

Comprehensive School Safety Plan

**2022-2023
School Year**

School: Montgomery Elementary School
CDS Code: 49708216051874
District: Montgomery Elementary School District
Address: 18620 Fort Ross Rd.
Cazadero, CA 95421

Date of Adoption:

Date of Update:

Date of Review:

- with Staff
- with Law Enforcement
- with Fire Authority

Approved by:

Name	Title	Signature	Date
Dr. Laurie Mason	Superintendent	_____	
Kimberly Gluch	Board President	_____	

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Comprehensive School Safety Plan Purpose

Effective January 1, 2019, Assembly Bill 1747 (Rodriguez), School Safety Plans, became law. This bill requires that during the writing and development of the comprehensive school safety plan (CSSP), the school site council or safety committee consult with a fire department and other first responder entities in addition to currently required entities. It requires the CSSP and any updates made to the plan to be shared with the law enforcement agency, the fire department, and the other first responder entities.

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

A copy of the Comprehensive School Safety Plan is available for review in the District Office.

Safety Plan Vision

To foster an environment of mutual respect between students and staff that enables the school community to enjoy a safe learning environment in which all students' needs are met.

To provide a safe campus and surrounding area which enhances student, staff, and community conception that Montgomery School is a safe place in which to learn.

To promote leadership by school administration and staff that reinforces school safety, parent communication, effective, enforced rules, mutual respect of persons and property, and maximum community awareness and involvement.

To create and enhance a positive image for Montgomery School, both on campus and throughout the community.

To create a school climate where mutual respect, concern for all, commonly held beliefs and values for student behavior, and a sense of community can be fostered and maintained.

(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)

All school staff actively monitor the safety and welfare of all students. Staff members understand their responsibility as childcare custodians and report all cases of known and suspected child abuse to Child Protective Services and the Superintendent in a timely manner.

When a case of child abuse becomes apparent or suspected, the employee having knowledge of the abuse and the school administrator discuss the matter. Plans are developed at this time to verbally report the abuse to the sheriff's department and to Child Protective Services within 24 hours and to complete a written "Suspected Child Abuse Report" within the required three days. Plans are developed to assure ongoing monitoring of the student. The teacher and superintendent work closely with the sheriff deputy and Child Protective Services to follow up actions as needed.

Considerable effort is made to maintain the confidentiality of the student and employee in all cases of child abuse reporting. Copies of all written reports are maintained in the school office.

Employee Training: To assure that staff has adequate training, annual in-service sessions are held. For the safety of all employees and students, the annual in-service includes a variety of safety and emergency preparedness procedures including but not limited to: Child Abuse Reporting, Blood Borne Pathogens, School Emergency Management System training, SB 198 Safety in the Workplace, MRSA, Superbug Outbreak, and Anaphylactic Shock and Severe Allergic Reactions.

Board Policy and Administrative Regulations 5141.4 and 5141.4 a-c. (See appendix 1-Child Abuse Reporting Guide pg. 1 and 2.)

(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)

Disaster Plan (See Appendix C-F)

The District maintains disaster plan and emergency procedures in the office, which are updated annually. Fire, earthquake drills and school evacuation/lockdown procedures are practiced several times a year. Local volunteers from the Cazadero Fire Department conduct fire safety classes for students in the fall of each year. Emergency evacuation procedures are assessed and feedback is given. Fire lanes are marked and kept clear. Cazadero volunteer fire personnel assist the District throughout the year as needed. The District offers training in CPR and first aid to all district employees in addition to mandatory training in child abuse reporting, Blood Borne Pathogens, Schools Emergency Management System training, SB 198 Safety in the Workplace, MRSA, Superbug Outbreak and Anaphylactic Shock and Severe Allergic Reactions.

Lockdown procedures will be activated whenever a potentially violent situation poses a threat to student safety. These procedures will include communication via school intercom, locking of all outside doors, and the movement of all students and staff to secure areas of the building.

