

# Comprehensive School Safety Plan

*EdCode 32280*

LANCASTER HIGH SCHOOL  
Antelope Valley Union High School District

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**EDUCATION CODE  
SECTION 32280**

**32280. It is the intent of the Legislature that all California public schools, in kindergarten, and grades 1 to 12, inclusive, operated by school districts, in cooperation with local law enforcement agencies, community leaders, parents, pupils, teachers, administrators, and other persons who may be interested in the prevention of campus crime and violence, develop a comprehensive school safety plan that addresses the safety concerns identified through a systematic planning process. For the purposes of this section, law enforcement agencies include local police departments, county sheriffs' offices, school district police or security departments, probation departments, and district attorneys' offices. For purposes of this section, a "safety plan" means a plan to develop strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on the school campus.**

# LANCASTER HIGH SCHOOL

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# INCIDENT REFERENCE SHEET

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

**Lancaster Sheriff 948-8466**

**Fire 948-2631**

**Palmdale Sheriff 267-4300**

**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 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, 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 concern is with physical safety; (2) attention can and should be given to the emotional trauma; (3) everyone will need facts; (4) everyone will need an opportunity to share feelings and experiences; (5) children need to be together with adults, friends or family members; (6) if possible, engage children in activities.

**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 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.

**Hazardous Material Spill:** Immediately evacuate danger areas, notify neighboring rooms, and administration. Move cross wind, never up or down wind. Check wind direction by looking at

movement of trees or flag. Ensure that all students in school building are away from the danger area. If possible, without endangering yourself or others, turn off air conditioner/heater; close all windows and doors; seal gaps under doorways and windows with wet cloth, such as towels and thick tape; close as many internal doors as possible; and close all shades and drapes. Instruct students to stay away from windows. If you suspect that gas or vapors have entered the building, take shallow breaths through a cloth or towel. Do not return to the area until it is cleared by Police or Fire officials.

**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 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.")

# **DISASTER PROCEDURES**

**Natural disasters, such as earthquakes and floods, and man-made emergencies/disasters, which result from chemical accident, fires, explosions, etc., are potential hazards for which we must be prepared.**

**The objective of the Lancaster High School Emergency Preparedness Plan is to provide the maximum practicable protection for students and school personnel, as well as district property, in the event of an emergency.**

**To meet this objective, we must instruct and prepare students and staff in the appropriate and safe procedures to follow in the event of an emergency. The school policies and guidelines stated herein are provided to assist staff in the development of appropriate plans. They have been developed in cooperation with the Antelope Valley Emergency Preparedness Board Subcommittee on Shelters and School, and the Lancaster Chapter of the American Red Cross.**

**These policies are in keeping with the following legal provision of Chapter 3, Article 2, Section 560 of Title 5, California Administrative Code: "The Governing Board shall:**

- (a) Adopt a written policy for use by schools of the District in formulation of individual civil defense and emergency preparedness plans. The policy shall meet the criteria established in that part of the Civil Defense and Emergency Planning Guide for School Officials entitled 'Essential Characteristics of the School Planning Guide,' published by the State Department of Education, and shall be subject to approval by the County Superintendent of Schools. The policy shall be reviewed at least annually and revised as needed. Plans and revisions may be subject to review and approval by the State Department of Education.**
- (b) Require the principal of each school in the District to formulate and submit to the District Superintendent for approval a civil defense and emergency preparedness plan for that school. Each school plan shall satisfy the Governing Board's guideline, coordinate with the appropriate local government plan, be reviewed at least annually and be kept current.**
- (c) Require each school to test its plan (other than fire drills) or each portion thereof on a rotating basis at least two times during the school year and keep a record of such tests. The records shall be maintained in a manner determined by the Governing Board, and available to the Department of Education upon request."**



## **LANCASTER HIGH SCHOOL**

### **EMERGENCY PREPAREDNESS ORGANIZATIONAL CHART**

This chart is to be completed each year with names of personnel responsible in each area. Copies are to be kept as follows: One copy in the principal's office; one copy sent to the superintendent's office; and, one copy sent to the Coordinator for Emergency Preparedness and Safety. Other copies should be issued to the entire school staff.

Please reference the following page (8) for the personnel responsible for disaster teams and procedures.

## **LANCASTER HIGH SCHOOL**

### **DISASTER PLAN**

#### ***Incident Commander –Principal***

➤ **Group Supervisor** –Athletics' Vice Principal, Administrator in Charge of Disaster Drills  
*Staff will report injuries to this vice-principal who will then communicate to Search and Rescue.*

*Assistant Principal in Charge of Communication will keep all reports via radio.*

▪ **Triage Supervisors** –, Health Clerk, Athletics' Vice Principal

, Guidance Counselor

Guidance Counselor

, Guidance Counselor

, Cafeteria Supervisor, and her employees

*Triage will meet behind the small gym next to the blue storage container.*

*Search and Rescue will bring injured to Triage.*

▪ **Search and Rescue Supervisor** – Director of Security

All Security personnel will be members of this group.

*Search and Rescue will communicate with Group Supervisor to report and update.*

▪ **Attendance/Dispersal of Students Supervisor** –Senior Attendance Clerk

Attendance Clerk

Site Data Tech

Registrar

Community Attendance Worker

All Vice Principals' Secretaries

▪ **Crowd Control Supervisors** –Special Education Vice Principal, Activities Vice Principal Vice Principal, Athletics' Vice Principal

Guidance Counselor

## **All Department Chairs**

- **Fire Control/ Hazard Supervisor –Maintenance I**

All Grounds and Maintenance personnel.

Custodian

- **Communication Supervisor –Assistant Principal**

Assistant Principal's Secretary

*Communication will report to all outside sources, press, etc.*

## **EMERGENCY PREPAREDNESS PLAN**

### **RESPONSIBILITIES OF PERSONNEL**

#### **PRINCIPAL**

The principal is responsible for the safety of students, staff, and school property. He/she will:

1. Develop, and keep current, an Emergency Preparedness Plan for his/her school site. This plan is to be submitted each year to the coordinator for Emergency Preparedness and Safety.
2. Appoint a second in command who will assist him/her in the direction of emergency activities, and direct emergency activities when the principal is away from the school site.
3. Designate a prearranged area to which teachers will assemble their classes in an emergency situation that will away from traffic areas, parking lots and roads.
4. Designate teachers, or trained staff members, to assume first aid responsibilities when needed during an emergency. Teachers who are members of a first aid unit will put their classes in charge of other designated teachers and report to the First Aid Center in the school health office.
5. Arrange for the proper supervision and care of all pupils.
6. Appoint a member of the staff, and an alternate, to notify the Fire Department in the event of a fire following an emergency.
7. Notify parents that their children will only be released to their parents, legal guardians, or previously designated adults.
8. Arrange for a system of recording to include the names of students, and the name of persons to whom students are released in other than normal dismissal procedures.
9. Inform, and secure the cooperation of PTSA as to emergency plans and procedures.
10. Maintain in the office:
  - (a) A school plot plan on which are charted electrical switches, shut-off valves for gas and water.
  - (b) A chart indicating the locations of firefighting equipment (extinguishers/alarms).
  - (c) Written instructions on how to operate above items.
  - (d) A checklist for turning utilities off and on.
11. Ascertain that principal, principal's alternate, custodian, and office staff know how to operate the above equipment, and know where the above instructions are kept.

12. **Initiate fire drills, earthquake drills, and all other drills. Submit drill reports monthly to the Coordinator for Emergency Preparedness and Safety.**
13. **Assure that appropriate curriculum areas provide for emergency preparedness and safety education.**
14. **Ascertain that items of protective equipment, including first aid equipment and emergency supplies are available at the school. These items include first aid kits, stretchers, blankets, and water jugs.**
15. **Report any building damage to the Chief Financial Officer.**

### **TEACHERS**

**Teachers are responsible for:**

1. **Become familiar with the Emergency Preparedness Plan for the school**
2. **Teach students facts about personal safety during an emergency.**
3. **Orient students on emergency drill procedures, and train them so they react automatically to emergency situations.**
4. **Remain with their students during an emergency situation unless assigned to other duties by the school principal.**
5. **Keep roll books or class lists in their possession during all drills, alerts, and/or actual emergencies and be prepared to account for all students at all times.**
6. **Complete the classroom safety checklist below**

### **CLASSROOM SAFETY CHECK**

	TRUE	FALSE
1. All objects stored above shoulder level are secured to walls or are stored in such a manner that they will not easily fall.		
2. All storage shelving and large cabinets are secured to wall.		
3. All heavy objects are stored on lower shelves.		
4. All cabinets above shoulder level are secured with latches when not in use.		
5. Flammable materials are not stacked or stored near exit doors.		
6. Access to doors or other exits are not blocked at any time.		
7. Flammable/combustible materials are not allowed in classrooms, but stored in appropriate locations.		
8. Dangerous chemicals and material are secured and stored safely.		
9. Electrical cords are not extended across walkways or exits.		
10. All aquarium displays or other hazardous displays are on low shelves or away from student eating.		
11. All wheeled carts are secured or have wheels, which are kept in the locked position when not in use.		

