

Safe School Plan
2017-2018

The Ed Jones Educational Center Comprehensive School Safety Plan 2017-2018

121 West Allen Avenue
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The members of the safety committee at the Ed Jones Educational Center include: Christine Black (Principal), Dan Gribbon (Dean of Students), Debi Vande Lune (Counselor), Jannet Valdez (Teacher), Chris Prestella (Health Assistant), Gina Torres (Campus Supervisor), Sue Vetti (Discipline and Attendance Clerk), Jeanie O'Connell (Secretary), and SRO Deputy Damian (San Dimas Sheriff's Department).

PURPOSE

The safety/disaster plan for Chaparral & Vista High School is a systemic plan to maintain a safe and secure campus in the event of disruption of regular school activities for any cause due to natural or manmade disasters or emergencies. The goal of this plan is to ensure the safety of every student, staff or visitor on campus. The wellbeing of each person should come before any other consideration. The safety of every person and the integrity of the buildings and facilities shall be the objective of this plan. Communication and preparation is the most important factor in a successful safety/disaster plan.

Note to staff:

Please read each section of this plan. Pay special attention to specific areas that directly affect you and your immediate area. Teachers should communicate to students **in advance** the expectations for each of the disaster drill procedures.



Safe School Plan 2017-2018

Safe School Plan

I. School Crime

The data supplied through the California State Schools Assessment Program has been reviewed by district and site staff members. They have determined that the kinds and numbers of incidents are very low compared to other schools in the state. This data for Chaparral & Vista High School is on file in the Main Office.

II. Child Abuse Policy & Suicide Prevention

Refer to the Board Policy and Procedures regarding child abuse and suicide prevention.

III. Disaster Procedures

BUDDY SYSTEM - Teachers and staff will be assigned a buddy to check on, in the event of a disaster. The purpose is to ensure that everyone is accounted for during an emergency. Teachers receiving students for “Grass Quad Supervision” should wait for their buddy in the designated areas. After receiving all students, supervision teachers should proceed to the blacktop, all other teachers to their assigned duty. Teachers who are releasing students should have roll sheet and first aid kit ready at designated area. If you plan to be off campus during any time of day (such as your conference period, or lunch) be sure to sign out in the office. This information is vital to securing the campus in a time of emergency. We have included room numbers to ensure that there is no confusion when a staff member is out.

BUDDY CHART

Room	Staff	Room	Staff	Room	Staff	Grass Quad Supervision	Drop Off Area
1	Hartman/Bohn/ Brown	2	Wommack/ Fasig			Hartman/Bohn/ Wommack 1/2	Quad-area inside East gate
3	MacCormick	7	Mickey			Mickey 3/7	Front of Room 7
4	Marascola	6	Cortez			Cortez 4/6	Front of Room 4
8	Zavala	9	Cartwright			Zavala 8/9	Front of Room 10
11	BIC Sub	12	Chiappelli		Gibbon	BIC Sub 11/12	Front of Room 11
13	Valdez	14	Frank			Frank 13/14	Front of Room 14
15	Smith	16	Gross		Ravenkamp	Smith/ Ravenkamp 15/16	Grass Quad
Health Office	Prestella	Health Office	Torres				
Admin	Praeger/Vetti	Admin	O’Connell/ Schofield				
Admin	Black	Admin	Vande Lune	Admin	Gibbon		

Safe School Plan 2017-2018

MAIN OPERATION

STAFF ASSIGNMENTS:

Torres will check around health office and rest rooms and turn off electrical in Custodial Closet

Torres will check admin office.

Black will set up the command center between Health Office and Room 2 and communicate cleared rooms with **Vande Lune line #1**.

Schofield will bring student disaster cards to the command center

Prestella will bring wheelchair, health/emergency cards to the lunch covered area.

O'Connell will communicate with district office and record and note all actions during the disaster on **D.O. radio**.

