

# ORANGE UNIFIED SCHOOL DISTRICT

## Panorama Elementary School

10512 Crawford Canyon Road  
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## 2018-2019 COMPREHENSIVE SCHOOL SAFETY PLAN

Pursuant to Education Code 32280-32289

Jeremy Mortensen, Principal

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# PART I-SCHOOL DESCRIPTION

## VISION AND MISSION STATEMENT

### VISION STATEMENT:

All students will leave Panorama Elementary as lifelong, 21st century learners with the ability to think critically, collaborate effectively, communicate clearly and create with purposeful expression in a diverse, digital world.

### MISSION STATEMENT:

Panorama Elementary School will provide a safe, orderly, and secure environment conducive to learning in which pupils will attend regularly and will be safe from both physical and social-psychological harm. There is constant collaboration with the district office and school board to identify, establish and use strategies and programs to comply with school safety laws. Panorama staff will provide an academic program that will focus on high expectations of pupil performance and behavior in all aspects of the school experience, while collaborating with other elementary, middle, and high schools to assist in a smooth transition from one school level to another. Panorama will continue to solicit the participation, views, and advice of teachers, parents, school administrators and community agencies, including law enforcement, in order to guide revisions to the plan regarding the safety of our pupils, staff and neighborhood.

## **SCHOOL PROFILE**

### **The School's Location and Neighborhood Environment:**

Panorama Elementary is located in the unincorporated hills of Santa Ana. This is the northeast area of Orange County and has a low crime rate and low poverty level. It is surrounded by single-family dwellings, apartments, condominiums and parks. There is one public road adjacent to the campus. Within a mile of Panorama Elementary, is Chapman Avenue, a busy thoroughfare that consists of shops and dining establishments, and provides access to the 55 (Costa mesa) Freeway. The hills above Panorama Elementary consist of homes and brush areas. The upper field at Panorama is a flood plain for the surrounding cliffs.

### **Description of School Grounds:**

The campus is grass, concrete and asphalt and includes basketball, handball and volleyball courts, a wood chip playground, and open field space. Panorama is completely enclosed by a fence with gates that are kept locked during school hours. There are two permanent buildings which house classrooms, restrooms, the school office, and library. There are two portable classrooms that are located on the asphalt area as well, which are utilized as classrooms. There is one portable classroom that is not utilized by students. During the school day, staff members, supervisors and administrators provide campus supervision. Identified problem areas receive increased supervision to reduce discipline events, crimes, or other school safety concerns. During the start of the day and during all breaks teachers are assigned supervision areas. Any graffiti or vandalism is removed from school property before students arrive to begin their school day. Other acts of vandalism are promptly addressed and reported to local law enforcement.

### **Maintenance of School Buildings/Classrooms:**

The school's physical facility is regularly maintained and generally looks neat and clean. District personnel periodically examine the school's physical facility to help eliminate obstacles to school safety. There are quarterly maintenance and facilities reports compiled by the plant manager and the administrator. Work orders are produced to handle jobs that cannot be handled in-house. Additionally, health and fire department inspectors visit the school on an annual basis. The administration, plant foreman/lead custodian, and individual classroom teachers monitor the classrooms for safety and appearance.

## **Personal Characteristics of Pupil & Staff:**

Panorama has an enrollment of approximately 402 pupils in grades K-6. Students from the school generally come from families varied family mobility. Approximately 16% of students are eligible for free/reduced lunches. The ethnic makeup of the pupil population is diverse, with 60.9% of students' families identifying themselves as "white, 23% Hispanic, 10% Asian and the rest "other" or "decline to state". English learners make up 8% of Panorama's student population, and 85 of students participate in Special Education programs at school.

Students have a variety of life experiences. Some students have recently arrived from foreign countries. Other students have never left their neighborhoods. Panorama Elementary Employs 15 full time teachers, a part-time Response to Intervention teacher, one full-time office manager, a part-time health/attendance clerk as well as four instructional assistants in Special Education. One and one half days per week, Panorama's school psychologist is on campus. A mental Health counselor is on campus one day per week. Two days per week, our SLP is on campus as well.

Leadership at Panorama Elementary School is a shared process. A proactive role is assumed in all phases of school operation. The current administrator is committed to sustaining and improving the excellent academic and social behavior of our students and staff. The School Site Council's organizational structure is open to new ideas and is highly sensitive to school safety issues and promoting a safe, orderly school environment conducive to teaching and learning.

All pupils are expected to behave in a manner that promotes safety and order. Panorama's school-wide Positive Behavior intervention Support (PBIS) program is implemented daily, and students are active participants. Students are encouraged to make good choice, both in the classroom and on the playground. The everyday goal is for the staff to be proactive, rather than reactive, in all situations of concern.

## **PART II--COMPLIANCE WITH SCHOOL SAFETY LAWS**

### **Strategies for a Safe and Orderly Environment Conducive to Learning**

Safe Schools are orderly and purposeful places where students and staff are free to learn and teach without the threat of physical or psychological harm. Panorama Elementary promotes educationally and psychologically healthy environments for all children and youth. Panorama Elementary recognizes that there are comprehensive, broad factors directly related to a safe school environment such as the school facility, school programs, staff, parents and the community. Panorama Elementary further recognizes that safe school practices make major contributions to academic and school improvement efforts.

