

COMPREHENSIVE SCHOOL SAFETY PLAN

Effective Dates: 9/30/2021-9/30/2022

WILLITS ELEMENTARY CHARTER SCHOOL

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This Plan is Available for public inspection during regular business hours.

Public Input Meeting Held: 9/13/2021

Adoption by Governing Board: 9/14/2021

Scheduled for Review On: 9/2/2022

Date of last SARC: 1/12/2021

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COMMITTEE MEMBERS

The undersigned members of the Willits Elementary Charter School Site Council have met in the development of the following Comprehensive School Safety Plan.

Signatures:

_____	_____
(name), Principal (or Designee)	Date
_____	_____
(name), (Teacher’s Association Representative)	Date
_____	_____
(name), Parent	Date
_____	_____
(name), (Classified Employee Association Representative)	Date
_____	_____
(name), (Student – Optional)	Date
_____	_____
(name), (Law Enforcement Agency)	Date
_____	_____
(name), (Fire Department)	Date
_____	_____
(name), (Other First Responder– Optional)	Date
_____	_____
(name), (Other– Optional)	Date

SAFE SCHOOL VISION STATEMENT:

Willits Elementary Charter School will have a safe and supportive school environment.

DATA ANALYSIS

Assessment of current status of school environment and crime

Check the data sources used

Available Data Sources	2016/17	2017/18	2018/2019	2019/20	2020/21	2021/22
California Healthy Kids Survey (CHKS)				x		
CHKS Staff Survey						
CHKS or other Parent Survey	x	x	x	x	x	x
Other Student Survey			x		x	
Truancy/SARB (SART)			x	x	x	x
Student Referrals/Discipline	x	x	x	x	n/a	n/a
Suspensions/Expulsions	x	x	x	x	n/a	n/a
STOP IT reports						
DataQuest	x	x	x	x	x	x
Threat/Risk Assessment			x	x	x	x
Other Community and Crime Data						
Referrals	N/A	N/A	N/A	N/A	N/A	N/A
Suspensions	0	0	0	1	0	0
Expulsions	0	0	0	0	0	0

A. CHILD ABUSE REPORTING PROCEDURES

(EC 32282(a)[2](A); EC 44691; PC PC11165.5; PC11165.7; PC11166)

All school staff are trained in Child Abuse Reporting Procedures annually, using the online training module provided by NCSIG Safe Schools. All school staff actively monitor the safety and welfare of all students, and all school and district employees are mandated reporters. Staff members understand their responsibility as childcare custodians and immediately, or as soon as practically possible, by telephone and by a written report thereof within thirty-six (36) hours of receiving the information concerning the incident, report all cases of known and suspected child abuse to Child Protective Services and the school principal.

References:

- See school charter
- CDE resources: <http://www.cde.ca.gov/ls/ss/ap>
- Online training: <https://mandatedreporterca.com/training/school-personnel>
- Director leads training for new hires and all staff annually
- Child Abuse Reporting Form and Instructions Form are available in the school office

B. DISASTER RESPONSE PROCEDURES

(EC 32282(a)[2](B); GC 8607; GC 3100)

The Charter School Association of Willits maintains an Emergency Operations Plan (EOP) at each school site. Site specific information is included and updated annually. Students are instructed in their classrooms each year about safety procedures. Student and staff drills are conducted as listed below. Maps and procedures and more information are included in our full Emergency Operations Plan (EOP).

Under Government Code 3100, all school personnel are Disaster Services Workers and are required to assist during a disaster until they are released by the Incident Commander/District Superintendent.

Type of Drill	Frequency
Fire	monthly
Earthquake (Drop, Cover, Hold)	semi-annually
Evacuation	monthly
Intruder/Lockdown	varies
Student release procedure	varies

These protective measures are taken before, during, and following a crisis:

