

LAKESIDE JOINT SCHOOL DISTRICT
SAFE SCHOOL PLAN REVISED MARCH 2006

It is the intent of the Board of Trustees of the Lakeside Joint School District to provide a safe and secure environment for our staff, students, parents, and guests while at school. Following the plans and procedures written in this Plan is necessary to secure the health and safety of staff, students, and visitors. These procedures comply with the Comprehensive School Safety Plan (CSSP) legislation and the Standardized Emergency Management System (SEMS) developed by the California Office of Emergency Services.

I. Safe Ingress and Egress

II. Day-to-Day Safe and Orderly Environment

III. Disaster procedures

I. Safe Ingress/Egress of Pupils, parents, and school Employees

Safety of students, parents, and school personnel begins with the access to the school site. The following District rules have been instituted to support a safe environment for all:

- All visitors entering our campus are to sign in at the school office.
- All students are to exit and enter vehicles at the designated areas.
- An adult who is holding the student's hand or guiding the student in close proximity MUST accompany each student walking in the driveway.
- All students are to play in designated areas under adult supervision.
- Students are not to leave these areas unless they have permission.
- Students are not to leave the school campus unless they are being picked up by a parent or authorized person whose name appears on the student's emergency card on file in the school office, or unless a notification is given by the parent in writing. Acceptance of a facsimile with the parent's signature may be approved by the school administration in emergency situations.
- Parents or designee must sign in students coming to school late, and all students leaving before dismissal must be signed out through the office.

II. Day-to-Day Safe and Orderly Environment

A. Standards of Student Behavior

Each year the school publishes a Standards of Student Behavior Guide for students and parents. Students and parents must sign that they have reviewed the rules and agree to follow them during the year. General Rules and Consequences and Recess and Lunch Behavior are covered in the rule guide.

B. School Dress Code

While the school does not require students to wear school uniforms, students are not allowed to wear clothing that distract from the purpose of school, or could threaten the health and safety of the student or other students. Students wearing clothing deemed inappropriate to school welfare will be directed to call their parents for assistance in acquiring appropriate clothing for the school day. Students may be excluded from class until appropriate dress has replaced the original apparel worn by the student. This includes midriff tops, clothing with x-rated or violent-type messages, inappropriate shoes for physical education, etc.

C. Playground, Physical Education, School Sports Programs

- See School Rules in the Standards of Student Behavior Guide

- See safety standards for specific playground equipment.
- Injuries: See (L) Medical Emergencies

D. Serious Acts Leading to Suspension/Expulsion

Serious acts, which would lead to suspension, expulsion or mandatory expulsion, include all acts designated in Education Code Section 48900.

E. Teacher Notification of Dangerous Pupil(s)

Included in this Safety Plan is a form used to notify teachers as per Ed Code Section 49079, should the pupil be reasonably suspected of engaging, or having engaged in the acts described in Section 48900.

F. Assessment of School Crime

The District follows procedures mandated by the Federal and State Government in reporting school crime. The District works on school safety with the Santa Clara County Sheriff's Department, and to reduce and mitigate school crime.

G. Emergency Planning

Staff is instructed to pay ongoing attention to the following in order to prevent accidents and injuries to students, parents, staff, and visitors:

Non-Structural Hazards

- Shelves, cabinets and bookcases are securely anchored and cannot be pulled over by children, or toppled in an earthquake.
- Pathways are kept free of hazardous obstructions.
- Doors maintained so children cannot lock them.
- All persons must be able to exit through all locked doors.
- Hot water in sinks is kept at an appropriate temperature for children.
- Dangerous items such as poisons, medicines, cleaners, etc. which are allowable per health and safety compliance, are stored out of children's reach, and have Materials and Safety Data Sheets (MSDS) filed as required.
- Learning materials are safe (non-toxic, flame-retardant, free of sharp edges, etc.)

H. Child Protective Service Mandated Reporter Requirements

Staff is directed to follow the Lakeside Procedures for Assessing Students and Reporting Suspected Physical Abuse, Neglect, Sexual Abuse, which is included in Appendices of this Plan.

I. Harassment Prevention

Refer to Board Policy 4122 for specific policy on Harassment Prevention.