#### **Social Environment:**

Leadership at the school is a shared process. The administrative team is committed to providing a safe environment that supports student achievement and is conducive to a healthy academic and social environment.

The principal sets a positive tone for the school and works closely with staff on curriculum and school safety issues. There is a high level of cohesiveness among the staff members which results in mutual cooperation and support.

The staff believes that increased student achievement and positive behavior are linked to caring relationships and the student's active involvement on campus. Staff is dedicated to promoting those caring relationships and encouraging student participation in as many campus activities as possible. Students are part of student government and are included in the planning and implementation of many leadership activities such as philanthropic endeavors, spirit days and PSIS rewards.

Students are made aware of appropriate behavior through classroom lessons as well as the Panther PSIS safari, where the entire student body tours the campus and participates in lessons specific to each area of the school. A formal "anti-bullying" program called "Expect Respect" is in operation, and a specific menu of consequences is in place for aggressive behavior. Parents are made aware at Back to School Night and through newsletters, phone calls and conferences.

The academic and behavior efforts of pupils are recognized and rewarded in many ways including the distribution of CARE Tickets. "CARE" stands for Courtesy, Achievement, Responsibility for Everyone. Students earn CARE tickets for making good choices and going above and beyond to show that they are CARE-ing Panthers. These tickets are used in a weekly prize drawing, and they may be saved for additional items such as books, school supplies, food certificates and even lunch with the principal. Special assemblies are held each trimester in order to honor students for their academic and social achievements.

Parents are invited to these assemblies, and students are recognized for Honor Roll, Principal's Honor Roll, Positive behavior, special classroom recognition, perfect attendance, etc.

Cultural diversity is celebrated throughout the year by acknowledgement of holidays and observances. Time is dedicated in certain curriculum and at specific grade levels in conjunction with Board Policies and Common Core State Standards.

All students are expected to behave in a manner that promotes safety and order. They are encouraged to bring problems to the administration, teachers or other staff members. School rules and procedures are communicated at the beginning and throughout the year. Students participate in the "PBIS Safari" during the first week of school, learning each school rule, as taught by our classroom teachers. In addition, each student participates in specialized lessons aimed at teaching specific and appropriate behaviors on Panorama's campus.

### **Academic Environment**

The course of study at Panorama Elementary includes the basic core curriculum, physical education, and enrichment courses in science, technology, art and music. The staff provides information on additional activities open to students in the areas of community service. Teachers use a variety of instructional strategies including collaborative grouping, learning simulations, direct teaching, guest presentations, hands-on activities, portfolios, journals, creative writing, art, technology, displays and many others that enhance and promote student learning.

The teachers are highly qualified, with many teachers holding advanced degrees. The staff is united in their desire to provide quality education for all pupils. Teachers provide a safe, orderly learning environment, enhance the experience of learning, and promote positive interactions amongst students and staff. Instructional time is maximized and disruptions are minimized.

Outside of the basic core curriculum, students receive drug abuse prevention education, Internet safety instruction, and health education. Academically struggling students receive tutoring through Title VII funding, they are brought before the Collaborative Academic Support Team for intervention ideas, as well as the Student Success Team. Parents are offered parent education classes in the areas of technology, volunteering in the classroom, Internet Safety, SBAC testing and Common Core State Standards.

### **Regular Attendance and Punctuality**

The school is proactive and works together with administration, counseling, psychologist, district office and community resources in remediating student excessive absences, truancy and habitual tardies.

Panorama strives to intervene early when students are habitually tardy or absent. Phone calls, in-person meetings and letters are utilized in order to communicate with parents. "Tardy Parties" are held each trimester for students that arrive to school on

Should attendance problems continue, the school refers the student to the School Attendance Review Board (SARB) or a referral to the Orange County District Attorney's Office with a request for prosecution of the parent and/or the student.

The school recognizes the importance of punctuality and regular attendance. Staff accurately records attendance record for all students. Parents of students with poor attendance will be contacted and medical issues will be referred to the school and/or district nurse. Health plans are an important part of maintaining good communication between parents and students when it comes to medical issues.

### **Preventing and Intervening-Student Mental Health**

Creating a safe school requires having in place many preventive measures for a student's mental and emotional problems. Schools can reduce the risk of violence by teaching students appropriate strategies for dealing with feelings, expressing anger in appropriate ways, and resolving conflicts.

The school uses a comprehensive approach to school violence prevention. Students with antisocial and aggressive tendencies are identified using measures such as teacher and staff observation, parent and community information, patterns of behavior, counseling needs and experiences.

While the school has one assigned psychologist and an elementary counselor one day per week, the District also contributes to student mental health needs through School and Community Services and Special Education Offices. The school staff identifies students in need and convenes CAST, Student Study Team, and/or SART meetings with the family. The staff has implemented the EDCR Incident Crisis Response Plan for "suicide" when a student exhibits specific characteristics. The school/district psychologist and police crisis response teams are contacted as well.