Mitigation	<ul style="list-style-type: none"> • Assess existing or potential hazards on and off campus • Identify nonstructural hazards on campus and develop a plan of action to address the hazards
Preparedness	<ul style="list-style-type: none"> • Conduct drills for students and staff in Drop/Cover/Hold • Conduct evacuation drills for students and staff • Conduct drills for students, staff and family in the Student Release Procedures • Coordinate, plan and train with Law Enforcement and Fire Personnel • Acquire emergency equipment and supplies • Coordinate with MCOE S.O.S. Crisis Response Team
Response	<ul style="list-style-type: none"> • Evacuate buildings and the school campus if necessary • Release students as needed • Initiate search and rescue efforts as needed • Handle triage, medical aid, and mental health emergencies as needed
Recovery and Reconstruction	<ul style="list-style-type: none"> • Assess building and campus safety and damage • Identify contacts for support as needed • Mobilize the Crisis Response team as needed • Make plans to relocate classes and other academic business at an alternate site as needed • Track costs to delineate expenditures • Debrief • Update plan as needed

Fire

- A. Director (or staff member, if near an alarm) will initiate the action: Leave building using the fire alarm signal
- B. Director will call (or direct office staff to call)
 - a. 911
 - b. District Office
- C. Use fire extinguishers, if appropriate. (Staff should know location and proper use of extinguishers.)

- i. If trapped:
 - 1. Stuff wet towels under doors.
 - 2. Stay low, avoid breathing smoke.
 - 3. If smoke is in the room, breathe through a thin, wet cloth (t-shirt, blouse, etc.) to filter smoke.
 - 4. If possible, open tops of windows that don't let smoke in.
- ii. If aflame:
 - 1. Roll person in blanket, coat, or douse with water.
 - 2. Remove burning or smoldering clothing.
 - 3. Remove from smoky area, if possible.
 - 4. Burns less than 20% in adults or less than 5% in children: Cool in water.
 - 5. No ointments, grease, butter, etc.
- D. Keep access roads open for emergency vehicles.
- E. Instruct Secretary to direct firefighters to area of fire.
- F. Teachers take attendance and display OK/NEED HELP sign.
- G. Instruct office staff to notify utility companies of situation.
- H. Director may:
 - a. Retain students and staff outside until the end of the school day, then release as usual.
 - b. Implement ALL CLEAR command if the Fire Department declares the building safe.

Flood

- A. Warning will come from direct communication with Director by telephone or notification from 911 or the District Office.
- B. The extent of the flood and the estimated time before it arrives will dictate the course of action. The Director may initiate the following emergency actions:
 - a. GO HOME, or
 - b. LEAVE BUILDING, or
 - c. Provide care for students at school

Explosion

- A. In the event of an explosion or the threat of an explosion, such as a gas line, the following will be implemented:
 - a. Explosion:
 - i. Action: DROP and COVER
 - ii. If the explosion occurred within the building, or threatens the building, staff should immediately implement action: LEAVE BUILDING
 - iii. Sound the school emergency alarm
 - iv. Move to an area of safety as far away from any structure as possible and maintain control of students
 - v. Render first aid if necessary
 - vi. School office calls 911 and District Office

- vii. Take attendance. Hold up OK/NEED HELP sign
 - viii. School office will notify utility company of actual or suspected break in service
 - ix. Director will instruct further action as required
 - x. Staff and students will not return to school until Fire Department officials declare the area safe.
- b. Threat of Explosion:
- i. Sound the school emergency alarm. This will automatically implement action: LEAVE BUILDING
 - ii. Follow procedures *iv* thru *x* of Explosion (above)

Earthquake

If Inside School Building:

- A. Staff member in authority will implement action: DROP/COVER/HOLD:
Warning Signal: The beginning of the event itself or verbal command by any staff member
- B. Procedure:
 - a. Inside: Students and staff drop to their knees under a desk or table, if possible. Protect head/neck with hands. If desk or table moves, hold onto the desk/table leg and move with it. If there are no desks/tables, drop close to a windowless wall if possible, and protect head/neck with hands.
 - b. Outside: Move away from buildings, power lines, trees and fuel tanks. Drop to your knees and cover your head/neck with hands, a book, jacket, backpack, etc.
 - c. Wait for ALL CLEAR command.
- C. Avoid areas with large panels of glass or heavy suspended objects. DO NOT stand in doorway
- D. WHEN SHAKING STOPS, check self and others for injuries. Check with co-workers to determine if someone needs to stay with injured. Implement action: LEAVE BUILDING
- E. Avoid touching metal, such as fencing
- F. Render first aid as necessary
- G. Hold up OK/NEED HELP sign

If Outside on School Grounds:

- A. Staff member in authority will implement action: DROP/COVER/HOLD
 - B. The safest place is in the open. Stay there until shaking stops.
- When shaking has stopped, move away from buildings, play equipment, utility poles, signs, trees, fencing, exposed wires, and wet areas. If safe, follow procedures per LEAVE BUILDING instructions

References

- School site specifics for Building Disaster Plan (Emergency Procedures) are posted in each classroom

C. SUSPENSION & EXPULSION POLICIES

(EC 32282(a)[2](C))

It is the intent of the governing board to maintain a safe learning environment for all students. Student behavior management is conducted in a manner consistent with federal law, the Education Code of California, governing board policies and district administrative regulations. School staff members adhere to the procedures set forth in the Student and Parent Handbook. The following list is a summary of offenses that could result in suspension and/or expulsion from school:

1. The threat, causation or attempted causation of physical injury to another person or willfully used force or violence upon the person of another, except in self-defense
2. Possession of a weapon (e.g. firearms, knives, dangerous object, and explosives)
3. Unlawful possession, use, sale, offer, or being under the influence of any controlled substance, alcoholic beverage or intoxicant
4. Robbery or attempted robbery or extortion of private or school property
5. Significant damage or attempt to damage school property
6. An obscene or offensive act or habitual profanity/vulgarity/hate violence
7. Disruption of school activities/willfully defying school personnel in the performance of their duties
8. Committed sexual offense, sexual harassment, or intimidation
9. And other grounds for suspension as specified in Ed. Code Sections 48900,48900.2-.4, and 48900.7.

References

- See school charter
- See Parent Handbook

PROCEDURES FOR NOTIFYING TEACHERS OF DANGEROUS PUPILS

(EC 32282(a)[2](D); EC 49079)

In accordance with EC 49079, the Director informs the teacher of any student in his/her class who has engaged in, or is suspected of, any act during the previous three years which could constitute grounds for suspension or expulsion under EC 48900.

The director meets with parents before a child is enrolled. If a child is considered dangerous, the director meets with teachers and any other staff who may be working with the child to inform them of the concerning behavior. A behavior plan is developed as needed.

UNIVERSAL PRECAUTION POLICY

We shall use Universal Precautions when encountering any human blood or bodily fluids.

Personal protective equipment (PPE) shall be used to prevent skin and mucous membrane contact with blood and other bodily fluids. Whenever staff encounter human blood or bodily fluids, they should wear protective gloves. Hands and other skin surfaces shall be washed immediately after contact with blood or other bodily fluids. Hands shall be washed each time gloves are removed.

Employees who have exudative lesions or weeping dermatitis shall refrain from handling blood or other bodily fluids until the condition resolves.

Exposure Occurrence: If you should have an exposure incident to another person's blood, immediately wash the exposed area with warm water and soap. If the exposed area is in your mouth, rinse your mouth with water or mouthwash. If the exposure was in your eyes, flush with warm water or saline if available. A quick rinse is probably not adequate; you want to irrigate the area completely with water. Next, report the incident with the following information: how, when and where the incident occurred and with whose blood or body secretions you came in contact. Your blood may then be tested for HIV but only with your consent.

E. DISCRIMINATION & HARASSMENT POLICY

(EC 32282(a)[2](E); EC 234.4)

Willits Elementary Charter School is committed to maintaining a safe school environment that is free from discrimination and harassment. Discrimination against any student or employee and/or sexual harassment of any student or employee by another person is prohibited.

The school is committed to providing a work and educational atmosphere that is free of

unlawful harassment. The school's policy prohibits unlawful harassment based upon race, color, creed, gender (including gender identity and gender expression), religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, sexual orientation, military or veteran status, or any other consideration made unlawful by federal, state, or local laws. Coworkers and third parties, as well as supervisors and managers, are legally prohibited from engaging in unlawful harassment. The school will not condone or tolerate harassment of any type by any employee, independent contractor or other person with which the school does business. This policy applies to all employee actions and relationships, regardless of position or gender. The school will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. When the school receives allegations of misconduct, it will conduct a fair, timely and thorough investigation that provides all parties an appropriate process and reaches reasonable conclusions based on the evidence collected. The Board (if a complaint is about the Director) or the Director or designee will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

Prohibited Unlawful Harassment

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race, or any other protected basis;
- Retaliation for reporting or threatening to report harassment; or
- Disparate treatment based on any of the protected classes above.

