

TRAVIS UNIFIED SCHOOL DISTRICT



Reaching beyond the boundaries
to build a community of learners.

SCHOOL SAFETY PLAN

Travis Unified School District
2751 De Ronde Drive
Fairfield, CA 94533

Center Elementary School

Principal: Tanya LaBass

Approval Date: February 7, 2023

SECTION 1 – CALIFORNIA EDUCATION CODE SECTION 32281 (B)(1), (B)(2)

The school has partnered with local law enforcement and community responders to develop our Standard Response Protocol for threats such as active shooter, air pollution/chemical release, bomb threat, civil disturbance on campus, earthquake, fire, evacuation, severe windstorm/tornado, lockdown, lockout and threat of explosion/gas leaks/aircraft accident.

Our goal is to use a Standard Response Protocol to practice simple responses to emergency situations. Staff members have been trained in emergency response and hold regular drills with students. Precautionary measures are used to secure buildings such as fencing, security cameras and visitor sign in.

The School Safety Plan was written and developed by the [EC Section 32281 (b)(1) and 32281 (b)(2)]:

Name of committee: **School Site Council**

Council/Committee Members [EC Section 32281 (b)(2)]:

Name	Position	Role
Tanya LaBass	Principal	Chairman
Carissa Cook	Classified Employee	Secretary
Diane Williams	Certificated Employee	Chairman
Erika Fisher	Certificated Employee	Vice-President
Cynthia Davis	Certificated Employee	President
Gurinder Kooner	Parent	Chairman
Navjot Kooner	Parent	Chairman
Patricia Pimental	Parent	Chairman
Alanna Vorous	Parent	Chairman
Anna Johnson	Parent	Chairman

SECTION 2 – CALIFORNIA EDUCATION CODE SECTION 32281 (B)(3)

The School Safety Plan was written and developed through consultation with local law enforcement agencies including the Fairfield and Vacaville Police Departments [EC Section 32281 (b)(3)].

SECTION 3 – CALIFORNIA EDUCATION CODE SECTION 32282 (A)(1)

The comprehensive school safety plan includes, but is not limited to all of the following [EC Section 32282 (a)]:

An assessment of the current status of school crime at the school and at school-related functions, which may be accomplished by reviewing one or more of the following types of information [EC Section 32282 (a)(1)]:

- Attendance rates / SARB data – [DataQuest Chronic](#) / [Dataquest Truancy](#)
- Suspension / Expulsion data - [DataQuest](#)
- California Healthy Kids Survey (CHKS) – [School Climate](#)

Additional school specific data can be located at the following links:

- [California Dashboard](#)
- California Dashboard – [Additional Reports and Data](#)
- [Dataquest](#)
- [LCAP](#)
- LCAP – [Accountability Model](#)
- [SARC](#)

The above information was shared with the School Site Council on: **November 8, 2022.**

The comprehensive school safety plan includes, but is not limited to all of the following [EC Section 32282 (a)]:

Identify appropriate strategies and programs that provide and maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety [ED Section 32282 (a)(2)]:

Our school has implemented the following programs and strategies to maintain a high level of school safety:

Center Elementary School Staff are committed to providing students a safe and productive learning environment. Safety is our number one priority. Over the past few years, as a site team we have implemented safety systems that strategically address safety needs in the area of student and staff physical safety, socio-emotional safety and school facilities.

School Facilities:

Our school facilities are maintained by Travis Unified School District to ensure that our site meets safety guidelines and regulations. Custodians review site needs regularly and tour the school with the school administrator to discuss on-going projects, areas of concern, and the progress of work orders. Both day and evening custodians work diligently to ensure that all classrooms, school offices and school meeting areas are clean and in good working order. When there is a facility concern, staff report to site custodian and office staff for a work order to be placed that day. The work orders are routinely reviewed for completion. Larger scale improvement projects are communicated to district administration and followed through as funds allow.