Emergency water and first aid supplies are to be maintained in the staff room, secure areas, and the kitchen. Each classroom is equipped with a first aid kit.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

Student management is conducted in a manner consistent with law, the Education Code of California, governing board policies, and district administrative rules and regulations. With regard to student discipline, the adheres to the procedures set forth in the Montgomery School rules and regulations that are presented in the school calendar which is sent home at the beginning of each school year.

It is the intent of the governing board to maintain a safe learning environment for all students. Pupils attending Montgomery School are expected to conform to the regulations described in California State Education Code 48900 a-o and in Board Policy 5144. Each year these expectations are reviewed with students and parents, and students sign an agreement to follow the expectations defined in these documents.

When suspension is necessary, due process is followed. Prior to suspending a student, a conference is held with the student, teacher, and superintendent. Parents are notified of the offense and the suspension in a timely manner after the decision is made to suspend the student. If necessary, a conference with parent, student, teacher, and superintendent is scheduled before the end of the

suspension period to discuss terms of returning to school with a behavior contract or to consider any further disciplinary action. When suspensions involve special education students, the IDEA guidelines are adhered to regarding student discipline.

When expulsion is required, due process is followed. Following a suspension, a disciplinary hearing is held to review the case. Parents are notified of the hearing and invited to attend. At the hearing, both the student and the superintendent or teacher present relevant information. A panel, which includes the superintendent, a Safe Schools representative from the County Safe School or SARB program, and an administrator from another school district, review the case, and makes a recommendation to the governing board. The parent is invited to present information in closed session at the governing board hearing. In cases involving special education students, a manifestation determination is held prior to the disciplinary hearing. Prior to the school board hearing, an IEP meeting is convened to address any placement changes occurring as a result of the disciplinary hearing.

Board Policy and administrative regulations 5144, 5144.1, 5131.5, 5131.6, 5131.7, 5137.

(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)

As students enroll in the district, previous schools are contacted for information about student behavior and academic progress. When cumulative records arrive at the school, the folder is reviewed by the teacher and superintendent.

When the district receives information from the juvenile court system, that a student has been convicted of a serious crime requiring teacher notification, the superintendent will provide a written notice.

The law requires that teachers be informed when they have students who have been suspended for certain infractions of Ed. Code 48900.

Board Policy and administrative regulations 5144.

(E) Sexual Harassment Policies (EC 212.6 [b])

Students at our site are informed of our sexual harassment policy through our school calendar, which is given to every family at the beginning of the school year, or upon registration in the district.

(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)

The expression of a student's uniqueness and individuality by means of the student's dress is sanctioned by the governing board when dress is reasonable, appropriate, and consistent with the behavioral expectations and safety procedures at the school. Restrictions on student dress will be imposed when it presents a health or safety hazard or a distraction that would interfere with the educational process.

State law prohibits any form of attire that is obscene, offensive, dangerous to the child's welfare, or disruptive to the instructional program of the school. It is recommended that students dress in a way that is safe, not distracting to themselves or others, and in a manner that reflects a sense of dignity and self-respect. The responsibility for acceptable attire rests with the parent/guardian.

(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)

Students who ride the bus are subject to one evacuation drill in the fall of each school year. Bus safety is strictly adhered to. Reminders about bus behavior are a daily routine and school staff members work closely with West County Transportation drivers to support safe routes to and from school. Students who misbehave on the bus are given bus citations, a copy of which is given to the parent and the site administrator. The administrator then conferences with student to discuss cause of each citation and corresponding disciplinary action. The bus loading and unloading zone is marked and monitored for safety. Bus arrival/departure times and reminders concerning the parking lot are posted in the school calendar.

Students who need to leave campus for appointments may only do so with written permission from a parent or guardian, or by being signed out in the office. Students will only be allowed to leave with someone other than a parent or guardian if the parent signs a note so stating and if that person is on the emergency care list.

Visitors and guests are required to check in at the office upon entering campus. Signs noting this are visible and reminders are in the school calendar.