Prohibited Unlawful Sexual Harassment

The school is committed to providing a workplace free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action, up to, and including dismissal, of the offending employee.

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire, when: (1) submission to the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

It is also unlawful to retaliate in any way against an employee who has articulated a good

faith concern about sexual harassment against themselves or another individual.

All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. Such training will include information about the negative effects that abusive conduct has on both the victim of the conduct and others in the workplace, as well as methods to prevent abusive conduct undertaken with malice a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct includes but is not limited to repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. Supervisors shall also be trained on how to appropriately respond when the supervisor becomes aware that an employee is the target of unlawful harassment. Other staff will receive sexual harassment training and/or instruction concerning sexual harassment in the workplace as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the Director. See Appendix A for the "Harassment Complaint Form." See Appendix B for the general "Complaint Form."

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
 - Rape, sexual battery, molestation or attempts to commit these assaults.
 - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.
- Unwanted sexual advances, propositions or other sexual comments, such as:
 - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
 - Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or disparate treatment for rejecting sexual conduct.

- o Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.
- Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
 - o Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work.
 - o Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
 - o Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy. Moreover, please note that while in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or supervisory responsibilities. As such, consensual relationships in the workplace may violate the school policy.

Complainants and witnesses under these policies will be protected from further harassment and will not be retaliated against in any aspect of their employment due to their participation in an investigation, filing of a complaint, or reporting harassment.

The school will investigate complaints promptly and provide a written report of the investigation and decision as soon as practicable. The investigation will be handled in as confidential a manner as possible consistent with a full, fair, and proper investigation. The school is committed to remediating any instances where investigation findings demonstrate unlawful harassment has occurred.

Workplace Violence

The school takes the safety and security of its employees seriously. The School does not tolerate acts or threats of physical violence, including but not limited to intimidation, harassment and/or coercion, that involve or affect the School or that occur, or are likely to occur, on School property. You should report any act or threat of violence immediately to the Director.

Whistleblower Policy

The school requires its directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within the School. As representatives of the School, such individuals must practice honesty and integrity in fulfilling all responsibilities and must comply with all applicable laws and regulations. The purpose of this policy is to create an ethical and open work environment, to ensure that the School has a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees, and volunteers of the School to raise serious concerns about the occurrence of illegal or unethical actions within the School before turning to outside parties for resolution.

All directors, officers, employees, and volunteers of the School have a responsibility to report any action or suspected action taken within the School that is illegal, unethical or violates any adopted policy of the School, or local rule or regulation. Anyone reporting a violation must act in good faith, without malice to the School or any individual at the School and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who in good faith reports a violation, or who in good faith cooperates in the investigation of a violation shall suffer harassment, retaliation, or adverse employment action. Further, no one who in good faith discloses, who may disclose, or who the School believes disclosed or may disclose, information regarding alleged violations to a person with authority over the employee or another employee who had responsibility for investigating, discovering or correcting the purported violation shall suffer harassment, retaliation, or adverse employment action.

Reference:

- See school charter
- See employee handbook
- See board policy
- See signature page in employee handbook confirming employees understand and will abide by policy
- All staff training (annual)

F. SCHOOL-WIDE DRESS CODE (Policies on Gang Attire, if applicable)

(EC 32282(a)[2](F))

Students are expected to dress in a way that is safe, not distracting to themselves or others, and allows them to fully participate in their academic and physical education activities.

References

- See parent handbook
- See annual letter home to parents

SAFE INGRESS AND EGRESS

(EC 32282(a)[2](G))

Willits Elementary Charter School annually defines procedures for safe ingress and egress of pupils as well as details regarding the nature and hours of campus supervision, locations of safe drop-off and pick-up of students and the safe ingress and egress to the campus. Safety procedures and expectations are described for those students who ride their bikes, get dropped off by a car and walk to and from school.

All students walking to and from school must use crosswalks with crossing guard. Students riding bicycles or scooters must walk them on campus. Students being dropped off by car must be dropped off on the west side of Lenore street. All visitors must sign in at the main office and wear a visitor's pass.

