All threats directed toward the school will be taken **seriously**. The site administrator will contact law enforcement and initiate next steps. The site administrator will be responsible for communicating necessary procedures/actions to staff and District Office.

## BOMB EMERGENCY PROCEDURE:

1. **Do not in any way handle or move a suspected explosive device.**
2. **Call 911.** The dispatcher will ask for information. Call the district office at 891-3001 ext. 149.
3. Announce "this is an evacuation" over the school PA system
4. Account for students via Catapult EMS and evacuate in an orderly manner.
5. Move students a safe distance from the buildings or bomb site and account for all students Via Catapult EMS.
6. If necessary, render first aid.
7. Be aware of potential second device - stay away from original bomb site, buildings or vehicles. Open areas are best location for gathering/accounting process.
8. Return to the buildings only when the ALL CLEAR signal is given.

# Fire/Explosion

## FIRE

1. Sound the school fire alarm.
2. Announce "This is an evacuation" over the school PA system.
3. Teachers and staff will:
  - Clear room(s)
  - Lock doors and windows
  - Bring attendance/student related documents
  - Escort students to designated area and conduct roll call via Catapult EMS
  - Maintain control of students at a safe distance from fire, fire personnel and equipment
  - If necessary, render first aid.
4. An ALL CLEAR signal will be given indicating conditions are safe for returning to classrooms.

## EXPLOSION

The following actions should be taken when an explosion occurs:

1. Staff with students should **drop and cover**.
2. **Assess** the situation and decide on necessary actions (e.g., evacuation).
3. **Inform** the office of the situation as quickly and calmly as possible.
4. **Render** first aid if necessary.
5. Wait for instructions from Incident Coordinator via Catapult EMS.

# SHOTS HEARD OR FIRED

1. If you are in the area of a **crime in progress near campus**, do not attempt to interfere with or apprehend the suspect except for self-protection. IF YOU HAVE STUDENTS WITH YOU AND THE SUSPECT IS IN POSSESSION OF A WEAPON, DIRECT THEM TO DROP, COVER AND REMAIN MOTIONLESS. IN THE EVENT THAT GUNFIRE IS HEARD, EVERYONE SHOULD BE INSTRUCTED TO LIE FLAT ON THE GROUND. If the suspect does not have a weapon, move students away from the scene of the crime in an orderly fashion.
2. If situation permits, make note of details:

## VEHICLE

License plate number  
Type of vehicle  
Color of vehicle  
Damage to vehicle  
Occupant(s)

## PERSON

Height  
Weight  
Gender/race  
Color of hair  
Color of clothing  
Weapons

3. **Call 911:** give your name and location and advise them of the situation.
4. Call your school's main office. The main office will call the district office at 891-3001
5. If necessary, render first aid.
6. Teachers will be notified by the Principal or designee to follow the **CODE RED LOCKDOWN PROCEDURE**.

# Earthquake

Earthquakes usually strike without warning. Therefore, earthquake drills are at designated times throughout the year. To ensure student and staff safety, use the following procedures:

## 1. INSIDE SCHOOL BUILDING:

The teacher or person in authority implements Action DUCK, COVER, HOLD. All students and staff should immediately turn away from glass areas and place themselves under tables and desks. Move away from windows where there are large panes of glass and out from under heavy, suspended light fixtures. When the earthquake is over, initiate EVACUATION—giving special consideration to exit routes to ensure safety. Take roll via Catapult EMS.

## 2. OUTSIDE SCHOOL BUILDING:

The teacher or person in authority directs students to safe place out in the open, away from any potential falling objects (i.e. trees, portable backstop, power lines, buildings, etc.). Stay there until the earthquake is over. Take roll via Catapult EMS.

3. When the earthquake is over initiate EVACUATION. Special consideration should be given to exit routes to ensure safety.
4. If necessary, render first aid.

