



COMPREHENSIVE SCHOOL SAFETY PLAN

Ed Code 32280

R. REX PARRIS HIGH SCHOOL

38801 Clock Tower Plaza Drive

Palmdale Ca 93550

Principal: Will Laird, Ed. D | wlaird@avhsd.org

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Date of Review: February 15, 2018

R. REX PARRIS HIGH SCHOOL

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Section 1 |

SCHOOL SAFETY COMMITTEE MEMBERS

2017-2018

RRPHS SCHOOL SAFETY COMMITTEE

Names of Members	Principal/ Administrative Member	Classroom Teacher	Other School Staff	Parent or Community Member	Secondary Student
Will Laird	X				
Dawn Voegele	X				
Cree Trotter					X
Kofi Eshun					X
Tami Brumwell		X			
Angela Egstrom		X			
Mark Mitchell			X		
Formeka Dent			X		
Maree Smith				X	
Amelia Eshun				X	
Maria Ramos (Alt Member)				X	
Numbers of members of each category	2	2	2	3	2

Section 2 |
SCHOOL SITE COUNCIL REVIEW & APPROVAL
SHEET

2017-18 RRP HS SCHOOL SITE COUNCIL

Names of Members	Principal/ Administrative Member	Classroom Teacher	Other School Staff	Parent or Community Member	Secondary Student
Will Laird	X				
Dawn Voegelé	X				
Cree Trotter					X
Kofi Eshun					X
Tami Brumwell		X			
Angela Egstrom		X			
Mark Mitchell			X		
Formeka Dent			X		
Maree Smith				X	
Amelia Eshun				X	
Maria Ramos (Alt Member)				X	
Numbers of members of each category	2	2	2	3	2

This Comprehensive School Safety Plan was adopted by the School Site Council at a public meeting on:

Attested:

Will Laird
Signature of School Principal

2/7/2018
Date

Will Laird
Signature of SSC chairperson

2/7/2018
Date

Section 3 | A.V.U.H.S.D. DISASTER/ INCIDENT REFERENCE SHEET

THE LOCATION OF THE CLOSEST FIRE EXTINGUISHER IS: Main Office



Antelope Valley Union High School District Disaster/Incident Reference Sheet

AVUHSD 44811 N. Sierra Highway, Lancaster, CA 93534 (661) 948-7655. Superintendent – Ext. 225; Educational Services – Ext. 230; Business Services – Ext. 218; Personnel – Ext. 216; Risk Management – Ext. 292; Student Support – 729-2321; Maintenance/Facilities– Ext. 290; Transportation 945-3621; AVAE 942-3042; AVHS 948-8552; DW 948-7555; HHS 538-0304; LnHS 726-7649; LHS 944-5209; PHS 273-3181; PxHS South 274-9260; PKHS 533-900; QHHS 718-3100;RRP 944-6510; ROP 575-1000.; ESHS 236-0244; AAV 943-2091

Operator “0” or emergency “0”

Principal ext. 304

Campus Security ext. 333

Emergency Phone Numbers (9-9-1-1)

Lancaster Police 948 8466; Fire 948-2631, **Palmdale** Sheriff 267-4300;
Fire 948-2631

Lock Down (CODE RED): Please keep in mind that there are times when a decision to evacuate may actually put students and staff in harm’s way. If the situation dictates that it is best for students to remain locked down in their classrooms, a **CODE RED** will be called an immediate lock down will occur. All doors are to be immediately locked and students who are outside are to come indoors. If a fire alarm is sounding and you hear a verbal/PA command for a **CODE RED**, obey the verbal/PA commands. During a **CODE RED**, remain in the locked room until directed to leave by the police or school/staff administration.

General Information: Always call **Campus Security (0 and/or 333)** or one of the numbers listed above. Clearly identify your exact location. If safe, remain on the line and do not hang up. Keep other lines clear for emergency calls. Your school site may well be a crime scene and everyone needs to take steps to preserve the evidence and to identify potential witnesses. Gather roll sheets or other class records for student accountability. Consider the impact on students and your peers. Anticipate the involvement of the school psychologist or district procedures for releasing students. There have been situations where attempted kidnappings have occurred during earthquakes and other disasters.

Accidents: If an accident happens near campus, or if a student or staff member is seriously injured call the Switchboard. Identify your exact location. Remain calm and respond to the situation.

Armed Student in Class: **Do not** confront the student! Wait for the Campus Security. **Do not** attempt to retrieve the weapon! **Do not** restrain or discipline the student! **STAY CALM!** Wait for the Police.

Bomb Threat: If available, immediately refer to the "Bomb Threat Checklist". Keep the caller on the line as long as possible. Ask him/her to repeat the message. If the caller does not indicate the location of the bomb or the time of the possible detonation, ask him/her for this information. If possible, have more than one-person listen in on the call. Alert the principal/site administrator. Keep the matter confidential. Immediately complete the "Bomb Threat Checklist". If you find a suspicious device, immediately contact the principal/site administrator. Anticipate that all students and staff will be evacuated from the danger zone. Be prepared to report the location and an accurate description of the object. If possible, check to see that all doors and windows are open. Expect the police department to examine rooms. Anticipate being asked if you have seen any objects that are out of place or are in places where they do not normally belong, Identify potential witnesses. Please keep in mind that there is a higher probability of an explosion outside of buildings than inside of buildings.

Earthquake: DURING THE QUAKE: At first sign of shaking, you should give the **DROP** command. If **Indoors**, everyone should get under a desk or table. If that is not possible, stand next to an inside wall or under an inside doorway. Stay away from computers, televisions, and stacks of books, file cabinets, and other heavy objects. Get as far away from the window(s) as possible. Drop to knees with back to the window(s) and knees together. Clasp one hand firmly behind head, covering neck. Wrap other arm around a table or chair leg. Bury your face in your arms, protecting head. Close eyes tightly. Stay until the earthquake is over. If **outdoors**, staff should direct students away from buildings, trees, poles and wires. Call **DROP** command. Everyone should cover as much skin surface as possible, close eyes and cover ears. If students are **on the way** to or from school, instruct them to stay in the open away from buildings, signs, trees and wires. Do **not** run. After the quake, continue home or to school. **FOLLOWING THE QUAKE, ANTICIPATE AFTER SHOCKS:** Anticipate that all students and staff will be evacuated in an orderly manner using pre-planned evacuation routes. **All teachers should take roll and note missing students or staff.** Students should remain outdoors, in evacuation area, until buildings are declared safe. Be prepared to operate without Police or Fire assistance for an unknown time. Keep in mind (1) the first

Fire/Explosion: The injured should be treated as much as possible while awaiting Police or Fire. Anticipate an evacuation away from threatened buildings using fire drill. Maintain control of students and take roll. If smoke is in the immediate vicinity, instruct students to "Stay low and Exit," crawling to avoid breathing fumes. If no escape is possible, close as many doors as possible between you and the fire. Stuff cracks and openings with wet clothing/rags and avoid fanning flames. Lay on floor to avoid smoke. Wait for help. Identify witnesses. Anticipate being bused to alternative location.

Gang Fight/Riot/Threatening Group: Contact the main office immediately. Wait for Campus Security. If there is fighting, do not try to break it up. Identify yourself and issue an order to disperse. Let the police handle the situation. *(For Office Staff): Call 9-9-1-1 and identify your school site and exact location. Stay on the phone with police until they arrive. Relay as much information as possible. Who and how many are involved? Specific location of occurrence? Number of wounded? Weapons involved? Any background knowledge of trouble or participants? Treat injured as much as possible. If possible, remove students from the area. Anticipate that a*

LOCK DOWN will be implemented to contain students in the classroom. If students are out of class, instruct them to report to their next period immediately. Do not disturb the fight area. It is a crime scene. Send the name of potential witnesses to the office. Attempt to calm students. Contact the office with any rumors of potential conflicts or fights.

