

Sierra View Elementary

Safe Schools Plan 2017-2018

Planning Committee Members:

Safety Team Members Signature Page:

School Principal:	(Mele Benz) <u>Mele Benz</u>
Teacher in Charge:	(Gabby Obeng) <u>Gabby Obeng</u>
Teacher in Charge:	(Michelle Bunch) <u>Michelle Bunch</u>
Teacher:	(Erica Borello) <u>Erica Borello</u>
Teacher:	(Renai Barney) <u>Renai Barney</u>
Teacher:	(Heidi Danielson) <u>Heidi Danielson</u>
School Office Manager:	(Jennifer Boyd) <u>Jennifer Boyd</u>
Campus Supervisor:	(Erin Smith) <u>Erin Smith</u>
Campus Supervisor:	(Debi Herrick) <u>Debi Herrick</u>
Custodian:	(LaRhonda Farrell) <u>LaRhonda Farrell</u>
Parent:	(Christi Bangsund) <u>Christi Bangsund</u>

Table of Contents

Section 1: Incident Response Team, Disaster Procedures

Incident Response Team	Page 1
Code Red Lock Down	Page 4
Need Assistance Procedure	Page 5
Bomb Threat Procedure	Page 5
Fire Explosion Procedure	Page 5
Shots Heard or Fired Procedure	Page 6
Earthquake/ Tornado Procedure	Page 6
Evacuation Procedure (Relocation/Reunification)	Page 7
Active Shooter	Page 8

Section 2: School Safety Maps/ Egress and Ingress

Master Plan Map	Page 11
------------------------	----------------

Emergency and Evacuation Map **Page 12**

Utility Shut-offs Map **Page 13**

Hazardous Material Map **Page 14**

Fire Extinguisher Map **Page 15**

Teacher Room Number (Telephone Ext.) **Page 16**

Morning Supervision Map **Page 17**

Lunch Supervision Map **Page 18**

Afterschool Supervision Map **Page 19**

Section 3: Staff Information

All School Staff Contact Information **Page 20**

Phone Tree **Page 21**

Extensions by Staff/Room **Page 22**

Section 4: Substitute Teacher Procedures

Substitute Teacher Check-off List **Page 24**

Section 5: Vision and Mission Statement

Vision Statement **Page 25**

Mission Statement **Page 25**

Section 6: School Profile

School Climate **Page 25**

Faculty Innovation **Page 25**

Student Diversity **Page 26**

Student Advocacy **Page 26**

Section 7: California Safe Schools Assessment

California Safe Schools Assessment **Page 26**

School Profile **Page 26**

Support Services and Programs **Page 27**

Physical Environment **Page 27**

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

Teacher Referrals for Mental Health Services **Page 28**

Preventing and Intervening in Pupil Aggressive Behavior **Page 28**

Mental Health Programs **Page 28**

Intervention Team **Page 29**

Professional Development **Page 29**

Student Recognition Programs **Page 29**

Child Abuse Reporting Procedures **Page 29**

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

Overview **Page 30**

Nondiscrimination and Fair Treatment of Pupils **Page 30**

Sexual Harassment Policy **Page 30**

Section 10: Discipline Policy and Code, Bullying Prevention:

Overview **Page 31**

Discipline Procedures **Page 31**

Discipline Procedures Flow Chart **Page 32**

Bully Prevention **Page 32**

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

Overview **Page 33**

Crisis Intervention and Disaster Planning **Page 33**

Gang Affiliation **Page 33**

Gangs and Graffiti **Page 33**

Alternative Programs **Page 33**

Drug and Violence Prevention Programs **Page 33**

Truancy Learning Center/District Attorney Referral **Page 33**

Megan's Law Notification **Page 34**

Dress Code Policy **Page 34**

Enhancing Physical Safety Practices **Page 34**

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

Overview	Page 35
Campus Supervisor and Administrative Positions	Page 35
Campus Disturbances and Crimes	Page 35
Teacher Notice of Disciplinary History	Page 36

Section 13: Parent and Community Involvement

Overview	Page 36
Parent/Guardian Involvement	Page 36

Section 14: Visitors and Disruptions to Educational Process:

Visitor Check in process	Page 36
---------------------------------	----------------

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

Public Mass Care and Welfare	Page 37
-------------------------------------	----------------

Section 1: Incident Response Team, Disaster Procedures, Supervision Detail, Egress and Ingress

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.