Vande Lune will communicate with search and rescue teams **line #1** and command center on site radio **line #1**

Gribbon will communicate with each teacher to check that all "buddies" were cleared then move to Search and Rescue. Will clear with **Vande Lune Line #1**

If any Administrator is not on site during a disaster **Vetti** will act as

Gribbon, Schofield will act as **Vande Lune**, and **O'Connell** will act as **Black**.

FIELD OPERATIONS

STAFF ASSIGNMENTS: (Disaster procedures)

Chiappelli will shut off gas in the district kitchen area on west side near the street then move to search and rescue (we need to check with central kitchen)

Gross will open Bin. **Brown, MacCormick, and Gross** will get the disaster supplies (trash can) from storage bin and set the EZ-up between the Health Office and Room 2 leading to the covered lunch area. Leadership students will assist (E-Z up in room 8).

Leadership students will help **Prestella** with bringing the stretchers to first aid area

Vetti will keep attendance records, verify students that are absent and set up reunion gate when needed.

Cartwright and **Chiappelli** will go to get their supplies at the bin and do the search and rescue duties starting at room 16 and working their way down.

Gross and **Brown** will get their supplies and then search and rescue starting with room 1 and working their way up.

Prestella, Fasig, MacCormick, and Valdez will set up first aid/ triage station next to room 8 in the lunch covered area.

Zavala, BIC Sub, Unassigned, Frank, Smith, Ravenkamp, and Cortez will monitor Chaparral students

Hartman/Bohn and **Wommack** will monitor Vista students

Safe School Plan 2017-2018

11	BIC Sub/Quicha
9	Zavala (Cartwright)
8	Zavala
7	Mickey
6	Cortez
5 & 4	Cortez (Marascola)
3	Mickey (MacCormick)
2	Bohn (Wommack)
1	Bohn

Blue Teachers Take Attendance and Give Yellow Sheets to Partners Assigned to Grass Supervisions. Next go to your Assigned Duties

Staff Members	Other Duties
Torres	Check Restrooms/Shut Off Electrical/Assist on Field
Vetti	Lock Office Doors/Student Information Notebooks/Office Supplies
Chip	Water & Gas Shut Off (report to search/rescue)
Fasig/Brown	Open Disaster Bin (report to search/rescue)
Gribbon	Buddy Check/Classroom Attendance Check (report to search/rescue)

Search and Rescue	
Gross/Brown/MacCormick	Search/Rescue Rooms 1-7 (Get S/R Equipment From Bin)
Fasig/Chip/Cartwright	Search/Rescue Rooms 8-16 (Get S/R Equipment From Bin)
Vande Lune/Schofield	Search/Rescue Report Classrooms All Clear
Gribbon	Search/Rescue Coordination

First Aid/Triage	
Valdez	First Aid Set Up
Wommack	First Aid Set Up
Prestella/Frances	First Aid Set Up
MacCormick	Pick-up Supplies for First Aid Station

Command Center	
O'Connell	Set Up Command Station/Take District Radio
Black	Command Station
Vetti/Praeger	Classroom Attendance Check

Safe School Plan 2017-2018

STUDENT ASSIGNMENT:

Teachers: Inform your students that this is a disaster drill and you need their full cooperation.

Assign a student to take the First Aid kit from the classroom.

Ask students to stay with your class and not to wander.

Take your roll book with you. You will need to take roll once you have reached the assembly area.

Form your class on the grass quad area as seen on the emergency exit map.

Report your attendance by indicating which students are missing from your class BUT NOT ABSENT to Vetti USING THE YELLOW SHEETS. Vetti will collect yellow sheets.

Safety Assessment Team:

Chiappelli and Cartwright will reenter Chaparral classrooms beginning with room 16 and working their way down to room 8 to check for any injuries, spot fires, smell for gas leaks or any electrical flashes to determine if the buildings are safe for re-entry.