Please list any additional classroom hazards, which exist in your classroom:

### **HEALTH OFFICE TECHNICIAN/DISTRICT NURSE**

**The health office technician / district nurse are responsible for:**

- 1. Organize and develop (under the direction of the principal or district administration) first aid units at the school.**
- 2. Administer first aid as required during an emergency.**
- 3. Instruct her alternate as to location of supplies, and expected responsibilities.**
- 4. Remain at the building where assigned at the time of the emergency, in the event she is assigned to more than one school.**
- 5. Inform the District Office/Coordinator for Disaster Preparedness and Safety of her location at the time of the emergency, and be available to advice.**

### **CAFETERIA MANAGER**

- 1. Become familiar with the school Emergency Preparedness Plan.**
- 2. Safeguard food stocks and water supplies.**
- 3. Be prepared to operate the cafeteria as directed if the feeding of children becomes necessary during an emergency.**

### **MAINTENANCE / CUSTODIAN**

- 1. Become familiar with the school Emergency Preparedness Plan.**
- 2. Inspect utility equipment for damage and/or leakage, and report to the principal for any apparent defects.**
- 3. Be prepared to shut off electricity, gas, water, gas pilots, and any technology equipment if necessary to minimize hazards that may result from emergencies.**
- 4. Maintain in the maintenance office:**
  - (a) A school plot plan on which are charted electrical switches and shut-off valves for gas and water.**
  - (b) A chart indicating the locations of firefighting equipment and alarms.**
  - (c) Written instructions on how to operate the above item.**
  - (d) A checklist for turning utilities off and on.**

### **SCHOOL CAMPUS SECURITY**

**School campus security personnel will be responsible for:**

- 1. Be familiar with the school Emergency Preparedness Plan and report to the principal for assignment in the event of an emergency.**
- 2. Assist in student movement and control during an emergency or drill.**

### **PRINCIPAL'S SECRETARY**

**The principal's secretary will:**

- 1. Become familiar with the school Emergency Preparedness Plan.**
- 2. Under the direction of the principal, provide for the preservation of essential school records, and keep the emergency card file with her at all times.**
- 3. Receive and send telephone messages.**
- 4. Assist staff members as requested by the principal.**

**5. Monitor the emergency broadcast system radio stations which are:**

**KAVL AM 610**

**KAVS FM 97.7**

**KTPI FM 103.1**

## **EARTHQUAKE**

### **KEEP CALM - DO NOT RUN!**

#### **If indoors:**

- 1. Drop to the floor beneath a desk, chair, table, or bench with back to any windows.**
- 2. In a bent and crouched-over position, bury face in the crook of one elbow, place the other hand over the back of neck.**
- 3. Cover the head with a coat, sweater or notebook if handy.**
- 4. After shaking is over and/or evacuation signal is given, go to the assembly area.**

#### **If outdoors:**

- 1. Get away from all buildings**
- 2. Stay clear of walls, power poles, trees, loose wires, and metal fences.**
- 3. Lie flat on the ground and bury face in the crook of one elbow, place the other hand over the back of neck.**

#### **If in route to and/or from school:**

- 1. The safest place is to be in the open--stay there.**
- 2. Move away from buildings, trees, and exposed wires. Do Not Run!**
- 3. After the earthquake, if on the way to school, continue to school.**
- 4. After the earthquake, if on the way home, continue home.**

## **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.**

**Students and adults evacuate the building to designated areas according to the principal's pre-arranged plans. The teacher will be the last person to leave the classroom, taking the class record and/or roll and keys with him/her, and is to close the doors and windows if possible.**

## **LOCKDOWN**

**When a physical threat is imminent due to an armed intruder, national or local warnings of terrorist activity or similar extreme situations, the intercom system and the loudspeaker system will be used to convey this status to all faculty and staff.**

**School staff and students are secured inside the rooms they are currently in and no one is allowed to leave until the situation has been curtailed.**

**This allows the school to secure the students and staff safely in place until the threat has been neutralized.**

**Steps to implementing a Lock-Down after a threat has been identified:**

- 1. Lockdown status is announced – Code Red Lock-Down. This action will be administered by the Principal or Designee.**
- 2. Teachers/Staff follow preset instructions to secure doors, turn out lights, cover windows and pull shades. Move students out of line of sight of doors and windows and have them sit or lie on the floor. Students and staff are to remain quiet.**
- 3. Teachers/Staff take attendance and record students that are in the room, including additional students allowed to enter the room, and any students who are missing and communicate this information to the main office when it is safe to do so.**
- 4. DO NOT unlock any doors or windows.**



5. Teachers will remain in the Lock-Down status until an “all clear” is announced or further direction is given by Administration or Law Enforcement.

**Important Note:** During a Lock-Down, disregard all audible school bells. **DO NOT** evacuate your classroom unless directed to do so by Administration or Law Enforcement.

6. All activities cease.

7. Students/Staff outside of the building must take shelter in the nearest classroom or office.

**Important Note:** In the event that there is a Lock-Down during lunch, snack, before or after school, students and staff will be directed to take shelter in the nearest available safe structure.

#### **Administrative Responsibilities:**

Immediately provide the coded command for Lock-Down (Code Red) upon being provided credible information from local authorities or through visual identification of an imminent threat. (See wording to be used below.)

We are in a CODE RED Lock-Down, Activate lock down procedures immediately.

All students, staff, and registered guests proceed immediately to the nearest classroom.

Staff, secure your rooms and students.

**REPEAT:** Activate Lock-Down procedures immediately. All students, staff, and registered guests please proceed to the nearest classroom.

Administration will immediately contact local authorities to identify the lock-down status and / or request further instructions.

Contact classrooms when feasible to gather student attendance counts if not already provided by faculty.

The Security Department will maintain visual surveillance of the facility and maintain contact with the Command Post through the two-way radio system and receive direction through that method.

The main office will NOT immediately contact parents/guardians during a Lock-Down until such time as the facilities are deemed to be secure. This is to avoid having parents come to the school to pick up their student while the incident is still dynamic thus compromising their safety. Following the Lock-Down period parents /guardians will be notified of the status of the school and their child(ren). While in Lock-Down status parents/guardians will NOT be permitted to pick up their children unless deemed safe by the Principal or Designee.

## ACTIVE SHOOTER

- During classes:

Principal, Assistant Principal, or designated Administrator will announce a  
Lockdown on the P.A.

*Principals' Secretary:* Notify the District Office

*Switchboard Operator:* Notify authorities for emergency response

*Teachers:* Lock doors and move all students away from windows. All students will remain in class until instructed to leave by Law Enforcement or Administration.

*Security:* Report to assigned areas and report status. Move all students found out of class to the nearest classroom and assign them to the teacher. Security will notify the office of the location of these students when secured.

*AP and Vice Principals:* Assist security in securing all students; report to areas as assigned by the Principal or Law Enforcement.