## Rules and Procedures for Discipline

### District Discipline Board Policy 5144:

Board of Education desires to prepare youth for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. (cf. 5020- Parent Rights and Responsibilities) (ct. 5137- Positive School Climate) (ct. 5143.3- Nondiscrimination/Harassment) (cf. 5145.9- Hate-Motivated Behavior) (cf. 6020- Parent Involvement)

Board policies and regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. Each school shall develop disciplinary rules in accordance with law to meet the school's individual needs. (cf. 5131 -Conduct) (cf. 5131.1 - Bus Conduct)

When misconduct occurs, staff shall implement appropriate discipline and attempt to identify and address the causes of the student's behavior. Continually disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board Policy and Administrative Regulation. At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. (ct. 0450- Comprehensive Safety Plan) (cf. 3515- Campus Security) (cf. 3515.3- District Police/Security Department) (cf. 3515.4- Recovery for Property Loss or Damage) (ct. 4158- Employee Security) (ct. 5136- Gangs) (ct. 5144.1 -Suspension and Expulsion/Due Process) (cf. 5144.2- Suspension and Expulsion/Due Process (Students with Disabilities)) (ct. 6164.5- Student Study Teams) (ct. 6159.4- Behavioral Interventions for Special Education Students) (ct. 6182 -Opportunity School/Class/Program) (ct. 6184- Continuation Education) (ct. 6185- Community Day School)

Staff shall enforce discipline rules fairly and consistently without discrimination. (ct. 0410 - Nondiscrimination in District Programs and Activities) (ct. 5145.3- Nondiscrimination/Harassment) The Superintendent or designee shall provide professional development as necessary to assist staff in developing classroom management skills and implementing effective disciplinary techniques. (cf. 4131, ct. 4231, *cf.* 4331-Staff Development)

(For legal references pertaining to this Board Policy, visit <http://www.orangeusd.k12.ca.us/boardpolicies/index.>)

## **Policies and Procedures that Lead to Suspension and/or Expulsion**

### **District Suspension/Expulsion Board Policy 5144.1:**

#### ***Suspension and Expulsion/Due Process:***

The Board of Education has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction. (cf. 5144 - Discipline)

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the period of suspension or expulsion. (ct. 6245- Extracurricular and Co-curricular Activities)

Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (E.C.48900.5)

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to him/herself or others. (E.C. 48915)

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be specified in an administrative regulation.

#### ***Student Due Process:***

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices and appeals as specified in regulation. (E.C. 48911, 48915, 48915.5) (ct. 5119- Students Expelled from other Districts) (cf. 5144.2 -Suspension and Expulsion/Due Process (Individuals with Disabilities)).

### ***Supervised Classroom Suspension:***

The Board recognizes that students who are suspended from school often have no supervision or guidance during the school hours when they are off campus and may fall behind in their coursework. The Board believes that, in many cases, it would be better to manage the student's behavior by keeping the student at school and providing him/her with supervision that is separated from the regular classroom.

The Superintendent or designee may establish a supervised classroom suspension program which meets the requirements of law for suspended students who pose no imminent danger or threat at school and for whom an expulsion action has not been initiated.

The Superintendent or designee shall examine alternatives to off-campus suspension and may establish a supervised classroom suspension program which evolves from a progressive discipline approach in conjunction with conferences between staff, parents/guardians and students to remedy any outstanding situations. Other alternatives to off-campus suspension include detention, the creation of student study teams or other assessment-related teams and/or referral to school support services staff. The use of such alternatives does not preclude off-campus suspensions.

### ***Required Parental Attendance:***

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents or guardians when behavior problems arise.

Whenever a student is removed from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was removed may provide that the student's parent/guardian attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (E.C. 48900.1)

The Board encourages teachers, before requiring parental attendance, to make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher also may inform the parent/guardian about available resources and parent education opportunities. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

Parental attendance may be requested on the day the student returns to class or within one week thereafter. The principal or designee shall contact any parents/guardians who do not respond to the request to attend school. The Board recognizes that parental compliance with this policy may be delayed, modified or prevented by serious illness/injury/disability, absence from town or inability to get release time from work.

District regulations and school site rules for student discipline shall include procedures for implementing parental attendance requirements.

***Decision Not to Enforce Expulsion Order:***

On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law.

(For legal references pertaining to this Board Policy, visit <http://www.orangeusd.k12.ca.us/board/policies/index>.)

## **School Rules and Procedures**

### **School Discipline Policy:**

Effective and safe schools, develop and consistently enforce school-wide rules that are clear, broad-based and fair. School safety is enhanced by a school-wide disciplinary policy that includes a code of conduct, specific rules and consequences accommodating student differences on a case-by-case basis. Discipline consequences are applied in a nondiscriminatory manner with the focus on finding the cause of problems and working with all concerned to reach a proper and lawful solution. The school's discipline plan begins at the classroom level. Teachers use a visible 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.

The school's rules and procedures are attached in APPENDIX A. Additional copies are available in the school office and are always posted on the school's website at [www.panoramapanthers.org](http://www.panoramapanthers.org).

This information is communicated with parents at Back to School Night each year. Upon kindergarten registration, parents are provided a copy of the Panorama Handbook. The Panorama handbook is published annually and distributed to the oldest pupil in each family. In addition to its posting on the school website, various "snippets" are sent home via email and newsletters throughout the school year. Parents may request a hard copy at any time.