Sierra View Elementary INCIDENT RESPONSE TEAM 2017-2018

Incident Coordinator:	Mele Benz
Incident Coordinator Assistant:	Jennifer Boyd
Scribe(s):	Erin Smith
Operations/Logistics:	Gabby Obeng
Operations/Logistics Assistant:	Michelle Bunch
Safety:	Lori Gillaspie
Liaison/Intelligence:	LaRhonda Farrell
Intelligence:	LaRhonda Farrell/ Chico PD
Public Information:	District Office Personnel
<u>Responsibilities of Incident Coordinator</u>	M. Benz

- 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.

Responsibilities of Incident Coordinator/Assistant(s)

J. Boyd

- 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)

E. Smith

- 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

G. Obeng

- 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 **M. Bunch**

- 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 **L. Gillaspie**

- 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/L Farrell**
(SRO/Probation)

- 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.

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. From the Sierra View phones, dial 9-9-911. 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. 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 en 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.

Master Schedule

Kindergarten:

8:20-1:20 M-Th

8:20-12:20 F

Recess 9:20-9:40

Lunch 11:25-12:05

Primary:

First Grade

8:30 Start

8:30-9:45

Recess 9:45-10:05

10:05-11:25

Lunch 11:25-12:05

12:05-1:10

Recess 1:10-1:20

1:20-2:20

2:20 Dismissal

Second & Third Grades

8:30 Start

8:30-9:45

Recess 9:45-10:05

10:05-11:45

Lunch 11:45-12:25

12:20-1:10

Recess 1:10-1:20

1:20-2:20

2:20 Dismissal

Intermediate:

Fourth & Fifth Grades

8:15 Start

8:15-10:10

Recess 10:10-10:30

10:30-12:05

3rd Lunch 12:05-12:50

12:50-2:20

2:20 Dismissal

Section 4: Substitute Teacher Procedures

Substitute Teacher Check-off List



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 of Sierra View Elementary

Our **Vision** is to provide a nurturing environment where students, staff, and parents work cohesively and effectively towards specific goals allowing all students to reach their fullest potential.

Mission Statement:

Our **Mission** is to
Spark a joy for learning
Build a foundation for knowledge and skill
Create a safe and respectful environment
Promote lifelong learners and productive contributors to society

Section 6: Sierra View Elementary Profile

School Climate:

Leadership at Sierra View Elementary 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 Sierra View Elementary School toward excellence in the areas of academic and social 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.

Faculty innovation:

The teachers at Sierra View Elementary School are highly qualified, with many teachers holding advanced degrees. The staff is united in their desire to provide quality education for all pupils. Teachers collaborate on a bi-monthly 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, from those with identified learning disabilities to the gifted and talented.

Pupils have the opportunity to participate in noon activities. At noon students can do soccer, basketball, touch football, or other activities provided by the Noon League teachers.

After school students can participate in the CARD afterschool program as space permits.

The CARD program also offers enrichment activities on campus for families that choose to enroll.

Student Diversity:

Approximately 20% of the pupils are in low socio-economic families receiving aid and are eligible for free/reduced price lunches. Sierra View Elementary School defines low socio-economic families as those who qualify for free or reduced lunch services and/or have parents that are not high school graduates. The ethnic makeup of the pupil population is 10.3% Hispanic, 2.2% Black, 79.3% Caucasian, 4% Asian, 1.4% American Indian and 3% other. Our pupils have a variety of life experiences. Some pupils have recently arrived from foreign countries while others have never left their neighborhood.

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.

Sierra View Elementary School provides professional development for teachers and parents. We also have the Second Step/Tool Box program that is taught weekly in the 1st-3rd grades. This program allows students to develop skills for dealing with anger, making friends, empathy, etc. The PIP (Primary Intervention Program) provides one on one play with students who may need an extra adult support in their connection with school.