## VEHICLE

License plate number  
Type of vehicle

# Evacuation

Earthquakes usually strike without warning. Therefore, earthquake drills are at designated times throughout the year. To ensure student and staff safety, use the following procedures:

## 1. **INSIDE SCHOOL BUILDING:**

The teacher or person in authority implements Action DUCK, COVER, HOLD. All students and staff should immediately turn away from glass areas and place themselves under tables and desks. Move away from windows where there are large panes of glass and out from under heavy, suspended light fixtures. When the earthquake is over, initiate EVACUATION—giving special consideration to exit routes to ensure safety. Take roll via Catapult EMS.

## 2. **OUTSIDE SCHOOL BUILDING:**

The teacher or person in authority directs students to safe place out in the open, away from any potential falling objects (i.e. trees, portable backstop, power lines, buildings, etc.). Stay there until the earthquake is over. Take roll via Catapult EMS.

3. When the earthquake is over initiate EVACUATION. Special consideration should be given to exit routes to ensure safety.

4. If necessary, render first aid.

# **ACTIVE SHOOTER**

## I. **PURPOSE**

An active shooter or armed intruder on school property involves one or more individual's intent on causing physical harm and/or death to students and staff. Such intruders may also possess a gun, a knife, a bomb or other harmful device. An Active Shooter or armed intruder will result in law enforcement and other safety and emergency services responding to the scene as quickly as possible.

Once law enforcement arrives, it is critical to follow the instructions of, and cooperate with, law enforcement officers. The School Incident Commander will be relieved by a law enforcement official as soon as possible. The law enforcement official will now be the Incident Commander with complete jurisdiction over the scene. The school is a crime scene and will require a thorough search and processing.

## II. **RESPONSIBILITIES**

### A. **School Incident Commander/Principal**

- Upon Notification of an active shooter or armed intruder on campus, immediately direct staff to call 911 if it is unknown whether or not 911 notification has already taken place. 911 call should provide the name and exact location of the school, the nature of the emergency, number and description of intruders (if known), type of weapon(s), area of the school where last seen, actions taken by the school, and whether there are on-site security or law enforcement officers). Caller will remain on the line to provide updates.
- Initiate ALERT protocols. Notification to the building occupants will be made using all available means. Notification shall provide any information regarding the on-going situation that will

assist the building occupants in making a good decision as to their best survival response option. Typically, information that answers the basic questions of “Who? What? Where? When? How?” will provide the necessary details to make an informed decision.

- Secure the administration office as a command post and retrieve the critical information and data about the school’s emergency systems, including communications, staff and students locations, detailed floor plans and other important information, documents, items, and supplies that are prepared and readily available for use during the incident. If the incident is occurring at the administration office, designate an alternate command post.
- Direct command post staff to maintain contact with teachers reporting pertinent emergency information via [Catapult EMS – used by school]. All information received via eye-witnesses or through the in-house surveillance camera system will be used to INFORM the building occupants of the event in as real-time as possible.
- Notify the Superintendent’s office and request activation of the communications plan for media and parent notification protocols.
- Staff and students outside the building will EVACUATE to an off-site relocation center /Rally Point.
- Direct support staff outside to stop pedestrians and vehicles from entering the school grounds until law enforcement arrives.
- Ensure that any buses in route to the school are redirected to a designated relocation site.

## **B. Teachers and Staff**

- The first person to note indication of an active shooter or armed intruder, as soon as it is safe to do so, should call 911, then notify the School Incident Commander/Principal.
- If in close proximity to the danger, assess the situation for the best survival option. EVACUATE if at all possible. If not, gather assistance and engage in conducting an Enhanced LOCKDOWN of the area. If the active shooter or armed intruder has made contact, you have the option to use COUNTER strategies, and then EVACUATE.
- Individuals who are not in the immediate danger area should gather information about their classroom’s immediate situation. Account for all students or other individuals sheltered in their room.
- Assess the ability to safely EVACUATE the building. If there is no safe manner to EVACUATE the building, have others assist in conducting an Enhanced LOCKDOWN of the room.
- Rooms in Enhanced LOCKDOWN shall pay attention to all announcements providing event details. If the circumstances change and EVACUATE becomes a viable option, a decision can be made to leave the location and EVACUATE to the RALLY POINT.
- Unless evacuating, rooms in Enhanced LOCKDOWN, shall remain secured until personally given the “All Clear” by the Incident Commander or a law enforcement officer in uniform.

