



# School Safety Plan

**New West Charter  
1905 Armacost Ave  
Los Angeles, CA 90025**

Revised 06/2017





## INTRODUCTION

Federal and state regulations require schools to maintain a Comprehensive School Safety Plan (California Education Code Sections 32280-32289). The plan was written and developed by the School New West Governance Council using the Compliance Checklist from the California Department of Education.

### 1.0 ASSESSMENT OF CURRENT STATUS OF SCHOOL CRIME

New West Charter School prides itself on a positive, supportive school climate.

The mission of New West Charter School is to provide an academically rigorous, highly individualized education for 21st Century students in grades 6 – 12. In the decades to come, personal success will require increasingly high levels of competency, independence, and self-reliance in an ever changing, ever more complex society, whether individuals choose to manage their own businesses, work within public or private organizations, or raise families whose children will face the same challenges. New West will produce competent, independent, self-reliant students by creating a learning environment that promotes academic excellence and strong character development as the antecedents for success in college preparatory high school programs.

The 2016-17 New West attendance rate last year was 97% which is significantly higher than the average attendance rate of the Los Angeles Unified School District (LAUSD) of 80% from 2015-16. In terms of suspension and expulsion data, New West suspended 8 students out of 825 students in the 2016-17 school year. This rate is well below the suspension rate of 5% that LAUSD requires charter schools to stay below. New West had zero expulsions. In terms of property damage data, there was no property lost or damaged throughout the 2016-17 school year.

### 2.0 PROGRAMS

#### 2A CHILD ABUSE REPORTING PROCEDURES

Please refer to Child Abuse Reporting Procedures in the 17-18 Parent-Student Handbook.

#### 2B DISASTER AND EMERGENCY PROCEDURES

Please refer to 17-18 Parent-Student Handbook.

New West shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs.





**2C**                    **SUSPENSION/EXPULSION POLICIES AND PROCEDURES**

Please refer to Suspension and Expulsion Procedures in the 17-18 Parent-Student Handbook.

**2D**                    **TEACHER NOTIFICATION OF DANGEROUS PUPILS PROCEDURES**

The Principal shall inform the teacher of every student who has caused or tried to cause another person serious bodily injury or any physical injury, which requires professional medical treatment. This information shall be based upon written district records or records received from a law enforcement agency. Teachers shall receive the information in confidence and shall not disseminate it further. (Education Code 49079) The above information shall be made available for teachers to read, and a copy shall be kept in the student's file.

**2E**                    **DISCRIMINATION, HARASSMENT AND BULLYING POLICY**

Please refer to Non-Discrimination, Harassment, and Bullying Policies in the 17-18 Parent-Student Handbook. A Bullying Prevention workshop takes place every September that allows students to share together stories of how bullying feels, why bullying happens and how to be an up-stander instead of a bystander. In this workshop, New West students learn steps to take if they are being bullied or see bullying on campus.

**2F**                    **SCHOOLWIDE DRESS CODE**

Please refer to the Uniform Policy in the 17-18 Parent-Student Handbook.

**2G**                    **SAFE INGRESS AND EGRESS OF PUPILS AND VISITOR POLICY**

Please refer to the Pick up, Drop off and Visitor Policies in the 17-18 Parent-Student Handbook.

**2H**                    **SAFE AND ORDERLY ENVIRONMENT**

Please refer to the Closed Campus Policy and Health and Safety Information in the 17-18 Parent-Student Handbook.

**2I**                    **SCHOOL DISCIPLINE**

Please refer to the Discipline Policies in the 17-18 Parent-Student Handbook.

### 3.0 RESOURCES

**3A**                    **COUNSELOR**

In the event a student is harming herself or having depression, anxiety, or more severe behavioral issues they will be assigned a counselor. The counselor will support the student in getting the help that they need to succeed in school and in life.