Pupils may be suspended, transferred to another school, or recommended for expulsion for certain acts. For specific student violations, the Student Placement Committee shall submit a mandatory expulsion recommendation. The list of acts that lead to suspension and expulsions are in the student handbook.

Law enforcement is contacted and consulted to help maintain and promote a safe and orderly school environment.

Community involvement is encouraged to help increase school safety. The school has an active community and there is open communication between the school and the community in regards to school safety. The Orange Police Department and District Attorney provide the GRIP program and drug and tobacco diversion programs. The PTA, ELAC and the School Site Council openly participate in school safety issues including arranging parenting classes on site.

## Dress and Grooming Policy

### District Dress and Grooming Policy 5132 (including Prohibition of Gang-related Apparel):

The Board of Education believes that appropriate dress and grooming contributes to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. (cf. 4119.22 - Dress and Grooming (staff)) (cf. 5145.2- Freedom of Speech/Expression)

Students and parents/guardians shall be informed about the dress and grooming standards at the beginning of the school year and whenever these standards are revised.

A student who violates the dress code shall be subject to appropriate disciplinary action. (ct. 5144- Discipline)

#### *Prohibition of Gang-Related Apparel:*

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a gang related dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students. (cf. 0450 - Comprehensive Safety Plan) (cf. 5136- Gangs)

#### *Uniforms:*

To promote student safety and discourage theft, peer rivalry and/or gang activity, the principal, staff and parents/guardians at a district school may wish to establish a reasonable dress code requiring students to wear uniforms. If a school's plan to require uniforms is adopted, the Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against or denied attendance to school if their parents/guardians so decide. (E.C. 35183) Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve such dress codes when it determines they are necessary for the health and safety of the school's students. The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

(For legal references pertaining to this Board Policy, visit <http://www.orangeusd.k12.ca.us/board/policies/index>.)

## **School Dress Policy including Gang-Related Apparel:**

Panorama follows all Board policies related to student attire. Panorama's dress policy is as follows:

### **Panorama Dress Standards:**

School Board Policies and Administrative Regulations #5132 and #5136 clearly establish standards for appropriate student attire in the Orange Unified School District. The Governing Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear suitable clothing.

The primary standards for student dress are to be neat and clean while at school and to conform to the O.U.S.D. "Dress Standards." Students are not to be attired in clothing which compromises safety or modesty, clothing which is disruptive to the educational process, and any clothing/shoes that may potentially be destructive to personal or school property.

### **Students are prohibited from wearing:**

1. Any clothing which:
  - a. Is considered unsafe, dangerous, a health hazard, or potentially destructive to property.
  - b. Contains offensive or obscene symbols, signs, slogans or words degrading any gender, culture, religious, sexual orientation, ethnic values.
  - c. Contains language or symbols oriented toward violence, vandalism, sex, drugs, alcohol, or tobacco.
2. Any attire disruptive to the instructional process, which may include, but is not limited to:
  - a. Bare midriffs.
  - b. Halter tops or spaghetti straps.
  - c. Short shorts.
  - d. Tight or revealing clothing.
  - e. Clothing which allows underwear to be exposed.
3. In addition to the above, students are to adhere to the following:
  - a. Shoes shall be worn at all times.
  - b. Shoes with rollers are to have the rollers removed.
  - c. Hair styles/color must not disrupt the educational process. In order to avoid distraction in the classroom, hair styles and color must be natural. Hairstyles such as Mohawks, shaven logos, or colored hair dye are not permitted at Panorama.
  - d. No makeup shall be worn at any time, without express permission from administration.

Campus gang affiliation and gang activity will not be tolerated. The staff works closely with the local law enforcement/Gang Unit regarding all issues and matters that are gang related. Information from the school and the community shall be communicated to the student's parents, if the pupil begins to make gang affiliations. Appropriate prevention and intervention strategies and programs shall be offered to the families. Immediate campus graffiti removal is a top priority.

## Child Abuse Reporting

### District Child Abuse Reporting Board Policy 5141.4:

The Board of Education recognizes that the District has a responsibility to facilitate the prompt reporting of incidents of child abuse and neglect. The Superintendent or designee shall ensure that parents/guardians have access to procedures whereby they can report suspected child abuse at a school site to appropriate child protective agencies. (cf. 1312.1 -Complaints Concerning District Employees) (cf. 5141.41 -Child Abuse Prevention Program)

The Superintendent or designee shall establish regulations for use by employees in identifying and reporting child abuse. District employees shall report known or suspected incidences of child abuse in accordance with District regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse. (cf. - Employee Notifications)

The Superintendent or designee shall provide training in child abuse identification and reporting for all certificated personnel. The Superintendent or designee shall also provide training in the duties of child abuse identification and reporting to instructional and teacher aides, teacher assistants and other classified employees. (Penal Code 11165.7)

As part of their training in child abuse identification and reporting, employees shall receive written notice of state child abuse reporting requirements and employees' confidentiality rights. (Penal Code 11165.7)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

To reduce or eliminate unfounded child abuse accusations directed at school employees, child abuse in-service training shall include guidance in disciplining students and maintaining ethical relationships with them. (cf. 3514- Environmental Safety) (ct. 5142- Safety) (cf. 5145.7- Sexual Harassment)

(For legal references pertaining to this Board Policy, visit [http://www.orangeusd.k12.ca.us/board\\_policies/index](http://www.orangeusd.k12.ca.us/board_policies/index).)

