

ABC Unified School District

Safe School Action Plan

ABC Adult School

Submitted By: Nancy Amara

Date: February 28, 2018

**ABC Unified School District
ABC Adult School**

Safe School Action Plan Certification

School Name: ABC Adult School

Date: February 28, 2018

Required Signatures

Print Name

Signature

Principal/Designee:

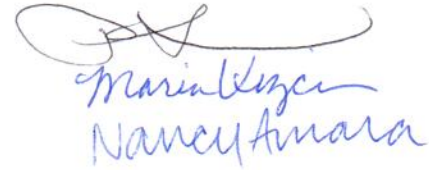
PaoLing Guo

Classified Representative:

Maria Vizcarra

Certified Representative:

Nancy Amara



LAW ENFORCEMENT

LA County Sheriff Department
Cerritos, California

Deputy Nancy Kwon

Other Safe School Team Members

Arnold Navarro

James Palacios

Laura Rodriguez

Student Intervention Assist.

General Maintenance

Custodian

This is a public document and will be readily available for inspection at the school site and at the District Office.

The Safe School Action Plan is part of the Comprehensive Safe School Plan and will be evaluated and amended by the school site council or school safety planning committee prior to March 1 of every year.

1

ABC Unified School District
ABC Adult School

Safe School Action Plan

Mission Statement: The Mission of the ABC Adult School is to improve the quality of life by providing our diverse community with meaningful opportunities to fulfill career, educational and personal goals through lifelong learning.

Baseline Data and Resources:

ABC Adult School is one of the state's leading comprehensive adult schools. Located in Southeast Los Angeles County in the city of Cerritos, the adult school's main campuses serve over 9,000 students per year in six major program areas. The main office and school site is headquartered at 12254 Cuesta Drive, Cerritos, CA 90703 next door to the District's continuation high school. The phone number of the main office is (562) 229-7960. Our satellite campus, Cabrillo Lane Education Center (Cabrillo Lane) is located at 20122 Cabrillo Lane, Cerritos, CA 90703. Cabrillo Lane's phone number (562) 809-9011. Cabrillo Lane is shared with other District programs: Adult Transitions, STEP, PATH, STAY, BRIDGEs and Independent Study for special education and continuation students.

Tracy High School provides a pleasant, safe and clean learning environment for students, staff and parents. The layout of the school allows for easy visibility of student movement and promotes school safety.

Safety of students and staff is a primary concern of ABC Adult School. The school is in compliance with laws and regulations pertaining to hazard materials and state earthquake standards. The school's disaster preparedness plans include other disaster drills and conducted throughout the school year at both campuses. Drills are held during the day and evening hours. At the beginning of each class, (quarter and semester) students are instructed on what procedures to follow in the event of the disaster.

The School Safety Committee meets on a monthly basis to review site safety concerns and to assist with the identification of items needing repair or creating a possible hazard. Emergency supplies are inventoried and re-stocked on a regular basis.

During the day and in the evenings custodians ensure that classrooms, restrooms and campus grounds are kept clean and safe. All electrical, plumbing, roofing and fixtures are in good working condition and meet applicable building and government code requirements. A scheduled maintenance program is administered by ABC Unified School District to ensure that all classroom and facility repairs are maintained to a degree of adequacy that provides for good learning.

Area Needing Change:

A fence needs to be erected at the Cuesta campus, as it is an open campus.

ABC Unified School District
ABC Adult School

Safe School Action Plan

COMPONENT ONE	8/24 -6/6		Person Responsible
Goal 1: To provide an inviting and safe teaching and learning environment.			
<p>1. Objective- Throughout the year and by June 30, 2018, the following activities will be completed.</p> <p>Activities:</p> <ol style="list-style-type: none"> 1. Follow all district policies and Procedures regarding: <ul style="list-style-type: none"> . Child abuse reporting procedures . Disaster procedures, routing and emergency . Suspension, expulsion, and mandatory expulsions . Notify teachers of dangerous students . Post and advise staff of sexual harassment policies . District dress code . Bullying Procedures . Safety procedures . Enforce visitor on campus policy . Crime reporting as needed 2. Inform and train staff regarding disaster response procedures. 3. Conduct fire drills and emergency/disaster drills at least twice yearly. 4. Provide each staff member with an emergency kit that includes basic necessary materials. 5. Inform parents and students of school rules and progressive disciplines procedures. 7. Require all visitors to sign in at the Office and to wear visitor badges and follow school rules while on campus. 8. Conduct Student Success Team meetings. 9. Hold an annual public meeting for the revision and approval of the Safe School Plan. 			Principal, Administration and Staff

ABC Unified School District
Child Welfare and Attendance

Safe School Action Plan

COMPONENT TWO	8/24-6/6		Person(s) Responsible
			Principal, Administration and Staff
Goal 1: To ensure that all students and staff members are familiar and trained in following all school safety procedures.			
<p>1. Objective- By June 2018, students and staff will have received training about emergency procedures and will have practiced for emergency events through drills.</p> <p>Activities:</p> <ol style="list-style-type: none"> 1. August-September, all teachers discuss procedures for earthquake, fire and lock-down drills with the students in the classroom. 2. August-September, copies of the Emergency Organizational Plan and the Safe School Action Plan are distributed and reviewed with all certificated and classified staff. 3. Ensure that all staff members are familiar with their assigned responsibilities in the event of an emergency. 4. August- September, a meeting is held with all new staff members to review the Emergency Organizational Plan and the Safe School Action Plan. 5. A copy of the Emergency Organizational Plan is placed and included in each substitute teacher's folder for easy access and reference in the event of a drill or actual emergency. 6. At least a couple times throughout the school year, the School Safety Committee will conduct a survey of all staff members requesting that staff assist with the 			

<p>identification of items in the classrooms that need repair or constitute a hazard to students and staff.</p> <ol style="list-style-type: none"> 7. On a yearly basis, the fire extinguishers are tested and re-charged as required by the Fire Marshall. 8. Fire Marshall and the Director of Maintenance and Operations conduct an inspection of the campus; work orders are submitted for any items that need immediate repair. 9. Members of the School Safety Committee share safety tips as needed at staff meetings. 10. Each year, the Emergency Operations Communication Chart containing the telephone numbers of each staff member is updated and distributed to the key contact person on the plan. 11. An Evacuation Escape Route map will be updated and posted in each classroom on campus. 12. A safe and peaceful campus is one of the major goals of each staff member at ABC Adult School. 			