Section 7: California Safe Schools Assessment

California Safe Schools Assessment:

Sierra View Elementary actively participates in the California Safe Schools Assessment. Data is collected, reported, and reviewed on all crimes committed on the school campus. Sierra View Elementary recognizes that a safe school continually assesses its progress by identifying problems, collecting information regarding progress toward solutions, and by sharing this information with students, families, and the community at large.

Sierra View Elementary has established procedures in the following areas: California Safe School Assessment (CSSA) reporting procedures, suspension and expulsion procedures, and inventory system.

Keeping reportable crimes at a minimum requires constant vigilance. During the school day, staff members, campus supervisors and administrators provide campus supervision, specifically identified problem areas like the bike rack on the north side of the campus, the west playfield, and behind the pool to reduce discipline, crime, or other school safety concerns.

School Profile:

Sierra View Elementary was constructed in 1953 and currently has an enrollment of 580 students in grades K-5. There is 1 administrator and 24 teachers. The district receives \$6,169 per student by the

state. Sierra View has an active PTA, School Site Council, and parent volunteer participation. We have a strong leadership that believes in doing things that are good for kids and a general atmosphere of "we can" is prevalent.

Sierra View Elementary faces challenges in maintaining a safe school. This Comprehensive School Safety Plan will describe programs in place at our school as well as strategies and programs of our school site council for continued improvement in providing a safe, orderly, school environment conducive to learning.

Support Services and Programs:

Assigned to Sierra View Elementary is a school psychologist and one part-time counselors. District programs contributing to mental health goals including PIP and Second Step.

SBIT (Student Based Intervention Team) a team composed of counselors, teachers, bilingual liaisons, an administrator, a school psychologist, and support staff which meet to identify and provide assistance to students and their family in need of academic, health, and mental health. In cases where a student exhibits specific characteristics which coincide with suicide, the school psychologist/counselors or police shall be contacted.

Place/Physical Environment/Safety:

Sierra View Elementary School is part of the Chico Unified School District and is located in Chico, California. According to the 2012 census, the city of Chico had a population of approximately 87,714. (<http://www.census.gov>). Chico has approximately 37,050 households, with an average income of \$39,179 per year. Our unemployment rate was 10.5% in March of 2013.

Sierra View was built in 1953, expanded in 1956, and again in 1989. We have 27 classrooms, 8 of which are portable. The nine-acre campus also includes a multipurpose room, kitchen, library, administrative offices, staff room, small meeting rooms, and adequate playground space for the 660 students housed on this campus. In addition, two Special Education classrooms are located on our campus. During 1993, the original building underwent reconstruction funded by the state. This project included the removal of asbestos, the addition of a new air-conditioning/heating system, renovation of flooring, wall covering, lowered ceilings, and new cabinetry. The multipurpose room, offices, and 10 classrooms were included in the project. Currently all classrooms have air-conditioning.

Adequate playground space is available. A new play structure was installed on the playground in 1999 and a track in the mid-1990s. Rest rooms are located at the end of each building and accessible from the playground. 100% of the toilets are in working condition and soap and paper towels are maintained in each rest room. Rest rooms are cleaned nightly. Vandalism or graffiti are repaired or repainted promptly by site or district maintenance staff.

Supervision is provided for students before school at 7:30 a.m. and after school until 2:45 p.m. The CARD after school program is available on the Sierra View campus to parents through the Chico Area Recreation Department (CARD).

Entrance gates are located adjacent to the playground area linking Sierra View with St. Francis Dr. and Filbert Ave and are locked during school hours. The main entrance is located at the front of the

school. Visitors are required to sign in at the office and obtain a visitor or volunteer badge to be worn while on campus.

Sierra View has a disaster preparedness plan which includes emergency procedures in case of a fire, earthquake, or other disaster. School safety is taught at all grade levels and practiced on a monthly basis. Emergency procedures and exit diagrams are posted by the exit in every room. All classrooms have intercoms and telephones for emergency communications. Campus supervisors have access to walkie-talkie radios for communication with each other.

During the school day, staff members, campus supervisors and administrators provide campus supervision. Identified problem areas receive increased supervision to reduce discipline, crime, or other school safety concerns.

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, 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/student with issues prevention and intervention. This can be done through the counselors, 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 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.