**3B**                      **DEPARTMENT OF MENTAL HEALTH**

If the issues above increase in severity or if a student is having more serious issues such as suicidal thoughts, hearing voices, etc. the Department of Mental Health (DMH) will be called. Los Angeles County (DMA): West Valley Mental Health Center (818) 598-6900





New West Charter

To: Faculty/Staff

June 26<sup>th</sup>, 2017

From: Tanisha M. Barnett, Assistant Director

Subject: Emergency Drills and Procedures

Continuous review and revision of disaster preparedness is essential for the safety of students and employees. Previous disasters have given credence to this concept. Please become thoroughly familiar with all emergency drills and procedures.

During an emergency, students shall remain on the school site until reunited with parent(s) or designees, and/or the environment is determined safe to disperse students to their homes.





## New West Charter Emergency Buddy System

In the event of an earthquake or emergency dispersal drill, the following rooms have been paired/grouped to establish a “Buddy System”. This system will ensure that each teacher would have assistance and support in emergency situations.

Room	Paired/Grouped with	Room
201	-----	112/111
111,112	-----	201
202	-----	205
203	-----	204
204	-----	203
205	-----	202
206	-----	207
207	-----	206
208	-----	210
209	-----	211
210	-----	208
211	-----	209
Uniform/ Custodial	-----	Mech./Electrical
212	-----	213
213	-----	212
214	-----	215,216
215	-----	214,216
216	-----	214,215
217	-----	219
218	-----	220
219	-----	217
220	-----	218
221	-----	222
222	-----	221
223	-----	224
224	-----	223
225	-----	226
226	-----	225
227	-----	228





Room	Paired/Grouped with	Room
228	-----	227
229	-----	Storage/IT
230	-----	231
109	-----	108
108	-----	109
107	-----	106
106	-----	107
105	-----	103
103	-----	105
0	-----	110
110	-----	0





New West Charter  
Search and Rescue Team

Team 1

Joseph Kanach

Team 2

Steven Jones

Team 3

Pete Sigler

Team 4

Daniel Guterrez

Team 5

Luis Cazarez

Team 6

Brittney McBride

Team 7

Anna Hernandez/Jennifer Bergan

Team 8

Tanisha Barnett/Sharon Weir





New West Charter  
Staff Roster  
2017-18

Total Number of Staff Members:  
61

**Room**

107

112

108

**Room**

201

202

203

204

205

206

207

208

209

210

211

212

213

214

215

216

217

218

219

220

221

222

223

224

225

226

**Administrators**

Dr. Sharon Weir, Executive Director

Dr. Tanisha Barnett, Assistant

Director (Middle School)

Mark Herrera, Vice Principal (High  
School)

**Teacher**

Anna Hernandez

Joseph Kanach

Lauren Badilla

Hilary Watford

Bren Hamaguchi

Joesph Gonder

Steven Jones

De'Jour Newsome

Lennar Madlansacay

Christina Nersesian

Pete Sigler

Brittney McBride

Jee Kim

Angela Smith

Larika Clark

Joseph Cooper

Roddy Hernandez/Jennifer Bergan

Sarah Thompson

Louie Dioso

Elloree Everett

Josh Lesser

Mark Estanislao

Connor Ayers

Melissa Everett

Elena Hayes

Kristen Schlee





227	Donna Haskins
228	Matthew Nevins
229	John Arias
230	Erin Ruseler
232	Ross Landgreen
233	Scott Acornley
106	Jenica Biggs/ Lester Douglas
Custodial	Martha Jaramillo, Estela Garcia
Main Office	Alaina Hill, Esther Navarro, Alisa Stanley, Robert Gomez
Staff Lounge	Steven Alva
104	Kizmet White/Kristopher Valentine

**Part time Employees/Employees without Classrooms**

N/A	Katherine Favaro (Monday and Thursday), Helene Kunkel (Tuesday and Friday)
N/A	Jocelyn Siegel (Mon., Tues., Wed. and Friday)
N/A	Rosario Recor (Full Time)
N/A	Christopher Newell (Full Time)
Coaches	Daniel Gutierrez, Luis Cazarez





## New West Charter Emergency Drills

I. Emergency drills are held so that emergencies may be anticipated and safety measures practiced in advance of possible emergencies.