Hostage Situation: Do not use words such as “hostage”, “captives”, or “negotiate”. Stay Calm, No Confrontation, No Challenges, No Heroics. IF A CLASSROOM IS TAKEN HOSTAGE: Obey the suspect's commands. Do not argue or fight. Go into a rest mode. Be passive. Tend to display more restful, sleepy behavior as opposed to being active, Try to calm the suspect and listen to complaints or demands, Once again, do not use words such as “hostage”, “captives”, or “negotiate”. Keep the students calm and do not allow them to agitate the suspect. Ask permission of the suspect in all matters. Make an effort to establish rapport with suspect. Provide your first name. Find out his/her first name and use first names, including the student's first name, throughout the conversation. If you do not know first names, refer to the hostage(s) as boys, girls, men, women, or students. This will help personalize hostage(s) as people rather than objects. Encourage suspect to release everyone. KEEP ALL RADIOS, TELEVISION SETS, AND COMPUTERS TURNED OFF. If possible and without increasing risk to yourself, minimize any possibility that the suspect can hear or see “NEWS REPORTS.” This could escalate the situation and keeping these devices off may help the situation. Be calm and patient and wait for help. Keep in mind that the average hostage incident lasts approximately six (6) to eight (8) hours and the average barricade incident last approximately three (3) hours. “TIME IS ON YOUR SIDE.” Based on the situation and the age of the suspect, anticipate at the point of rescue that all “possible suspects” in the room will be handcuffed by the police department. The police will then make a positive identification of the suspect and release the victims. Anticipate a **LOCK DOWN** to protect student and staff members in their classrooms/offices.

Rape: Offer the victim care and first aid until authorities arrive. **Avoid destroying any evidence.** Do not permit the victim to use the restroom until instructed to do so by the police. Wait with the victim until the site administrator arrives. Identify potential witnesses. If you talk to the victim prior to the police arriving on the scene, restrict the conversation to immediate medical needs. If discussion occurs on the situation, speak only in general terms. DO NOT DISCUSS THE SPECIFICS of the case. It is better in court that the initial specific statements about the crime are recorded by the police department and are not heard second hand with you as the witness. Take steps to protect the victim's identify. Protect the “PRIVACY” and “Rights of Confidentiality” of the student and family. Confer with site administrator regarding contacting Child Protective Services.

Shooting: At the first indications of shooting, sound of gunfire, loud cracking, popping, banging noises, windows shattering, glass exploding in classrooms, bullets ricocheting: Instruct students to drop to the ground immediately, face down as flat as possible. If you are within 15-20 feet of a safe position, duck and run for it. Move or crawl away from gunfire, trying to create obstruction between you and the gunfire. **IMPORTANT: KEEP IN MIND THAT MANY OBSTRUCTIONS MAY VISUALLY CONCEAL YOU FROM THE GUNFIRE, BUT THEY MAY NOT BE BULLET PROOF AND WILL NOT PROTECT YOU FROM GUNFIRE.** Try to get behind or inside a building and stay down. When you reach a relatively safe area, stay down and do not move. Do not peek or raise your head. If possible, call the office from a classroom, or run to the office (only if safe!) to report the situation. Listen for directions from the Police. **IF INSIDE CLASSROOM (WITH ASSAILANT OUTSIDE):** Duck and cover. Keep students inside. Close and lock the outside door to the classroom. Close the blinds, turn off the lights, and stay on the floor. Call the office (if possible) to report location of the sniper. **OFFICE PERSONNEL:** *Duck and cover on the floor, making phone calls from this position. Keep students out of danger. Consider if a lock down **LOCK DOWN** should be implemented to contain those students in their classrooms. **Call 9-9-1-1. Identify your school site and exact location.** As Police are in transit, relay information: Is suspect still on-campus? Where did he/she go? Specific location of occurrence. Number of wounded. Description of all weapon(s), dangerous object(s) and any visible ammunition. **LOOK FOR MULTIPLE WEAPONS AND REPORT ALL WEAPONS.** Any shots fired? Describe sound and number of shots fired. Keep the P.A. System on to provide instant announcements.*

Suicide/Threat: Suicide rarely happens without some warning to someone. Staff and faculty need to take all comments about suicidal thoughts seriously, especially if details of a suicide plan are shared. **Verbal Suicide Threat:** If a student suggests he/she is thinking about committing suicide in the near future: **LISTEN! SHOW YOU CARE! GET HELP!** Trust your feelings that this student may be self-destructive. Notify the office immediately. They will contact the counselor and/or school psychologist. **Under no circumstances should an untrained person attempt to assess the severity of suicidal risk.** The psychologist will notify the student's parent, guardian or other emergency contact. **When a Student is Threatening Suicide on Campus and Has a Lethal Weapon Available:** Stay with the student. Remain calm. Get vital information if possible. Clear other students from the scene. Assure the student that he or she has done the right thing by talking to you. Get the student to talk. Listen! Listen! Listen! Repeat back! Speak in a calm low voice. Make a mental note of what the student says. Monitor the student's behavior constantly. Try to get the student to agree to a verbal "no suicide" contract. ("I will not kill myself before talking to a counselor.")

Section 4 | DISASTER PROCEDURES

RRPHS DISASTER TEAM ASSIGNMENTS

Command Post: overall command and coordination

Dr. Will Laird, School Incident Commander (SIC):

Alternate SIC/Assistant: Dawn Voegele [or replacement Assistant-Principal]

Assistant: Formeka Dent [or replacement Principal's Secretary]

Assistant: Mark Mitchell [or replacement Network Technician]

Safety Team: search and rescue (SAR)

Dawn Voegele [or replacement Assistant-Principal], Safety Officer / SAR Team Leader

Alternate Leader/Assistant: Micah Davis [or replacement Security Officer]

Assistant: Chad Cook [or replacement Custodian]

Attendance Team: report missing to SAR / dismissal to guardians

Tammie Shepherd [or replacement VP Secretary], Team Leader

(Wendy Ihrig, if no medical)

Alternate Leader/Assistant: Julie Mitchell [or replacement Registrar]

Assistant: Micah Davis [or replacement Security Officer] (after SAR completed)

First Aid Team: medical care

Wendy Ihrig [or replacement Community Attendance Worker], Team Leader

Alternate Leader: Michelle Varela [or replacement Security Officer]

Assistant: As needed from staff support pool

Counseling Team: panic control and separation of hysterics

Denicia Alexander [or replacement Head Counselor], Team Leader

Evacuation Area: control of non-injured / calm students

Micah Davis [or replacement Security Officer], Area Team Leader

Teachers = Leaders of students in room assignment area

Sanitation & Living Conditions: water, sewage, etc., per SIC

Chad Cook [or replacement Custodian], Team Leader (dedicated after SAR completed)