***Principal will control the command post and assign personnel.***

**Further instructions will be provided to staff over the P.A. system or by security personnel after the LOCKDOWN declaration.**

***If shots are heard: Drop, find cover, and do not move. Begin moving to nearest classroom, office, building or safe area only when you deem it to be safe to do so.***

- **During times when students are not in classes:**

**Principal, Assistant Principal, or designated Administrator will announce a LOCKDOWN on the P.A.**

***Principals' Secretary:* Notify the District Office**

***Switchboard Operator:* Notify authorities for emergency response.**

***Teachers:* Assist in getting students to nearest classroom, office or building. Admit students, moving students away from the windows. All students will remain in class until instructed to leave by Law Enforcement or Administration.**

***Security:* Begin to unlock doors of classrooms, offices and buildings. Assist in getting students to nearest classroom, office or building. Security will then report to assigned areas.**

***AP and Vice Principals:* Assist in securing students and staff and report to areas as assigned.**

***Principal will control the command post and assign personnel.***

**Further instructions will be provided to staff over the P.A. system or by security personnel after the LOCKDOWN declaration.**

## HOSTAGE

**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 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.**

## **BOMB THREAT**

**The safety of students and school personnel shall have the highest priority when considering procedures to follow after receiving a bomb threat. The following procedures have been established to enable all schools to be consistent in handling these situations:**

- 1. If a bomb threat is received over the telephone, the person receiving the call should engage the caller in a conversation to get as much information as possible from the caller:**
  - Ask what time the bomb is set to go off.**
  - Ask questions regarding the specific location, building, room, closet, etc.**
  - Ask about appearance of bomb or package.**
  - Listen for background noise, i.e., music, other voices, traffic.**
  - Note the caller's gender, ethnicity, age as closely as you can**
  - Note the caller's voice as calm or hysterical**
- 2. Contact the administrator immediately, who will make decisions for evacuation.**
- 3. Contact the site Sheriff Liaison Officer of the Sheriff's Office.**
- 4. Call the phone company for phone tap (805) 372-6990**
- 5. The evacuation of the building will be by fire or evacuation drill procedures.**
- 6. If a time of day is given by the person making the threat and it is decided to evacuate, evacuation should be called prior to the given time.**
- 7. When the building is evacuated, students will not return until the "all clear" signal has been given.**
- 8. If a search is necessary, it should be conducted by the building principal, custodian, police personnel, or bomb squad personnel.**
- 9. All personnel are to be instructed that they are not to touch or attempt to move any suspect package or materials.**
- 10. If a suspect package or material is found, it should be reported to principal immediately.**
- 11. Everyone is to stay away from the area identified as having a bomb until qualified bomb disposal personnel arrive on the scene.**

**BOMB DATA SHEET**

(Immediately report bomb threats to appropriate campus officials.)

Quickly answer the questions below to the best of your knowledge (exact wording, if possible.)		
1.	When is the bomb going to explode?	
2.	Where is it right now?	
3.	What does it look like?	
4.	What kind of bomb is it?	
5.	What will cause it to explode?	
6.	Did you place the bomb? Why?	
7.	What is your address?	
8.	What is your name?	

Sex of Caller: <input type="checkbox"/> Male <input type="checkbox"/> Female	Race:	Age:
Date of call:	Time & Length of call:	Number at which call was received: (   ) -   Ext.

CALLER'S VOICE: Check all that apply		
<input type="checkbox"/> Calm	<input type="checkbox"/> Angry	<input type="checkbox"/> Excited
<input type="checkbox"/> Slow	<input type="checkbox"/> Rapid	<input type="checkbox"/> Loud
<input type="checkbox"/> Laughing	<input type="checkbox"/> Crying	<input type="checkbox"/> Normal
<input type="checkbox"/> Distinct	<input type="checkbox"/> Slurred	<input type="checkbox"/> Whispered
<input type="checkbox"/> Nasal	<input type="checkbox"/> Lisp	<input type="checkbox"/> Raspy
<input type="checkbox"/> Deep	<input type="checkbox"/> Ragged	<input type="checkbox"/> Deep Breathing
<input type="checkbox"/> Cracking	<input type="checkbox"/> Disguised	<input type="checkbox"/> Accent

BACKGROUND NOICES: Check all that apply		
<input type="checkbox"/> Street	<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Voices
<input type="checkbox"/> PA System	<input type="checkbox"/> Music	<input type="checkbox"/> House Noises
<input type="checkbox"/> Motor	<input type="checkbox"/> Traffic	<input type="checkbox"/> Office
<input type="checkbox"/> Factory	<input type="checkbox"/> Machinery	<input type="checkbox"/> Animal
<input type="checkbox"/> Static	<input type="checkbox"/> Cell Phone	<input type="checkbox"/> Local
<input type="checkbox"/> Booth	<input type="checkbox"/> Other (describe):	

LANGUAGE OF CALLER: Check all that apply		
<input type="checkbox"/> Well spoken	<input type="checkbox"/> Foul	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Irrational	<input type="checkbox"/> Threatening	<input type="checkbox"/> Taped
<input type="checkbox"/> Read/Prepared	<input type="checkbox"/> Accent (describe):	<input type="checkbox"/> Other (describe):

IF VOICE IS FAMILIAR, WHO DID IT SOUND LIKE:

REMARKS:

Date/Time this report given to Admin:	Date:	Time:	AM/PM
PRINTED Name of Administrator:		Title:	

## **SUICIDE THREAT**

**Teen suicide is a problem of alarming proportions. An estimated half million teenagers in the United States attempt suicide every year -- and about 5,000 succeed.**

### **WHAT YOU CAN DO?**

**Recognize the warning signs of suicide.**

**The following is a list of behaviors that, when considered collectively, suggest a child is feeling distress and possibly has a desire to kill himself. Keep in mind that a child who displays one or even a number of the behaviors is not necessarily suicidal. They do suggest, however, that the child might be depressed and in need of emotional support.**

- **An oral comment or written note indicating a desire to die**
- **A previous suicidal attempt**
- **Statements of hopelessness**
- **Compositions or artwork involving death**
- **Increased absenteeism from school**
- **Unexplained decline in academic performance**
- **Dramatic personality changes**
- **Risky or reckless behavior**
- **Withdrawal from family, friends or activities**
- **Giving away his favorite possessions to friends or family**
- **Unusual neglect of his physical appearance**
- **Frequent physical complaints such as stomachaches or headaches**
- **Self-inflicted injuries such as cuts, scratches or burns**

**What should you do if a student tells you that they are suicidal?**



**Take every threat seriously. A threat of suicide, even when made by a teenager, even when said in jest, can be a desperate cry for help. We cannot take the risk of not responding to that threat.**

**Ignoring or trivializing a child's threat when he is feeling distressed will only intensify his desperation.**

**Respond in a caring, compassionate manner. If one of your students has communicated, orally or in writing, his desire to die, take him aside as soon as possible and talk with him.**

**If necessary, find someone to take over your class. Ask him what he meant when he wrote or said that. Encourage him to speak about what is upsetting him by listening attentively without criticizing him or even offering advice. Respond in a sympathetic, soothing manner and help him feel that he has been understood even if his feelings seem trivial to you. If he perceives a problem as serious, then it is serious -- to him. Let him know that you have an obligation to inform the school Administration.**