Staff/Student Physical Safety

Center Elementary School has implemented the following programs and strategies to maintain a high level of school safety:

- Center Elementary School partners with the Fairfield Police and Fire Department staff to practice drill procedures monthly. We practice: Fire, Earthquake, Lock-Out and Lock Down drills to be ready for emergency situations. We have drills that are both announced and unannounced to be prepared for all emergencies as best we can.
- We utilize radios on campus to ensure all pertinent staff is in constant communication while students are on campus. They are especially used during a drill to ensure all safety measures are practiced.
- Students are supervised by site staff before and after school as well as at every recess. We have staff group rotation to ensure that all entrances/exits of the school are supervised daily.
- All visitors and volunteers are required to sign in at the front office on a paper log and volunteers sign in on both the paper log and on the district CERVIS computer. This provides us an accurate record of visitors and volunteers to our campus. All visitors to campus are required to place a colored sticker on their upper body identifying them as an approved campus visitor. All volunteers are asked to wear a badge with lanyard while on campus.
- All students, staff and visitors have access to face masks and hand sanitizer.

- Through school weekly bulletins, PTA newsletters, Center's updated website, daily marquee messages and "all-call" email/text communications, families are informed of areas of concern and constructive solutions. These include traffic patterns, honoring cross walks, parking in designated areas, driving at safe speeds, and keeping an eye out for all students to and from school.

Socio-Emotional Safety

Our Center Elementary School Vision is "Learners today, leaders tomorrow." Our mission is for the Center Elementary School Community to be committed to the academic achievement of ALL students. We develop respectful, caring, empowered thinkers who are engaged in their own learning and ready for the challenge of a diverse, ever-changing global society. Our school promotes a safe, respectful, responsible and kind environment that establishes high expectations for student success, provides differentiated support for students and embraces a high level of family involvement. To achieve our mission, we instill character traits that address the socio-emotional and academic needs of every child.

We have a unified school Positive Behavioral Interventions and Supports (PBIS) system that includes common classroom management plans, regular communication from teachers and administrators, recognizing students for displaying our school core values to Be Safe, Be Respectful, Be Responsible. Each day we recognize students who exhibit these traits. Character and Conduct Traits are promoted at Center, students are awarded character coupons, and we have weekly drawings from each class in which students can pick a prize from the treasure chest. Each classroom conducts classroom character lessons and weekly Second Step (Social Emotional Learning). Our district-approved Second Step program addresses bullying identification and prevention of bullying.

We have a school social worker, intervention specialists, a behavior specialist, and two student support specialists on staff to provide support to students and staff. We believe in a team approach to support students, staff, and families. We conduct Student Study Team (SST) meetings when students are not making typical progress. We conduct SART/SARB meetings to address attendance concerns and support students being present on time every day. Our District Behaviorist and/or Social Worker conducts staff training to help accommodate and address our students' needs when they arise in the classroom. Moreover, key staff have been trained in NCI strategies to help implement de-escalation strategies when they are needed. Our staff is supportive and nurturing, seeking to help all of our students maintain and gain a positive learning experience in a safe environment.

Our school follows procedures for complying with laws related to school safety, including but not limited to the following Board Policies, Administrative Regulations and other documents, which can be viewed in their entirety using the corresponding links [EC Sections 32282 (a)(2)(A) – 32282 (e)]:

- A. Child Abuse Reporting procedures ([BP 5141.4](#) and [AR 5141.4](#)) [EC Section 32282 (a)(2)(A)]
- B. Disaster procedures, routine and emergency, crisis response plan including adaptations for pupils with disabilities and the following. [EC Section 32282 (a)(2)(B)]
 - i. Earthquake emergency procedures that include. [EC Section 32282 (a)(2)(B)(i)]
 - I. A school building disaster plan. [EC Section 32282 (a)(2)(B)(i)(I)]
 - II. A drop procedure. [EC Section 32282 (a)(2)(B)(i)(II)] Dates/Times of drop procedure drills held at least once each quarter in elementary; once each semester in secondary schools
 - III. Protective measures to be taken before, during and after an earthquake. [EC Section 32282 (a)(2)(B)(i)(III)]
 - IV. A program to ensure that pupils, and certificated and classified staff are aware of and are trained in the procedures. [EC Section 32282 (a)(2)(B)(i)(IV)]
 - Travis USD Emergency Response Protocol
 - Emergency Response/Disaster Procedures (Document 1)
 - District Drill Schedule (Document 3)
 - ii. Establish procedures to allow a public agency to use school buildings, grounds, and equipment for mass care and welfare shelters during an emergency. ([BP 1330](#) and [AR 1330](#)) [EC Section 32282 (a)(2)(B)(ii)]
- C. Suspension/Expulsion policies and procedures ([BP 5144.1](#), [AR 5144.1](#) and [AR 5144.2](#)) [EC Section 32282 (a)(2)(C)]
- D. Procedures to notify teachers of dangerous pupils ([BP 4158/4258/4358](#) and [AR 4158/4258/4358](#)) [EC Section 32282 (a)(2)(D)]
- E. Discrimination and Harassment Policy. Include hate crime reporting procedures and policies ([BP 4112.9/4212.9/4312.9](#), [BP 4119.11/4219.11/4319.11](#), [AR 4119.11/4219.11/4319.11](#), [BP 5145.3](#), [AR 5145.3](#) and [BP 5131.2](#)) [EC Section 32282 (a)(2)(E)]
- F. Schoolwide Dress Code, if it exists, including prohibition of gang-related apparel ([BP 5132/5136](#) and [AR 5132/5136](#)) [EC Section 32282 (a)(2)(F)]
- G. Procedures for safe ingress and egress of pupils, parents, and school employees to and from school site ([BP 1250](#) and [AR 1250](#)) [EC Section 32282 (a)(2)(G)]
 - Safe Ingress and Egress Procedures (Document 2)
- H. A safe and orderly environment conducive to learning at the school ([BP 5137](#)) [EC Section 32282 (a)(2)(H)]
- I. Rules and procedures on school discipline ([BP 5144](#), [AR 5144](#) and [BP 5131](#)) [EC Section 32282 (a)(2)(I)]
- a. Where practical, consult, cooperate and coordinate with other school site councils or school safety planning committees. [EC Section 32282 (c)]