References:

- See parent handbook
- See annual letter home to parents

H. ENSURING A SAFE AND ORDERLY ENVIRONMENT

(EC 32282(a)[2](H))

EC 32282 (b) It is the intent of the Legislature that schools use the handbook developed and distributed by the School/Law Enforcement Partnership Program entitled "Safe Schools: A Planning Guide for Action" in conjunction with developing their plan for school safety.

Appropriately Assigned Teachers, Access to Curriculum-Aligned Instructional Materials, and Safe, Clean and Functional School Facilities (Priority 1)

Standard: LEA annually measures its progress at all of its school sites, as applicable, and promptly addresses any complaints or other deficiencies identified throughout the academic year, as applicable; and provides information annually on progress meeting this standard to its local governing board at a regularly scheduled meeting of the local governing board and to stakeholders and the public through the Dashboard.

Met: Any issues are addressed immediately at school site, the School conducts regular insurance inspections, reported out through SARC annually. Teachers are appropriately assigned and we have implemented Common Core Standards beginning in 2012. We are in the process of choosing a new math curriculum.

Implementation of State Academic Standards (Priority 2)

Standard: LEA annually measures its progress implementing state academic standards and reports the results to its local governing board at a regularly scheduled meeting of the local governing board and to stakeholders and the public through the Dashboard.

Met: School chose to use MAP testing to examine year-end progress of students during 2020-21 school year, because the majority of the school year was done in remote learning. Students demonstrated learning progress; even students performing below grade level still showed improvement and growth. Results were reported to the board.

Parent Engagement (Priority 3)

Standard: LEA annually measures its progress in: (1) seeking input from parents in decision making and (2) promoting parental participation in programs, and reports the results to its local governing board at a regularly scheduled meeting of the local governing board and to stakeholders and the public through the Dashboard.

Met: Annual survey given, alternating between a Likert scale survey and open-ended questions. Director meets with parents regularly and staff weekly (or daily as needed). Parental input sought and shared with board and stakeholders through CSAW meetings, LCAP meetings, newsletters and newspaper. For school year 2021-22, we are not allowing parent volunteers on campus until we can research and experience how the school is coping with Covid spread. However, the director continues to meet with parents on Zoom meetings to solicit feedback and input and meets parents daily in person at pick-up and drop-off. Parents also joined the Reopening Committee to ensure the safety of the school during these times of Covid.

School Climate (Priority 6)

Standard: LEA administers a local climate survey at least every other year that provides a valid measure of perceptions of school safety and connectedness, such as the California Healthy Kids Survey, to students in at least one grade within the grade span(s) that the LEA serves (e.g., K-5, 6-8, 9-12), and reports the results to its local governing board at a regularly scheduled meeting and to stakeholders and the public through the Dashboard.

Met: Annual survey given, alternating between a Likert scale survey and open-ended questions. Questions regarding school climate are included at least biannually. Results are included in Director's annual report that is shared with WUSD and CSAW. After November CSAW meeting, results will be uploaded to Dashboard.

References

- See parent handbook
- See annual letter home to parents
- See LCAP
- See SARC

H. ENSURING A SAFE AND ORDERLY ENVIRONMENT

Goals, Objectives and Activities

–

Component I – SOCIAL ENVIRONMENT (People and Programs)

Component I: The Social Environment (People and Programs)
Goal 1: A positive, supportive, engaging school environment that supports students is crucial to student engagement in learning and autonomy in taking responsibility for their learning. WECS will actively support students and provide extra social rituals of creating a strong school culture.
Measurable Objective: By June 2022, WECS students will indicate 85% of students feeling safe, valued, and known on campus.
Activities: 1. Entire school staff attended Conscious Discipline training and will implement rituals and routines that reinforce connection between staff, students, and families.
2. Classes are reading books and having daily class discussions about empathy and solving problems together.
3. Celebrations of birthdays and important events will occur weekly at our Community Gatherings.
4. Teachers and all staff are actively engaging students in behaviour conversations to reduce the number of students being sent out of the classroom and helping them to solve their problems together.

H. ENSURING A SAFE AND ORDERLY ENVIRONMENT

Component I - SOCIAL ENVIRONMENT (People and Programs)

Who will take the lead:	Each classroom teacher and co-teacher
Completion date:	Evaluated annually
Resources needed:	Funding for Conscious Discipline training (grant provided through Mendocino County), funding for books, classroom resources
How we will monitor and evaluate:	A decrease in the number of students being sent to other classrooms; an increase in the student survey of students feeling seen and connected to school.