- If an active shooter or armed intruder enters the classroom individuals have the option to use whatever COUNTER strategies necessary to keep the students safe. This may include any and all forms of resistance to the threat.
- If an active shooter or armed intruder enters and begins shooting, any and all actions to stop the shooter are justified. This includes, making noise, moving about the room to lessen accuracy, throwing items (books, computers, phones, book bags) to interfere with the ability to shoot accurately, safely exiting out windows, and taking control of the intruder. Anyone not involved in COUNTER strategies should get out anyway possible and move to another location.

### **III. OTHER PROCEDURES**

- After the active shooter or armed intruder(s) has been subdued, the School Incident Commander/ Principal in consultation with the law enforcement Incident Commander will announce an ALL CLEAR and EVACUATION and relocation to an alternate site for FAMILY REUNIFICATION.
- If staff or students are injured, assist them out of the building to the nearest emergency medical personnel.
- The School Incident Commander will notify officials at the relocation site of the EVACUATION and to activate FAMILY REUNIFICATION protocols.
- The School Incident Commander will request bus transportation or alternate transportation to the relocation site.
- The School Incident Commander will activate the communications plan to deal with media and parent notification protocols, and direct parents to go to the relocation site.
- Those who remained secured in an Enhanced LOCKDOWN, will EVACUATE the building using the designated exit routes and alternate routes to the assigned assembly areas, take attendance and move to the buses for transport.
- The School Incident Commander will activate the crisis response team and active MENTAL HEALTH AND HEALING procedures and/or notify area mental health agencies to provide counseling and mental health services at the relocation site.
- The School Incident Commander will debrief appropriate school personnel.
- The Superintendent or designee, in consultation with law enforcement officials, will determine when the school can resume normal activities and communicate the information to parents and the public.

## Section 4: Substitute Teacher Procedures

### Substitute Teacher: Critical Information checklist

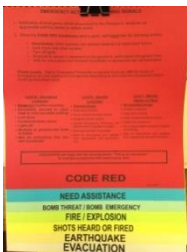
Room# \_\_\_\_\_ Teacher

Name \_\_\_\_\_

- Leave cellphone number and e-mail with main office
- Lock Door and Slide Lock Blok



- Locate Code Red Flip Chart



- Locate first aid supplies
- Locate emergency bucket
- Locate evacuation maps by door
- Locate fire extinguisher
- Phone/Intercom instructions are posted by phone
- Lesson Plan Contains the following
  - Seating Chart
  - Student Conflict Issues
  - Health and Medical Alerts
  - Discipline referral forms
  - Special Instructions

## **Section 5: Vision and Mission Statement**

### **Vision:**

- Loma Vista School will provide a safe, orderly, and secure environment conducive to learning.
- Loma Vista School will create a school in which pupils will attend regularly and be safe from both physical and social-psychological harm.
- Loma Vista School will work collaboratively with the district office and school board to identify, establish and use strategies and programs to comply with school safety laws.
- Loma Vista School will develop a plan to work cooperatively and collaboratively with parents/guardians, pupils, teachers, administrators, counselors and community agencies, including law enforcement, to provide a safe and orderly school and neighborhood.
- Loma Vista School will develop an program that will focus on high expectations of pupil performance and behavior in all aspects of the school experience.
- Loma Vista School will work collaboratively with elementary schools to assist in a smooth transition from preschool to elementary school.
- Loma Vista School will solicit the participation, views, and advice of teachers, parents, school administrators, and community members and use this information to promote the safety of our pupils, staff and community.

### **Mission Statement:**

The Loma Vista School staff is committed to providing a safe, enriched, student centered integrated preschool environment in which all students can: realize his/her potential to the fullest extent possible; strive for personal independence; learn skills specified in her/her Individual Education Plan (IEP); obtain preschool foundations skills necessary to successful transition to kindergarten; develop respect for self and other.