After getting supplies to the Triage area Gross and Brown will re-enter classrooms starting with room 1 and working their way up to room 7 to check for any injuries, spot fires, smell for gas leaks or any electrical flashes to determine if the buildings are safe for re-entry.

Drill procedures /Assembly Area Confirmation/Close out

Main operation team of Black, Gribbon, Vande Lune, O'Connell, Schofield, Prestella and Vetti will meet between the Health Office and Room 2.

Vetti will check with each teacher to confirm all students are accounted for with the teachers, and report to Black.

Black will give the "All Clear for Evacuation."

NOTE - Teachers are expected to lead their class back to their respective classrooms - unless other directions are given. Once you are back in the classroom, please take roll once again. Report any person(s) missing to Vetti ext. 4040.

Safe School Plan 2017-2018

GENERAL EVACUATION PROCEDURES

In the event of an emergency:

Check with your buddy teacher to make sure that they are clear (eye contact as you escort your class out is fine).

If your buddy teacher has a substitute, check on the sub.

If your buddy teacher is not on campus at all times, be familiar with the times that your buddy is not supposed to be in their room or on campus.

“Handoff” students at designated areas.

Assemble in grass quad area.

Command center EZ-up will be located between the Health Office and Room

2. **O’Connell** will bring district radio from office to set up command center.

All staff with radios will bring their radios with them during the evacuation and remain on line #1.

FIRE DRILL (Immediate Evacuate)

Signal is a **bell** to indicate a fire drill.

Stay calm and instruct class to safely evacuate the classroom to the grass quad area in an orderly manner.

Take a class roster with you. Teachers need to know who is absent or is missing from your class at all times.

Leave the classroom door unlocked.

Check your with your teacher buddy to assist with any injured students or staff members.

Keep your students calm and together in one spot.

Report your attendance by **indicating which students are missing from your class BUT NOT ABSENT** to **Vetti** using the yellow sheets. Turn in a yellow sheet to **Vetti** regardless of whether or not students are missing. This is how we check on all classes.

EARTHQUAKE DRILL (duck, cover and hold)

Signal is shaking of the classroom due to earthquake or an announcement to “Duck and Cover”.

Students and staff will drop to the floor, duck and cover.

Everyone should stay covered until the all clear is given. After the all clear is given, follow evacuation procedures:

Stay calm and instruct class to safely evacuate the classroom to the grass quad area in an orderly manner.

Take a class roster with you. Teachers need to know who is absent or is missing from your class at all times.

Leave the classroom door unlocked.

Check with your teacher buddy to assist with any injured students or staff members.

Keep your students calm and together in one spot.

Report your attendance by **indicating which students are missing from your class BUT NOT ABSENT** to **Vetti** using the yellow sheets. Turn in a yellow

Safe School Plan 2017-2018

sheet to **Vetti** regardless of whether or not students are missing. This is how we check on all classes.

LOCK DOWN (Lock your door and stay away from windows and doors)

Signal is an announcement on the intercom in case of intruder on campus: “We are in a LOCK DOWN state, lock your doors immediately.” Check your email in case if possible to give you updates/info.

Gather any unsupervised students in the immediate area outside of your classroom, and direct them into your classroom.

Close and lock doors as soon as possible.

DO NOT OPEN YOUR DOOR UNTIL YOU ARE GIVEN THE ALL CLEAR NOTIFICATION!

Do not use classroom phone unless it is an emergency

In an actual lockdown an “all clear” message will be physically delivered at your door by a staff member only or by announcement on intercom.

OTHER DISASTERS

Chemical Accident:

Signal: Fire alarm or P.A. system announcement.

Actions:

Warning of a chemical accident off campus will usually be received from the fire or police departments. Emergency action will be at their direction.