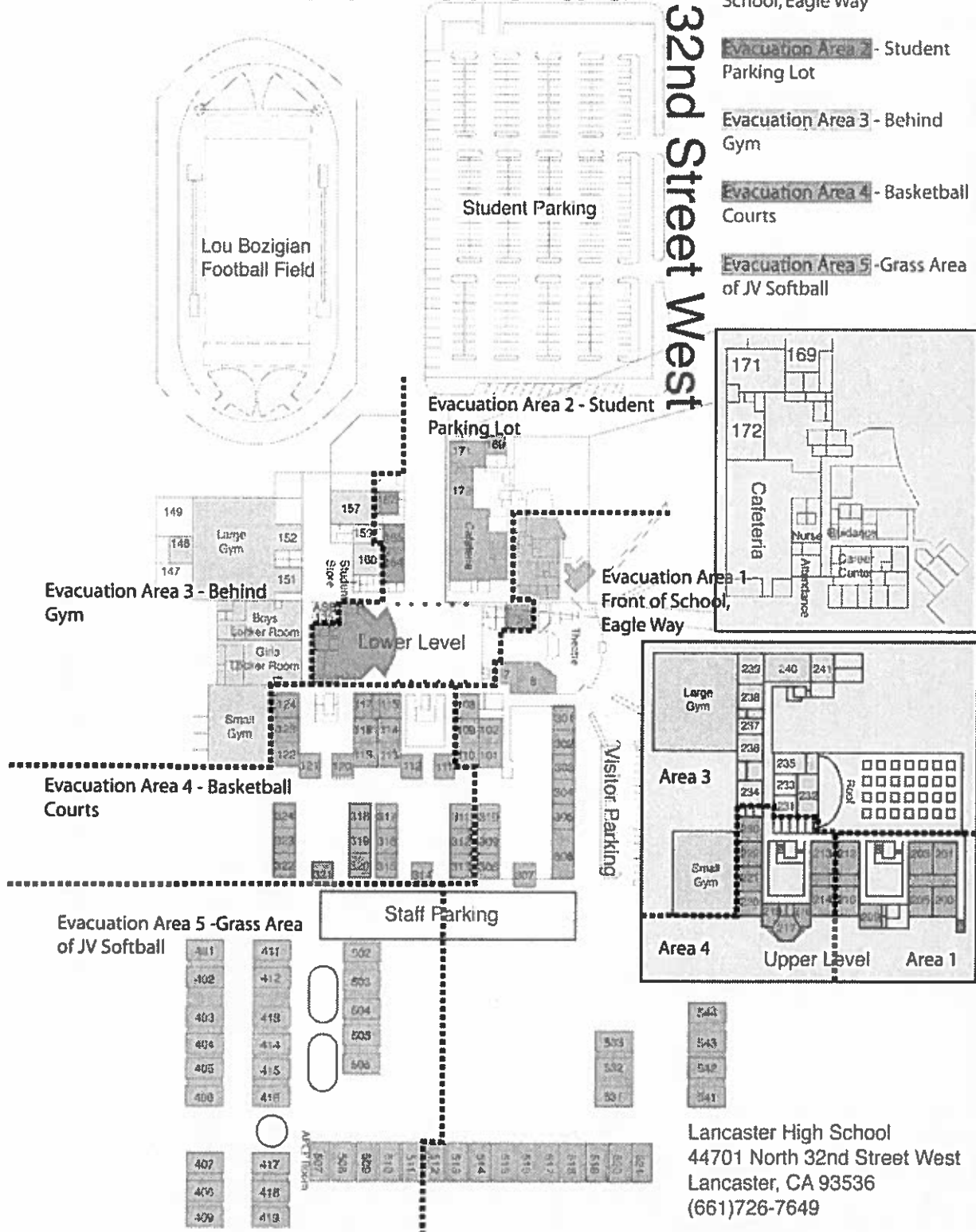
**Contact Security. If one of your students is very distressed and has expressed feelings of wanting to harm himself, it is essential that you notify the Security Department immediately.**

**Security will notify the principal and other appropriate school staff members of the situation.**

# EMERGENCY EVACUATION ROUTES

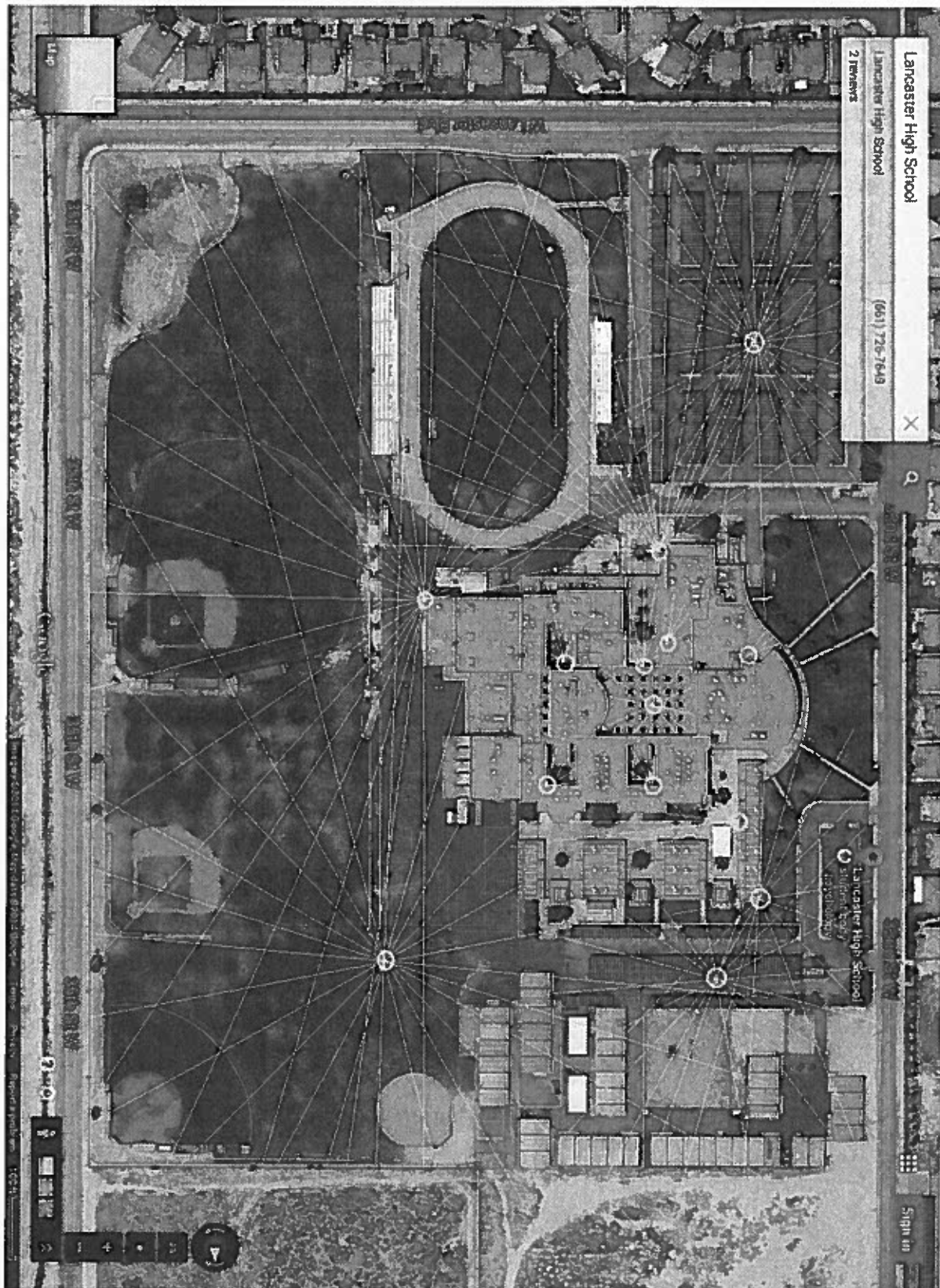
Lancaster Boulevard

32nd Street West



Lancaster High School  
44701 North 32nd Street West  
Lancaster, CA 93536  
(661)726-7649

## Cameras



**LANCASTER HIGH SCHOOL**

## **EMERGENCY CONTINGENCY PLAN**

### **BIOLOGICAL OR CHEMICAL RELEASE**

A **Biological or Chemical Release** is an incident involving the discharge of a biological or chemical substance in a solid, liquid or gaseous state. Such incidents may also include the release of radioactive materials. Common chemical threats within or adjacent to schools include the discharge of acid in a school laboratory, an overturned truck of hazardous materials in proximity of the school, or an explosion at a nearby oil refinery or other chemical plant.

The following indicators may suggest the release of a biological or chemical substance: Multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing. Other indicators may include the presence of distressed animals or dead birds.

This procedure deals with three possible scenarios involving the release of biochemical substances: Scenario 1 - Substance released inside a room or a building; Scenario 2 - Substance released outdoors and localized; and Scenario 3 - Substance released in surrounding community. It is necessary to first determine which scenario applies and then implement the appropriate response procedures listed below.

## Procedure

### SCENARIO 1: SUBSTANCE RELEASED INSIDE A ROOM OR BUILDING

1. The School Administrator or designee will initiate the EMERGENCY EVACUATION PROCEDURE. Staff and students will use designated routes or other alternative safe routes to the assigned Assembly Area, located upwind of the affected room or building.
2. The School Administrator or designee will call "911" and will provide the exact location (e.g., building, room, area) and nature of emergency. The School Administrator or designee will also contact the School Deputy and inform him of the emergency.  
**Responding Fire Station #130 44558 40<sup>th</sup> Street West, Lancaster, CA 93536 (661) 945-5788**
3. The School Administrator will notify the Local District Superintendent of the situation.
4. The School Administrator or designee will instruct the Security/Utilities Team to isolate and restrict access to potentially contaminated areas.
5. The Security/Utilities Team will turn off local fans in the area of the release, close the windows and doors, and shut down the building's air handling system.
6. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated "topically" by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). A member of the First Aid/Medical Team should assess the need for medical attention.
7. The Assembly Area Team will prepare a list of all people in the affected room or contaminated area, specifying those who may have had actual contact with the substance. The Assembly Area Team will provide the list to the School Administrator and the emergency response personnel.
8. The School Administrator will complete the Biological and Chemical Release Response Checklist
9. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery.
10. Any affected areas will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the School Administrator gives authorization to do so.