- b. Evaluate and amend the plan as needed and at least once each year, to ensure the plan is properly implemented. Keep an updated file of all non-sensitive safety-related plans and materials readily available for inspection by the public. [EC Section 32282 (d)]
- c) Legislature encourages that policies and procedures aimed at the prevention of bullying be included in the comprehensive school safety plan. See (E) above ([BP 5131.2](#)) [EC Section 32282 (e)]

SECTION 6 – CALIFORNIA EDUCATION CODE SECTION 32286

- Each school shall adopt its comprehensive school safety plan by March 1, 2001, and shall review and update its plan by March 1, every year thereafter. [EC Section 32286 (a)]
- 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 Section 33126 and 35256. [EC Section 32286 (b)]

SECTION 7 – CALIFORNIA EDUCATION CODE SECTION 32288

This plan was submitted to the Student Services Department of the Travis Unified School District on _____ December 6, **2022** for approval by the Travis Unified School District Board of Education. [EC Section 32288 (a)]

This Safety Plan was communicated to the public at a public meeting held at the school site on _____ **November 8, 2022** . [EC Section 32288 (b)(1)]

TUSD EMERGENCY RESPONSE PROCEDURES

Active Shooter: Sounds of gunfire. Announcement may be made over the intercom.

- Try to remain calm, listen to ascertain if an active shooter is within your vicinity, and determine whether to Run, Hide, or Fight.
- Run: If there is an escape path, attempt to evacuate yourself and students. Leave your personal belongings behind.
- Hide: If evacuation is not possible, hide. Lock and/or blockade the door. Close the blinds. Silence your cell phone and direct your students to do as well. Hide behind large objects. Remain very quiet.
- Fight: As a last resort, and only if you and your students' lives are in danger, attempt to incapacitate the shooter. Act with physical aggression. Improvise weapons.
- When law enforcement arrives:
 - Remain calm and follow instructions.
 - Keep your hands visible at all times.
 - Avoid pointing or yelling.
 - Know that help for the injured is on its way.

Air Pollution/Chemical Release: Announcement will be made over intercom.

- Staff will be notified to discontinue all athletic activity on campus.
- Call parents and dismiss students who are susceptible to respiratory problems.
- Turn off air intake systems.
- Follow shelter-in-place instructions (such as closet doors/windows), if applicable.

Bomb Threat: Fire alarm will signal evacuation.

- Follow evacuation procedures.
- Students may return to class only when given the "All Clear" signal.
- **Students or staff may not remove any suspicious objects.**

Civil Disturbance on Campus: Announcement will be made over intercom.

- Such an event would most likely occur if a large number of students caused a disturbance and refused efforts of administrators and teaching staff to maintain order. The following will take place:
- A civil disturbance situation will be announced.
 - Police will be contacted.
 - Move disturbance to an isolated area, if possible. The administration will meet with concerned parties.
 - Daily instruction will continue. Staff should attempt to persuade all uninvolved students to go to class. Teachers who have students in class will keep them until further notice.