(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)

Component:

The superintendent will oversee the safe and orderly nature of the school grounds and classrooms. Teachers will maintain classrooms that are orderly and conducive to learning. Students will behave in a way that is safe and mindful of those around them in order to enjoy an atmosphere of mutual respect. Staff members and students are expected to be mindful of others' space and to keep their possessions orderly, clutter-free, and organized.

Procedures for Preventing Acts of Bullying and Cyber-bullying

Montgomery Elementary is committed to each student's success in learning with a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Bullying is when an individual or a group of people with more power, repeatedly and intentionally harass, or cause hurt or harm to another person or group of people. This harm includes physical, verbal, relational, and damage to property. Harm can occur directly to a person or group of people, or indirectly such as spreading rumors.

Cyber-bullying is a form of bullying or harassment that uses electronic means such as social media and cell phones. Examples of this behavior include but are not limited to posting rumors, threats, sexual remarks, and hate speech.

Victims of bullying and/or cyber-bullying may experience low self-esteem, increased suicidal ideation, as well as a variety of emotional responses such as being scared, frustrated, angry, and depressed.

Responding to Bullying:

- Intervene immediately, get another adult to help if necessary.
- Separate the kids involved.
- Make sure everyone is safe.
- Meet any immediate medical or mental health needs.
- Stay calm. Reassure the kids involved, including bystanders.
- Model respectful behavior when intervening.

Contact Police Immediately if:

- A weapon is involved.
- There are threats of serious physical injury.
- There are threats of hate-motivated violence, such as racism or homophobia.
- There is serious bodily harm.
- There is sexual abuse.
- Anyone is accused of an illegal act, such as robbery or extortion - using force to get money, property, or services.

Emergency Contact Numbers

Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Steve Krausmann	632-5390	Local Fire Chief
Other	Kim Gluch	632-5677	School Board President
Law Enforcement/Fire/Paramedic	Sonoma County Sheriff's Department	565-2121	

Armed Assault on Campus

Run-Hide-Fight is a set of options to respond to an active shooter on campus to minimize the loss of life. Law enforcement may not arrive until the shooting has ended. At the first sign of an active shooter, staff members must quickly decide the most reasonable way to protect students, and provide them with direction: run, hide, or fight. The first person to see the danger should alert the front office, if possible. As soon as it is safe to do so, alert emergency respondents by calling 911.

Run: If it is safe to do so for yourself and those in your care, the first course of action that should be taken is to run out of the building and far away until you are in a safe location.

- Know where the threat is and run away from it
- Have a plan - know your escape routes
- Leave your belongings behind
- Law enforcement go toward the attacker; run in the direction they came from and keep your hands visible

Hide: If running is not a safe option, hide in as safe a place as possible.

- Lock and barricade the doors; close and lock windows, close blinds and curtains or cover windows
- Tell students to be quiet, silence cell phones, and stay low to the ground away from windows
- Spread out (if possible)
- Remain in place until given an all clear by identifiable law enforcement
- Be prepared to fight

Fight: If neither running nor hiding is a safe option, adults in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment as a last resort when confronted.

- If an intruder enters the classroom, be prepared to fight, mentally and physically
- Use a weapon (fire extinguisher, chair, books, trash can, etc.)
- Use your surroundings to create distractions: yelling, trip hazards, throwing items, turning off lights, putting furniture in front of the door, etc.

If you are outside:

- If it is safe, move away from the shooting; run or move indoors to lockdown if running is not a viable option.

Biological or Chemical Release

Shelter-In-Place

When a hazardous substance such as a chemical, biological, or radio-logical contaminant is released into the environment, "Shelter-In-Place" is a common method of protecting students from exposure. While similar to a "Lockdown", the critical difference between the responses is the shutdown of the air handling systems in a "Shelter-In-Place" response. In order to quickly implement the procedure, it is necessary that facility personnel be familiar with the location and operation of the heating, ventilation, and air conditioning (HVAC) system. Some of the information that should be gathered to prepare for this response include:

- Identify and record the location of all air intake vents, HVAC shutdown switches and access keys.
- Identify and record the location of all other points where outside air can enter the building (ventilation grill, gaps under doors, etc.).
- Train team members who will be asked to respond.