## **Section 6: School Profile**

### **School Climate:**

Leadership at Loma Vista School is a shared process. A proactive role is assumed in all phases of the school operation. The current Administration team is committed to developing Loma Vista School toward excellence in the areas of academic and social and emotional behavior.

The Administration team sets a positive tone for the school, guides the staff and works closely with them on curriculum and school safety issues. The school site's organizational structure is open and flexible contributing to sensitivity concerning school safety issues and promoting a safe, orderly school environment conducive to learning.

Students feel safe in a well-disciplined environment where everyone is respectful, responsible, and resourceful. Loma Vista is known for its unified and cooperative staff. Our office staff is welcoming, efficient, and professional.



**Faculty innovation:**

The teachers at Loma Vista School are highly qualified, with many teachers holding specialist training and advanced degrees. Teachers have specific training in the following areas: behavioral management, Autism, Childhood Development, Differentiated instructional strategies, ABA, Discrete Trial Training, Developmental Instruction, TEACCH, and Pivotal Response Training. The staff is united in their desire to provide quality education for all pupils. Teachers collaborate on a weekly basis and use data from common assessments to improve student learning and teaching. Furthermore, classrooms and teachers provide a safe, orderly learning environment, enhance the experience of learning, and promote positive interactions amongst pupil and staff. Instructional time is maximized and disruptions are minimized. The curriculum is diverse in meeting the needs of all students. The program offers integrated learning environments for students with and without disabilities.

Service Delivery options include special day classes (preschool), intensive Autism services (extended day programs), individual and small group instruction, speech and language, adapted physical education, social skill development, and social language groups.

Staff development is ongoing in the area of autism. School psychologists, teachers, instructional assistants and other service providers receive ongoing training in issues related to autism.

**Student Diversity:**

Loma Vista School provides services for students with a variety of disabilities. Loma Vista primarily houses pre-school programs for children with identified disabilities ages 3-5 years. There are ten pre-school classrooms and one classroom for students with moderate to severe disabilities. Specific descriptions of these classrooms are: self-contained special day classrooms; full inclusion special day classrooms; and one special day class for young adults. These classrooms serve students with a range of disabilities including delays in Intellectual disabilities, language delays, social impairment, academic readiness, behavior, and autism. Classrooms are organized to serve students based on their age and areas of need.

**Student Advocacy:**

Creating a safe school requires having in place many preventive measures for children's mental and emotional problems. Schools can reduce the risk of violence by teaching children appropriate strategies for dealing with feelings, expressing anger in appropriate ways and resolving conflicts.

Three school psychologists are assigned to Loma Vista one is full time, and two have their office at Loma Vista while providing services to other school sites as well.

Loma Vista provides professional development for teachers, IPS staff, and parents. Among the goals of such programs are to help others establish and nurture a healthy sense of self-confidence and self-control, to develop personal and social responsibility and to enhance academic success.

## **Section 7: California Safe Schools Assessment**

### **California Safe Schools Assessment:**

Loma Vista School actively participates in the California Safe Schools Assessment. Data is collected, reported, and reviewed on all behavioral on the school campus. Loma Vista School recognizes that a safe school continually assesses its progress by identifying problems, collecting information regarding progress toward solutions, and by sharing this information with families. The school is proactive with respect to monitoring behavior and any incident reports or behavior emergency reports. School staff follows all mandated behavior requirements including the development of behavioral intervention plans and functional behavioral analysis when necessary. Teachers are trained in “best practices”, teaching replacement behaviors, looking for antecedents and providing reinforcement schedules.

During the school day, staff members and administrators provide campus supervision.

### **School Profile:**

Loma Vista School provides services for students with a variety of disabilities ages 3-5 years. Loma Vista primarily houses pre-school students with identified disabilities. There are nine pre-school classrooms and one classroom for moderate to severe disabilities for multi-grade. Specific descriptions of these classrooms are: seven self-contained special day preschool classrooms that run am/pm classes, two full inclusion special day classrooms, and one special day class for young adults. These classrooms serve students with a range of disabilities including delays in intellectual disabilities, speech and language, delays, academic readiness, behavior, and autism and or other related disabilities. Classrooms are organized to serve students based on their age and areas of need.