Such drills include:

### A. Fire drill

Signal: Bell for 10 seconds; pause for 5 seconds;  
Bell for 10 seconds-repeat sequences.

Action: Evacuate to outside assembly area.

All Clear: One long (10 seconds) bell or oral  
notification by staff that drill is over.

### B. Earthquake drop/Cover/Hold

Signal: Command of DROP given by teacher or  
staff member.

Action: Drop to knees; take cover under desk;  
hold on to leg of furniture.

All Clear: Given by teacher or staff member.

### C. Drop/Take Cover (Used for explosions, airplane crash, shooting incident, etc)

Signal: Alternating long and short bells;  
command of DROP given by teacher or  
staff member.

Action: Take immediate cover. Drop, facing away  
from windows or hazard. Bury face in  
arms to protect head. Close eyes tightly.

Remain in position until directed to  
evacuate or until emergency is over.

All Clear: One long (10 seconds) bell or oral  
notification by staff that drill is over.

### D. Lock Down (Used to secure school during police action or a campus intrusion emergency, hazardous material leak)

Signal: One long continuous bell, intercom, word  
of mouth, or other system of warning  
developed by school.





**New West Charter**  
Emergency Drills

**Action:** Lock doors, close blinds, move away from windows. Outside, proceed to closest room. Remain until emergency is over.

**All Clear:** One long (10 seconds) bell or oral notification by staff that drill is over.

**II** It is essential that every teacher and every student understand the reason for the drill, the signal for the drill, and the location and position the student is to take, under the direction of the teacher. All drills should be explained to all classes, by each teacher at the beginning of the semester with frequent review.





## New West Charter Fire Drill

- I. Signal- a series of short intermittent bells ring for a period of ten seconds followed by five seconds of silence, then repeated the same. In case of power failure, a whistle, blown at regular intervals, will be used.
- II. All Clear-single long bell or one long whistle
- III. Specific procedures to clear room immediately.
  - A. Students leave room in double line. Shut doors and turn off lights.
  - B. Silent passing must be maintained en route to location indicated for your room.
  - C. Teachers lead their classes to the safety areas.
  - D. A space should be kept in passing between each class group.
  - E. Leave all belongings in the classroom.
  - F. Roll book must be carried by the teacher. Take roll after arriving in safe area.
  - G. Remain at least 50 feet from building.
  - H. Maintain 25 feet between classes in safety area.
  - I. In case of a fire drill before school, nutrition, lunch, after school, students should walk in a quiet and orderly manner to the yard. Wait for further instructions for faculty and or staff.
  - J. In case of a fire drill during passing time, students are to report to the fire drill station of their next regularly scheduled class.
  - K. If a fire drill is held while a group is in an area other than the regular classroom-such as the library, media center, etc., the teacher in charge will give instructions to be followed.
  - L. Fire drills will be held once in a Semester or until proficient.





## New West Charter Earthquake Emergency Procedures

### Gate Operations

#### Locations and instructions for pick- up

1. Identification of gates in following instructions  
Gate #1 – Side Gate – Missouri entrance  
Gate #2 - Main Entry- Armacost entrance
2. Parents/guardians will come to the “side gate” (gate #1) to present identification. Name and grade level of student requested are to be filed on a provided form.
3. School files and papers needed by personnel at main gate:  
Emergency Cards  
Release Dismissal  
Class Roster  
Earthquake Preparation Bulletins  
Map Showing classroom locations
4. After processing information, personnel at the side gate will dispatch a runner where the student’s class is located. Requested student will be accompanied by runner to reunion gate (gate #2) after teacher has given permission for requested student to leave assigned area.
5. Parent/guardian is to proceed from main gate (gate #1) to reunion gate (gate #2). Parent and child will be reunited at this gate.

Runners will be assigned to gate #2 to assist where needed. Personnel at gate #2 will confirm that requested student recognizes individual picking him/her up. Personnel will require that parent/guardian sign for student. All schools records are to remain on campus and are not sent with requested student.





