

Hesperia Unified School District

Kingston Elementary School

Table of Contents

BOARD OF EDUCATION 4

School Site Safety Committee 5

School Profile 5

Assessment of THE CURRENT Status of School Crime 6

Operations, Policies, Procedures 6

Mandatory Policies 8

Safe and Orderly Environment..... 9

Disaster Procedures 10

Site Evacuation..... 22

On Campus Assembly Area 23

ON SITE REVERSE EVACUATION 24

Emergency Response Procedures..... 26

Active Shooter..... 28

Animal Disturbance..... 30

Bomb Threat 31

Bomb Threat Checklist 32

Bomb Threat Procedures 33

Chemical Release 34

Demonstration / Walkout..... 35

Disorderly Conduct 35

Earthquake 36

Fight 37

Fire 37

Flood 38

Flu..... 38

Food and Water Contamination 39

Heat Wave..... 39

Lockdown Procedure 40

Armed Student(s) - Possession Only 41

Intruder(s) On Campus..... 41

Loss of Utilities 42

Lighting Storm	42
Motor Vehicle Crash	43
Plane Crash	43
School Site Council Evaluation and Public Hearing Certification	44

Hesperia Unified SCHOOL DISTRICT

BOARD OF EDUCATION

President – Niccole Petersen

Vice President – Eric Swanson

Clerk – Ella “Lee” Rogers

Member – Cody Gregg

Member – Marcy Kittinger

Administration

Superintendent

David Olney

Assistant Superintendent

Jovy Yankaskas

Assistant Superintendent – Business & Finance

Dr. George Landon

Assistant Superintendent – Personnel Services

Karen Kelly-Pelayes

Director – Purchasing, Facilities, and Warehouse

Virginia Gutierrez

Kingston Elementary School

School Site Safety Committee

Principal - Ben Skinner

Teacher – Christine Sherwood

Classified Staff – Marcelino Hernandez

Parent - Angela Noegel

Law Enforcement - HUSD Police Department

Member – Frances Lewis

Member – Eloy Montge

SCHOOL PROFILE

Kingston Elementary is one of 26 schools in the Hesperia Unified School District with traditions dating back to 1982. Kingston Elementary has a **650** pupil body and is served by a dedicated staff. Both staff and parents comment on the positive changes that are ongoing in our school.

Kingston Elementary faces challenges in maintaining a safe school. This section of the Comprehensive Safe School Plan will describe programs in place at our school as well as strategies and programs of our school site council for continued improvement in providing a safe, orderly, school environment conducive to learning.

ASSESSMENT OF THE CURRENT STATUS OF SCHOOL CRIME

- Office Referrals
- Attendance Rates/School Attendance Review Board Data
 - Suspension/Expulsion Data
 - California Healthy Kids Survey
 - School Improvement Plan
- Local Law Enforcement Juvenile Crime Data
 - Property Damage Data

OPERATIONS, POLICIES, PROCEDURES

Internal Security Procedures

Kingston Elementary School has established procedures in the following areas: California Safe School Assessment (CSSA) reporting procedures, suspension and expulsion procedures, inventory system, and attendance.

Kingston Elementary School maintains a copy of the district's sexual harassment policy in the main office and/or principal's office and the policy is available upon request. The Districts Sexual Harassment along with Parents Rights Policy is included in Kingston's registration packet given to parents upon registration. The District's Sexual Harassment Policy contains dissemination plans, applicable definitions, reporting requirements, investigation procedures, enforcement regulations, and information related to suspension and/or expulsion for sexual harassment of or by pupils. Additionally, a notice summarizing this sexual harassment policy appears in the Parent & Student Handbook, The parent student handbook is distributed at the beginning of each school year to all parents and pupils.

Included in this Safe School Plan is a school map established by the School Site Council indicating safe entrance and exit areas for pupils, parents and school employees. To ensure the safety of pupils and staff, all visitors to the campus, except pupils of the school and staff members, shall register immediately upon entering any school building or grounds when school is in session. Upon registering, visitors will be given a visitor's badge that must be visible at all times while on campus.

Discipline procedures shall focus on finding the cause of problems and working with all concerned to reach the proper, lawful solutions. The school's discipline plan begins at the classroom level. Teachers shall use a classroom management plan to communicate classroom rules, promote positive pupil conduct, and reduce unacceptable conduct. Appropriate consequences are administered based on the seriousness of the pupil's misbehavior.

Pupil conduct standards and consequences at Kingston Elementary School are specifically described in this Comprehensive Safe School Plan include: (a) the adopted school discipline rules and procedures, (b) District Disciplinary Guidelines, and (c) the adopted school-wide dress code.