Loma Vista has a least restrictive environment component in all classroom settings. Integration with typically developing peers is ongoing. Located on the Loma Vista campus is a non-profit pre-school program serving typically developing peers. The “Innovative Preschool” program provides students at Loma Vista School opportunities for inclusion in both academic and social/recreational programs. All classrooms offer a low student to teacher ratio with an emphasis placed upon developing skills in communication, independence, functional life skills, social development, and pre academic/life skills training.

Loma Vista School maintains a safe school. This Comprehensive School Safety Plan will describe programs in place at our school as well for continued improvement in providing a safe, orderly, school environment conducive to learning.

### **Physical Environment:**

Loma Vista School is part of Chico Unified School District and is located in Chico, California. Loma Vista’s school buildings and classrooms are well maintained, attractive and free of physical hazards. Classrooms have appropriate space for student-teacher ratio and provide a welcoming atmosphere.

District personnel periodically examine the school’s physical facility and help eliminate obstacles to school safety. Additionally, health and fire department inspectors contribute to school safety.

During the school day, staff members, and administrators provide campus supervision. Identified problem areas receive increased supervision to reduce school safety concerns. There is currently a drop off and pick up routine in place.

The classrooms are monitored for safety and appearance by administration and individual classroom teachers. These students are supervised by teachers, staff or administrators during the school day.

## **Section 8: Mental Health Services and Mandated Reporting**

### **Teacher referrals for mental health services:**

Positive pupil interpersonal relations are fostered by teaching social-personal skills, and teaching socially appropriate replacement behaviors, including, but not limited to problem solving and anger control skills. When appropriate, staff members shall make referrals to support staff, recognized community agencies and/or counseling and mental health resources in the community to assist parents/student with issues prevention and intervention. This can be done through the school psychologist and administrators.

### **Preventing and Intervening in Pupil Aggressive Behavior:**

Creating a safe school requires having in place many preventive measures for children's mental and emotional needs. Schools can reduce the risk of violence by teaching children appropriate strategies for dealing with feelings, expressing anger in appropriate ways and resolving conflicts.

Staff members at Loma Vista School have received training in behavior management strategies and instructional practices. Loma Vista School uses a comprehensive approach to student behaviors. Pupils are identified in their school by teachers. Once identified, the IEP becomes the tool to develop highly effective behavioral management strategies to shape and teach replacement behaviors. . These measures include: visual supports, positive reinforcements, modeling-instructor and peer.

### **Mental Health Programs:**

Assigned to Loma Vista is a school psychologist. District services contributing to mental health goals include social skills groups, teaching students in self-regulation, and the IEP team developing Behavior Intervention Plans when necessary.

### **Intervention:**

In cases where a student exhibits specific behavioral characteristics that impede his/her learning; teachers, families, school psychologists, and administrators on the IEP team can develop appropriate strategies to teach new, more functional skills.

### **Professional Development:**

Loma Vista School provides professional development for teachers, staff, parents, and community members. Amongst the goals of such programs are to help others establish and nurture a healthy sense of self confidence and self-control, to develop personal and social responsibility and to enhance academic success. These programs address health concerns, and academic preparedness.

### **Child Abuse reporting Procedures:**

School teachers, principals, nurses, and other designated school personnel who are mandated to report known or reasonably suspected instances of child abuse play a critical role in the early detection of child abuse.

Symptoms or signs of abuse are often first seen by school personnel. Because immediate investigation by a law enforcement agency or welfare department may save a child from repeated abuse, school personnel should not hesitate to report suspicious injuries or behavior.

Mandated reporters are required by law to report known or suspected child abuse.

The law defines child abuse as:

- Physical abuse
- Physical neglect
- Sexual abuse

- Emotional maltreatment

Indicators of child abuse are listed in this section to help educators and other school personnel meet their responsibilities under the Child Abuse and Neglect Reporting Act. (Pen. Code, §11164 et. seq.) Of course, one of the most important reasons for suspecting child abuse is that a child has told you that someone has hurt him or her.