**SCENARIO 2: SUBSTANCE RELEASED OUTDOORS AND LOCALIZED**

1. The School Administrator or designee will immediately direct staff to remove students from the affected areas to an area upwind from the release. The School Administrator will, if necessary, initiate the EMERGENCY EVACUATION PROCEDURE.
2. The Security/Utilities Team will establish a safe perimeter around the affected area and ensure personnel do not reenter the area.
3. The School Administrator or designee will call "911" and will provide the exact location (e.g., building, room, area) and nature of emergency. The School Administrator or designee will also contact the School Deputy and inform him of the emergency.  
**Responding Fire Station #130 44558 40<sup>th</sup> Street West, Lancaster, CA 93536 (661) 945-5788**
4. The School Administrator will notify the Local District Superintendent of the situation.
5. The Security/Utilities Team will turn off local fans in the area of the release, close the windows and doors and shut down the air handling systems of affected buildings.
6. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated "topically" by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). A member of the First Aid/Medical Team should assess the need for medical attention.
7. The Assembly Area Team will prepare a list of all people in areas of contamination, especially those who may have had actual contact with the substance. The Assembly Area Team will provide the list to the School Administrator and the emergency response personnel.
8. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery.
9. Any affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator gives authorization to do so.

**SCENARIO 3: SUBSTANCE RELEASED IN SURROUNDING COMMUNITY**

1. If the School Administrator or local authorities determine a potentially toxic substance has been released to the atmosphere, the School Administrator or designee will initiate SHELTER-IN-PLACE.
2. Upon receiving the SHELTER-IN-PLACE notification, the Security/Utilities Team will turn off local fans in the area; close and lock doors and windows; shut down all buildings' air handling systems; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.
3. Staff and students located outdoors will be directed to proceed immediately to nearby classrooms or buildings (e.g., auditorium, library, cafeteria and gymnasium). Teachers should communicate their locations to the School Administrator, using the telephones, PA system or other means without leaving the building.
4. The School Administrator or designee will call "911" and will provide the exact location (e.g., building, room, area) and nature of emergency. The School Administrator or designee will also contact the School Deputy and inform him of the emergency.  
**Responding Fire Station #130 44558 40<sup>th</sup> Street West, Lancaster, CA 93536 (661) 945-5788**
5. The School Administrator will notify the Local District Superintendent of the situation.
6. The School Administrator will turn on a radio or television station to monitor information concerning the incident.
7. The school will remain in a SHELTER-IN-PLACE condition until appropriate agency provides clearance, or staff is otherwise notified by the School Administration.

## Lancaster High School Student Protest/Walkout Protocols

### Preventative

- Gather information – Campus staff will monitor public platforms such as Facebook and Twitter with the objective of being aware of any developing unrest. Once evidence of a planned student walkout has been identified, staff should seek verification, taking care not to feed rumors but only to confirm the accuracy of information.
- Prep response efforts – After it is determined that a walkout event is scheduled, campus staff will begin to initiate walkout response protocols immediately, so as to be ready when the event occurs.
- Mitigation strategies - These could include, but are not limited to, creating an educational component around issues of concern, giving students an alternate forum for political expression, persuading students it is not in their best interest to conduct a walkout, or scheduling an intervening event to distract or dissuade students from walking out.
- Communicate action plan with all stakeholders – All stakeholders must have a clearly delineated role, and be knowledgeable of their role, prior to a protest occurring.

### Response

- Centralize command – Once a walkout has begun, all communications and directives should be directed towards, and come through the Principal.
- Deescalate – Recognize that students have the political right to protest. Do not forcibly prevent students from leaving school. Suggest to influential students that they may use the stadium to hold their protest.
- Monitor – Certain members of the staff who have historically good relationships with students will have the responsibility to accompany the students on their walkout route and provide communication to central command.
- Ensure student safety – Staff accompanying the students must have radios and first aid supplies.

### Recovery

- Return to school – Staff will ensure that students are brought safely back to campus following the walkout.
- Compare class rosters - After students are returned to the school site, attendance is taken and compared to the attendance from the beginning of the day so it is known how many students left school, but did not return.
- Communicate – The Principal will communicate with the community as they see fit following the walkout.



# Lancaster High School

## Principal's Evacuation

### Personnel/Student Checklist

Date \_\_\_\_\_

- ☐ SPED Counselor and Athletics Secretary- Evacuation Area # 1 (Front of School, Eagle Way)
- ☐ Assistant Principal and CAW - Evacuation Area # 2 (Student Parking Lot)
- ☐ Activities VP & ROTC - Evacuation Area # 3 (Behind Gym)
- ☐ SPED VP, SPED Secretary and SPED TSA - Evacuation Area # 4 (Basketball Courts)
- ☐ Head Councilor - Evacuation Area #5 (Grass Area adjacent to JV Softball Field)
- ☐ Director of Security - Campus Facility Check
  - ☐ Gyms/Locker Rooms/Weight Room/Room 148
  - ☐ Administration
  - ☐ Cafeteria
  - ☐ Attendance
  - ☐ 100's (Classrooms)
  - ☐ 200's (Classrooms)
  - ☐ 300's (Classrooms) / Band
  - ☐ 400's (Classrooms)
  - ☐ 500's (Classroom)

**Evacuation Area # 1 (front of School) SPED Counselor and Athletics Secretary**

Schmidt, Zanon	7	
Schmidtberger, Norman	8	
Parker, Rachel	101	
Salinas, Daniel	102	
Wilkins, Megan	108	
Gopaul, Karole	109	
Evans, Amy	110	
Del Llano, Alma	201	
Bookman, Julie	203	
Murray, Toni	205	
Coddington, Peter	209	
Cooper, Clyresa	210	
Arriola, Constance	212	
Larson/Schmidtberger	301	
McElroy, Gavin	302	
Meza, Consuelo	303	
McKnight, Cara	304	
Frias, Elisa	305	
Robertson, Broc	308	
Melendez, Annalise	309	
Rough, Erica D.	310	
Evans, Josh	513	
Hein, DJ	514	
Austin, Mathieu	515	
Garren, Melanie	516	
Shrout, Chad	517	
Holiday, Antony	518	
Warda, Daniel	519	
Frankian, Gnel	520	
Tinoco, Jesus	521	
Mendez, Joanna	531	
Stanley, Kathryn	532	
Bacchus/Manjarrez	542	
Burstein/Milburn	543	

- ☐ Admin Offices
- ☐ Guidance Office
- ☐ Registrar
- ☐ Data Tech
- ☐ Receptionist
- ☐ District Health Offices

***Evacuation Area # 2(Student parking lot)***

**Assistant Principal and CAW**

☐ 5 (Larsen)

☐ 168 (D. Robertson)

☐ OCD

☐ Speech Pathologist

☐ Speech Paraeducator

☐ Parent Volunteer Coordinator

☐ Cafeteria

☐ Health Office

☐ Attendance

☐ Library

### ***Evacuation Area 3(Behind Gym)***

#### ***Activities VP and ROTC***

Garcia, Alfredo	135	
Melvin, Chief Sidney	151	
Hood, SMSgt David	160	
Butler, Chief	160	
Kittinger, Jonathon	232	
Kitt, William	234	
Wilkens/Paliza	235	
Rugan, Jon	236	
Paliza, Gil	238	
Frias/Robertson	241	
Acuna, Richard	Large Gym	
Le Duff, Jeffrey	Large Gym	
Madison, Gregory	Large Gym	
Ewing, Keri	Small Gym	