Assistant: As needed from staff support pool

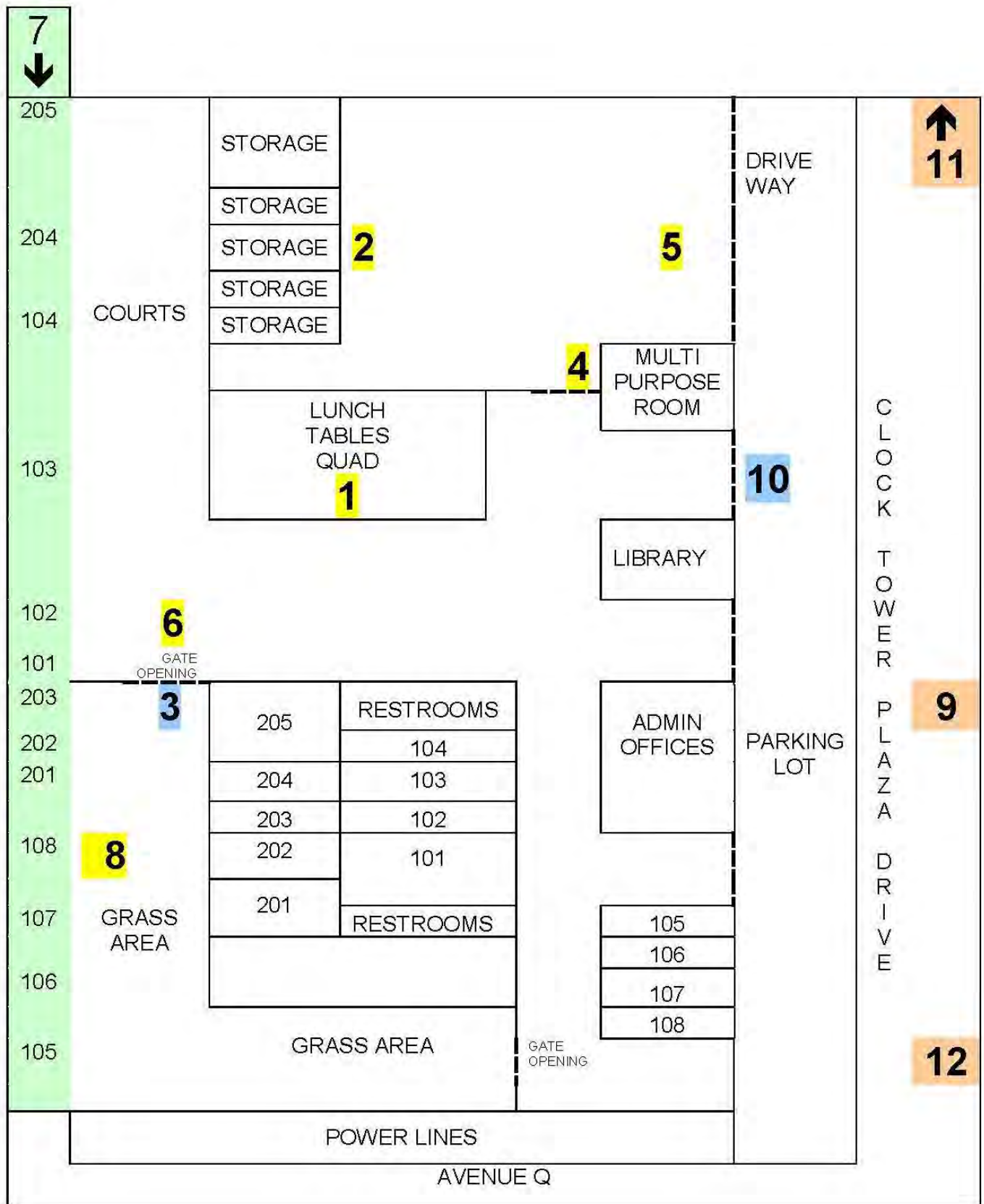
Staff Support Pool: as needed assignments per SIC

Danielle Moise [or replacement Library Media Technician], Team Leader

All unassigned adults to report to northwest corner of 200 building

STAGING AREAS

1. **Command Post:** Covered patio in center of quad
Alternate Site: Cemented area between offices and 200 building
2. **Safety Team:** Disaster Supply Container
Alternate Site: Cemented area between offices and 200 building
3. **Attendance Team:** Field access gate separating basketball courts from PE fields
Alternate Site: Cemented area between multipurpose room and library (**for student release**)
4. **Counseling Team:** Van parking area
Alternate Site: Covered patio in front of room 108
5. **First Aid Team:** Blacktopped area north of multipurpose room, against van gate
Alternate Site: Cemented area in front of elevator
6. **Staff Support Pool:** Field access gate at northwest corner of 200's building
Alternate Site: Covered patio in center of quad
7. **Students and Teachers:** Designated classroom areas against west wall
Alternate Site: The "center" PE field between 200's building and the southern PE field
8. **Students with Special Needs:** Room 108 relocation area against west wall
Alternate Site: aid area (north of multipurpose room, against van gate)
9. **Student Relocation (off-campus evacuation):** Field across Clock Tower Plaza Drive
Alternate Site: Dirt field to immediate west of school off Avenue Q
10. **Student Release:** Gate to parking lot between multipurpose room and library
Alternate Site: Student gate to parking lot between administrative offices and room 105
11. **Off-Site Bus Staging:** Transportation Center
Alternate Site: Parking lot
12. **Media Area:** Corner Avenue Q / Clock Tower Plaza Drive in front of school sign
Alternate Site: Transportation Center



EMERGENCY PHONE NUMBERS

School District Information, 661-948-7655

Superintendent: David Vierra, ext. 225

District Incident Commander: Daniel Ramos, ext. 222

District Maintenance: Ed Hedgecock, ext. 290

School Site Information, 661-274-1230

School Incident Commander: Dr. Will Laird, ext. 304

Alternate: Dawn Voegele, ext. 307

Safety Officer: Dawn Voegele, ext. 307

Alternate: Micah Davis, ext. 312

Emergency Support

Sheriff's Department: Emergency, 911

Non-emergency, 661-267-4300

School related, 661-948-8466

Emergency Management: Emergency, 911

Fire-Paramedics, 661-947-2111

Local Red Cross: 661-267-0650

Local Health Department: County Emergency Management Coordination, 213-738-4300

Local Mental Health Department: County Hotline, 1-800-854-7771

Emergency Broadcast

TV Station Channel Frequency: Channel 2, 4, or 7

Radio Stations: 88.1 FM, National Public Radio - www.kcrw.org, www.kcrw.org/grid/

CLASSROOM NATURAL DISASTER EVACUATION PROCEDURES

1. Drop, Cover, and Hold

Shout it out!!!

Lead by example: get under your own cover and STAY CALM

Do NOT wait for outside instructions: the Intercom may be destroyed during the event

2. Evaluate Your Surroundings During the First Intermission of Danger

Move calmly but quickly to check the room before allowing anybody to rise from cover

- REMEMBER: aftershocks, building collapse, fire, etc., may ensue at any moment
- Look for safety hazards: fire, exposed wires, collapsed structure, jagged objects, etc.

Check outside the door for any dangers blocking the escape route

3. First Mass Movements ("Ambulatory" = capable of walking)

Order everybody to quickly assemble near the doorway

If everybody is on their feet and ambulatory, begin Exit Procedures (skip to Step 5)

- Injured but ambulatory victims will be addressed in the evacuation/triage area

If a victim is unable to rise from the ground due to being trapped...

- ...under light, non-load bearing debris, quickly release the victim from the debris
- ...under heavy debris that is sustaining the structure or cannot be moved quickly
 - If possible, comfort the victim as much as can be quickly accomplished
 - Note the victim's name and any injuries

Begin Exit Procedures (Step 5), unless a victim is unable to rise due to injury...

4. Dealing with Non-Ambulatory Injured

Get a nearby adult to lead your ambulatory to YOUR assigned area while you assist victims

1st, Airway-related Victims

- Tilt-head back
 - If victim begins breathing with only this effort, roll victim onto side
- Conduct one cycle of CPR, then roll victim onto side
- Evacuate if becomes ambulatory, otherwise note name and injury for SAR Team

2nd, Bleeding Victims

- Apply pressure bandage to the bleeding area with gauze or cloth
- Firmly tie down the bandage (taut enough to staunch bleeding, but loose enough to avoid an "accidental tourniquet")

- Evacuate if becomes ambulatory, otherwise note name and injury for SAR Team

3rd, Shock (non-responsive) Victims

- Prop victim's feet above the head with chair or other object
- Evacuate if becomes ambulatory, otherwise note name and injury for SAR Team

5. Exit Procedures

Assure any victims being left behind that Search and Rescue will be notified immediately
ATTENDANCE, ATTENDANCE, ATTENDANCE!!!