J. Emergency Supplies/Backpacks

- Office staff is assigned (see job description) responsibility for August review/restock
 - a. Update class lists, fresh batteries, radios, flashlights, etc.
- Emergency telephone numbers and student medical information are kept up to date in "Enrollment Binder" on "caddy" near office manager's desk.
- First aid supplies are kept safely and stocked in the health room.
- Evacuation procedures and routes are posted near each room exit door.
- Safe School Plan will be reviewed annually during the August staff orientations for each new school year

K. Prevention of Illness and Communicable Diseases:

School Personnel are expected to incorporate the instruction of ways to prevent the spread of the common cold, flu, and other communicable diseases. This includes the teaching of appropriate hand washing techniques, good sleeping, exercise, and eating habits, procedures for disposing of contaminated tissues, and appropriate techniques to use for coughing, sneezing, etc.

L. Medical Emergencies:

Accidents:

- I. Check –What happened (fall, fight, sport injury, etc.)?
 - Do not move victim if a fall from significant height has occurred
 - Assess victim for bleeding
 - If unconscious, check for breathing and pulse
- II. Call – For assistance from adult office personnel
 - Use radio
 - Send a pair of students – direct them to return and report to whom they gave information.
- III. Care – First aid as necessary until help arrives.
 - Do not carry a child to the office. Get an office chair with wheels for transport.
 - Office personnel shall give first aid if needed.
 - If, in the judgment of the office personnel the victim needs additional emergency care, the Emergency Card on file will be used in order to reach a parent or an authorized person to pick up the child and/or access further medical assistance.
 - In the event that the injury is serious and needs immediate attention and/or the victim's parent or other authorized persons on the Emergency Card cannot be reached, office personnel are authorized to call 911 for emergency assistance.
 - An Accident/Incident report will be completed and filed, and a copy sent with the victim.

Illness - General:

- I. Check – Patient's temperature should be taken; an overall assessment of the student made by communication with the student and observation by the caregiver.
- II. Call – Parent will be called if student has a fever of 100 degrees or higher; has sore throat or cough; has symptoms that impede learning at school; has symptoms that indicate he/she is contagious to others in the school environment.
- III. Care – Patient should be isolated from peers and made as comfortable as possible. The student's emergency information should be accessed and followed. If no contact can be made to have the child picked up, the school office staff will keep the child in the health office, and if warranted, contact the physician listed on the emergency to determine the most appropriate course of action.

Illness – Communicable Diseases:

The same procedure as those for General Illnesses (above) is to be followed.

Cases of certain communicable diseases must be reported to other families whose children attend the same class and the Clubhouse childcare program. The following diseases must be reported and necessary precautions taken immediately: Meningitis, strep, scarlet fever, infectious hepatitis, head lice, scabies, measles and mumps. The

school office will send out the appropriate exposure notices, and direct the Clubhouse to send home the appropriate exposure notices as well.

M. Student Searches

A search of a student is permissible to support the substantial need of teachers and administrators for freedom to maintain order in the schools. Three elements are usually required for a constitutional school search.

- First, the school must have reasonable grounds to believe the search will produce evidence of a student's wrongdoing.
- Second, the search can't be excessively intrusive in light of the age and sex of the student and the nature of the infraction.
- Third, the search itself must be reasonably related to the reason for searching in the first place. No search will be conducted without first obtaining the permission of the principal or principal's designee, who has reviewed the facts and obtained a legal opinion from the District's legal counsel.

N. Peace Officers Interviewing Students

Per (Pending) Board Policy 5149 - Law officers regularly visit schools to contact students regarding community problems. School personnel shall make every effort to be cooperative and supportive of law enforcement agencies while meeting the District's responsibility of protecting the individual rights of students and ensuring that parents have the opportunity to exercise their legal rights.

The following guidelines are presented for use by school personnel.

1. Ascertain the identity and official capacity of the officer; i.e., is the officer seeking a pupil who is a suspect to a crime, or a witness thereto.
2. The officer should be informed that the parent or guardian will be notified and requested to be present. Parent notification of interviews and removals shall not be made in cases of suspected child abuse investigations.
3. Upon objection by the officer, because of time constraints, etc., the Superintendent/Principal should be present during the interview. If such procedure is objectionable to the officer, the parent or guardian should be duly informed and notice made.
4. The school official must recognize the right of the law enforcement officer to take the pupil into custody. Law officers may take a minor into temporary custody without a warrant.