Pupils may be suspended, transferred to another school, or recommended for expulsion or for certain acts. For specific student violations, a mandatory expulsion recommendation shall be submitted by the administration of Kingston Elementary School

Site administrators contribute to a positive school climate, promote positive pupil behavior, and help reduce inappropriate conduct. The principal/designee uses available district and other appropriate records to inform teachers of each pupil identified under E.C. 49079.

Law enforcement is contacted and consulted to help maintain and to promote a safe and orderly school environment. Kingston Elementary School employees comply with all legal mandates, regulations, and reporting requirements for all instances of suspected child abuse.

If appropriate, additional internal security procedures affecting the integrity of the school facility include: a security system is operational during non-school hours and a security officer monitors Kingston Elementary School during non-operating hours as well as all schools in the district.

Community involvement is encouraged to help increase school safety. Kingston's School Site Council helped develop and approved the final site safety plan. Kingston's safety team includes site administration, teachers, classified staff, and a community member that participate in monthly school safety inspections as well as being involved in the creation and implementation of the school safety plan.

1. Alcohol and Drugs
2. Associated Student Body
3. Attendance
4. AWARDS PROGRAMS
5. Behavior-Code of Conduct
6. Bullying Prevention
7. Buss/Transportation regulations
8. Cafeteria
9. Campus Visitors
10. Classroom Discipline for Staff
11. Classroom Disruption/Insubordination
12. Code of Safety and Conduct
13. Communications Home/School
14. Communications Parent/School
15. Conduct
16. Conflict Resolution
17. Detention
18. Discipline
19. Drill Schedule
20. Drug Testing Policy
21. Earthquake Evacuation Procedure
22. Extracurricular Eligibility Policy
23. Eye Protection Devices
24. Fighting
25. First Aid
26. Fire Drills Procedures
27. Grading Policy
28. Graduation Requirements
29. Guidelines for the Playground
30. Harassment
31. Homework Policy
32. Independent Study
33. Internet Usage Policy
34. Smoking and Use of Tobacco
35. Tardy Policy
36. Weapon Free Campus Policy

Summary of Major Goals and Strategies

Priorities/Goals

1. The safety team will evaluate and create a map identifying new playground boundary lines, safety lines, and classroom line-up areas to be painted.
2. The team will create a mock crisis disaster drill that will include deploying the crisis management plan. The plan will include communicating the drill during a staff meeting, preparing current crisis plan teams and inventorying current safety supplies.
3. Members of the safety team will participate in the monthly site safety inspection. During staff meetings, the safety team will provide updates on findings from monthly inspections along with current health and safety topics.
4. Increase the proctor to student ratio in order to better monitor the schools playground, bathrooms, and field during arrival recess and lunch.

MANDATORY POLICIES

The comprehensive school safety plan shall include, but not be limited to, both of the following:

1. **Suicide Prevention Policies:** address procedures relating to suicide prevention, intervention, and postvention.
2. **Bullying:** policies and procedures aimed at the prevention of bullying
3. **Child Abuse Reporting:** insert reporting procedures
4. Policy for **Notifying Teachers of Dangerous Students:** notification policy
5. **Discrimination and Harassment Policy:** insert district harassment police
6. **Dress Code:** Insert your site school-wide dress code here.
7. **Safe Ingress and Egress Procedures:** This section should include maps for the safe comings and goings of pupils, parents, and school employees to and from school. This would also include evacuation maps and routes.
8. **Suspension and Expulsion Policies:** Insert District wide policies
9. **Discipline Procedures:** Insert your school sites Disciplinary Procedures here.

SAFE AND ORDERLY ENVIRONMENT

Summary of Areas of Pride and Strength

Accomplishments/Areas of Pride

1. Proctors and crossing guards have reflective vests for easy identifications/visibility. They are strategically placed in various parts of the playground to insure effective monitoring of all areas of Kingston's playgrounds, bathrooms, and fields.
2. Kingston Elementary School explicitly participates in and teaches the "Best Practices Program: Be Respectful, Be Responsible, and Be Safe."
3. Kingston's Custodian staff along with District Maintenance does an excellent job making sure Kingston's facilities are clean, well maintained, and safe.
4. The number of suspensions has significantly decreased due to the diligence of the implementation of Kingston's positive school climate programs and progressive discipline plan by staff.
5. Blacktop areas throughout the campus have been repaved. Also the playground and walkways have been leveled and repaved for optimal student and staff safety.