- Take a list of any victims being left behind in the room, noting injuries
- Take a roll sheet of those individuals evacuated from the room
- Take a pencil for making attendance notations throughout the event

CLOSE THE DOOR BEHIND YOU (this helps to control fire)

LEAVE THE DOOR UNLOCKED (so that Search and Rescue can clear the room)

6. Evacuation Area

IMMEDIATELY REPORT UN-EVACUATED VICTIMS TO ATTENDANCE TEAM

Take attendance again to confirm against roll sheet

Do NOT report to attendance team if all are present

- The first priority is to identify the location of un-evacuated victims to Search and Rescue
- The Attendance Team will ask for roll sheets when they are ready for them

Note names of injured and assign trustworthy "runners" to get them to triage, then return to you

Do not allow anybody (except runners) to leave assigned evacuation area until ordered otherwise

PLAN FOR STUDENT RELEASE IN A DISASTER

Students Who Remain On Campus for Parental/Guardian Removal

1. The **School Incident Commander must give approval before the Attendance Team** [Tammie Shephard, Wendy Ihrig, Julie Mitchell, and Micah Davis, or replacements] **will initiate the student release process.**
2. Two tables with radios will be set up:
 - a. A station manned by Micah Davis [or replacement Security Officer] and Tammie Shephard [or replacement AP Secretary] will be set up in front of the entrance to the Administrative Offices with a predominate sign stating "Parent Check-in Station"
 - b. The "Student Release Station" will be manned by Julie Mitchell [or replacement Registrar] and Wendy Ihrig [or replacement CAW] and will be set up at the student gate between the multipurpose room and library
3. Guardians will first be directed to the Parent Check-in Station where the Attendance Team will verify the guardian's ID and crosscheck it against the student's Emergency Card
 - a. If the adult does not have an ID, school personnel will attempt to positively identify them through recognition or questioning
 - b. If the adult cannot be identified, or is not listed on the student's Emergency Card, then he/she will be turned away at this point until they can produce identification or verified permission from a person listed on the Emergency Card
4. Once ID and Emergency Card information are verified, the Parent Check-in Station will:
 - a. Check the student's name against a **nondescript** list of those who have been injured and/or previously released to medical personnel
 - b. If the student is on the injured list:
 - The guardian will be given a card that states the student's name
 - The guardian will be directed to the Student Release Station
 - The Counseling Team will be discreetly notified
 - A member of the Counseling Team will meet the parent, direct them to a private area, and inform them of the situation
 - c. If the student is not on the injured list:
 - The guardian will be given a card that states the student's name
 - The guardian will be directed to the Student Release Station
 - A radio call will be made to Micah Davis [or replacement Security Officer] in the evacuation area, stating the student's name,
 - Once located, the student will be escorted to the Student Release Station by a member from the Staff Support Pool
5. At the Student Release Station, after the student has arrived:
 - a. The Student Release Station personnel will verify that the adult is picking up **only** those students listed on the card given to them at the Parent Check-in Station
 - b. It will be confirmed with the student that he/she is willing to leave with the adult
 - c. Both the student and guardian will sign out with the following information:
 - Clearly printed student and guardian names
 - Time of checkout

- Phone number and location where the student is being taken

Students Evacuated by Medical Personnel

- a. Must be accounted for on a list with the location that the student is being transported to
- b. **Must be tagged with:**
 - i. Name
 - ii. Address
 - iii. Names of authorized guardians
 - iv. List of any first aid/medications administered
- c. This list must be updated at the Parent Check-in Station
- d. One school employee will ride in an ambulance to each hospital that a student/students are taken to, and that school employee will be responsible for all students at that hospital. The school employee will be kept abreast of students delivered to that hospital either by the hospital's check-in desk, cell phone calls to the school, and/or notes conveyed through the ambulance service.

FIRE/EXPLOSION

Lockdown Plan

“Code Red” Announced Over Public Address (PA) System or Other Means

- Classrooms, library, and multi-purpose room
 - **All doors are to be locked immediately and no one is to be allowed out of the room.** (Anybody who remains outside will be gathered by the Safety Team and taken to the administrative offices. Use a wastebasket as a toilet if necessary.)
 - Students are to lie prone on the floor, preferably near the wall farthest from what the teacher can discern to be the area of dangerous activity.
 - If the situation is immediate (nearby gunfire, etc.), shout “Hit the deck!” and ensure the students that you will stay with them no matter what.
 - Close all blinds to limit visibility into the room.
 - **Take student attendance and report to extension 318 or 319 any missing students who have been locked out of the room (not absent students who are off campus) and any extra students in your room.**
 - Care for any emotionally or medically fragile students.
 - Any signs or messages to law enforcement (ie, an injured student) are to be placed in the window corner that is lowest and nearest to the door.
 - Minimize landline phone calls to emergency information, using extensions 311, 312, 313, and 333.
 - Do not follow any further PA announcements.
 - **Remain in lockdown mode until a recognizable school staff person and/or law enforcement personnel direct you to do otherwise.**
- Administrative offices
 - All protocols stated above will be followed except for:
 - The Safety Team and security will coordinate a visual search of the premises using the video system and radios in order to retrieve any students who may have been locked outside of classrooms.
 - Students and personnel will be allowed into administrative offices upon visual verification using the school’s security camera system (Security Quad 2 camera).
 - The Attendance Team will collect reports of missing and extra students inside classrooms to identify unaccounted for students.
 - The security office will be utilized as a Command Post, while the central area of the administrative office will serve as a gathering area for students and personnel.

“Code Green” for All Rooms

- **“Code Green”** is the term used to signal the clearance to unlock doors.
- This will be delivered individually to the classrooms via telephone using the teacher’s middle name as a password or by individual room visitation by a recognizable school staff person and/or law enforcement personnel.
- If evacuation is required, instructions will be given at that time.

NOTE: Should a lockdown be required during a non-class time (ie, break or between sessions), teachers will guide nearby students inside prior to locking doors. TEACHERS WILL SUBMIT STUDENT ATTENDANCE IN LIST FORM VIA EMAIL TO WENDY IHRIG AND JULIE MITCHELL AS SOON AS POSSIBLE.

ACTIVE SHOOTER

DISASTER PROCEDURES FOR ACTIVE SHOOTER

At the first indications of shooting, sound of gunfire, loud cracking, popping, banging noises, windows shattering, glass exploding in classrooms, bullets ricocheting:

Instruct students to drop to the ground immediately, face down as flat as possible. If you are within 15-20 feet of a safe position, duck and run for it. Move or crawl away from gunfire, trying to create obstruction between you and the gunfire. **IMPORTANT: KEEP IN MIND THAT MANY OBSTRUCTIONS MAY VISUALLY CONCEAL YOU FROM THE GUNFIRE BUT THEY MAY NOT BE BULLET PROOF AND WILL NOT PROTECT YOU FROM GUNFIRE.** Try to get behind or inside a building and stay down. When you reach a relatively safe area, stay down and do not move. Do not peek or raise your head. If possible, call the office from a classroom or run to the office (only if safe!) to report the situation. Listen for directions from the Police.

IF INSIDE CLASSROOM (WITH ASSAILANT OUTSIDE): Duck and cover. Keep students inside. Close and lock the outside door to the classroom. Close the blinds, turn off the lights, and stay on the floor. Call the office (if possible) to report location of the sniper.