Earthquake: Ground will start shaking. For drills: announcement will be made over the intercom.

- Implement "Duck, Cover and Hold" (students and staff should take protective positions under desks or tables away from and with backs to windows).
- Fire alarm will sound if students need to be evacuated (see fire procedures).
- Students may return to class only when given the "All Clear" signal.

Evacuation/Fire: Fire alarm will signal. Specific information may be relayed by intercom, if applicable.

- Fire alarm will signal evacuation unless inoperable. A bullhorn or messenger will be used if the alarm is not functioning.
- Teachers will direct students to the evacuation area(s). Teachers will be the last person out of the room and will bring their roll books.
- Students are to line up by class (according to the evacuation map) in a straight line during the entire emergency.
- Teachers are to take attendance quickly and return to the front of the line to account for missing students. Implement a colored card coding system once attendance is taken.
 - **Green** Status Card: Everyone is ok and accounted for.
 - **Red** Status Card: Missing or extra student(s).
 - Report missing students to administration.
- Students may return to class only when given the "All Clear" signal.
- Students are not to be released unless instructed to do so by the administration.
- Parent staging area should be established and communicated.

Lockdown – Police Activity in the area or Threatening Individual/Violent Intruder:

Announcement – "Lockdown" will be made over the intercom.

Procedure when students are outside:

- Teachers should direct students into any available classroom.
- If students scatter and run, teachers are to let them go.

Procedure when all students are in class:

- Teachers should check immediately outside their room to escort any students into their class.
- PE teachers are to direct their students to an indoor location.
- Teacher should lock the door, close and lock all windows, draw blinds, close drapes and turn off lights.
- If safe to do so, monitor email for possible updates or further instructions.

Severe Windstorm/Tornado "FLOOD": Announcement will be made over the intercom including words "SEVERE WINDSTORM" or "TORNADO WARNING."

- All students remain in classrooms. If students are outside, they should report to class. If this emergency occurs at lunch, all students will go to open rooms (multi use room, gymnasium).
- Teachers should shut all blinds and drapes. Do not close windows all the way.
- Students should stay away from windows and should turn their backs to them.
- Refrain from touching any downed electrical wires.
- If "**FLOOD**" occurs prior to schools opening, "School Messenger" will send out information.

Threat of Explosion/Gas Leaks/Aircraft Accident: Announcement will be made over the intercom.

- A Duck and Cover Command will be issued, or evacuation will be ordered with the fire alarm, depending on the situation.
- In the event of a gas leak, teachers will be instructed to close all windows and to wait for further instructions.

Emergency Telephone Numbers

From an outside line CALL 911

Stay calm*Speak clearly*State your emergency*Give name/address*Allow dispatcher to direct conversation*Stay on phone

Travis Unified School District

Main Number (707) 437-4604

Non-emergency Police:

Sheriff/Fire (707) 784-7030
Fairfield Police/Fire Dept (707) 428-7300
Vacaville Police/Fire Dept (707) 421-7373
TAFB Military Police Desk (707) 424-2800 or (707) 424-2227

Emergency: Police/Fire/Sheriff/Medical.....911
TAFB EMERGENCY (707) 424-4911
Cell Phone Emergency # - Fairfield..... (707) 428-7373
Cell Phone Emergency # - Vacaville..... (707) 449-5200
Poison Control..... (800) 876-4766
Gas/Power Failure..... (800) 743-5000
Red Cross..... (707) 429-3131

Tune in to Radio Frequencies TV for emergency broadcasts:

KUIC 95.3 FM
KCRA Channel 3

It is the teacher's responsibility to ensure these safety procedures are followed. Teachers are required to keep accurate lists of students. Teachers are responsible for the safety of their students. Teachers shall refer to site emergency evacuation plan for designated evacuation locations.



LOCKOUT



LOCKDOWN



EVACUATE



SHELTER

PARKING, PARKING, PARKING!!!!

Students who are driven to our school must NOT arrive before 7:30 am and need to be picked up promptly after school. There is no designated staff member to assist with parking. All adults are responsible for following rules and procedures that will benefit everyone!

PARTNERS IN SAFETY

The most important school concern? The safety of our students.