Findings & Desired Improvements

1. The team would like to evaluate and redraw school safety lines, playground boundaries, and classroom line-up areas.
2. During monthly disaster drills, the safety team would like to create and implement mock crisis situations that would require the deployment of the outlined safety team procedures.
3. Continue to identify, communicate and establish a plan with staff to improve areas of concern generated from bi-monthly created Power Schools Discipline Reports.

DISASTER PROCEDURES



American Red Cross

This plan shall include emergency disaster procedures and information on both Standardized Emergency Management System (SEMS) and National Incident Management Systems (NIMS).

[This section must address the American's with Disabilities Act of 1990]

School/Site Incident Command System Organizational Structure

KINGSTON ELEMENTARY SCHOOL Drop-Off & Pick-Up Procedure Map

FOR YOUR CHILD'S SAFETY AND TO EXPEDITE THE PICK-UP AND DROP-OFF PROCESS, PLEASE FOLLOW THE LISTED/PICTURED DIRECTIONS. ANY CHANGES TO YOUR CHILD'S DESIGNATED PICK-UP MUST BE REQUESTED IN WRITING AND SUBMITTED TO THE FRONT OFFICE.

CAR PICK-UP AND MORNING CAR DROP-OFF:

CAR PICK-UPS AND DROP-OFF START ALONG DUNKIRK AVE. TRAVELING WEST, AND THEN TURNING RIGHT/NORTH ONTO KINGSTON AVE (SEE MAP). PLEASE DO NOT GET OUT OF YOUR CAR, AS A STAFF MEMBER WILL WALK YOUR CHILD TO YOUR CAR. IN ADDITION, DO NOT PARK IN FRONT OF THE SCHOOL ALONG DUNKIRK AVE. OR KINGSTON AVE. DURING PICK-UP OR DROP-OFF TIMES. ALL PARKING LOTS WILL BE LOCKED FROM 3:00 UNTIL PICK-UP TRAFFIC HAS CLEARED AT APPROXIMATELY 3:40.

PARENT PICK-UP:

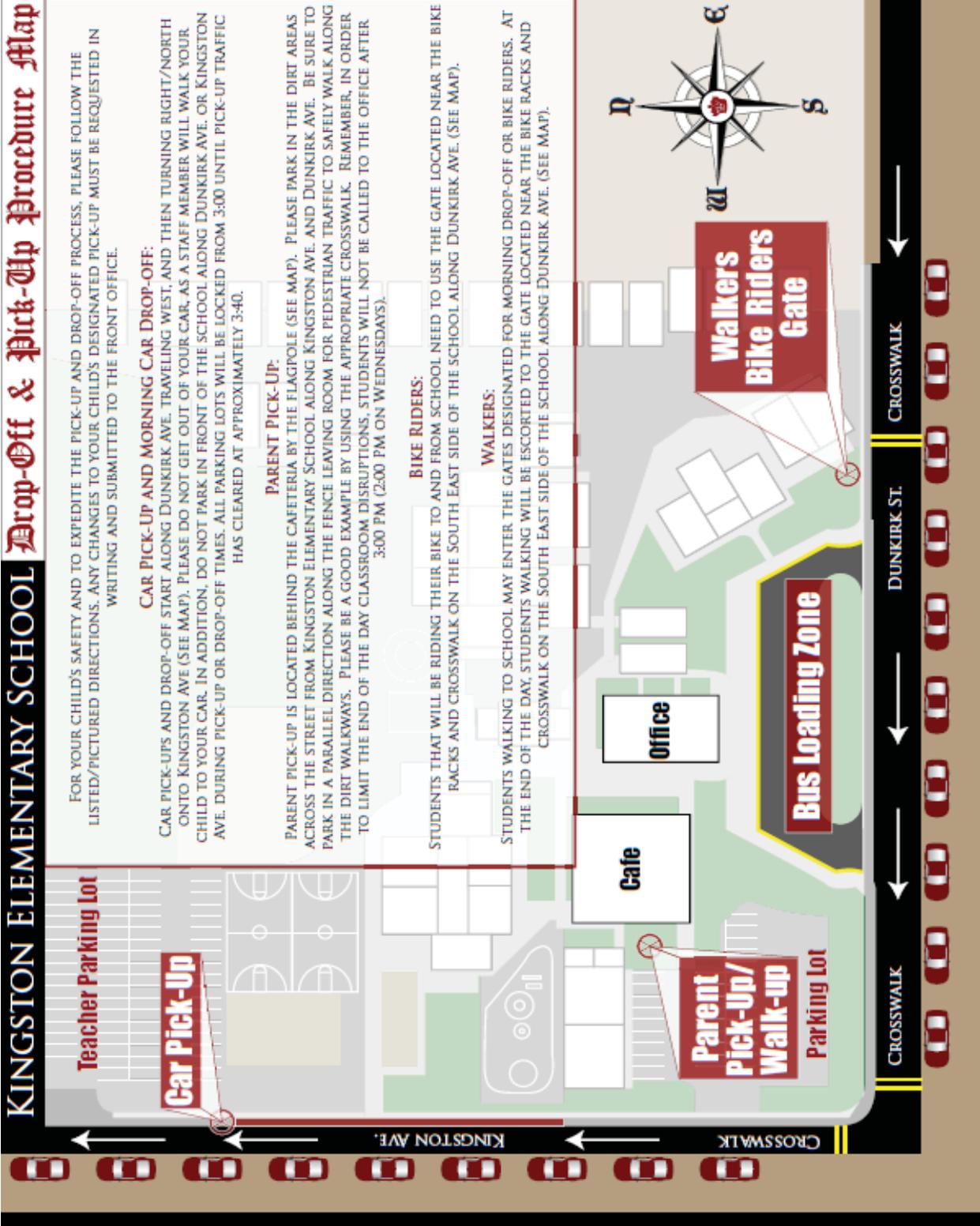
PARENT PICK-UP IS LOCATED BEHIND THE CAFETERIA BY THE FLAGPOLE (SEE MAP). PLEASE PARK IN THE DIRT AREAS ACROSS THE STREET FROM KINGSTON ELEMENTARY SCHOOL ALONG KINGSTON AVE. AND DUNKIRK AVE. BE SURE TO PARK IN A PARALLEL DIRECTION ALONG THE FENCE LEAVING ROOM FOR PEDESTRIAN TRAFFIC TO SAFELY WALK ALONG THE DIRT WALKWAYS. PLEASE BE A GOOD EXAMPLE BY USING THE APPROPRIATE CROSSWALK. REMEMBER, IN ORDER TO LIMIT THE END OF THE DAY CLASSROOM DISRUPTIONS, STUDENTS WILL NOT BE CALLED TO THE OFFICE AFTER 3:00 PM (2:00 PM ON WEDNESDAYS).