OFFICER PERSONNEL: Duck and cover on the floor, making phone calls from this position. Keep students out of danger. Consider if a LOCKDOWN should be implemented to contain those students in their classrooms. CALL 9-1-1. Identify your school site and exact location. As Police are in transit, relay information:

Is suspect still on-campus? _____

Where did he/she go? _____

Provide specific location of occurrence _____

Number wounded _____

Description of weapon(s) _____ , dangerous object(s) _____,
and any visible ammunition _____

Description of suspects (if known) _____

LOOK FOR MULTIPLE WEAPONS AND REPORT ALL WEAPONS –

Any shots fired? _____

Describe sound of shots fired _____

Keep the PA system on to provide instant announcements

HOSTAGE

DISASTER PROCEDURE HOSTAGE SITUATION

Do not use words such as “hostage”, “captives”, or “negotiate”.

Stay calm.

No Confrontation.

No Challenges.

No Heroics.

IF A CLASSROOM IS TAKEN HOSTAGE: Obey the suspect’s commands. Don’t argue or fight. Go into a rest mode. Be passive. Tend to display more restful, sleepy behavior as opposed to being active. Try to calm the suspect and listen to complaints OR DEMANDS. Once again, do not use words such as “hostage”, “captives”, or “negotiate”. Keep the students calm and don’t allow them to agitate the suspect. Ask permission of the suspect in all matters. Make an effort to establish rapport with suspect. Provide your first name. Find out his/her first name and use first names, including the student’s first name, throughout the conversation. If you do not know first names, refer to the hostage(s) as boys, girls, men, women or students. This will help personalize hostage(s) as people rather than objects. Encourage suspects to release everyone. KEEP ALL RADIOS, TELEVISION SETS, AND COMPUTERS TURNED OFF. If possible and without risk to yourself, minimize any possibility that the suspect can hear or see “NEWS REPORTS”. This could escalate the situation and keeping these devices off may help the situation. Be calm and patient and wait for help. Keep in mind that the average hostage incident lasts approximately six (6) to eight (8) hours and the average barricade incident lasts approximately three (3) hours. “TIME IS ON YOUR SIDE.” Based on the situation and the age of the suspect, anticipate at the point of rescue that all “possible suspects” in the room will be handcuffed by the police department. The police will then make a positive identification of the suspect and release the victims. Anticipate a **LOCK DOWN** to protect students and staff members in their classrooms/offices.

BOMB THREAT PROCEDURES, ADMINISTRATIVE ACTION

The principal or principal's designee shall:

1. Immediately call 911 (and inform the DO as quickly as possible)
2. **A determination to evacuate, lockdown, or maintain status quo will be made based on the advice of the Sheriff's Department.**
 - a. Factors to discuss with the Sheriff's Department include:
 - i. Have there been national bomb incidents lately?
 - ii. Have there been other hoaxes lately?
 - iii. Has a hostile student been suspended recently?
 - iv. Are there exams scheduled for today?
 - v. Is it senior skip day?
 - vi. Any unexplained student unrest?
 - vii. Any rumors circulating about a student threatening to harm others?
 - viii. How much information did the caller provide? (You can generally get more information out of a caller when it is not a hoax.)
 - ix. Consider the seriousness in the voice of the caller.
 - x. Were any specific details given?
 - xi. Did the caller have knowledge of the design of the school?
 - xii. Any recent break-ins? (Look for evidence of illegal entry.)
 - xiii. Did the caller give repeated warnings? This seriously escalates the degree of danger.
 - xiv. Check surveillance tapes.
 - b. Five possible search alternatives exist:
 - i. Conduct a low profile search of the exterior grounds and public areas of the building.
 - ii. Conduct a comprehensive search having all staff search their work area, in addition to the grounds and public areas so the entire building is covered.
 - iii. Search with partial evacuation.
 - iv. Evacuate after searching.
 - v. Evacuate immediately; note: this may place students/staff at risk if bomb is planted in a public gathering place such as the parking lot
3. If a Sheriff's response is determined to be necessary:
 - a. Create a command post for interaction with the Sheriff's Department
 - b. The school's Search and Rescue Team will be notified and formed to coordinate with Sheriffs and Fire Department/Paramedics if required
 - c. Maintain a log of events that includes the following information:
 - i. Times
 - ii. Events
 - iii. Equipment and Personnel used
4. If a Sheriff's response is determined to not be necessary:
 - a. School will continue as usual
 - b. Security will conduct a low profile search of the grounds anyway:

- i. Start on the outside of the school and work inward
 - ii. When inside, start at the bottom and work up
 - iii. Search personnel always work toward each other
 - iv. Listen for background noises
 - v. If a device is found, immediately notify the principal or designee
5. Final incident report will be compiled

The school staff shall:

1. In a lockdown, standard lockdown procedures will be followed, or
2. In an evacuation, standard emergency evacuation procedures will be followed
3. **Without touching them,** report any suspicious looking objects to security

BOMB THREAT PROCEDURES, PHONED

The staff member receiving the phone call shall:

1. **Do not hang up the phone!!!**
2. Communicate to another staff member the nature of the call so that the principal or principal's designee can inform the Sheriff's Department (911)
3. Without interrupting the caller, ask the following questions and write answers:

a. When will the bomb go off? _____

b. Where has the bomb been placed? _____

c. What does the bomb look like? _____

d. What kind of bomb is it? _____

e. What kind of explosive was used? _____

f. Why was it placed there? _____

g. Who placed the bomb there? _____

h. Who are you? _____

4. Keep the caller on the line for as long as possible.
5. After the call has been terminated, **do not hang up the phone**, and write down the following:

a. What was the caller ID number if one showed up? _____

b. What was the sex of the caller? _____

c. What was the accent of the caller? _____

d. What would be the best guess of caller's age? _____

e. Were there any background noises? _____

BOMB THREAT PROCEDURES, MAILINGS

Staff that receives mailings should draw concern from the following:

1. Foreign mail, air mail, and special delivery
2. Restrictive markings such as "Confidential" or "Personal"
3. Excessive Postage
4. Handwritten or poorly typed addresses
5. Incorrect titles
6. Titles, but no names
7. Misspelling of common names
8. Oily stains or discoloration
9. No return address
10. Excessive weight that may be unevenly distributed or lopsided
11. A rigid envelope that is less flexible than normal letters
12. Protruding wires or foils
13. Excessive securing material such as masking tape, string, etc.
14. Visual distractions, misleading statement as being "official"
15. Edges are normally sharp, not rounded

In the event of a suspicious looking mailing being received:

1. Do not open
2. Do not bend, squeeze, or drop
3. Put in a safe place away from other personnel
4. Notify the principal or principal's Designee

PROCEDURE FOR SUICIDE THREAT

Suicide rarely happens without some warning to someone. Staff and faculty need to take all comments about suicidal thoughts seriously, especially if details of a suicide plan are shared.