Staff members at Sierra View Elementary have received training in conflict resolution and confrontation skills. Sierra View Elementary uses a comprehensive approach to school violence prevention. Pupils are identified in their school career using measures shown to be highly effective in identifying student with antisocial and aggressive tendencies. These measures include: (a) number of disciplinary referrals to the office, (b) observed aggressive behavior, and (c) teacher observation.

Mental Health Programs:

Assigned to Sierra View Elementary is a school psychologist, and one part-time counselor.. District programs contributing to mental health goals include counseling from Butte County Behavioral Health. In addition, students in need of individual and family counseling can be served through our partnership with Chico State Counseling Interns.

Intervention Team:

SBIT (Student Based Intervention Team) A team composed of counselors, teachers, bilingual liaisons, an administrator, a school psychologist, and support staff meet to identify and provide assistance to students and their family in need of academic, health, and mental health. In cases where a student exhibits specific characteristics which coincide with suicide, the school psychologist/ counselors or police shall be contacted.

Professional Development:

Sierra View Elementary provides professional development for teachers, 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 gang awareness, health concerns, and academic preparedness.

Student Recognition Programs:

Sierra View Elementary offers several recognition and award programs on a semester basis based on grades and grade improvement. Students are recognized for attendance monthly, at each trimester, and at the end of the year. Students are also recognized by their teachers on a monthly basis promoting positive behavior during our assemblies.

Child Abuse reporting Procedures:

School teachers, principals, counselors, nurses, supervisors of child welfare and attendance, 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:

Sierra View Elementary 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.

Sierra View Elementary uses both classroom and school-wide discipline expectations that clearly communicate the behavioral expectancies and consequences for pupils. Sierra View Elementary has developed plans to promote positive behaviors on the play fields, lunchroom, hallways, 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. 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.

Pupil-conduct standards and consequences are specifically described in this Comprehensive Schools Safety Plan including: (a) the adopted school discipline rules and procedures, (b) District Disciplinary Guidelines, and (c) the adopted school-wide dress code.

Pupils may be suspended, transferred to another school, or recommended for expulsion for certain acts. For specific student violations, a mandatory expulsion recommendation shall be submitted by the administration of Sierra View Elementary.

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, Sierra View Elementary 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.

Discipline Procedures Flow Chart

Discipline: “Training expected to produce a specific character or pattern of behavior; especially training that produces moral or mental improvement.”

Misbehavior: Misbehavior in class event

First Offense: Teaching strategies engage students, behavior expectations are posted, teacher warning, possible parent contact

Second Offense: Review rules and expectations; make parent contact, possible referral to office

Third Offense: Referral to office, detention is assigned; parent contact is made by administrator, possible class suspension

Fourth Offense: Suspension, create a behavior contract

Fifth Offense: Meet with parents for possible behavioral contract, possible suspension from school, possible referral to counseling

Bully Prevention: The following are our bully prevention strategies.

August:

- Meet with parents during back to school to discuss schoolwide behavior expectations
- Monthly newsletter: Share behavior expectations and invite questions

September

- Begin whole school leadership/behavior assemblies
- Second step lessons begin in classrooms
- PIP intervention and friendship groups begin

October

- Monthly assembly

November/December

- Students and families read Book in Common – The Energy Bus
- Monthly assembly

January/ February

- Monthly assembly

March/ April/ May

- Monthly assembly

Cyber bullying information and prevention can be found on Sierra View website.

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

Overview:

Sierra View Elementary'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 Sierra View Elementary shall increase school safety by evaluating and addressing serious behavioral and academic concerns. Weapons (on campus and in the community), bomb threats, explosives, fights, natural disasters, accidents, and suicides call for immediate, planned action, and long-term, post-crisis intervention. Planning for such contingencies reduces chaos and trauma.

Gang Affiliation:

Gang affiliation and gang activity will not be tolerated at Sierra View Elementary. The staff at Sierra View Elementary shall work closely with the local law enforcement regarding all issues and matters that are gang related. Information from the school and the community shall be communicated to the student's parents, if the pupil begins to make gang affiliations. Appropriate prevention and intervention strategies and programs shall be offered to the families.

Gangs and Graffiti:

Local city efforts have formed a graffiti removal service, a law enforcement gang task force, and a school resource officer program. Sierra View Elementary uses its links with the Chico Police Department to enhance its effort to curb gang influence.