Panorama Elementary employees comply with all legal mandates, regulations, and reporting requirements for all instances of suspected child abuse.

## **District Teacher Notification of Disciplinary History**

The principal or designee uses district and other appropriate records to inform teachers of each pupil identified under Education Code 49079: (1) during the previous three school years, engaged in any act warranting a suspension or committed an expellable act (except E.C. 48900 (h)) or (b) committed a crime reported to the District by a family member, local law enforcement, Probation Department or social services. This information is used to develop awareness, assigning appropriate discipline consequences, helps in allocating resources, and is a factor in determining which services are provided to the pupil or recommended to the parent/guardian.

## **Safe Ingress and Egress to Campus**

Panorama Elementary is aware of the laws, policies and procedures, which govern the conduct of visitors to the school campus and minimizes the number of campus entrance and exit points used daily. Access to school grounds is limited and supervised on a regular basis by individuals, such as the campus supervisor and staff familiar with the student body. Campus traffic, both pedestrian and vehicular, flows through areas that can be easily and naturally supervised.

All deliveries are brought through the office during the school day. The campus has full perimeter fencing, and is only accessible through the office when classes are in session. To ensure the safety of pupils and staff and avoid potential disruptions, all visitors to the campus, except pupils of the school and staff members, must register through the front office immediately upon entering any school building or grounds when school is in session. District employees shall wear appropriate identification badges while conducting business on campus.

Panorama Elementary has established a visible means of identification for visitors while on school premises. All visitors must sign in at the front office and wear a visitor tag while on campus. Further, the school has a notice and removal system that establishes sufficient documentation for civil law remedies as needed. The principal, designee or campus supervisor may direct an individual to leave school grounds after concluding that the person is likely interfering with the peaceful conduct of school business or the person has entered the campus with the purpose of committing such an act. If there is an attempt to return they can be detained and charged with trespassing. Law enforcement is immediately contacted for individuals engaging in threatening conduct, including disturbing the peace. For continuing disruptive behavior by a visitor or outsider, the school contacts the district office to determine whether to file for a temporary restraining order and injunction.

All students enter campus through the front gate. The gate is unlocked at 7:45 AM, where there are teachers on duty to supervise the playground. Students are expected to stay in their classroom lines until Patriotic music is played, and the Pledge of Allegiance is complete. They enter their classrooms at 8:00AM, and the front gate is locked.

*Due to a comprehensive needs analysis of campus security and safety that was conducted by the principal, district officials, and police, beginning February 20, Panorama will be implementing a new procedure at the morning drop off time. It was found that allowing a completely open campus in the morning could lead to unwelcomed guests coming on campus and potentially causing an unsafe situation. As a result, parents will need to sign in as volunteers and be screened through the OUSD volunteer process in order to come on campus to volunteer after school has started at 8:00 a.m. unless permitted by the teacher they are volunteering for to come on earlier.*

Employees will also need to begin parking in the newly renovated and extended parking lot upon completion, allowing more parking opportunities for the community in the below parking lot, unless they have a handicap placard. The gate to the parking lot will be closed and locked at 7:45 in order to secure the campus, unless a special event is taking place.

All guests will need to enter the campus from the front gate and sign in at the office. At the end of the day, students exit campus via the front gate, and wait at the front of the school for their parents to pick them up. The front gate is unlocked by a teacher, and a teacher accompanies them to the dismissal area. Students are walked to the bus stop at the end of the school day. Gates remain locked during the school day.

### **Internal Security Procedures:**

#### **1. Campus Supervision:**

Panorama Elementary enhances physical safety by monitoring the surrounding school grounds-including landscaping, parking lots, and bus stops. The school identifies areas of high crime activity and restricts pupil access to these areas. Additionally, the school provides effective school supervision and provides preventative programs and activities for students in need. Administration and staff take a proactive approach to dealing with crime.

Panorama Elementary employs a principal whose job is designed to help increase school safety, prevent prohibited offenses, and promote positive student relationships. Our local law enforcement agencies (the Orange Police Department and Orange County Sheriff's Department) have School Resource Officers who work with the school and respond as needed to all police-related campus situations.

Students can also be a good source of information and are often the first to know of potential school violence. However, building caring relationships between students, administrators and staff is key to increasing the likelihood that students will report the critical information and troubling behaviors so administrators can respond swiftly and appropriately.

#### **2. Communication Tools:**

Classrooms are equipped with telephones, walkie-talkies and all doors are outfitted with the Lock Blok system to ensure that doors can be locked from the inside if the event of an emergency. A staff phone tree may be utilized with cell phones in case of a lock down or other emergency situation.

## **Bullying Prevention and Intervention**

### **District Bullying Board Policy 5132.2:**

The Board of Education recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

#### ***Bullying Prevention:***

To the extent possible, District and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of District and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

The District may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, or cafeterias.

### ***Intervention:***

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1) In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

### ***Complaints and Investigation***

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7- Sexual Harassment.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

### ***Discipline***

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with District policies and regulations.