When the Superintendent/Principal releases a minor pupil to a peace officer for the purpose of removing the minor from the school premises, the Superintendent/Principal shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to such officer and the place to which the minor is reportedly being taken except as prohibited by law.

O. Disaster and Safety Drills

Fire, Earthquake, Lockdown/Shelter-In-Place Drills will be conducted according to Federal and State compliance mandates.

P. Parent Volunteers

- General Information – Classroom teachers solicit volunteers according to annual needs. Job descriptions and related expectations are distributed to parents at Back-To-School Night and throughout the year as necessary for recruitment.
- Health History/T. B. Test – Negative Verification is required every 4 years of all volunteers who work in the school.
- Parent Field Trip Driver – Must have the following information on file: Proof of Auto Liability Insurance, Negative T.B. Test Verification, Permission granted for school to conduct DMV clearance.

III. Disaster Procedures

ORGANIZATIONAL CHART – See Appendices

GENERAL

- All communication is made with simple verbal directions (intercom, loud speaker, etc.) and not dependent on bells and electronic signals with exception of the standard fire alarm.
- Emergency telephone numbers are posted in the office.
- First-aid kits are easily accessible and staff is knowledgeable on first-aid procedures.
- Instructions for emergency care, medications, and the treatment of illnesses are accessible to all staff.
- Evacuation procedures and routes are posted in compliance with county regulations.
- Have a media packet of info prepared in case of emergency – district profile, etc.
- Designate a media area for Incident Commander to send updates

INCIDENT COMMANDER - The Facilities Director, Principal, and/or Principal's Designee

- Commence operations from the center, and
- Take overall responsibility for the operations of the center and its functions.
- Consult Job descriptions for positions below.
 - Set up the Command Center and collectively choose:
 - Incident Commander,
 - Logistics and Planning Chief
 - Operations Director,
 - Search and Rescue Team
 - Facility Check/Safety & Security
 - Planning/Intelligence
 - Medical Director
 - Documentation Staff

OPERATIONS/SEARCH AND RESCUE TEAM

- Collectively choose a Search and Rescue Team Director,
- Secures as much information on how many, and in what locations missing students, personnel and volunteers are located,
- Visually inspect structures for structural damage before deciding to reenter the structure (if in doubt, ask for help from the Command Center),
- If it is deemed safe to reenter structures, commences rescue operations within
- Consult Job Descriptions

MEDICAL CARE

- Consult Job Descriptions for Medical
- Sets up Triage, First-aid, and if necessary, Morgue Centers in close proximity to the Command Center,
- Staffs the Centers (employees, parents, other volunteers), and
- Accepts people in need of first aid,
- Maintain a Student Accounting Form of all persons admitted to the Triage, First-Aid, and Morgue Centers.
- Log all injuries as to time, location, type and severity of injury, and
- Hand over Center operations to Red Cross personnel upon their arrival.

STUDENT CARE AND RELEASE - Classroom Teachers and Specialists

- Instruct students to assemble in a safe place at the assembly area,
- Assume Student Care and Student Release responsibilities
 - Take roll using the Student Accounting Form
 - Use the Student Release Form for students who leave with parents or authorized adults listed on emergency release forms.
 - Follow directions of Job description
- Maintain a calm, supervised assembly with students,
- Keep students informed as appropriate,
 - Consult Job Descriptions

SPECIFIC DISASTERS:

FIRE

- The alarm will sound.
- If no alarm sounds but you see or smell smoke, flames or a suspicious order, PULL THE NEAREST FIRE ALARM or report your suspicion to the office and evacuate your room.
- EVACUATE: Upon hearing the alarm, teachers are to evacuate their rooms in a safe and orderly manner according to the practiced drill procedures.
- Teachers will take the class emergency back pack, her/his roll book, visually inspect the room for stragglers, and be the last one out the door.
- Do not touch the light switch, if on, leave on, if off, leave off.
- Close all doors to the room.
- Leave the room and guide your students to their designated assembly area.
- Take roll and use the Student Accounting Form to report any missing students to the principal or employee in charge.
- Follow all directions given by police, fire or any other emergency personnel on scene. In the event of a false alarm, administrative personnel/designee will notify when it is safe to reenter the buildings and resume school business.
- Command Center will be set up if situation warrants – Procedures will be followed per Incident Commander's direction.
- Teachers should assess their students for signs of emotional upset or shock and notify the Incident Commander or administrative personnel/designee of any students needing attention and/or support.