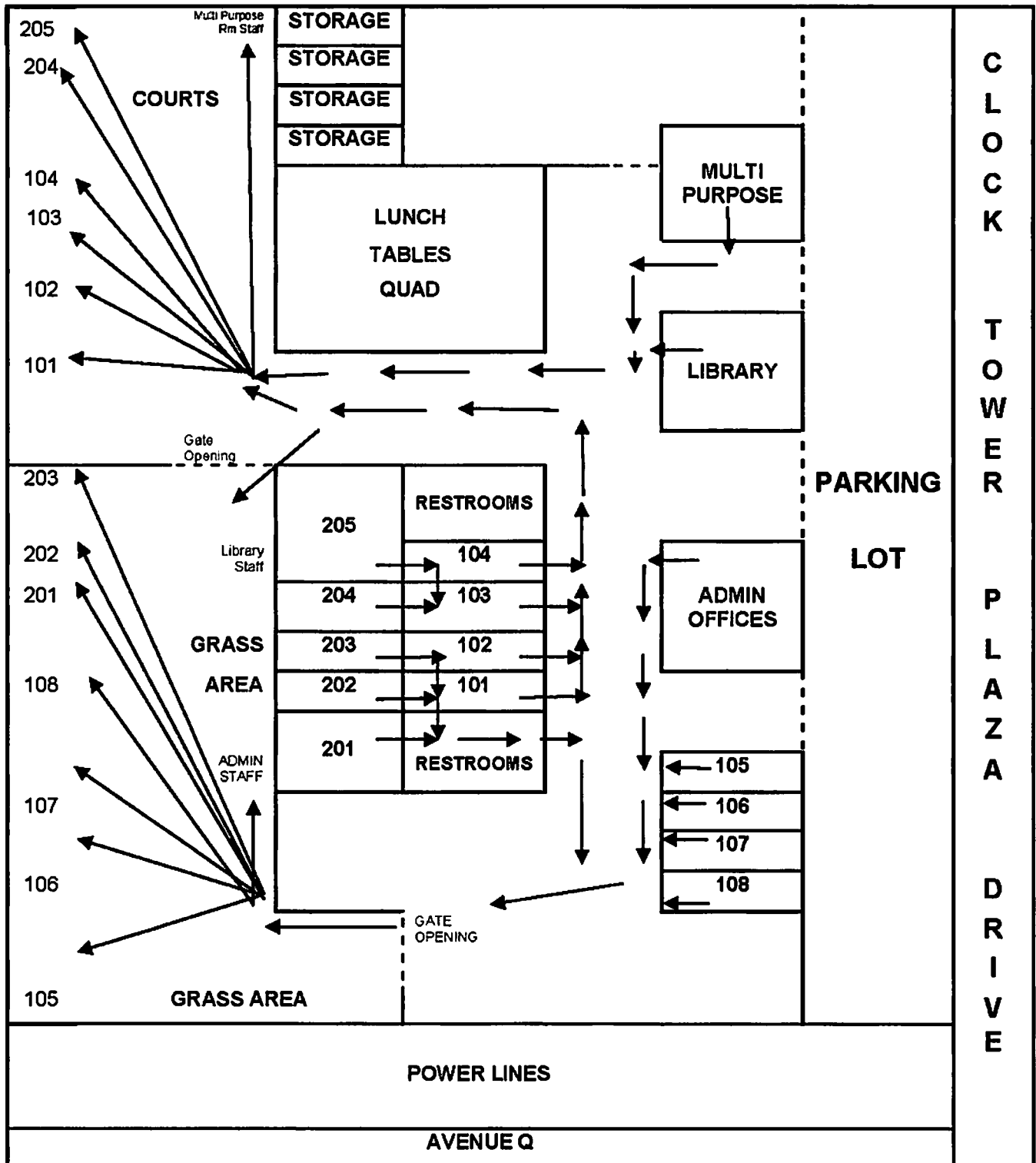
Verbal Suicide Threat: If a student suggests he/she is thinking about committing suicide in the near future: LISTEN! SHOW CARE! GET HELP! Trust your feelings that this student may be self-destructive. Notify the office immediately. They will contact the counselor and/or school psychologist. Under no circumstances should an untrained person attempt to assess the severity of the suicidal risk. The psychologist will notify the student's parent, guardian or other emergency contact.

When a Student is Threatening Suicide on Campus and Has a Lethal Weapon Available: Stay with the student. Remain calm. Get vital information if possible. Clear other students from the scene. Assure the student that he/she has done the right thing by talking to you. Get the student to talk. Listen! Listen! Repeat back! Speak in a calm low voice. Make a mental note of what the student says. Monitor the student's behavior constantly. Try to get the student to agree to a verbal "no suicide" contract. ("I will not kill myself before talking to a counselor".)

Section 5 | EMERGENCY EVALUATION ROUTES

Section 6 | EMRGENCY SUPPLIES CHECKLIST

On-Site Evacuation Map



NOTE: Should an evacuation be required during a non-class time (ie, break or between sessions), all of the above rules will be followed; however, teachers and students will be told to report to the area designated for their LAST CLASS ATTENDED.

EMERGENCY SUPPLIES CHECK LIST

☐ In Storage Bin

At Entrance, to Immediate Right

3 drums (55-gallon apiece) of treated water (115 gallons total) + 1 pump

At Entrance, Cage to Immediate Left

Bottom Shelf: Search and Rescue Items

2 search and rescue leader bags, each containing:

- 1 hard hat
- 1 pair of knee pads
- 1 flashlight + batteries
- 1 pair of leather gloves
- 1 pack of five disposable face masks
- 1 goggles
- 1 orange safety vest
- 1 emergency shut off tool for gas and water
- 6 glow sticks
- 1 roll of orange fluorescent tape
- 1 length of nylon cord
- 1 black lumber crayon
- 1 small pry bar
- 1 brass window punch
- 10 wood door jambs
- 9 packets of emergency water
- 2 combine dressing
- 3 kwik-cold instant ice pack
- 1 roll kerlix
- 1 roll cloth medical tape
- 3 emergency blankets
- 1 back support for lifting weights
- 1 roll 2" bandage/wrap
- 1 roll 4" bandage/wrap
- 1 set door marking instructions for clearing rooms

1 yellow rain poncho marked "security"

Additional cribbing (support lengths, leverage sticks, etc.) on bottom shelf

1 back support for lifting weights

Middle Shelf

- 2 empty thermos (5-gallon) for transport of drinking water
- 1 roll caution tape

Top Shelf: Long Term Items

- Package of three bungee cords
- 3 rolls of plastic wrapping and handheld dispenser
- 1 megaphone
- 2 portable toilets
- 2 privacy tents for portable toilets
- 4 roll of biohazard bags

Rear of Shelving**In Rolling Trash Can**

- 1 sledgehammer/ax combo
- 2 large pry bar/chisel combo
- 5 square shovel
- 4 pointed shovel
- 1 snow shovel
- 1 square hoe
- 4 large hard point gardening rake
- 2 large width flexible leaf rake
- 1 small width hard point gardening rake
- 1 small width flexible leaf rake

Behind Rolling Trash Can

- 5 flexible stretchers
- 1 8' 2x4 for additional cribbing

Back of Bin**Wheelbarrow**

- 1 box of cribbing (to be kept in wheelbarrow for fast transport)

Wheeled cart

- 28 orange cones
- 4 red flags on pointed poles for insertion to ground

Atop and Inside Metal Cages

- 36 wrestling mats (bedding for medical/overnight use)
- 2 folding, transportable mats

In Security Office

Yellow and Beige Wheeled Medical Cart

Drawer 1 (Top Drawer)

Various sized bandaids

Drawer 2

2 Rolls of biohazard bags
1 aerosol can of wound wash saline
1 box (100 count) of powder free nitrile exam gloves
1 pump bottle of waterless antibacterial hand sanitizer
1 small squeeze bottle instant hand sanitizer
2 tweezers
3 medical scissors
4 CPR Microshields
4 CPR Microshields-XL
1 safety glasses
1 package (25) triage disaster tags
1 thermometer
7 tongue depressors
8 alcohol swabs

Drawer 3

4 boxes (6 rolls apiece)
7 rolls 2" bandage/wrap
8 rolls 4" bandage/wrap
1 package 4"x4" gauze pads
3 packages 3"x3" gauze pads

9 rolls kerlix gauze

Drawer 4

1 box 8"x10" combine dressing
1 bottle sodium chloride irrigation
1 bottle certi-ose eye wash
17 boxes kwick-cold instant ice-pack kit
1 box sting relief wipes
1 tube glutosel-15
4 burn free pads 4"x4"
1 box 4"x4" gauze pads