(For legal references pertaining to this Board Policy, visit <http://www.orangeusd.k12.ca.us/board/policies/index>.)

## **Nondiscrimination/Harassment**

### District Nondiscrimination/Harassment Board Policy 5145.3

#### ***Nondiscrimination/Harassment:***

The Board of Education is committed to affording equal rights and opportunities for all students in public education. No student shall be subjected, in any program or activity conducted by the District, to unlawful discrimination and/or harassment on the basis of sex, ethnic group identification, race, national origin, religion, color, mental or physical disability, or any basis that is contained in the prohibition of hate crimes set forth in subdivision (a) of section 422.6 of the Penal Code and section 48900.3 of the Education Code.

The Board of Education shall ensure equal opportunities for all students in admission and access to educational programs and activities, classes and courses, guidance and counseling programs, athletic programs, physical education activities, extracurricular activities and student clubs, testing procedures, vocational education and other activities. Nothing herein shall be construed to prohibit the use of prerequisites that have been demonstrated to be essential to success in a given program, course, or extracurricular activity. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

The District may provide male and female students with separate sexual health and HIV/AIDS prevention classes in order to protect student modesty. In addition, students may be grouped by ability during physical education when assessed by objective standards of Individual performance without regard to sex as long as all students are involved in the same physical activity or conceptual learning experience.

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the District. Staff shall be alert and immediately responsive to student conduct, which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Students who harass other students or District personnel, or who create an intimidating or hostile environment, shall be subject to appropriate discipline, up to and including expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

Any student who feels that he/she is being harassed or who observes an incident of harassment should immediately contact the principal or designee. If a situation involving harassment is not promptly remedied by the principal or designee, a complaint alleging discrimination/harassment can be filed with the District's Compliance Officer in accordance with the Uniform Complaint Procedures set forth at BP 1312.3 and AR 1312.3.

This policy shall be posted in all schools and offices including student government meeting rooms. The District's nondiscrimination policy shall be published in the individual's primary language to the extent required by law.

(For legal references pertaining to this Board Policy, visit <http://www.orangeusd.k12.ca.us/board/policies/index.>)

## **District Sexual Harassment Board Policy 5145.7:**

The Board of Education is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in District complaint processes.

### ***Instruction/Information:***

The Superintendent or designee shall ensure that all District students receive age-appropriate instruction and information related to sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence.
2. A clear message that students do not have to endure sexual harassment.
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained.
4. Information about the District's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made.
5. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable.

### ***Complaint Process:***

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

### ***Disciplinary Actions:***

Any student who engages in the sexual harassment or sexual violence at school or at a school sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

### ***Confidentiality and Record-Keeping:***

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action (5 CCR 4964)

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the District to monitor, address, and prevent repetitive harassing behavior in the schools.

(For legal references pertaining to this Board Policy, visit [http://www.orangeusd.k12.ca.us/board\\_policies/index](http://www.orangeusd.k12.ca.us/board_policies/index) )

Panorama Elementary maintains a copy of the district's sexual harassment policy in the principal's and counseling offices. This policy is available on request. 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 handbook is mailed at the beginning of each school year to all student residences. Policies are also available on-line. Additional copies are available in the school office. All Administration receives sexual harassment training biennially. They, in turn, train site staff.

### **Hate Crime Reporting**

The bases contained in the prohibition of hate crimes in Penal Code 422.6(a) are "race, color, religion, ancestry, national origin, disability, gender or sexual orientation, or because he or she perceives that the other person has one or more of those characteristics."

The Board of Education is committed to maintaining a safe school environment that is free from harassment and discrimination and has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated the school immediately investigates and reports any incidents to the Office of School and Community Services. The Uniform Complaint Procedures as noted in Board Policy 1312-1312.3 is the formal complaint process to ensure District compliance with the law.

### **Red Cross Use of Facilities**

The District allows the American Red Cross the use of grounds and facilities for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. In the event of a disaster, the Business Department will coordinate the facility use with the American Red Cross, the Office of Student and Community Services and the principal of the selected campus.

## **Design of Comprehensive Safe School Plan, Notice to Law Enforcement, Communicate the Plan to Stakeholders, Public Meeting and Public Comments**

The Comprehensive Safe School Plan shall be developed by a Safe School Planning Meeting. Each school is to identify the Safe School Planning Committee as stated in Education Code Section 32281: "except as provided...for small school districts, the school site council. or delegated planning committee shall develop a comprehensive school safety plan...", "...The School Site Council shall write and develop a Comprehensive School Safety Plan or The School Site Council may delegate to a School Safety Planning Committee". "The School Site Council shall consult with law enforcement in the writing and development of the plan".

Per Education Code Section 32288, the school site, before adopting the plan with the School Site Council or delegated Safety Committee shall hold a public meeting at the school site and notify in writing, if available:

The local mayor, the local school employee association, each parent organization at the school site, each teacher organization at the school, the associated student body government and any other interested parties. It is recommended that the School Site Council agenda reflect the wording such as the following: "PUBLIC INPUT SESSION/ Communications to the Panorama Elementary School Site Council: Communications to the Panorama Site Council: Members of the public may address the School Site Council regarding matters pertaining to Panorama".