H. ENSURING A SAFE AND ORDERLY ENVIRONMENT

Goals, Objectives and Activities

Component II – PHYSICAL ENVIRONMENT (Facilities)

Component II: The Physical Environment (Facilities)
Goal #1 The school yard will continue to be a safe place to gather and play.
Objective: We will continue monitoring and repairing buildings as necessary.
Activities: <ul style="list-style-type: none"> a. Ensure rain stays off ramps; repair gutters and roofs as needed b. Make necessary repairs as needed. c. Paint baseboards d. Students will use the movement circuits on the pavement e. By Fall 2021, we will have a shed to store dishes for eating outside.

H. ENSURING A SAFE AND ORDERLY ENVIRONMENT

Component II – PHYSICAL ENVIRONMENT (Facilities), Continued

Who will take the lead: Charlene Bredder
Completion date: Fall of 2022
Resources needed: <ul style="list-style-type: none">● paint● parent volunteers
How we will monitor and evaluate: Regular check-ins

I. RULES AND PROCEDURES ON SCHOOL DISCIPLINE

(EC 32282(a)[2](I))

In order to provide a positive and safe learning environment for students, Willits Elementary Charter School has created schoolwide expectations for behavior and discipline. We follow the California Department of Education guidelines for suspensions and expulsions.

References:

- District Board Policies and Administrative Regulations for this section
- Student and Parent Handbook
- School Rules

J. TACTICAL RESPONSES (SEE EOP, ANNEX B)

(EC 32282(a)[2](J))

Willits Elementary Charter School, in consultation with law enforcement officials, has developed tactical responses to criminal incidents at the school site that may result in death or serious bodily injury. In accordance with EC 32281(f) the district elects not to disclose the tactical response portions in the publicly viewed copy of the plan. General procedures for Shelter-in-Place, Lockdown and Evacuation, are contained in Annex B of the Emergency Operations Plan.

Civil Disturbance / Marauder

- A. In the event of a civil disturbance, impending civil disturbance, gang violence or marauder on campus, the Director will immediately notify 911 and the District Office.
- B. Teachers will take attendance and display OK/NEED HELP sign where visible.
- C. Initiate Action: LOCKDOWN/SECURE BUILDING
- D. Employees must use their best judgement at all times, and make alternative decisions if warranted.

Bomb Threat

In the event of a bomb threat, the following will be implemented:

DO NOT use hand-held radios – they may detonate the bomb

Note : Although a bomb threat is usually a hoax or prank, each threat must be handled quickly and efficiently.

- A. Person receiving bomb threat phone call or message will notify the Director immediately.
- B. Director will call (or direct office personnel to call):
 - a. 911
 - b. Superintendent/District Office
- C. By the very nature of a bomb threat, the situation may be very dynamic. The Director, with guidance from law enforcement, will implement the action appropriate to each incident. It may be: LEAVE BUILDING, EXTENDED EVACUATION, or GO HOME.

NOTIFICATION WILL BE IN PERSON BY THE DIRECTOR OR A DESIGNATED RUNNER.

Each teacher leaving a room should take note of anything suspicious in the classroom. DO NOT TOUCH ANY SUSPICIOUS ITEM. Notify the Director or law enforcement.

Students will take their own backpacks with them.

- D. School personnel will assist law enforcement, if requested, in conducting a search.
- E. Upon completion of inspection/search, administrator may:
 - a. Authorize reoccupation of facilities
 - b. Initiate action: LEAVE BUILDING, EXTENDED EVACUATION, or GO HOME.

LOCKDOWN/SECURE BUILDING PROCEDURE

- A. Warning Signal: warning bell/tone followed by verbal announcement, if necessary.
- B. Procedure:
 - a. Keep students in rooms, down low and quiet. Lock doors and close windows
 - b. Staff direct any students outside to move to the nearest room
 - c. Staff without students find nearest room and stay there until notified
 - d. The Director may initiate LEAVE BUILDING

GO HOME

- A. Warning Signal: verbal command by Director
- B. Procedure:
 - a. Media statement is prepared to notify parents of details of student release. Release is faxed or delivered to: Willits Police Department, the Sheriff's Office and MESA (Mendocino Emergency Services Authority)
 - b. Student/parent reunion gate is established and signs are posted in English and Spanish
 - c. Parent/Guardian is sent to child's safety area. ***Teacher checks Emergency Form on clipboard, asks child the following 3 questions:
 - i. "Do you know this person?"
 - ii. "Would your parents want you to go with this person?"