Shelter-In-Place Procedures

- Notify District Office
- Notify staff and students via intercom
- Send staff member to shut down air circulation system
- Turn on radio and monitor updates
- Order staff to seal doors and vents if necessary
- Notify parents NOT to come to school until it is safe to do so
- Post signs on exterior windows, if there is time and it is safe to do so: "This school is sheltering-in-place. Do not attempt to enter any office or building."

In Classrooms and Offices:

- Post "Shelter-In-Place" sign on exterior door or window if safe to do so
- Shut the doors and all windows, pull draperies or close blinds
- Seal the doors and vents if ordered to do so
- Take out class roster and take roll
- Wait for an announcement or communication of "All Clear" before releasing anyone or opening doors and windows

Outdoors:

- Move inside the nearest building
- Shut the doors and all windows, pull draperies or close blinds
- Seal the doors and vents if ordered to do so
- Write down the names of everyone in the room
- Wait for an announcement or communication of "All Clear" before releasing anyone or opening doors and windows

Bomb Threat/ Threat Of violence

Bomb threats or any threat of violence can be received via telephone, mail, or someone may notice a suspicious package. In any event, the principal or site administrator should be notified immediately. The principal or site administrator will then call 9-1-1.

- Staff and students will be instructed to turn off any pagers, cell phones, or two-way radios. Use of these devices could trigger explosive devices.
- Determine whether to evacuate the threatened building and adjoining buildings. Modify evacuations routes as necessary to bypass the location of the bomb (if the location is known). Keep in mind that evacuation may not be the best response, be sure to evaluate the situation beforehand.
- Use the intercom system or runners (if safe to do so) to evacuate threatened rooms.
- Direct a staff member to look for suspicious packages, boxes, or foreign objects in work areas, public areas, unlocked closets, exterior areas, and power sources. If a suspicious item is found, note the location, description, and report immediately to the principal or site administrator. Make no attempt to investigate or examine the object.
- If it is necessary to evacuate the entire school, use the fire alarm.
- Do not return to the school building until it has been inspected and determined safe by emergency response officials.
- Avoid publicizing the threat any more than necessary.

Earthquake

Drop, cover, and Hold On is a self-protective action called for whenever there is immediate danger from flying objects and/or falling debris. This action is usually initiated in earthquakes. It can also be an appropriate response for a number of different threats such as severe weather, or shooter on campus.

Drop, Cover, and Hold On Procedures:

- At the first sign of shaking or imminent threat, all students and staff should immediately, drop to the floor, cover the back of their necks, and hold on to the closest piece of furniture (desk or chair) or other stable object with their free hand.
- If you are in a location without furniture (such as a hallway or a bathroom), immediately kneel next to a bare, inside wall and place your arms and hands over the back of your neck and head.
- If you are outdoors, move away from the trees, billboards, signs, buildings, electrical wiring and power poles. Drop to the ground and cover the back of your neck and head with your arms and hands.
- Stay in this position until the threat passes and an "All Clear" announcement has been made.
- The main office should then make the announcement to either: Resume regular activities OR direct a response action such as evacuation, cancellation, or closure of school.
- Check for injuries and take roll to be sure all students, guests and visitors are accounted for. Notify the office of any injuries or missing persons.

Note: Remember to stay alert for aftershocks.

Fire on School Grounds

An evacuation is initiated when it is determined that it is not safe to remain in school buildings or to stay on campus (for many different reasons). In this situation, students and staff are moved to a safer location either on or off site.

Evacuation Procedures:

Remember to take your personal belongings with you (such as purses and car keys) when you evacuate.