Traffic around schools can pose a safety problem, especially at the beginning and end of each school day. Our goal is to improve safety for our students and offer parents options. Observe the following rules when unloading and loading Center Elementary students (numbers refer to the map in the welcome folder):

DROP-OFF, OPTION #1—KISS & GO (GRADE K-3 PLAYGROUND AND GRADE 4-6 PLAYGROUND)

- ✓ Enter the Kiss & Go area (1) only when your children are ready to exit the vehicle. School supplies must be in the car (not in the trunk) so that children can exit quickly.
- ✓ Pull forward all the way to the first marked before unloading, even if there are no cars behind you.
- ✓ Unload only from the passenger side of the car.
- ✓ Unload **QUICKLY** in the Kiss & Go area. (2 min. max.)
- ✓ Children enter the playground using the nearest gate in front of your vehicle.
- ✓ Remain in the driver's seat.
- ✓ Do not park in the Kiss & Go lane and leave car unattended.
- ✓ Exit the Kiss & Go lane promptly after unloading children. Stay in sequence.
- ✓ Only pass cars in front of you when directed to do so by a staff member. Wait until the car in front has unloaded and follow in turn.
- ✓ Do not block the crosswalk or bus entrance/exit with your vehicle.
- ✓ When walking, parents and students are to use the crosswalk whenever possible.

DROP-OFF, OPTION #2—PARKING

- ✓ Parents can park in the covered parking spots that are across from the parent pick up zone, in the court at the top of the hill, or in the parking lot at the base of the hill across the street from Vanden High School.
- ✓ Parents should not park on Markeley Lane or do illegal U-turns.
- ✓ Supervision on the hill to the lower parking lot is provided after school on regular schedule

days from 2:25pm as needed until 2:40pm, CPD schedule 12:50pm as needed until 1:05pm and on minimum days from 11:40am as needed until 11:55am. Students who are not picked up after school at the bottom of the hill are escorted by our safety supervisors back to the front office to contact their parent or guardian to be picked up safely.

- ✓ All students entering through the front of the school should use the sidewalk to enter the school and the parent(s) must sign in and are required to get a visitor sticker.
- ✓ All students entering and exiting through the parking lot should use the crosswalk and enter the **playground through the nearest side gate that is monitored before and after school.**
- ✓ All bussed students should enter and exit through the **playground through the nearest side gate that is monitored before and after school**

PICK-UP FOR GRADES K – PARENT MPR PICK-UP

Parents enter the MPR using:

- ✓ Parking lot outside doors.
- ✓ Double doors next to the MPR and the lost and found area.
- ✓ Children and siblings should be supervised at all times.

Walking with children –

- ✓ When walking, parents and students are to use the crosswalk whenever possible.
- ✓ Parents should monitor children and siblings at all times to prevent accidents or injury.

Student Walkers –

- ✓ Students are released to gather transportation vehicles (bikes, scooters or skateboards as needed).
- ✓ Students are expected to follow all school and traffic rules and behavior expectations while walking.
- ✓ Students are supervised in the hallways, up and down the hill and throughout parent pick up area.
- ✓ Safe behavior is expected at all times.

TRANSPORTATION REQUIREMENTS

If your child rides the bus, your child will always ride the bus unless the teacher/school has written notification from the parent/guardian.

RAINY DAYS

Between 7:30 - 8am, students* should walk through the side open door near parent pick up to their designated classrooms and be seated next to their classrooms doors until their teacher

opens their classroom door. Supervision is provided in each wing and at the parent pick up area as well as the side door where students enter.

**This is a student only entrance, if a parent/guardian wants to enter campus – they must walk around to the main entrance and sign into the office.*