**New West Charter**  
First Aid and C.P.R.

The following members of our staff are trained in the following areas:

**Certified in C.P.R.**

Acornley, Scott  
Alva, Steven  
Ayres, Connor  
Badilla, Lauren  
Barnett, Tanisha  
Bergan, Jennifer  
Campbell, Ryan  
Cazarez, Luis  
Clark, Larika  
Cooper, Joseph  
Dioso, Louie  
Douglas, Lester  
Estanislao, Mark  
Everett, Melissa  
Everett, Elloree  
Favarró, Kathryn  
Gomez, Robert  
Gonder, Joseph  
Gutierrez, Daniel  
Hamaguchi, Bren  
Haskins, Donna  
Hernandez, Roddy  
Herrera, Mark  
Hill, Alaina  
Isrow, Tracy

**Trained in First Aid**

Acornley, Scott  
Alva, Steven  
Ayres, Conner  
Badilla, Lauren  
Barnett, Tanisha  
Bergan, Jennifer  
Campbell, Ryan  
Cazarez, Luis  
Clark, Larika  
Cooper, Joseph  
Dioso, Louie  
Douglas, Lester  
Estanislao, Mark  
Everett, Melissa  
Everett, Elloree  
Favarró, Kathryn  
Gomez, Robert  
Gonder, Joseph  
Gutierrez, Daniel  
Hamaguchi, Bren  
Haskins, Donna  
Hernandez, Roddy  
Herrera, Mark  
Hill, Alaina  
Isrow, Tray





**New West Charter**  
First Aid and C.P.R.

The following members of our staff are trained in the following areas:

Jones, Steven  
Kanach, Joseph  
Kim, Jee  
Kunkel, Helene  
Landgreen, Ross  
Madlansacay, Lennar  
McBride, Brittney  
Navarro, Esther  
Nersesian, Christina  
Nevins, Matthew  
Newsome, De'Jour  
Newell, Chris  
Recor, Rosario  
Ruesler, Erin  
Schlee, Kristen  
Siegel, Jocelyne  
Sigler, Pete  
Stanley, Alisa  
Smith, Angela  
Thompson, Sarah  
Valentine, Kristopher  
Watford, Hilary  
Weir, Sharon

Jones, Steven  
Kanach, Joseph  
Kim, Jee  
Kunkel, Helene  
Landgreen, Ross  
Madlansacay, Lennar  
McBride, Brittney  
Navarro, Esther  
Nersesian, Christina  
Nevins, Matthew  
Newsome, De'Jour  
Newell, Chris  
Recor, Rosario  
Ruesler, Erin  
Schlee, Kristen  
Siegel, Jocelyne  
Sigler, Pete  
Stanley, Alisa  
Smith, Angela  
Thompson, Sarah  
Valentine, Kristopher  
Watford, Hilary  
Weir, Sharon





## New West Charter Take Cover Drill

- I. A “take cover” warning indicates that an enemy attack is imminent and provides a short amount of time to reach the greatest security area.
- II. Signal-Alternate long and short bells for period of at least one minute. In case of power failure, long and short whistles (used by runners) repeated five times or more.
- III. Classroom situation-movement or signal to “take cover” position in your classroom.
  - A. From the regular classroom situations to a “take cover” position, a protective shelter area previously designated (by teacher to student).
    1. Position facing interior wall
    2. Back to windows
    3. Standing and quiet. Wait for further instructions.
    4. Ready to assume “Drop” position on their knees when the “Drop signal and command is given.
    5. Close all doors and windows. Lower Venetian blinds.
    6. Turn off gas, power equipment and appliances.
    7. Leave light on.
  - B. Signal to “Drop” from the “Take Cover” position will be a short single bell.
    1. On this bell signal the teacher will verbally yell, “drop”.
    2. Drop to knees with back to the windows and knees together.
    3. Clasp both hands firmly behind the head covering the neck.
    4. Close elbows and forearms to cover face, protecting the head. Close eyes tightly.
    5. Stay in this position until the ringing of a long bell or one long whistle (approximately ten seconds) which signifies the termination of the drill.
- IV. Physical Education Classes-proceed as in the classroom situation. Refer to III above.
- V. Non-Classroom Situation-In case of a “Take Cover” drill before school, at recess or lunch, students and teachers will quickly proceed to their next period participate in drill as explained in III above. An oral review of the purpose and procedure may be done in lieu of actual practice.