Alternative Programs:

Research has shown that effective alternative programs can have long-term positive results by reducing expulsions and court referrals. Sierra View has access to the Opportunity Program, located at Chapman Elementary.

Drug and Violence Prevention Programs:

Sierra View places students on behavior contracts that focus on academics and positive behavior to promote better decision making.

Truancy Learning Center/District Attorney Referral:

Sierra View Elementary recognizes the importance of punctuality and regular attendance. The staff of Sierra View Elementary shall accurately record the attendance record for all students. Parents of students with poor attendance will be contacted. Students with poor attendance due to medical issues will be referred to the school nurse. Should attendance problems continue, official action is to be taken, which could result in a referral to the School Attendance Review Board (SARB).

Megan's Law Notification:

The staff of Sierra View Elementary 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.

Dress Code Policy: Sierra View follows a dress code policy intended to minimize distractions from learning.

NO Sagging or baggy pants
 NO clothes with gang symbols
 NO low cut tops or short shirts that show midriffs
 NO visible bra straps or spaghetti straps
 NO short shorts/skirts *
 NO ripped or holey pants
 NO underwear showing
 NO alcohol, drugs or weapon symbols on clothing

* Shorts or skirts should reach to the fingertip.

1st Offense: The student changes or removes article in question and the parent is called.

2nd Offense: The student changes or removes the article in question and is assigned detention.

3rd Offense: The students changes or removes article in question, is assigned detention, and parent contact is made.

4th Offense: The students changes or removes clothing in article in question, is assigned in school suspension, and parents are informed of such.

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.

- Sierra View Elementary operates a closed campus, where pupils must have permission to leave the campus during school hours.
- Sierra View Elementary has minimized blind spots around the school facility.
- Sierra View Elementary has set a priority to keep buildings clean and maintained.
- Sierra View Elementary has limited roof access by keeping dumpsters away from building walls.
- Sierra View Elementary keep trees and shrubs closely trimmed to limit outside hiding places for people or weapons.
- Sierra View Elementary has designed its parking lots to discourage through traffic and to slow vehicles proceeding through the parking lot.
- Sierra View Elementary ensures vehicle access around the building(s) for night surveillance and emergency vehicles.

- Sierra View Elementary has established a procedure to have the school campus fully lighted at night.
- Sierra View Elementary keeps a complete list of staff members who have keys to buildings.
- Sierra View Elementary 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.
- Sierra View Elementary provides maximum supervision in heavy traffic areas.
- Sierra View Elementary has established two-way communication between the front office and each classroom.
- Sierra View Elementary offers community-based activities for students after school.
- Sierra View Elementary has instituted after-school academic and recreational programs for students who have to stay beyond the school hours.

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.

Sierra View Elementary employs a principal, and school aides whose jobs are designed to increase school safety, prevent prohibited offenses, and promote positive student relationships. This personnel has developed procedures to monitor the school campus, the surrounding areas, and has designated the safe entrance and exit routes to school. Furthermore, recognizing that pupils are often the first to know of dangerous plans or actions, the principal, and the school aides at Sierra View Elementary make themselves available for students to safely report troubling behaviors that may lead to dangerous situations.

When it comes to school safety, pupils are taught not to keep secrets. Effective relationships between the principal, the school aides, and students help initiate appropriate investigations, help staff learn of suspects in school offenses, and help collect important knowledge about community conflicts that may have an impact on school safety.

Campus Disturbances and Crimes:

Sierra View Elementary 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 Sierra View Elementary 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:

Sierra View Elementary 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.

Sierra View Elementary:

- Effectively uses the School Site Council
- 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. Teaching materials and student supplies are readily accessible to minimize student-waiting time. Seats are arranged so students can easily see instructional presentations and to reduce the opportunity for off-task behavior.

Section 14: Visitors and Disruptions to Educational Process:

Sierra View Elementary is aware of the laws, policies and procedures, which govern the conduct of visitors to the school campus. Sierra View Elementary 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 the campus supervisor; staff familiar with the student body. 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.

Sierra View Elementary 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.

Sierra View Elementary 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.

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

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.