CENTER ELEMENTARY

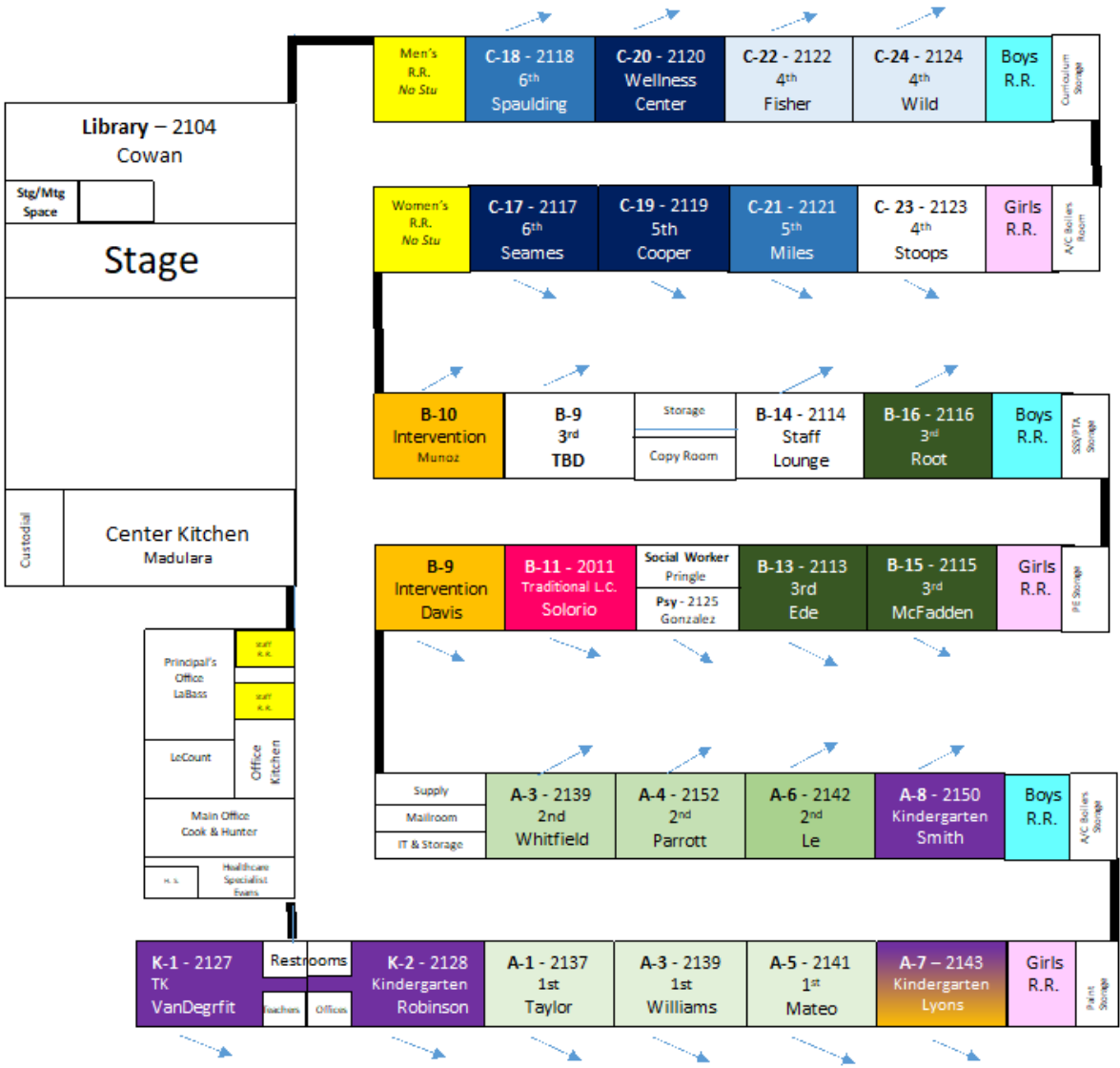
Transitional Kindergarten Drop-off and Pick-up

- ✓ **AM/ Drop-off: TK** parents/guardians may drop off their children at the back gate or can obtain a visitor's pass at the office and walk their student to the classroom door.

- ✓ **AM/ Pick-up: TK** Parents/guardians picking up AM students will pick up their children outside the MPR or at the kiss and go lane. Students will be dismissed one by one by their TK Teacher.

STUDENTS ARE NOT TO PLAY ON K PLAYGROUND EQUIPMENT BEFORE OR AFTER CLASS. THIS EQUIPMENT IS ONLY TO BE USED DURING SCHEDULED CLASS TIME.

Parents/guardians must park in designated parking areas—at no time are buses to be blocked from entering or leaving school property.



DOCUMENT 3

- August 30th – Announced Fire Drill**
- September 22nd – Announced Lockdown Drill**
- September 28th – Announced Fire Drill**
- October 20th – California Great Shake-Out Earthquake Drill Announced**
- October 20th – Announced Fire Drill**
- October 25th– Announced Lock-in (Lockout) Drill**

November 16th– Unannounced Fire Drill

December 8th – Announced Fire Drill

January 25th – Announced Fire Drill

February 8th – Lockout Drill

February 9th - Unannounced Fire Drill

March 20th – Announced Fire Drill

April 27th – Announced Earthquake Drill then Fire Drill

May 10th – Announced Fire Drill