**New West Charter**

Emergency Dispersal Classroom Report

TO: Emergency Operation Center

FROM: \_\_\_\_\_  
ROOM# \_\_\_\_\_

I was not able to account for the following students during/following the drill:

Name	Grade	Possible Location/Problem
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMERGENCY OPERATION CENTER

At the conclusion of the drill, please place form in Dr. Barnett's hand or box(outside her office).



## **New West Charter Health and Safety Procedures**

### Scenario 1: Substance released inside a room or building

1. The school administrators will initiate the evacuate building. Staff will use designated routes or other alternative safe routes to an assigned assembly area, located upwind of the affected room or building.
2. The school administrators will call “911”, L.A. school police Sergeant Mark Durrell (Los Angeles Police Department, West Los Angeles Area
3. The school administrators will instruct the security/utilities team to isolate and restrict access to potentially contaminated areas.
4. The security/utilities team will turn off local fans in the area of the release, close the windows and doors, and shut down the building’s air handling system.
5. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Individuals who have been contaminated “topically” by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). A member of the first aid/medical team should assess the need for medical attention.
6. The assembly area team will prepare a list of people in the affected room or contaminated area, specifying those who may have had actual contact with substance. The assembly area team will provide the list to the school administrators and the emergency response personnel.
7. Any affected areas will not be reopened until Los Angeles County HazMat or appropriate agency provides clearance and the school administrator gives authorization to do so.





## New West Charter Health and Safety Procedures

Scenario 2: Substance released outdoors and localized

1. The school administrator will immediately direct staff to remove students from the affected areas to an area upwind from the release. The school administrator will, if necessary, initiate evacuate building.
2. The security/utilities team will establish a safe perimeter around the affected area and ensure personnel do no reenter the area.
3. The school administrators will call “911”, L.A. school police Sergeant Mark Durrell (Los Angeles Police Department, West Los Angeles Area
4. The security/utilities team will turn off local fans in the area of the release, close the windows and doors, and shut down the building’s air handling system.
5. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Individuals who have been contaminated “topically” by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). A member of the first aid/medical team should assess the need for medical attention.
6. The assembly area team will prepare a list of people in the affected room or contaminated area, specifying those who may have had actual contact with substance. The assembly area team will provide the list to the school administrator and the emergency response personnel.
7. Any affected areas will not be reopened until Los Angeles County HazMat or appropriate agency provides clearance and the school administrator gives authorization to do so.





## **New West Charter Health and Safety Procedures**

### Scenario 3: Substance released in surrounding community

1. If the school administrator or local authorities determine a potentially toxic substance has been released to the atmosphere, the school administrators will initiate shelter-in-place.
2. Upon receiving the shelter-in-place notification, the security/utilities team will turn off local fans in the area; close and lock doors and windows; shut down all building' air handling systems; seal gaps under doors and windows with we towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.
3. Staff and students located outdoors will be direct to proceed immediately to nearby classrooms or building (e.g., auditorium, library, cafeteria, gymnasium). Teachers should communicate their locations to the school administrators, phone, using the P.A. system or other means without leaving the building.
4. The school administrators will call “911”, L.A. school police Sergeant Mark Durrell (Los Angeles Police Department, West Los Angeles Area.
5. The school administrators will turn on a radio or television station to monitor information concerning the incident.
6. The school will remain in a shelter-in-place condition until the Los Angeles County HazMat or appropriate agency provide clearance, or staff if otherwise notified by the school administrators.