On-Site Evacuation:

- Notify the District Office
- Sound the alarm
- Notify staff and students over intercom to evacuate
- Classroom teachers are to make sure that emergency supplies are brought to the evacuation site
- When all classrooms have arrived at the evacuation site, have teachers take roll and determine if anyone is missing. Add names of guests/visitors
- Prepare for student release
- Notify parents

Off-Site Evacuation:

- Notify the District Office
- Activate the Transportation Team
- Post a sign in the school office with directions to the evacuation site along with any emergency numbers to call for additional information
- Sound the alarm
- Notify staff and students over intercom to evacuate and proceed to the staging area
- Classroom teachers are to make sure that emergency supplies are brought to the evacuation site
- While waiting at the staging area or as students board buses, classroom teachers are to take roll and determine if anyone is missing. Missing students should be immediately reported to the principal or person currently in charge. Add the names of any guests/visitors that were in your classroom
- Prepare for student release
- Notify parents

Flooding

Cancellation of School (Before School Hours)

If conditions warrant the cancellation of school prior to the beginning of the school day, the Sonoma County Office of Education (SCOE) requests that the following protocol be utilized. The utilization of this procedure will ensure that all authorized school closure announcements are properly communicated to media representatives.

Cancellation Procedures

- The School Site Administrator is to notify the District Office
- The District Office will notify SCOE in the following manner:

5:00 AM - 7:30 AM call the County Superintendent. If unavailable, call the Deputy Superintendent

After 7:30 AM call SCOE

- Notify staff
- Notify parents

Closure of School (During School Hours)

Schools are closed or classes cancelled when it is unsafe for students and staff due to road closures, power outages, severe weather,

earthquakes, etc. Schools may also be closed if the campus is needed for public sheltering or public health measures.

Closure Procedures:

- Contact District Office to obtain permission or collaborate on decision to close school
- Notify staff and students will be notified via intercom
- Notify parents
- Prepare for student release

Note: The conversion of a school campus for purposes of public sheltering or mass prophylaxis must be initiated by the District Superintendent or Designee at the request of the Department of Emergency Services, the American Red Cross, or the Department of Health Services.

Loss or Failure Of Utilities

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Tactical Responses to Criminal Incidents

Lockdown is the response action initiated when schools are faced with extremely violent behavior, armed intruders, an on-campus hostage situation, snipers, or police activity in the vicinity that could threaten the safety of students and staff. When a superintendent, principal, or designee initiates a lockdown it means that there is an immediate and possibly life-threatening situation on campus.

Lockdown Procedure:

- Notify District Office when able
- Notify staff and students through intercom by announcing we are initiating a Lockdown

- Lockdown your office
- Designate an individual to call 911 and stay on the phone with the operator
- Sit Tight! When Law Enforcement arrives on campus they will give you instructions

In Classrooms and Offices:

- Shut and lock all doors and windows, pull draperies or close blinds, and blacken any doorway windows. DO NOT open the door for anyone or peek out the windows until the "All Clear" signal is given
- Move all students and staff away from the windows and stay low, below the window line
- Turn off the lights
- Keep calm and quiet
- Take out class roster and take roll. Notify the office (phone, email, text, etc.) of any missing or extra students
- Remain in classrooms and offices until the "All Clear" signal is given or you are escorted out by first responders

Outdoors:

- Immediately move inside the nearest building
- Follow the procedures above
- Remain in place until the "All Clear" signal is given or you are escorted out by first responders


After "All Clear" signal is given:


- Notify parents
- Retake roll to determine if any students remain unaccounted
- Initiate Crisis Intervention Team for grief support and trauma recovery if necessary

Note: "Lockdown", like "Drop, Cover, and Hold On" can be initiated by a teacher or employee in response to violent behavior, shots fired, or any other activity that threatens the safety of students and staff. When initiated by a teacher or employee, it is their responsibility to get a message to the school office about the nature of the incident, when it is safe to do so.

Williams Settlement Quarterly Uniform Complaint Report - July 1, 2015 - September 30, 2015

Education Code §35186(d): A school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. The complaints and written responses shall be available as public records.

 office@mescaz.org (not shared) Switch account

 Draft saved

* Required

Name of District *

Montgomery Elementary School District

Name and Title of Person Reporting *

Dr. Laurie Mason