Each Comprehensive Safety Plan will be submitted to the Board of Education for review and adoption and each school site shall report on the status and content of the plan through the School Accountability Report Card (SARC). Complaints of non-compliance should be encouraged to be resolved at the site level. Appeals should be forwarded to the Office of Student and Community Services. After all site and district level hearings and appeals, per Education Code Section 32289, complaints may be filed with the CDE under the Uniform Complaint Process

## **PART III--CRISIS RESPONSE PLAN**

A contingency plan for emergencies is contained in a handbook and provided to each staff member. The Emergency Procedures Plan is reviewed at the beginning of each school year. This plan also contains available district and outside agency resources, emergency disaster procedures and information on Standardized Emergency Management System (SEMS). Panorama has monthly fire drills, and quarterly earthquake and lockdown drills.

The school benefits from the District's Earthquake Disaster Crisis Response Plan (EDCR). The EDCR Plan includes information on how to respond to a crisis. Risk factors, response and contingency plans, quick response designs, parent contacts, debriefing, suicide/threat response, violence/aggression response and training/drills to become aware of warning signs are among the areas addressed.

Included in this Safe School Plan are the emergency procedure plans, and school maps with evacuation routes, on and off campus assembly, location of utilities and emergency supplies.

**The following maps are included in this plan:**

### **DISASTER PROCEDURES WILL INCLUDE:**

- \*MAPS OF ON AND OFF CAMPUS EVACUATION ROUTES AND ASSEMBLY AREAS
- \*LOCATION OF UTILITY SHUT-OFFS
- \*LOCATION OF EMERGENCY SUPPLIES
- \*ACCESS FOR EMERGENCY VEHICLES
- \*MEDICAL TRIAGE SITE
- \*AREAS OFF-LIMITS TO STUDENTS
- \*LOCATION OF PARENT CHECK-IN AND STUDENT REUNIFICATION
- \*SCHEDULE AND LOG COPIES OF FIRE, EARTHQUAKE AND LOCKDOWN DRILLS
- \*STAFF TRAINING
- \*ADAPTATIONS FOR STUDENTS AND STAFF WITH ACCESS AND FUNCTIONAL NEEDS (SEE ATTACHED PREPARATION CHECKLIST)

### **EARTHQUAKE PROCEDURES WILL INCLUDE:**

- \*DROP PROCEDURES
- \*PROTECTIVE MEASURES BEFORE, DURING AND AFTER AN EARTHQUAKE
- \*TRAINING FOR STAFF, STUDENTS
- \*BUILDING DISASTER PLAN

THE "eEOP" is not included in this document. It is available in the school office.

## PART IV--COMPREHENSIVE SCHOOL SAFETY ACTION PLAN

### ANALYSIS SUMMARY

Education Code §32282 states that the comprehensive school safety plan shall be evaluated once a year to ensure that the plan is properly implemented. *The plan shall include "assessing the current status of school crime committed on school campuses and at school-related functions."*

#### I. REVIEW OF LAST YEAR'S CSSP ACTION PLAN

Describe your progress towards or completion of last year's goals and objectives.

***PEOPLE AND PROGRAMS GOAL*** *Panorama staff will continue to incorporate PBIS (Positive Behavior Intervention Supports) into daily program.*

Continue to support lessons to review staff/students protocols for behavior (CARE Matrix) via "PBIS Safari"

Training provided for staff and students in September and November.

PSIS Safari held in September

Positive behavior reinforced with CARE tickets.

Anti Aggression "Expect Respect" implemented.

***PHYSICAL ENVIRONMENT GOAL***

*Panorama's upper field area contains multiple safety issues for our students.*

*The field area is not level, and there are many small holes in which students may trip. Pursue field renovation/repair for student safety during physical education, outdoor instruction/activities and student play.*

OUSD Maintenance and Operations Department assessed feasibility.

Ongoing plan for maintenance of newly resurfaced field.

Upper field leveled.

Fill dirt delivered.

New grass seeded and grown.

Upper parking lot in the process of being expanded.

## II. ASSESSMENT OF CURRENT STATUS OF SCHOOL CRIME ON CAMPUS AND AT SCHOOL-RELATED EVENTS

There is no-little crime at Panorama. There have been a few incidents of vandalism on campus. Law enforcement was contacted each time, and our custodian and/or OUSD personnel removed evidence of vandalism/tagging prior to students' coming on campus.

Data sources include parent/staff surveys, discipline data, and PBIS data.

Parent surveys indicated that students at Panorama feel safe and cared for. School climate is positive at Panorama. Areas of success include school-wide use of Positive behavior Intervention. There have been no suspensions during the 2014-2015 school year.

There are few safety concerns at Panorama, with the exception of the upper field. The safety issues on the field area are being addressed in this plan.

Effective prevention/intervention programs and strategies that enhance a safe learning environment include:

- Anti-bullying and anti-harassment programs/assemblies "Expect Respect"
- PBIS
- Internet safety
- SART, CAST, SSTs
- Drug and Alcohol Education
- Counseling, wellness, mental health from district and community resources
- Security enhancements
- Student handbooks with clearly defined behavior expectation with consistent enforcement and appropriate interventions.