- If parents wish to take their child during the emergency, make sure they sign out through the teacher in charge. Standard release procedures should be followed in that no child will be released to anyone not on the child's emergency card.
- Every student released will be recorded on the Student Release Form.

EARTHQUAKE

During the Earthquake:

At the first indication of an earthquake, all employees working with students are to give the command to,

- Duck, Cover, and Hold, and
- Hold the position with students until the shaking stops.

After the Earthquake:

Once the shaking has stopped, the teacher will:

- Assess the situation and remain calm.
- If there are any injured people, contact a buddy teacher (or office/administrative personnel if buddy teachers is unavailable) to decide who will stay with the injured, and who will facilitate the safe evacuation of students.
- An adult must stay with the injured until the search and rescue team can provide assistance in evacuating the injured.
- Assess the evacuation route and evacuate students outside to the FIRE DRILL ASSEMBLY AREA, and away from trees, power lines, etc. Remember to take the emergency packs and roll book, from the rooms.
- Take roll and use the Student Accounting Form to report any missing students to the principal or employee in charge.
- Administrative personnel/designee will notify if/when it is safe to reenter the buildings and resume school business.
- Command Center will be set up if situation warrants – Procedures will be followed per Incident Commander's direction.
- Follow all directions given by police, fire or any other emergency personnel on scene.
- Teachers should assess their students for signs of emotional upset or shock and notify the Incident Commander or administrative personnel/designee of any students needing attention and/or support.
- If parents wish to take their child during the emergency, make sure they sign out through the teacher in charge. Standard release procedures should be followed in that no child will be released to anyone not on the child's emergency card.
- Every student released will be recorded on the Student Release Form.

LOCKDOWN/SHELTER IN PLACE

A Lockdown will be announced by the ALL-CALL public address system if possible.

- Staff in charge should quickly assemble students inside the closest classroom and lock classroom doors.
- Classes that are outside when the emergency (or drill) occurs need to first "shelter in place" by assembling together with the teacher and assuming a prone position. Then the class should move to a safe inside or outside area at the direction of the adult in charge, classroom teacher, administrator or police officer.
- Students in rooms such as the library, music room or Learning Center should stay where they are.

- Do not admit anyone else into your room except an administrator, employee, or police officer.
- Administrative, support, or security personnel will escort wandering or late students to the school office or other safe area.
- Students should be silent, stay inside the building/classrooms in an area designated as the “safe area,” and away from windows, until the “all clear” is given by the administration through the ALL CALL public address system.
- Turn off all classroom lights.
- Close window blinds or shades if possible.
- Secure doors by binding the closure system as trained by sheriff’s deputies.
- Direct students to assume sheltered positions so that the room looks empty. (Visualize how you would like the room to look if your were walking outside of it.)
- Call Sheriff Office dispatch number (408) 299-2311 (staff requested to program this into their cell phone directories).

EVACUATION/SCHOOL CLOSURE:

A school closure or evacuation may be required for a number of reasons including a power outage, severe weather including heavy rain or snow, a chemical spill on Black Road, an extensive gas leak, a bomb threat, a wild fire in the surrounding chaparral or forests, or notification by emergency personnel that an evacuation is required or in the best interest of the students.

EVACUATION: Upon hearing the ALL CALL public address, teachers are to evacuate their rooms in a safe and orderly manner according to the practiced drill procedures.