Types of injuries indicative of physical abuse include:

- Bruises
- Burns
- Bite marks
- Abrasions
- Lacerations
- Head injuries
- Internal Injuries
- Fractures

## **Section 9: Discrimination and Harassment Policy and Procedures**

### **Overview:**

Procedures, programs and strategies used to help eliminate problems of bias or unfair treatment of pupils by staff and by peers because of ethnic group, gender, race, national origin, social class, religion, disability, sexual orientation, physical appearance, color, ancestry, parental status, or other relevant characteristics. The school shall provide a way for each pupil to safely report and, be protected after reporting, troubling behaviors that the pupil thinks may lead to dangerous situations, such as potential school violence.

### **Nondiscrimination and Fair Treatment of Pupils:**

A major source of conflict in many schools is the perceived or real problem of bias and unfair treatment of students because of ethnicity, gender, race, social class, religion, disability, nationality, sexual orientation, physical appearance, or some other factor. Effective schools convey the attitude that all children can achieve academically and behave appropriately, while at the same time appreciating individual differences. Effective schools communicate to students and the greater community that all children are valued and respected.

In order to maximize the successful education of all students and help them become productive citizens and learners in a diverse society, all individuals including student, parents, staff and community members:

- Shall be treated with dignity, respect and fairness;
- Shall encourage and maintain high expectations;
- Shall model an appreciation for socio-economic, cultural, ethnic, gender and religious diversity; and
- Shall contribute to an environment of mutual respect, caring and cooperation.
- Students, parents, staff and community members shall join together to share a sense of belonging and take pride in our schools, facilities and programs through participation and cooperation in support of the education of all students.

A copy of the “Parent Student Handbook” is provided to each parent/student annually or upon enrollment. This handbook includes information pertaining to student rights to physical safety, to the protection of personal property, to respect from adults, and to be free of discrimination on the basis of gender, race, color, religion, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The District’s policies on nondiscrimination and sexual harassment support these protections and serve to promote the fair treatment of all children.

**Sexual Harassment Policy:**

Loma Vista School maintains a copy of the district's sexual harassment policy in the main office/principal's office and the policy is available on request Sexual harassment policy. The District's Sexual Harassment Policy contains dissemination plans, applicable definitions, reporting requirements, investigation procedures, enforcement regulations, and information related to suspension and/or expulsion for sexual harassment of or by pupils. Additionally, a notice summarizing this sexual harassment policy appears in the *Parent & Student Handbook*. The parent student handbook is distributed at the beginning of each school year to all parents and pupils.

## **Section 10: Discipline Policy and Code, Bullying Prevention**

**Overview:**

Effective and safe schools, develop, and consistently enforce, school-wide rules that are clear, broad-based, and fair. School safety can be enhanced by the development of a school-wide disciplinary policy that includes a code of conduct, specific rules and consequences that can accommodate student differences on a case-by-case basis when necessary. Discipline consequences should be commensurate with the offense, should be written, applied in a nondiscriminatory manner, and accommodate cultural diversity. Direct teaching and social problem solving and social decision-making is now a standard feature of effective drug and violence prevention programs.

Loma Vista School uses both classroom and school-wide discipline expectations that clearly communicate the behavioral expectancies and consequences for pupils. Loma Vista School has developed plans to promote positive behaviors in the classroom, lunchroom, hallways, playground, and assembly areas.

**Discipline Procedures:**

Discipline procedures shall focus on finding the cause of problems and working with all concerned to reach the proper, lawful solutions. The school's discipline plan begins at the classroom level based on the student's IEP. For students whose behavior impedes their learning or the learning of others, school staff will the individualized positive intervention plan as per that child's IEP. Developmentally appropriate replacement behaviors are taught and reinforced throughout the academic day. Teachers shall use a visible classroom management plan to communicate classroom rules, promote positive pupil conduct, and reduce unacceptable conduct. Appropriate consequences are administered based on the seriousness of the pupil's misbehavior.

Site administrators contribute to a positive school climate, promote positive pupil behavior, and help reduce inappropriate conduct. The principal/designee uses available district and other appropriate records to inform teachers of each pupil identified under E.C. 49079.