If a chemical accident occurs on campus notify the office immediately and determine the need to initiate the action leave building

Use the escape route indicated on the school evacuation map move cross wind, never directly with or against the wind. If, in the judgment of the teacher or other person in charge, the planned escape route is unsafe, use the any other available safe route of exit

Assemble the students in the designated area take roll

Report missing students to the administration

Do not reenter the building until an all-clear signal is given

Severe Wind Storm:

Warning of a severe windstorm will usually be received by radio, television, or from emergency services officials. If high winds develop during school hours without sufficient warning, the following emergency actions must be implemented at the direction of the principal or principal's designee

Actions:

Initiate action take cover. All students and staff must be inside buildings

Students and staff occupying rooms that receive the full force of the wind will be evacuated to more sheltered rooms at the direction of emergency services personnel or

Safe School Plan 2017-2018

the principal.

Do not assemble inside buildings with long roof spans
Close all doors, windows, drapes, and blinds

Take roll

Report missing students to the administration

Students and staff will be kept in sheltered areas until the winds have subsided sufficiently to resume normal school activities or send students home

Fallen Aircraft

A fallen aircraft will occur without warning. If the aircraft falls on an open area of campus or near the campus, emergency action will be taken at the direction of the police or fire departments. If the aircraft falls on campus buildings the following actions must be taken

Actions:

Initiate action leave building

Use the escape route indicated on the school evacuation map move cross wind, never directly with or against the wind. If, in the judgment of the teacher or other person in charge, the planned escape route is unsafe, use the any other available safe route of exit

Bomb Threat:

Bomb threats can be received by phone, handwritten note, or email. The following procedure must be followed by anyone receiving a call threatening a bomb placement or detonation:

Actions:

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does. 2. Listen carefully. 3. Try to keep the caller talking to learn more information. 4. If possible, write a note to a colleague to call authorities. 5. Copy the number and/or letters on the phones window display. 6. Complete the Bomb Threat Checklist. 7. Immediately upon termination of the call, do not hang up, but from a different phone, contact the San Dimas Sheriff Station.

If a bomb threat is received by handwritten note:

Call San Dimas Sheriff Station and handle note as minimally as possible. If a bomb threat is received by email:

Call San Dimas Sheriff Station and do not delete the message.

Follow the steps in the next section "Explosion or Imminent Threat of Explosion"

Explosion or Threat of Imminent Explosion:

Signal:

If a bomb threat is received and it is determined by the police and fire departments that there is no need to evacuate the buildings, the principal will inform all personnel of the threat by confidential memo distributed by campus supervisors and available staff. If it is determined that the buildings should be evacuated the fire alarm signal will be given. In the event of an explosion the explosion itself is the signal. Supplementary signals will be given by the fire alarm if possible.

At the signal the teacher or other person in charge must initiate the action leave building.

Safe School Plan 2017-2018

Evacuation must follow the evacuation route given on the school evacuation map
In the event there is an actual explosion, no warning signal will be given.

The teacher or other person in charge must give the command and initiate the action drop. All students and staff must drop to the floor, get under tables or desks and face away from windows. Position must be with knees and elbows on the floor with the arms and hands covering the head and neck and the head held as close as possible to the knees.

As soon as possible the teacher or other person in charge must initiate the action leave building.

Use the escape route indicated on the school evacuation map. If, in the judgment of the teacher or other person in charge, the planned escape route is unsafe, use the any other available safe route of exit.

Assemble the students in the designated area and take roll.

Report missing students to the administration.

Do not reenter the building until an all-clear signal is given.

If an explosion occurs during break or lunch or immediately before or after school, students or staff members not in buildings should assume the drop position away from trees and buildings under cover (e.g. a picnic table) if possible. After the explosion the students must evacuate to the emergency evacuation area.

Flood

Signal:

Warning of an impending flood will be given by the District office. If it is determined that the action leave building should be initiated, the fire alarm signal will be used.

Actions:

Use the escape route indicated on the school evacuation map if, in the judgment of the teacher or other person in charge, the planned escape route is unsafe, use the any other available safe route of exit.

Assemble the students in the designated area and take roll.

Report missing students to the administration.

Do not reenter the building until an all clear signal is given.