Drawer 5 (Bottom Drawer)

- 10 splints
- 2 boxes sandwich bags
- 1 flannel blanket
- Two 1 pound rolls of cotton
- 1 box cloth tape
- 1 box kerlix
- 1 large flashlight and extra battery
- 1 megaphone
- 1 canister Lysol sanitizing wipes
- 1 canister sani-wipes

Section 7 | SCHOOL CRIME ASSESSMENT DATA

R. Rex Parris High School

Discipline Summary

School Year	# of incident entries resulting in a suspension	# of expulsion recommendations	Total days of suspension (including those resulting in expulsion recommendations)	# of PBIS log entries
2013-2014	274	19	703	0
2014-2015	198	12	4174	607
2015-2016	140	16	271	1429
2016-2017		11	224	
2017-2018 (Sem 1)	57	3		295

Section 8 | COMPLIANCE

ACTIVITY

DATE

Law Enforcement Review		
School Site Safety Committee Review	<i>Wine Land</i>	<i>2/2/2018</i>
Board Approval		
Post on SARC		
Post on School Website	<i>J. Davis</i>	<i>2/20/18</i>

APPENDIX

A: Board Policies

- BP/AR 0410: Non Discrimination in District Programs and Activities
- BP/AR 0450: Comprehensive Safety Plan
- BP/AR 1250: Visits to Schools
- BP/AR 1310.1: Civility Policy
- BP/AR 3515.1: Crime Data Reporting
- BP/AR 3516: Emergencies and Disaster Preparedness Plan
- BP/AR 3516.3: Earthquake Emergency Procedure System
- BP/AR 4119.11/4219.11/4319.11: Sexual Harassment
- BP/AR 4158/4258/4358: Employee Security
- BP/AR 4158.1/4258.1/4358.1: Teacher Notification of Dangerous Students
- BP/AR 5113.1: Chronic Absence and Truancy
- BP/AR 5131: Conduct
- BP/AR 5131.2: Bullying
- BP/AR 5132: Dress and Grooming
- BPAR 5136: Gangs
- BP/AR 5141.4: Child Abuse Reporting Procedures
- BP/AR 5145.12: Search and Seizure
- BP/AR 5145.7: Sexual Harassment
- BP/AR 5145.9 Hate Motivated Behavior
- BPAR 6116: Classroom Interruptions
- BP/AR 6142.2: Recognition of Religious Beliefs and Customs
- BP/AR 6163.4: Student Use of Technology
- E 5144.1(a): Minimum/Maximum Penalties Chart

B: School Discipline Policy

C: School Dress Code Policy

D: School Site Safety Plan Check List

B: School Discipline Policy



Antelope Valley Union High School District R. REX PARRIS HIGH SCHOOL DISCIPLINE PLAN

E 5144.1(a)

MINIMUM/MAXIMUM PENALTIES

This exhibit pertaining to minimum/maximum penalties for specified student offenses is provided as a guideline in implementing the district student conduct/discipline policies.

OFFENSE	LEGAL REFERENCE	MINIMUM PENALTY (First Offense or Mild Case)	MAXIMUM PENALTY (Chronic or Aggravated Case)
1. FIREARM •Possessing, selling, or otherwise furnishing a firearm	EC 48900(b) EC 48915(c)(1)	Recommend for expulsion and referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
2. BRANDISHING KNIFE •brandishing a knife at another person	EC 48900(b) EC 48915(c)(2)	Recommend for expulsion and referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
3. SALES CONTROLLED SUBSTANCES •Unlawful selling or furnishing a controlled substance listed in Chapter 2 (commencing with Section 10053 of Division 10 of the Health and Safety Code)	EC 48900(c) EC 48900(p) EC 48915(c)(3)	Recommend for expulsion and referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
4. SEXUAL ASSAULT/SEXUAL BATTERY	EC 48900(n) EC 48915(c)(4)	Recommend for expulsion and referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
5. POSSESSION OF EXPLOSIVES	EC 48900 (m) EC 48915(c)(5)	Recommend for expulsion and referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
6. PHYSICAL INJURY: Cause, attempt, threaten 6.1 Assault/battery on school personnel 6.2 Assault/battery on pupils and non-school personnel 6.3 Causing serious injury 6.4 Pupil fights 6.5 False fire alarm 6.6 Inciting pupil unrest 6.7 Hazing	EC 48900(a) EC 48915(a)(5) EC 48900(a)(k) EC 48915(a)(1) EC 48900(a)(k)	6.1–6.7: Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.

OFFENSE	LEGAL REFERENCE	MINIMUM PENALTY (First Offense or Mild Case)	MAXIMUM PENALTY (Chronic or Aggravated Case)
7. WEAPON (knife, other dangerous object) 7.1 Possession, sale, furnishing 7.2 Firecrackers 7.3 Laser pointer	EC 48900(b) EC 48915(a)(2)	7.1 One semester alternative placement. 7.1-7.3: Process in accordance with ED 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
8. Imitation firearm •Possessed an imitation firearm, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm	EC 48900(m)	Process in accordance with EC.48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
9. Controlled Substance: Possession, use, under influence •Alcohol, drug narcotics, hallucinogenic, or controlled substances or breathing fumes of poisonous substances	EC 48900(c) EC 48900(c) EC 48915(a)(3)	5-day suspension, attendance to drug diversion program, and possible alternative placement. Follow the implementation of policy document. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
10. Look-alike controlled substance, etc.	EC 48900(d)	5-day suspension.	Recommend for expulsion and referral to law enforcement agency.
11. Drug paraphernalia •Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code	EC 48900(j)	5-day suspension, attendance to drug diversion program, and possible alternative placement. Follow the implementation of policy document. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
12. Robbery, extortion •Committed or attempted to commit robbery or extortion	EC 48900(e) EC 48915(a)(4)	Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.

OFFENSE	LEGAL REFERENCE	MINIMUM PENALTY (First Offense or Mild Case)	MAXIMUM PENALTY (Chronic or Aggravated Case)
13. Burglary	EC 48900(f) EC 48900(g)	Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
14. Steal property, or attempt •Stolen or attempted to steal school property or private property	EC 48900(g)	Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
15. Receive stolen property •Knowingly received stolen school property or private property	EC 48900(l)	Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
16. Damage property •Caused or attempted to cause damage to school property or private property. 16.1 Vandalism 16.2 Graffiti	EC 48900(f) EC 48900(f)	Process in accordance with EC 48915. Financial restitution. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
17. Tobacco, possess or use •Possessed or used tobacco or any products containing tobacco or nicotine products	EC 48900(h)	Suspension. Referral to TUPE Coordinator.	Recommend for expulsion and referral to law enforcement agency.
18. Obscenity, profanity, or vulgarity •Committed an obscene act or engaged in habitual profanity or vulgarity •Possession of pornography	EC 48900(i)	Progressive discipline. Warning, ASW, SW, OCD, and Suspension off campus.	Recommend for expulsion and referral to law enforcement agency.
19. Disruption or willful defiance 19.1 Concerted pupil activities 19.2 Disrespect 19.3 Disturbing the class 19.4 Forgery 19.5 Gambling 19.6 Loitering on or near campus 19.7 Refusal to obey 19.8 Violation of closed campus 19.9 Inciting pupil unrest	EC 48900(k)	Progressive discipline. Warning, ASW, SW, OCD and suspension off campus.	Recommend for expulsion and referral to law enforcement agency.