☐ Student Store

☐ Boys' Locker Room

☐ Girls' Locker Room

☐ Weight Room

☐ Wrestling Room

## **Evacuation Zone 4 (Basketball Courts)**

### **SPED VP, SPED Secretary, SPED TSA**

Matthews, Ptolemy	111	
	112	
Hathaway, Lorraine	113	
Aseron, Xystus	114	
Lexin, Timothy	115	
SSC	117	
Reinhart, Lorraine	118	
	119	
Tuomala, Laea	121	
Jones, Cumby	122	
Heermance, Benjamin	123	
Seelos, Paula	124	
Cate, Gregory	200	
Martin, Douglas	213	
Wyrostek, Keith	214	
Simpson, Teri	216	
Bohnet, Audrey	217	
Mayes, Rick	219	
Griffey, Jeremiah	220	
Vito Cruz/Price	221	
Dickey, Angelina	222	
Rugan, Jonathan	230	
Calzada, Robyn	231	
Wilson, Ron	311	
Baumbach, Glen	312	
Banks, Safiyah Y	313	
Kopietz, Lora	314	
Carver, Derek	315	
Krueger, Sara	316	
Lindsey, Julia E	317	
Le'shaw, Anisha	318	
Qiu, Joy	319	
Cottrell, Lloyd A.	320	
Bailey, Russ	323	
Pierce, Geraldine	324	

☐ SPED Offices

☐ SSC

**Evacuation Area # 5 (JV Softball Field Grass)****Head Counselor and VP Special Projects**

Vilches, Indira O	402	
John, Samuel	403	
Strom, Susan	404	
Hulgan, Cheryl	405	
Johnson, Seth	406	
Perry, David	413	
Bennett, Keith	414	
Butler, John	415	
Ford, James	416	
Carver, David	417	
Roland, Dan	418	
Carnevali, Joe	419	
Garver, Bruce	501	
Swearingen, Christopher	503	
Janssen, Jonathan	504	
Mcmillan, Michael	505	
Norris, Robert W	506	
Borgia, Cyndie	507	
Shepardson, Thomas	508	
Furman, Dana	510	
Richard, Eve	511	

☐ 411 Food Services

# EMERGENCY SUPPLIES CHECKLIST

SUPPLIES	2018
DRINKING WATER POUCHES	
BOTTLES OF HYDROGEN PROXIDE	
4"X4" COMPRESS	
8"X10" COMPRESS	
2" ELASTIC BANDAGE	
4" ELASTIC BANDAGE	
TRIAGE TAGS	
1" CLOTH TAPE	
2" CLOTH TAPE	
FIRST AIDE BOOK STANDARD	
FIRST AIDE BOOK ADVANCED	
HEAVY DUTY RUBER GLOVES	
BARRELS OF WATER (NOT CHANGED SINCE 2007)	10
SURVIVAL BLANKETS	92
DUST MASKS	100
DISPOSABLE GLOVES	100
ROLLS OF CATION TAPE	
ROLLS OF DUCT TAPE	
ANTIBIOTIC OINTMENT 32OZ PACKET	
ALCOHOL WIPES INDIVIDUAL PACKET	
EYE WASH BOTTLE	
WATER PURIFICATION TABLETS	
4OZ CUPS	
WATER BARREL PUMP	
STREACHERS	50
FOREARM SPLINTS	48
ARM SPLINTS	46
LEG SPLINTS	43
TRIANGLE BANDAGES	36
BUTTERFLY CLOSURES	200





[illegible]

<b>SEARCH AND RESCUE BAGS</b>	<b>2018</b>
<b>GREEN BACKPACKS COMPLETE WITH</b>	<b>7</b>
FLASHLIGHT	1
SAFETY HELMET	1
DUST MASK	1
NIGHT VEST	1
PAIR KNEE PADS	1
PAIR GOGGLES	1
PAIR SAFETY GLOVES	1
WHISTLE	
<b>BLACK SEARCH AND RESCUE BAGS COMPLETE WITH</b>	<b>4</b>
SAFETY HELMET	1
SAFETY VEST	1
SAFETY GLOVES	1
KNEE PADS	1
GOGGLES	1
DUST MASK	1
CENTER PUNCH	1
4 IN 1 EMERGENCY TOOL	1
ORANGE TAPE	1
CROW BAR	1
FLASHLIGHT	1
LUMBER CRAYON	1
NYLON STRAP	1
GLOW STICKS	4
EMERGENCY WATER	4
DOOR STOPS	4
WHISTLE	

# SCHOOL CRIME ASSESSMENT DATA

CAMPUS CRIME STATISTICS 16/17	Lancaster	
	Report	Arrest
<b>Total Incidents</b>	48	25
Narcotics, Felony	1	1
Narcotics, Misdemeanor	7	8
Narcotics, Infrac. 11357(b)HS		
Weapons, Felony	1	1
Warrants	1	1
Threaten School Official	1	1
Battery on a School Official	1	
Assault/Felony Battery	1	2
Battery	2	1
Fighting in Public		
Vandalism	1	1
Burglary		
Petty Theft	4	1
Other Felony	6	3
Other Misdemeanor	8	4
Juv Info Forms Miscellaneous	14	1
<b>Total Citations</b>	62	
Hazardous Traffic	1	
Non-Hazardous Traffic		
Truancy	59	
Municipal Codes/Misc. Infractions	2	
<b>Field Interviews</b>	1	

## **LANCASTER HIGH SCHOOL**

### **CAMPUS SECURITY**

The Security staff strongly feels that every student deserves the right to attend a safe and secure school. The Security staff enforces the rules and policies of the Antelope Valley Union High School District firmly but fairly. Our office is located in Room 163 and we welcome students with our open door policy.

Our department has modeled itself as far as mode of operation similar to the sheriff's department. We act as a proactive resource when possible and we are capable of reactive responses, such as breaking up fights. Security also monitors campus climate and informs the Director of Security along with Administration when there are tensions on campus.

The following will indicate a breakdown of the Security staff here at Lancaster High School and the mode of operation:

Lancaster High School has one Director of Security, seven Campus Supervisors, two Locker Room Attendants, one Los Angeles County Sheriff's deputy, one Los Angeles County Probation Officer and one Community Attendance Worker (Truancy officer). We have a supervised suspension classroom which is monitored by a campus supervisor.

Our staff is sophisticated and highly trained. Each staff member goes through annual training sessions such as non-violent crisis intervention, conflict resolution, CPR, and First Aid.

Some of the Security duties include investigations, handling emergency situations, i.e., injuries, breaking up fights and removal of graffiti.

The overall look of Lancaster High is attractive. Staff members and students have commented on the "spruced up" cosmetic look at Lancaster High including the chain and wrought iron fencing which, contrary to popular belief, was constructed to keep miscreants and others with non-official business off campus in addition to keeping students on campus. The fencing has helped our staff to enforce the closed campus policy. Lancaster High. Campus security works in concert with the Antelope Valley Sheriff's Department to assist in information gathering and investigations of certain juvenile criminal activity. Lancaster High School has one of the best Security departments in the district. Without comparing posted statistics with other schools, our department shares a high rate of concluded investigations that lead to arrest or other disciplinary actions.

Our basic mode of operation is zone patrols. This means that everyone is responsible for an area. However, on occasion depending on the need we do operate in the random patrol mode, which means that you may see any one of us in any area at any time. The Security staff recognizes that we have a diverse group of students at Lancaster High and our staff reflects the diversity of our student body.