The predicted extent of the flood and the amount of time available before it arrives will determine the course of action to be taken. The principal may initiate any of the emergency actions considered necessary.

Safe School Plan 2017-2018

EVACUATION OF THE SCHOOL SITE- Directed Transportation

In the event that the site is unsafe and evacuation is necessary for the safety of students and staff, we will walk to Shull or Allen Elementary School if it is safe. All staff members that are not involved in rescue or lifesaving actions will be expected to accompany the students.

If bussing is required, we will board the buses in the bus yard. The order of boarding will be listed below. It is important that the students stay with their teachers and that they board the same bus. We will regroup in class lines and take roll upon arrival to either San Dimas or Bonita High School.

In case of an actual site emergency, the school site personnel will seek proper assistance from emergency agencies (911) if available (sheriffs, fire, etc.) and then notify Emergency Command Center and Superintendent's Office.

Evacuation and bus loading plan

Please check on to bus in the following order

Students must stay with their teachers on the assigned bus

- 1st bus Rooms 1, 2, 3, 6
- 2nd bus Rooms 7, 8, 9, 11, 12
- 3rd bus Rooms 13, 14, 15, 16

MASSIVE CARE - Welfare shelter and/or Area to house animals.

In the event that a public agency requests the use of school buildings and grounds for mass care and welfare shelters during disasters or other emergencies, or community members request space to house animals, due to size limitations, individuals and/or law enforcement agencies would be referred to Shull or Allen Ave Elementary.



Safe School Plan 2017-2018

IV. Suspension/Expulsion Policy

Refer to the District Suspension and Expulsion Policies in Appendix C. The following are the totals by school for students who were suspended and expulsion recommendations for designated years:

Chaparral High School

<i>Year</i>	<i>Students Suspended</i>	<i>Days of Suspension</i>	<i>Recommended Expulsions</i>
96-97	90	335	0
97-98	117	456	0
98-99	217	455	0
99-00	80	325	1
00-01	57	272	0
01-02	56	244	0
02-03	70	238	1
03-04	70	458	1
04-05	164	377	0
05-06	152	637	3
06-07	68	650	2
07-08	54	373	6
08-09	54	231	0
09-10	176	486	9
10-11	94	492	9
11-12	60	388	5
12-13	72	467	4
13-14	58	268	2
14-15	57	338	0

Vista School

<i>Year</i>	<i>Students Suspended</i>	<i>Days of Suspension</i>	<i>Recommended Expulsions</i>
96-97	6	16	0
97-98	10	22	0
98-99	32	63	0
99-00	35	40	0
00-01	60	110	0
01-02	45	94	0
02-03	54	102	0
03-04	78	159	3
04-05	64	112	0
05-06	49	165	4
06-07	21	111	0
07-08	10	64	0
08-09	17	109	7
09-10	58	143	3
10-11	39	184	1
11-12	32	221	0
12-13	36	312	3
13-14	42	191	0
14-15	25	137	1

Safe School Plan 2017-2018

V. Procedures Regarding Teacher Notification of dangerous students pursuant to Ed. Code 49079

Refer to District Procedures. In addition to District Procedures, a master file of staff notifications will be kept in the school's Main Office - so concerned staff members will have the opportunity to be informed.

VI. Sexual Harassment Policy Pursuant To Cal. Ed. Code 212.6 (b)

The law defines sexual harassment as an act that is severe enough "to have a negative impact upon an individual's academic performance or create an intimidating education environment." It is a suspendable offense. Sexual harassment includes:

Verbal harassment: Offensive comments, jokes or slurs, graphic verbal comments about an individual's body, and graphic or verbal comments of a sexual nature.

Visual harassment: Offensive posters cards, cartoons, graffiti, drawings, objects, or gestures.

Physical harassment: Unwelcome or offensive touching or impeding or blocking of movement.

Sexual harassment is also defined as unwelcome sexual advances, requests, or demands for sexual favors with other verbal or physical conduct of a sexual nature.