- Teachers will take the class emergency back pack, her/his roll book, visually inspect the room for stragglers, and be the last one out the door.
- Do not touch the light switch, if on, leave on, if off, leave off.
- Close all doors to the room.
- Leave the room and guide your students to their designated assembly area.
- Take roll and use the Student Accounting Form to report any missing students to the principal or employee in charge.
- Command Center will be set up if situation warrants – Procedures will be followed per Incident Commander’s direction.
- Follow all directions given by police, fire or any other emergency personnel on scene.
- Teachers should assess their students for signs of emotional upset or shock and notify the Incident Commander or administrative personnel/designee of any students needing attention and/or support.
- If parents wish to take their child during the emergency, make sure they sign out through the teacher in charge. Standard release procedures should be followed in that no child will be released to anyone not on the child’s emergency card.
- Every student released will be recorded on the Student Release Form.

SCHOOL CLOSURE PROCEDURES:

- Office personnel will establish a phone tree within the office, and call for student pick up by a person on the authorized list of each student’s enrollment form.
- Office personnel will call the public media to announce closure. IT MAY BE NECESSARY TO USE CELL PHONES DUE TO POWER OUTAGE.
- Office personnel will release students to parents who come to pick up their children using the every-day SIGN-OUT procedures.

- Teachers will stay with their students until all students have been picked up or appropriate arrangements have been made by the administration for students not picked up.
- If necessary, an assembly area will be set up for students remaining at the school.

If necessary, the student sign-out area will be moved from the school office and located as close to the assembly area as is practical. In this case, every student released will be recorded on the Student Release Form.

BOMB THREAT:

Person Who Receives the Threat Should:

- Record, document, and preserve threat (See sample in appendix FORMS)
- Report threat to office/administration (Principal, Facilities Director, or Office Manager).

Office/Administration (Principal, Facilities Director, and/or Office Manager) uses best judgment in determining level of concern and calls 911 if the determination is made that the threat is serious. If the threat is deemed serious, the Office/Administration will decide who will be the Incident Commander.

Incident Commander will communicate directions to all school personnel with simple verbal directions (intercom, loud speaker, etc.) and not dependent on bells and electronic signals with exception of the standard fire alarm.

Bomb Threat Decision-Making Process:

- Judgment is essential in making the decision on the seriousness of the bomb threat.
- Each incident will be evaluated independently.
- Examine each fact and consider the incident as a whole before rendering the decision.
- The decision will be based on the best information available (this is not an exact science).
- Determine the LEVEL OF CONCERN using the information on the Bomb Threat Check-List filled out by the person taking the call:
 - **COLD – NO EVACUATION IS MADE – SCHOOL IS NOT DISRUPTED.** The caller is not taken seriously. Based on one or more of the following:
 - Caller's statement,
 - Caller's behavior,
 - Immature voice,
 - Short statement then hangs up.
 - **WARM – NOTIFY THE SHERIFF USING NON-EMERGENCY NUMBERS (PHONE NUMBER 408-299-2311); USE SUBTLE CODE TO ALERT TEACHERS TO CHECK THEIR AREAS FOR UNIDENTIFIED OBJECTS; SEND SUPPORT STAFF TO SEARCH THEIR GEOGRAPHICAL AREAS.**
 - Caller provides some information about the device,
 - Caller's voice and tone elicit some concern.
 - **HOT – CALL 911 AND EVACUATE THE SCHOOL IMMEDIATELY.**
 - Caller sounds like he/she knows what he/she is doing,
 - Caller provides lots of information,
 - Caller gives description of the bomb, its location, type of explosive used,
 - Caller gives reason for planting the bomb.

If bomb may be inside the building, follow these steps:

1. Check evacuation routes and evacuation area for unusual objects which may be a bomb.
2. Order evacuation. Announce by adult runner. Do not use intercoms, telephones, cell phones, hand held radios, pagers, or other electronic devices.
3. When evacuating, all adults should check visually for unusual objects which may be a bomb or anything not recognized as belonging in the classroom or school. Report anything unusual but do not touch anything that may be a bomb.
4. Do not turn lights off or on. Leave doors unlocked.
5. Move to the assembly area unless notified by Incident Commander.
6. Alternate Assembly Area: Parking lot behind school by fire tank.

Because school personnel are most familiar with the school, they will be asked to assist in the search.

Follow the advise of law enforcement or bomb squad in determining when to call an “all clear” and return to school business.

Use the Bomb Checklist in “Forms” section as applicable.

If students are to be evacuated/dismissed from school, use the procedures outlined in the EVACUATION/SCHOOL CLOSURE PROCEDURES.