## **How to Request Security to your classroom.**

**When requesting for security to respond to your classroom please do the following:**

- 1. Call Security (OCD room) at Ext. 165. \***
- 2. Provide the TEACHERS NAME and ROOM NUMBER.**
- 3. State the REASON for the security response.**
- 4. Have appropriate PAPERWORK completed before pick-up.**

**Please be assured that it is the objective of our department to respond quickly to all requests for security to your classrooms. Following the outlined procedure will allow our department to properly prioritize and thus coordinate our responses to your request.**

**If you feel that there has been an unusual delay in response time to your request for security, please contact the Director of Security at Ext. 769.**

### **A: Board Policies**

- BP/AR 0410: Non Discrimination in District Programs and Activities**  
**<http://www.gamutononline.net/district/antelopevalley/DisplayPolicy/727638/0>**



- **BP/AR 0450: Comprehensive Safety Plan**  
<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727649/0>



- **BP/AR 1250: Visits to Schools**  
<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727675/1>



- **BP/AR 1310.1: Civility Policy**  
<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727679/1>



- **BP/AR 3515.1: Crime Data Reporting**  
<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727762/3>



- **BP/AR 3516: Emergencies and Disaster Preparedness Plan**  
<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727764/3>



- **BP/AR 3516.3: Earthquake Emergency Procedure System**  
<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727769/3>



- **BP/AR 4119.11/4219.11/4319.11: Sexual Harassment**  
<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727867/4>



<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727868/4>



<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727869/4>



- **BP/AR 4158/4258/4358: Employee Security**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727980/4>



<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727981/4>



<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727982/4>



- **BP/AR 4158.1/4258.1/4358.1: Teacher Notification of Dangerous Students**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727986/4>



- <http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727987/4>



- <http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727988/4>



- **BP/AR 5113.1: Chronic Absence and Truancy**  
<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728074/5>



- **BP/AR 5131: Conduct**  
<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728106/5>



- **BP/AR 5131.2: Bullying**  
<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/764996/5>



- **BP/AR 5132: Dress and Grooming**  
<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728124/5>



- **BPAR 5136: Gangs**  
<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728124/5>



- **BP/AR 5141.4: Child Abuse Reporting Procedures**  
<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728142/5>





- **BP/AR 5145.12: Search and Seizure**  
<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728159/5>



- **BP/AR 5145.7: Sexual Harassment**  
<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728168/5>



- **BP/AR 5145.9 Hate Motivated Behavior**  
<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728171/5>



- **BPAR 6116: Classroom Interruptions**  
<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728183/6>



- **BP/AR 6142.2: Recognition of Religious Beliefs and Customs**  
<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728190/6>



- **BP/AR 6163.4: Student Use of Technology**  
<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728274/6>



- **E 5144.1(a): Minimum/Maximum Penalties Chart**  
<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728152/5>



## **B: School Discipline Policy**

### **Lancaster High School**

**Positive Behavior Intervention (PBIS) 2015-2016**

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**PBIS Intervention Referral:** We have created a PBIS intervention referral on Google Docs. If you have a concern regarding a student you can submit this form with student name and description of your concern. These will be reviewed by Admin and the PBIS intervention team on campus. During this process the student will be referred to the appropriate office so appropriate action can be taken regarding the concern. This is a non-disciplinary process and the intervention taken will be logged into PowerSchool by school staff.

**REAL Eagle Chat:** Our Director of Security, Kenny Bryant, will be hosting a group chat every Tuesday after school at 2:45. This is a non-disciplinary program and the focus of the session will be to build connections with students. If you feel a student would benefit from this program you can fill out the PBIS Intervention Referral or email Kenny or Jen Griffey with the student name and your area of concern. It is not mandatory that the student attend, rather it is an optional intervention that we are providing for the student. Kenny will then follow up with student and parent. School staff will log this intervention into PowerSchool.

**Link Alert:** If you are concerned about a freshmen and feel they would benefit from a conversation with a student Link Leader then you may submit a link alert for that student. This will be received by Link Crew Coordinators Erica Rough and Barbara Frazier and they will then assign a student link leader to contact the freshmen to provide support. This is non-disciplinary and will be logged into PowerSchool by school staff.

**Saturday School Strategic Interventions:** We are expanding the Saturday School program with an emphasis on tutoring and a strategic intervention for students. This will progress throughout the year.

**Anti-Bullying/Conflict Mediation:** If you feel that you have a student or a group of students that would benefit from a discussion regarding anti-bullying or a conflict mediation you may refer them through the PBIS Intervention Referral or directly to their counselor. If the student has violated a school rule or student safety is at risk then you may need to utilize the discipline referral process instead or contact a member of security or admin to address the issue.

**Power of Choice:** This is a program run by our counseling department that focuses on teaching students anger management and decision-making skills. Students are referred to this program by administrators.

**Why Try:** Students that are in our Opportunity credit recovery courses participate in the Why Try program. Why Try is a series of group discussion and individual reflection activities aimed at supporting student success.

**After School Discipline Program:** If a student causes a disruption in your class or engages in a behavior that you feel warrants a discipline you may assign the student to After School Discipline by submitting the LnHS Referral via the icon on your computer desktop. We run after school discipline on campus on Wednesdays and Fridays unless otherwise noted. The student will be responsible to check in and remain in OCD from 2:45 to 3:15. Security personnel will remind the student of their assigned date and time but you are also responsible for telling the student the date of their After School Discipline. You are also responsible for notifying the parent. If a student does not attend their assigned date they may be given an opportunity to reschedule. Failure to attend the assigned date may also result in a referral to school administration.

**On Campus Detention (OCD) Referral:** If a student causes a disruption to your class, engages in an act enumerated in Education Code 48900 (Ed Code 48900 can be found on the P drive) and you feel the behavior warrants removal from your class you may assign the student to OCD by submitting the LnHS Referral via the icon on your computer desktop. The email auto fills the recipient, please cc the appropriate administrator. Education Code states you may suspend the student from your class for the day of the suspension and the day following. If you suspend a student from your class you are responsible for notifying and arranging to conference with the parent. Additionally, you are responsible for entering a PBIS log into PowerSchool documenting the contact with the parent and the positive intervention that you provide the student when they reenter your class to support a positive behavior change in your class. If a student needs immediate removal or conference with security or administration call OCD at 165. If you are not able to reach the OCD security then call switchboard at extension 0, or call any administration office extension to request assistance from security. Proceed with the referral process as soon as possible.

**Saturday School:** If a student has missed significant portions of your class or you feel they would benefit from additional time to study or complete missed assignments you may assign the student to Saturday School by submitting the LnHS Referral via the icon on your computer desktop. Our site Community Attendance Worker will remind the student of their assigned date and times. You are responsible for notifying the parent or guardian of the student that you have referred the student to Saturday School.

**Suspension/VP Referral:** If a student causes a disruption to your class, engages in an act enumerated in Education Code 48900 (Ed Code 48900 can be found on the P drive) and you feel the behavior warrants removal from your class with the possibility of school suspension you will check VP referral when you complete the LnHS Referral via the icon on your computer desktop. You are responsible for notifying and arranging to conference with the parent. Additionally, you are responsible for entering a PBIS log into PowerSchool documenting the contact with the parent and the positive intervention that you provide the student when they reenter your class to support a positive behavior change in your class. If suspended, school administration will follow-up with student to monitor progress and this will be logged by the administrator in PowerSchool.

**Conflict Mediation:** When you refer a student to OCD or administration for disciplinary reasons via the LnHS referral icon on your desktop, security and administration will facilitate conflict mediation when it is appropriate. If you feel a student needs immediate removal or conference with security or administration call OCD at 165. If you are unable to reach OCD security then call switchboard at extension 0, or call any administration office extension to request assistance from security.

All students of Lancaster High School are expected to maintain high standards of behavior. It is the staff's expectation that students will learn and exhibit self-discipline and positive conduct. Rules to ensure appropriate behavior are established and enforced to maintain a safe and orderly environment that allows for optimum learning. In addition to the laws of the State of California and the policies of Antelope Valley Union High School District, Lancaster High School has established the following general expectations for ALL STUDENTS:

- will demonstrate respect for others and others' property
- avoid causing disruptions to the educational process
- follow directions and respect authority of teachers and staff
- be prompt to all classes, avoiding tardiness
- remove hats inside all buildings
- refrain from chewing gum at all times on campus
- refrain from eating and drinking in classrooms
- follow the dress code
- stay away from the parking lot, and cars there, during the school day, whether or not students have a class
- refrain from loitering in the P. E. area and other off limit areas during the school day including lunch time.
- refrain from loitering on the Lancaster High School campus or any other school campus.