Law enforcement is contacted and consulted to help maintain and to promote a safe and orderly school environment. Also, Loma Vista employees comply with all legal mandates, regulations, and reporting requirements for all instances of suspected child abuse.

Community involvement is encouraged to help increase school safety. Neighborhood businesses are encouraged to communicate with the site administration.

## **Section 11: At-Risk Concerns; To Include Dress Code Provisions and providing a safe and Orderly Environment conducive to learning**

### **Overview:**

Loma Vista School's administrators, teachers, families, pupils, support staff, and community members shall recognize and make appropriate use of the early warning signs related to violence, substance abuse, and other at-risk concerns; to include dress code provisions:

### **Crisis Intervention and Disaster Planning:**

The staff of Loma Vista School shall increase school safety by evaluating and addressing serious behavioral concerns.

### **Megan's Law Notification:**

The staff of Loma Vista School shall receive Megan's Law Sex Offender Information from local law enforcement and that information shall be communicated with the public so that the information can be used to protect students and families. Megan's Law provides the public with photographs and descriptive information on serious or high risk sex offenders residing in California who have been convicted of committing sex crimes and are required to register.

### **Enhancing Physical Safety Practices:**

Schools can enhance physical safety by adjusting traffic flow patterns to limit potential for conflicts or altercations. Schools can enhance physical safety by having adults visibly present throughout the school building. This includes encouraging parents to visit the school.

- Loma Vista School operates a closed campus.
- Loma Vista School has minimized blind spots around the school facility.
- Loma Vista School has set a priority to keep buildings clean and maintained.
- Loma Vista School keep trees and shrubs closely trimmed to limit outside hiding places for people or weapons.
- Loma Vista School has designed its parking lots to discourage through traffic and to slow vehicles proceeding through the parking lot.
- Loma Vista School keeps a complete list of staff members who have keys to buildings.
- Loma Vista School does not allow graffiti to remain on walls. The procedure involves following the three “R’s” after discovery of graffiti—read, record (i.e. photograph or videotape) and remove. Inflammatory bathroom graffiti is removed daily upon discovery.
- Loma Vista School provides maximum supervision in heavy traffic areas.
- Loma Vista School has established two-way communication between the front office and each classroom.
- Staff and volunteers should dress appropriately to be safe in the work environment and be positive role models for students:
  1. No flip flops.
  2. No spaghetti straps.
  3. No clothing supporting paraphernalia related to drugs or alcoholic beverages.
  4. No pants sagging or exposing back side.
  5. No low cut tops, shorts or skirts that inhibits staff from assisting students at any time.
  6. No underwear showing.

## **Section 12: Supervision and Notification to Teachers of dangerous students pursuant to Education Code 49079**

### **Overview:**

Specific employees (e.g., the campus supervisor) shall use unique strategies to promote school safety. To include notification of students who have committed a violent crime under the Penal or Education Codes.

### **Campus Supervisor and Administrative Positions:**

Schools can enhance physical safety by monitoring the surrounding school grounds-including landscaping, parking lots, and bus stops. Pupils can also be a good source of information. Peers often are the most likely group to know in advance about potential school violence.

Loma Vista School employs a principal, a vice-principal, whose jobs are designed to increase school safety, prevent prohibited offenses, and promote positive student relationships. Personnel have developed procedures to monitor the school campus, the surrounding areas, and have designated the safe entrance and exit routes to school. The principal, vice-principal, make themselves available for students to safely report troubling behaviors that may lead to dangerous situations.

### **Campus Disturbances and Crimes:**

Loma Vista School recognizes that campus disturbances and crimes may be committed by visitors and outsiders to the campus. Several steps have been taken to protect the school, staff, and pupils from safety threats by individuals visiting the campus area. In addition, disputes often occur because of parental custody disputes. The staff of Loma Vista School will maintain in the student's record custody documentation provided by families and will request assistance from local law enforcement and the Office of Child Welfare and Attendance as needed.