BIKE RIDERS:

STUDENTS THAT WILL BE RIDING THEIR BIKE TO AND FROM SCHOOL NEED TO USE THE GATE LOCATED NEAR THE BIKE RACKS AND CROSSWALK ON THE SOUTH EAST SIDE OF THE SCHOOL ALONG DUNKIRK AVE. (SEE MAP).

WALKERS:

STUDENTS WALKING TO SCHOOL MAY ENTER THE GATES DESIGNATED FOR MORNING DROP-OFF OR BIKE RIDERS. AT THE END OF THE DAY, STUDENTS WALKING WILL BE ESCORTED TO THE GATE LOCATED NEAR THE BIKE RACKS AND CROSSWALK ON THE SOUTH EAST SIDE OF THE SCHOOL ALONG DUNKIRK AVE. (SEE MAP).



Hesperia Unified SCHOOL DISTRICT

Kingston Elementary School

COMPREHENSIVE SCHOOLS SAFETY PLAN:

SCHOOL SITE COUNCIL EVALUATION AND PUBLIC HEARING CERTIFICATION

2017/2018 UPDATE

California law requires the Comprehensive Safe School Plan of each school to be annually evaluated and amended, as needed, to ensure the plan is being properly implemented (Education Code 32286). An updated file of all safety-related plans and materials is maintained by [Kingston Elementary School](#) and is readily available for inspection by the public.

California law also requires notice for public input prior to the adoption of the Comprehensive Safe School Plan (Education Code 32288[b] (1)). Notice for public comment was provided on [\[Enter Date\]](#) at [\[Enter Location\]](#). Notice was provided by [\[Enter Media, Announcement. etc.\]](#)

Kingston Elementary School's "school site council" has evaluated our Comprehensive Safe School Plan and has determined the following:

The plan [\(has/has not\)](#) been properly implemented [and \(no amendments are needed.\) \(OR amendments are needed as follows: Note: Describe the amendments\) if any below.](#)

[\(Amendments Needed :\)](#)

School Site Council

Principal - Ben Skinner

Teacher - Kristie Moore

Classified Staff - Patty Armas

Parent - Angela Noegel

Law Enforcement – HUSD Police Department

Member - Desirae Breeding

Member - Brittany Majors

Member - Erika Machain

Member - Asis Alaniz

Member - Lydia Bustos