Students are expected to leave campus within 15 minutes of dismissal. Student behavior will be monitored by the classroom teachers. Students choosing to violate school rules and procedures face the consequences as set forth in the Education Code 48900 and District Policy 5114.3. Teachers may refer students to the Administration Office immediately for behavior that endangers the safety of another or for repeated behavior violations for which previous corrective measures have not succeeded. Teachers may suspend students from a class for the day of the suspension and the next school day accompanied by appropriate documentation to the administration office. Teachers are expected to document all prior steps to correct inappropriate student behavior. If at any time a student needs to be restrained, teachers should call for security or the Administration Office. Students will not be left unattended. Per Education Code 48900 (p), students may be suspended or expelled for acts that take place while on school grounds, while going or coming to school, during the lunch period on or off the campus, and during or while going to or coming from, a school sponsored activity. The Education Code 48915 (a), (b) requires recommendation for a pupil's expulsion for the following reasons:

- causing serious physical injury to another person
- possession of, selling or furnishing weapons, dangerous objects, or brandishing a knife
- unlawful sale of controlled substance
- robbery or extortion
- causing, threatening to cause, or

threatening assault on school personnel Other infractions, which will require immediate referral to the Administration Office with specific suspension and/or expulsion recommendation, include: • assault, threats, hate crimes, sexual harassment, sexual assault • possession of explosives (including imitation), imitation weapons • disruption through group or gang activities • fighting • responding to, observing, inciting fights, verbal or physical altercations • computer tampering • drug or drug paraphernalia ON CAMPUS\* • false fire alarm • receiving stolen property • tagging/graffiti (see additional descriptions). Other violations of expected behavior include: • defiance of authority • failure to follow directions • disrespect for others • chewing gum, food, or drink in the classroom • tardiness • wearing hats inside buildings, carrying Non LnHS hats • non-compliance of dress code • incomplete homework • disruption of the educational process. • loitering in off – limit areas (i.e. – P.E. area & athletic fields). Saturday Work or other discipline will be assigned. Violations in the classroom will be cause for disciplinary action by the classroom teacher on a progressive step basis. These steps will include but not limited to: Step One: Verbal warning Step Two: 1 or 2 hours ASWP Step Three: Parent/Teacher Conference Step Four: One (1) block/two (2) block suspension from class and parent notification by teacher Step Five Administration referral Individual students' citizenship grades for each class may reflect each student's discipline record. ALL DISCIPLINARY ACTION WILL BE IN ACCORDANCE WITH DISTRICT BOARD POLICY/ADMINISTRATIVE REGULATION 5144. Specific actions for offenses listed in Education Code 48900 are listed in the exhibit MINIMUM/MAXIMUM PENALTIES. (See Disciplinary Action Chart.) • STUDENTS IN FIRST-TIME POSSESSION OF DRUGS AND/OR DRUG PARAPHERNALIA WILL BE REQUIRED TO ENROLL IN A SATURDAY ALCOHOL AND DRUG DIVERSION PROGRAM.

## **C: School Dress Code Policy**

### **DISTRICT DRESS CODE**

- 1. All students are required to wear appropriate footwear for school (no slippers or backless shoes or sandals).**
  - 2. All shirts and tops must cover the midriff at all times. The following are examples of clothing that is unacceptable: tank tops, strapless, spaghetti straps, and off-the-shoulder, cut-out designs, low-cut shirts, bare-back, sheer or mesh clothing that does not have an appropriate blouse or shirt underneath, etc.**
  - 3. All pants and shorts must fit at the waist. No sagging or low riding will be permitted. Clothing must cover undergarments when sitting, standing, or bending.**
  - 4. Hemlines and slits on dresses, skirts, and shorts above mid-thigh are not acceptable.**
  - 5. Only school hats are acceptable and must be worn with brim forward.**
- STUDENTS ARE NOT ALLOWED TO CARRY NON – LHS HATS.**
- 6. Clothing and hair accessories that are unsafe and/or dangerous are not permitted**
  - 7. Clothing or jewelry that depicts any “gang style” writing; illegal activity; sexually related or obscene gestures and material; tobacco; drugs; alcohol; or words, pictures, or phrases that depicts violence or intimidation may not be worn.**
  - 8. Any body piercing that presents a safety issue or major distraction will not be allowed.**
  - 9. Any clothing or styles of dress that may be construed to provoke fear, violence, or intimidation, including gang-related attire, is not acceptable.**
  - 10. All students are required to wear their ID card on a lanyard or clip in a visible manner above the waist.**

### **GANG DRESS POLICY**

- 1. Pants oversized at the waist are not allowed. These can be identified as pants that are folded in at the waist or belt line (e.g. students with a 32” waist should wear pants no larger than 32” waist).**

- 2. Wearing pants below the waistline (sagging) is not allowed.**
- 3. No gang-related jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire may be worn or carried on campus or at school activities.**
- 4. Belt buckles with any initials are prohibited.**
- 5. Wearing an over-sized belt with one end hanging down is prohibited.**
- 6. Excessive color identifies worn in the color of red and/or purple, blue and/or green, black and/or gray, or orange (in combination with other gang attire) are prohibited.**
- 7. No gang-related hats, baseball-type caps or other gang-related head gear may be worn on campus or at school activities. Official school cap (i.e. approved by the principal) representing the current school of residence may be worn.**
- 8. Bandannas, red or blue belts, red or blue shoelaces, or rags that commonly signify gang identity by style or color are prohibited.**
- 9. Clothing, jewelry, paraphernalia or material which is obscene, sexually explicit or which depicts or suggests sexually-related or obscene gestures, pictures or wording or which promotes violence, the use/abuse of drugs, tobacco or alcohol may not be worn or carried on campus or at school activities.**
- 10. Shorts extending below the knee when worn with over-the-calf socks are prohibited. No pants can be worn with one leg up and one down.**
- 11. No student may wear articles of clothing jewelry, paraphernalia or accessories which pose a threat to the physical and/or emotional well-being and safety of the student or others on campus or at school activities.**
- 12. Shirts buttoned at the top and unbuttoned at the bottom are prohibited.**
- 13. Steel-toe combat style boots are prohibited.**
- 14. Gang or tagger-crew writing on shoes, clothes or body, backpacks or accessories are not permitted.**
- 15. Sports jerseys, other than school jerseys, will not be allowed.**
- 16. Clothing or articles of clothing (including, but not limited to gloves, bandannas, shoestrings, wristbands, jewelry) which are likely to provoke others to acts of violence or which are likely to cause others to be intimidated by fear of violence may not be worn on campus or at any school activity. In addition to these guidelines, students at Lancaster High School are not to wear clothing with holes or tears.**



## School Site Safety Plan Check List


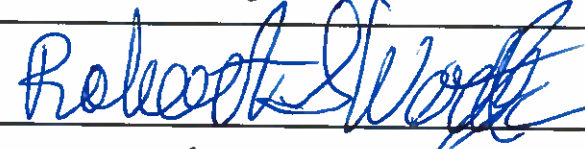


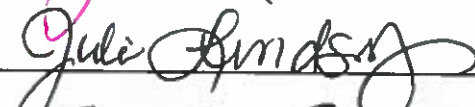




DESCRIPTION OF CALIFORNIA ED CODE ITEM		IN PLAN	NEEDED	COMMENTS
32262 (a) The comprehensive school safety plan shall include, but not be limited to the following:				
1	School Info - Name of School, District, principal, address, phone number, email, Public Meeting Date/Location. Law Enforcement Review, 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 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.	X		
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.). The disaster procedures shall also include, but not be limited to both of the following:	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. The system shall include, but not be limited to, all of the following:	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		

# School Site Safety Plan Check List

DESCRIPTION OF CALIFORNIA ED CODE ITEM		IN PLAN	NEEDED	COMMENTS
32282 (a) The comprehensive school safety plan shall include, but not be limited to the following:				
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 schoolwide 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 safety of the school environment. Any schoolwide 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 49050.	X		
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 social climate (people and programs) AND the physical environment (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.	X		
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: <a href="http://www.avdistrict.org">www.avdistrict.org</a>	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 <a href="https://www.boarddocs.com/ca/avuhsd/Board.nsf">https://www.boarddocs.com/ca/avuhsd/Board.nsf</a> .	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: <u>H. Lopez</u>				
Date: <u>2/14/19</u>				

# Lancaster High School Site Safety Plan

Reviewed and adopted by School Site Council on 3/12/18

Paul Davis, Parent	
Robert Wert, Parent	
Kristen Tepper, Principal	
Elisa Frias, Teacher	
Julie Lindsey, Teacher	
Gavin McElroy, Teacher	
Gilberto Paliza, Teacher	
Chad Shrout, Teacher	
Carol Lowe, Classified	
Danyuska Silvestre, Student	