### **Teacher Notice of Disciplinary History:**

Loma Vista administration shall provide to its' teachers information on each pupil who has: (1) during the previous three school years, engaged in any suspendable or expellable act (except E.C. 48900 (h)) or (b) committed a crime reported to the District by a family member, local law enforcement, Probation Department or social services. This information is used to develop awareness, assigning appropriate discipline consequences, help in allocating resources, and is a factor in determining which services are provided to the pupil or recommended to the parent/guardian.

## **Section 13: Parent and Community Involvement**

### **Overview:**

Plan(s) and method(s) shall be available to identify isolated and troubled pupils, help foster positive relationships between school staff and pupils, and promote meaningful parental and community involvement.

### **Parent/Guardian Involvement:**

Staff members in effective and safe schools make persistent efforts to involve parents/guardian by: Informing them about discipline policies, procedures, and rules, and about their children's behavior, desirable and undesirable; and encouraging them to participate in prevention programs, intervention programs and crisis planning.

Loma Vista School:

- Notifies parents about, and encourages participation in parenting programs.
- Has established a school visitation procedure with law enforcement and the fire department.



- Provides a newsletter to parents.
- Uses the School Accountability Report Card as a procedure to communicate to parents.
- Provides opportunities for Teacher-Parent Conferences.

Each classroom is arranged to help prevent aggressive behavior. Pupils are in full view of the teacher so the teacher can easily monitor students' behavior.

## **Section 14: Visitors and Disruptions to Educational Process**

Loma Vista School is aware of the laws, policies and procedures, which govern the conduct of visitors to the school campus. Loma Vista School uses continuing efforts to minimize the number of campus entrance and exit points used daily. Access to school grounds is limited and supervised on a regular basis by individuals, such as support staff, teachers, and staff familiar with the students. Campus traffic, both pedestrian and vehicular, flows through areas that can be easily and naturally supervised.

To ensure the safety of pupils and staff and avoid potential disruptions, all visitors to the campus, except pupils of the school and staff members, must register immediately upon entering any school building or grounds when school is in session.

Loma Vista School has established a visible means of identification for visitors while on school premises (i.e. tag). Furthermore, the principal, designee or campus supervisor may direct an individual to leave school grounds if he/she has a reasonable basis for concluding that the person is committing an act that is likely to interfere with the peaceful conduct of school activities or that the person has entered the campus with the purpose of committing such an act.

Loma Vista School has developed a notice for disruptive individuals and, when appropriate will exercise the authority to remove a visitor or outsider from the campus. Law enforcement is immediately contacted for individuals engaging in threatening conduct, including disturbing the peace.

Loma Vista School's notice and removal system establishes sufficient documentation for civil law remedies as needed. For continuing disruptive behavior by a visitor or outsider, Loma Vista School shall contact the district office to determine whether to file for a temporary restraining order and injunction.

Loma Vista has designated drop-off times, parents and/or guardians must check in with student's homeroom teacher and/or staff before leaving premise. During designated student pick-up times, parents and/or guardians must check in with student's homeroom teacher and/or staff and sign out their child before leaving premise. Any adult not on students emergency contact list must be approved for pick-up by parent or guardian prior to pick-up and show valid IE. Any unfamiliar or suspicious adult claiming to be an emergency contact will be asked to check in with front office and administration for validation.



## **Section 15: Public Agencies use of School for Mass Care and Welfare Shelters**

Chico Unified School District will allow a public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during



disasters or other emergencies affecting the public health and welfare. The school district or county office of education shall cooperate with the public agency in furnishing and maintaining the services as the school district or county office of education may deem necessary to meet the needs of the community

Loma Vista Is  
Building Effective School Together  
 School Rules

<b>Be Safe</b>	<b>Listen</b>	<b>Be Nice</b>
<ul style="list-style-type: none"> <li>• Soft hands, feet,</li> <li>• Body and objects to self</li> <li>• Walk at all times</li> <li>• Listen to adults</li> <li>• Be with teacher</li> </ul> 	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Help others</li> <li>• Wait your turn</li> <li>• Clean up</li> </ul> 	<ul style="list-style-type: none"> <li>• Take turns</li> <li>• Quiet voice</li> <li>• Take care of toys</li> </ul> 