- iii. “Do you want to leave with this person?” If child answers “yes” to all three questions, the adult fills out the release form and the child is released
- iv. Classes may consolidate as they become smaller
- v. Staff members will be released by Director as soon as they are no longer needed

References:

- District Board Policies and Administrative Regulations for this section
- Procedures for School Site Specific Shelter-in-Place, Lockdown and Evacuation from Annex B of the Emergency Operations Plan

MONITORING AND COMMUNICATING THE PLAN

(EC 32286-32288)

This plan is reviewed, evaluated, and amended (as needed) each school year by the School Site Council and Board of Trustees, local Law Enforcement and the local Fire Agency. The revised plan is placed on the November regular meeting of the Board of Trustees for public hearing to allow public input before it is adopted. It is available for public inspection at the District Office and school site during regular business hours.

<p>How was the previous plan monitored?</p> <p>The plan is reviewed yearly by the staff before school starts. The plan is then approved in September at the Board meeting.</p>
<p>Were changes made to Section B: Disaster Reporting Crisis Response or to the SEMS/ICS Chart? If so, reference where these are found.</p> <p>No</p>
<p>Were changes made to Section G: Ingress and Egress? If so, reference where these are found.</p> <p>No</p>

<p>What progress was made on Section H: Component I (Social Environment)?</p> <p><i>By June 2021, WECS students will have 90% participation rate in distance learning, as measured by student attendance on Zoom classes.</i></p> <p>This goal was met.</p>
<p>What progress was made on Section H: Component II (Physical Environment)?</p> <p><i>We will continue monitoring and repairing buildings as necessary.</i></p> <p>This goal was met.</p>

Record the Dates of Drills or Staff Training in Past 12 months:

	Drills	Training
Fire	1/22/20, 10/8/20, 11/4/20, 1/19/20, 2/18/20, 3/24/21, 4/29/21, 5/13/21, 6/9/21	8/25/2021
Earthquake	6/1/21	8/25/2021
Evacuation	1/22/20, 10/8/20, 11/4/20, 1/19/20, 2/18/20, 3/24/21, 4/29/21, 5/13/21, 6/9/21	8/25/2021
Lockdown	6/11/2021	8/25/2021
Student Release		8/25/2021

MONITORING AND COMMUNICATING THE PLAN

(EC 32286-32288)

<p>Method for Communicating Plan and Notifying Public: EC 32288</p>	<p>Date of Public Hearing : September 13, 2021</p> <p>The School site council or school safety planning committee shall notify, in writing, the following persons and entities, if available, of the public meeting:</p> <ul style="list-style-type: none"> ● Local Mayor ● Representative of the local school employee organization
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	<ul style="list-style-type: none"> ● A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs ● A representative of each teacher organization at the school site ● A representative of the student body government ● All persons who have indicated they want to be notified 	
	<p>The School site council or school safety planning committee is encouraged to notify, in writing, the following persons and entities, if available, of the public meeting:</p> <ul style="list-style-type: none"> ● A representative of the local churches ● Local civic leaders ● Local business organizations 	
	<p>In order to ensure compliance with this article, each School District or County Office of Education shall annually notify the State Department of Education by October 15 of any schools that have not complied with EC 32281</p>	
Review of Progress for Last Year	Name	Date
Law Enforcement		
Fire		
First Responder, if applicable		
Site Council Approval		September 13, 2021
School Board Approval		September 14, 2021
Most Recent SARC (link below)	Date: January 2021	

APPENDIX

SARC: <http://sarconline.org/>

LCAP: <https://www.willitselementarycharter.com/About-Us---LCAP.html>

CHARTER: <https://www.willitselementarycharter.com/About-Us---LCAP.html>

PARENT HANDBOOK:
<https://www.willitselementarycharter.com/About-Us---LCAP.html>