## STUDENTS AND STAFF WITH ACCESS AND FUNCTIONAL NEEDS PLANNING CHECKLIST

	YES	NO
Do you have a roster of your students with special needs?	X	
Have you identified the medical needs of your students with special needs and their medication schedule?	X	
Have you walked the evacuation paths and exits looking for potential obstacles?	X	
Has an evacuation site been identified that is accessible to students and staff with special needs?	X	
Is the primary evacuation path marked to clearly show the route?	X	
Has the evacuation routes been clearly communicated to staff and students?	X	
Have transportation needs been identified for the students with special needs, such as special vans and busses?	X	
Have you identified any necessary tools such as personal response plans, evacuation equipment or visual aids for students with special needs?	X	
Have you identified communication needs with students who have limited English proficiency?	X	
Have you considered emergency accommodations for those with temporary disabilities?	X	
Have you identified an evacuation site that is accessible to students and staff with special needs?	X	
Have you identified a secondary evacuation site?	X	
Has a "buddy system" been developed for each student?	X	
Have you identified all of your communication needs for your student with special needs?	X	
Have you trained the staff on proper lift techniques?	X	
Have staff, students, and families been encouraged to provide 72 hour medications?	X	

## *Students/Staff With Special Needs*

Frequent drills are vital for the entire population of Panorama School. Notwithstanding, students and staff with special needs must be made aware of plans in case of emergency. Students should practice walking down the stairs with assistance if this is an option. Students or staff who will assist mobility impaired students will be identified before the disaster and parental consent forms will be signed before the emergency occurs. In some cases, individuals with disabilities may have limited mobility. In an evacuation there may not be enough time to move mobility impaired students and staff to traditional shelters. It is important to identify alternative, accessible, safe shelter locations and to communicate these locations to emergency responders. In case evacuation is not feasible, students/staff should shelter in place when possible. Search and rescue team will prioritize search according to known locations of disabled persons.

- Individuals with hearing disabilities may not be able to communicate verbally, to read lips, or to hear fire alarms or other emergency signals. In this case, basic sign language training will have been provided to designated school staff. Individuals with visual impairments shall be partnered with a sighted guide during drills and evacuation.
- Visual impairments might impede reading signs or traversing unfamiliar or altered terrain- Should debris obstruct the evacuation of such staff and students and such persons be required to shelter in place, Search and Rescue will seek them out as a priority.
- Debris may obstruct the evacuation of individuals with mobility impairments. Instructional assistants will be tasked with assisting these students/personnel.
- For students with developmental disabilities, members on the counseling team will be available to comfort them in case of emergency. Classroom teacher/instructional assistants will provide calming as well. These students may become upset if routine patterns of activity are disrupted.

# COMPREHENSIVE SCHOOL SAFETY ACTION PLAN

School Year 2016-2017

In order to support a safe, orderly and healthy school environment conducive to learning the school will develop at least one goal with supporting activities for each of the three components, PEOPLE AND PROGRAMS, SCHOOL SAFETY and PHYSICAL ENVIRONMENT.

**PEOPLE AND PROGRAMS GOAL** Panorama staff will continue to incorporate PBIS (Positive behavior Intervention Supports) into daily program.

ACTION STEPS	PERSON(S) COMPLETED RESPONSIBLE	BUDGET	TARGET DATE	
Continue to support lessons to review staff/students protocols for behavior	PBIS Team Principal Staff	N/A	8/2017 and 3/2018	
(CARE Matrix) via "PBISafari" Staff to continue to seek out positive behavior and reward with CARE tickets	PBIS Team Principal Staff	N/A	9/1/2017 and ongoing	
School -wide anti-aggressive behavior campaign: "Expect Respect" students trained, staff implemented and supported.	PBIS Team Principal Staff	N/A	8/26/2018 and ongoing	

### PHYSICAL ENVIRONMENT GOAL

Panorama's upper field and kindergarten areas contains multiple safety issues for our students. The field area is not level, and there are many small holes in which students may trip. Renovate/repair for student safety during physical education, outdoor instruction/activities and student play.

ACTION STEPS	PERSON(S) RESPONSIBLE	BUDGET	TARGET DATE	COMPLETED
Involve OUSD Maintenance and Operations Department to assess feasibility in Kindergarten area.	Principal OUSD Personnel	N/A	February 2017	Kindergarten area to be renovated during our April break, 2018.
Create plan for safety along driveway.	Principal OUSD Personnel	\$1000	February-September 2017	To be renovated during our April break, 2018.
Plant grass on upper field and kindergarten play area.	Principal OUSD Personnel	N/A	June, 2017	August 2017.

**School Safety Goal:**

Update School Response plans in case of emergencies on campus.

<b>ACTION STEPS</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>BUDGET</b>	<b>TARGET DATE</b>	<b>COMPLETED</b>
Review and update School Response Form.	Principal OUSD Personnel	N/A	February 2018	February 2018
Meet with OC Sheriff to walk campus	Principal SRO	N/A	February, 2018	February, 2018
Plan for alternate evacuation areas should students be required to leave campus.	Principal OUSD Personnel	N/A	December 2017	January, 2018.
Create emergency response backpack, which includes safety plan, for two additional teachers on campus.	Principal Panorama Staff	N/A	June, 2017	August, 2018.