Refer to District Sexual Harassment and/or Hate Crime Policy

REPORTING INFORMATION

We encourage you to use this number to inform us of rumors or potentially dangerous situations that may impact our schools including harassment, bullying, or hate crime.
District Hotline (909) 394-9393

VII. Provisions of School-wide Dress Code, Established Pursuant To Cal. Ed. Code 35183

The Bonita Unified School District subscribes to the philosophy that students will be provided with a quality education in a safe, secure, and peaceful environment. It is also committed to providing and promoting a drug, tobacco and alcohol free environment. The presence of certain types of clothing or attire can cause a disruption of the educational process and/or compromise the safety of students and faculty. Therefore, the Bonita Unified School District's Board of Education has adopted the dress code.

VIII. Procedures for Safe Ingress and Egress To and From School.

On Foot: All gates are locked during school hours. Students walking to school can enter and exit the campus through the Main entrance gate on Allen Ave or the office entrance door.

In Cars: Students driving to school park on the street on Monte Vista Ave.

On Bikes: Students riding bikes to school enter or leave the campus through the Main entrance gate on Allen Ave. Bicycles are parked and locked in a bike rack.

In Buses: Students arriving on buses enter the campus from the main entrance gate on Allen Ave. Buses are not provided for transportation home.

Student Permission to leave campus

Student initiating a request to leave school must report to the Main Office (between periods or with teacher approval) and request a permit to leave. For students under the age of 18, parents are contacted to secure their permission to release the student. The exception is for students who need to leave for confidential medical care (Ed Code 46010.1).

Under no circumstances may a student legally leave during the school day without securing permission to leave campus. Leaving campus without permission is an infraction of The Ed Jones Educational Center's policy found in the Student/Parent Handbook. The student will be considered truant and the attendance policy will apply. If a student tries to return to school after leaving campus without permission, the student may or may not be searched and given a consequence. Parents may not excuse this type of absence after the fact.

If a student is feeling ill, the health office or school staff member must receive a parental permission in order for the student to leave school.

Off campus permits are available for students who have a valid reason for leaving school before their school day is over. Off campus permits are not issued to students who are enrolled in special classes (ROP) and must report to a different work site.

Employee and Parent ingress and egress from school

Employees and parents enter or leave campus via the same gates as students. Employees park in the parking lot on the east side of school between the school and the district office, the bus parking lot immediately behind and to the east of the school or in the district's parking lot immediately behind the District Office. Some staff park on Monte Vista Avenue - which is west of the school grounds.

IX. Safe and Orderly Environment Conducive To Learning at School.

Component 1: Personal characteristics of students and staff

The Ed Jones Educational Center recognizes and celebrates cultural and personal differences in the context of cultural integration within the curriculum and school activities. ESL support is available for students who have been identified as limited English proficient. Concerns about cultural issues are dealt with immediately. Special education students receive support through the collaboration with other teachers and in the RSP classroom as well as with "push-in" instruction.

The staff receives in-service regarding issues of multi-culturalism, changing needs and demographics of students and the community. Staff members are encouraged to attend multi-cultural conferences and to relate cultural differences and celebrations in their curriculum.

The school, in partnership with the community, continues to address needs of children of all ages in areas of health, safety, and support services The Cities of La Verne and San

Dimas, the La Verne Police Department, the San Dimas Sheriff's, non-profit agencies, and local businesses are in partnerships with The Ed Jones Educational Center.

Component 2: The school's physical environment

The Ed Jones Educational Center is home to Chaparral & Vista High Schools. The facility is used by the Bonita Unified School District's Adult Education Program one night a week. The outdoor basketball court is used by the community at various times for recreational activities.

The physical plant is well-maintained and campus safety is monitored by a proctor, administrator, and custodial staff. It is enclosed by a chain linked fence all the way around the central campus.