OFFENSE	LEGAL REFERENCE	MINIMUM PENALTY (First Offense or Mild Case)	MAXIMUM PENALTY (Chronic or Aggravated Case)
20. Sexual harassment •The conduct described in Section 212.5	EC 48900.2	Progressive Discipline. Warning, ASW, SW, OCD and Suspension off campus.	Recommend for expulsion and referral to law enforcement agency.
21. Hate violence •The pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Section 233	EC 48900.3	Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
22. Harassment or intimidation •The pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils	EC 48900.4	Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
23. Harassed, threatened, or intimidated a complaining witness	EC 48900(o)	5-day suspension.	Recommend for expulsion and referral to law enforcement agency.
24. Terrorist threats, school officials property	EC 48900.7	Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
25. Electronic signaling devices (pagers, beepers, cell phones)	EC 48901.5	Progressive Discipline. Warning, ASW, SW, OCD and Suspension off campus.	Recommend for expulsion and referral to law enforcement agency.
26. Aiding and abetting	EC 48900 (r)	Suspension. Referral to law enforcement agency. Expulsion only if convicted.	Recommend for expulsion and referral to law enforcement agency.
27. Violation of District Dress Policy	BP 5136(a) (b) BP 5132	Process in accordance with Board Policy.	Recommend for expulsion and referral to law enforcement agency.

OFFENSE	LEGAL REFERENCE	MINIMUM PENALTY (First Offense or Mild Case)	MAXIMUM PENALTY (Chronic or Aggravated Case)
28. Plagiarism, dishonesty in school work/tests	BP 5131	Process in accordance with Board Policy.	Recommend for expulsion and referral to law enforcement agency.
29. Violation of district technology use policy or Internet Use Agreement	BP 5131 BP 6163.4	Process in accordance with Board Policy.	Recommend for expulsion and referral to law enforcement agency.

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Exhibit approved: November 13, 1990

Exhibit revised: April 2, 1997; March 1, 2000, February 4, 2004

Lancaster, California

C: School Dress Code Policy

RRPHS Dress Code

Students must be in compliance with dress code each day. Clothing which distracts from the learning process, will result in being sent home to make the necessary adjustments. Failure to comply with the RRPHS dress code will result in suspension.



NO HATS – ONLY Patriots baseball caps are allowed.



Beanies may be worn during cold weather only.



Hats and hoods can NOT be worn in classrooms.



Wear your pants at the waist – NO sagging.



NO Gang attire – You will be sent home.



NO: Shorts with long socks, bandanas, undershirt worn as a shirt.



You must wear shoes – Slippers are not shoes.



NO pajamas.



NO inappropriate T-shirts: NO drugs, paraphernalia, profanity, sexual graphic, or weapons on shirts, jewelry, belt buckles, or tattoos.



NO Earbuds (visible)

Female Students –



Wear tops that cover you – NO spaghetti straps, racer back, or see-through tops.



Leggings are NOT pants – Wear a skirt, shorts, or long top over leggings.



Shorts must be mid-thigh length – NO short shorts



NO ripped up pants or shorts with holes.

REMEMBER YOU ARE HERE FOR SCHOOL.

YOUR JOB IS TO BE IN CLASS ON TIME, LEARN, EARN CREDITS, AND GRADUATE!

D: School Site Safety Plan Check List

	DESCRIPTION OF CALIFORNIA ED CODE ITEM	IN PLAN	NEEDED	COMMENTS
	<i>32282 (a) The comprehensive school safety plan shall include, but not be limited to the following:</i>			
1	School Info - Name of School, District, principal, address, phone number, email. Public Meeting Date/Location. Law Enforcement Review. Mission Statement, Table of Contents	x		
2	Date reviewed and approved by Site Council. List of committee member's names/titles: Principal/designee, teacher rep, classified rep, Parent of attending student, Law Enforcement rep, Student Rep. May include other community member or other desired member/s.	x		
3	Assessment of the current status of school crime committed on school campuses and at school-related functions. California Healthy Kids Survey (CHKS), staff climate with student and parent surveys. Student attendance, referrals, discipline and expulsions. Crime Data. Threat, Risk, Hazard and Vulnerability Assessment.		x	
4	Identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following:	x		
5	Child abuse reporting procedures consistent with Article 2.5(commencing with Section 11164) of Title 1 of Part 4 of the Penal Code. Sexual Harassment Policy. A Discrimination and Harassment policy consistent with the prohibition against	x		

	discrimination contained in Chapter 2 (commencing with Section 200) of Part 1. Procedures adopted under the Safe and Drug Free Schools Act. Hate crime policies and reporting procedures pursuant to Chapter 1.2 (commencing with Section 628) of Title 15 of Part 1 of the Penal Code. Bullying prevention Policies and Procedures.			
6	Disaster procedures, routine and emergency, including adaptations for pupils with disabilities in accordance with the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.). <i>The disaster procedures shall also include, but not be limited to both of the following:</i>	x		
7	Establishing an earthquake emergency procedure system in every public school building having an occupant capacity of 50 or more pupils or more than one classroom. A district or county office may work with the California Emergency Management Agency and the Seismic Safety Commission to develop and establish the earthquake emergency procedure system. <i>The system shall include, but not be limited to, all of the following:</i>	x		
8	A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of pupils and staff. A drop procedure whereby each pupil and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools	x		

9	Protective measures to be taken before, during, and following an earthquake. A program to ensure that pupils and both the certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system.	x		
10	Establishing a procedure to allow a public agency , 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 district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.	x		
11	Policies pursuant to subdivision (d) of Section 48915 for pupils who committed an act listed in subdivision (c) of Section 48915 and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations pursuant to Article 1 (commencing with Section 48900) of Chapter 6 of Part 27.	x		
12	Procedures to notify teachers of dangerous pupils pursuant to Section 49079.	x		
13	The provisions of any school-wide dress code , pursuant to Section 35183, that prohibits pupils from wearing "gang-related apparel," if the school has adopted that type of a dress code. For those purposes, the comprehensive school safety plan shall define "gang-related apparel." The definition shall be limited to apparel that, if worn or displayed on a school campus, reasonably could be determined to threaten the health and	x		

	safety of the school environment. Any school-wide dress code established pursuant to this section and Section 35183 shall be enforced on the school campus and at any school-sponsored activity by the principal of the school or the person designated by the principal. For the purposes of this paragraph, "gang-related apparel" shall not be considered a protected form of speech pursuant to Section 48950.			
14	Procedures for safe ingress and egress of pupils, parents, and school employees to and from school.	x		
15	A safe and orderly environment conducive to learning at the school. Including the <i>social climate</i> (people and programs) AND the <i>physical environment</i> (place).	x		
16	The rules and procedures on school discipline adopted pursuant to Sections 35291 and 35291.5.	x		
17	Grants to assist schools in implementing their comprehensive school safety plan shall be made available through the partnership as authorized by Section 32285.			n/a
18	The comprehensive school safety plan may be evaluated and amended, as needed, by the school safety planning committee, but shall be evaluated at least once a year, to ensure that the comprehensive school safety plan is properly implemented. An updated file of all safety-related plans and materials shall be readily available for inspection by the public. All Site Plans may be viewed by the public at the AVUHSD website: www.avdistrict.org	x		

19	Each school shall adopt its comprehensive school safety plan by March 1, 2000, and shall review and update its plan by March 1, every year thereafter. AVUHSD Board of Trustees will approve plans prior to March 1. See agenda approval date at https://www.boarddocs.com/ca/avuhsd/Board.nsf).	X		
20	Commencing in July 2000, and every July thereafter, each school shall report on the status of its school safety plan, including a description of its key elements in the annual school accountability report card prepared pursuant to Sections 33126 and 35256	X		
21	Completed Checklist and a Copy of the full California Ed Code Section re: School Site Safety Plan	X		
	Principal Approved: <i>William Laine</i>			
	Date: <i>2/2/2018</i>			