The San Dimas Sheriff's Department works in close collaboration with the school administrator in enforcing penal, education, vehicle, health and safety codes, city policies and Bonita Unified School District's rules and

Safe School Plan
2017-2018

regulations. The School Resource Officers from the LA County Sheriff's department and from the La Verne Police Department are members of the team at Chaparral & Vista High School. We try to use positive interventions before major problems develop. The LA County Probation Officer is a frequent visitor to campus that is a valuable resource for school safety.

Component 3: The school's social environment

The Expected School Wide Learning Results (ESLRs) is a guide for the administration and staff as they provide support and leadership to the students. Input from all stakeholders is sought regarding life at school and in the community.

The Ed Jones Educational Center staff has developed the school mission statement and established a vision for all students that emphasize student academic achievement.

It is a long held tradition and philosophy at the site that "all students can learn, but not on the same day, at the same time, or in the same way." Inter and intrapersonal and life-long learning skills are developed in the classrooms and extra-curricular activities.

Community agencies such as the San Dimas Chamber of Commerce are connected to activities or special events throughout the school year.

Emergency plans have been developed and are reevaluated yearly to cover such situations as man-made and natural disasters, such as earthquakes, civil disturbance, power outages, and/or fires.

Component 4: The school's cultural environment

The Ed Jones Educational Center has clearly defined expectations for staff and students in the areas of academics and behavior. We emphasize that learning is valued and treating others with respect and dignity is important. The School-wide Learning Outcomes (SLO's) are followed in all areas of school life.

Students, staff, parents and the community are informed of these expectations and the consequences for failing to meet them. Discipline is fair, consistent, and structured to allow for learning from mistakes. We enforce all district policies and regulations and report all criminal activity on campus through the proper procedures.

The campus atmosphere is very positive and supportive. Staff and students exhibit respect, care and concern for one another much like a family. Students are rewarded for good attendance, displaying positive behaviors, and academic achievement by receiving Bulldog tickets for weekly drawings. Students are recognized through our use of Positive Behavior Interventions & Supports, our Renaissance Rewards Program, weekly rallies, and Student of the Month program.

X. School Discipline Rules and Procedures

The Ed Jones Educational Center's Parent/Student Handbook contains all the rules and regulations that govern the student's behavior while enrolled in either Chaparral High School or Vista School. The current school year's parent-student handbook is on-line at the school's website at ej.bonita.k12.ca.us In addition, a **Statement of Understanding** which outlines the most critical rules, policies, and dress code, is signed by all students and parents verifying that he/she has been informed of the rules and the consequences and the handbook has been read. The signed form is filed in each student's personal school folder and retained

for three years. All students and parents are required to attend an orientation meeting that discusses all expectations for behavior and academic performance.

Attached to this safety plan is the San Dimas Sheriff's Safety Plan that contains maps, instructions for different kinds of threats, and job responsibilities.

Safe School Plan 2017-2018

Appendix A **Emergency Actions Defined**

Stand-By:

The warning will be by intercom, public address system, or messenger. Students are to be brought into the classroom or held in the classroom pending the receipt of further instructions.

Leave Building:

The warning signal will be an intermittent, repeating signal from the P.A. system or bell system. Students are to be moved in an organized and controlled manner from inside of the school buildings to an outside area of safety using the designated escape route. Escape routes are shown on the school evacuation map. Once in the clear the students must be taken to the designated assembly area.

Drop:

(Duck, cover, and hold): The warning signal will be an intermittent, signal from the P.A. system, intercom, or a hand carried warning from a messenger. In the event of an earthquake the warning will be the tremors themselves. All students and staff must drop to the floor, get under tables or desks and face away from windows. Position must be with knees and elbows on the floor with the arms and hands covering the back of the neck and head should be as close as possible to the knees. If outside the building at the time of the emergency, move away from all buildings and overhanging structures before executing drop.

Take Cover:

The warning will be by intercom or messenger. All students and staff are to take cover inside school buildings against interior walls. All doors, windows, drapes, and blinds are to be closed.

Go Home:

All classes will be dismissed and students sent home by the most expeditious means.

Directed Transportation:

Students and staff will be loaded into school buses, private cars, and other means of transportation and taken from the school campus to an area of safety.

Emergency Phone Numbers

Police	911	Red Cross	622-1348
Fire	911	San Dimas Sheriff	450-2700
Paramedics	911	San Dimas Fire Station	629-9671
Ambulance	911	San Dimas Community Hospital	599-6811

Safe School Plan 2017-2018

Appendix B **School Dress Code**



Ed Jones Educational Center places a high emphasis on academic success. Since clothing can distract from that success, we have adopted a dress code that allows for personal style without making others feel uncomfortable or unsafe. Clothing, jewelry, or accessories that may provoke acts of violence, may be disruptive to the educational environment, or may be used as weapons are prohibited. As your student dresses for school each day, here are some guidelines that will keep them in dress code:

Allowed	“WHAT NOT TO WEAR”
<p>Proper fitting tops Pants or shorts worn at waist without a belt</p> <p>Socks worn below mid-calf Bib overalls with both straps buckled</p> <p>Shorts extending to the knee and above the calf</p>	<p>Oversized shirts reaching below wrists, creased sleeves or down the front. Shirts worn inside out with tag showing. Muscle shirts. Pants or shorts that do not cover the buttocks/undergarments (sagging), pants that can't stay up without a belt (oversized/baggy pants). Socks that meet the shorts. Shorts that extend past the knee and cover the calf</p>
<p>Modest dresses, skirts, shorts or tops.</p> <p>Skirts, shorts longer than bottom of fingertips with modest inseams</p> <p>Leggings that are thick enough to be considered pants or with a shirt that covers below the backside</p>	<p>Visible under garments (see-through or fishnet fabrics), Low- cut tops, shirts that reveal breast or stomach, revealing lacy lingerie-style tops. Pants, shorts, dresses or skirts (with or without slits) that reveal buttocks/undergarments</p>
<p>Hair bands, leather or plastic belts, plain belt buckles</p>	<p>Bandanas, belts and wristbands with protruding metal, buckles with letters, chains, do rags, combs worn in hair, hair nets</p>
<p>Clothes with designer/company logos</p> <p>and graphics, college logos</p>	<p>Clothing/Tee shirts that depict violence/weapons, profanity, sexually suggestive (i.e. SKIN), alcohol, tobacco, drugs, cultural/religious/sexual prejudice, gambling. Gang-style clothing (i.e. all one color: belts, hats, footwear, jackets, headgear, wallet chains, shoe strings)</p>

Sneakers, leather shoes, boots, flip flops, open toed sandals, backless shoes	Bedroom house slippers/shoes that are designed to be only worn inside (no fuzzy or cloth soles). Steel toed shoes or boots
Earrings, bracelets, watches, lanyards	Sun glasses worn indoors, oversized or excessive jewelry, gloves, wristbands, oversized purses/tote bags, backpacks
Jogging outfits, sweats, uniforms, flannel shirts	Pajamas, flannel pants or tops that are designed as sleep or loungewear
Professional and College wear: sport hats, jerseys, logos;	Leggings that are thin/sheer, provocative (obviously in need of a shirt to cover from the waist down)
Hats, beanies; Medically/religiously required hats as approved by school principal	Hoods. Logos on hats must meet the same guidelines as other clothing (see above). Hats must be removed at teacher request/discretion.

10/17/2017 4:22:25 PM Revised

16

Final interpretation of the school dress code is at the discretion of the school administration.

All staff members shall enforce this policy.

Students out of dress code will not be permitted to attend classes until they correct the violation.

The Board accepts the obligation to enforce reasonable standards which provides, “A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress **may be sent home to be properly prepared** for school, or shall be required to prepare himself for the school room before entering.”

10/17/2018 4:22:25 PM Revised