

Student and School Safety

School Crisis and Emergency Plans

Culpeper County Public Schools in collaboration with law enforcement, fire and rescue agencies, has developed School Crisis and Emergency Response Plans that detail recommended responses to a number of situations that pose a risk to the safety of persons on school property. Staff and students are instructed on these responses by conducting action drills, “table-top” exercises, and discussions. These include:

- **Fire Drill (Evacuation Drill)** - This drill instructs students and staff on how to evacuate the building quickly and safely in the event of a fire, gas leak, bomb threat, or other cause for evacuation.
- **Lockdown Drill** - This drill teaches students and staff a response to a perceived high-level security threat whereby a person(s) poses an immediate threat of harm. Students and staff are instructed to secure themselves in a location by locking and barricading doors or to find cover or concealment (hide). This response is initiated by communicating: *“Lockdown-Get to a secure location. Lock and barricade doors. Lights out and hide. Lockdown, lockdown, lockdown.”*
- **Stay in Place Drill** - This drill teaches students and staff a response to a perceived medium-level threat in which a person(s) poses a *possible* risk to safety or situation in which hallways need to be cleared. Normal activities within classrooms are to continue. This response is initiated by communicating: *“Stay in place. Clear hallways and bathrooms and return to class immediately. Lock doors. Continue working in classrooms.”*
- **Remain Indoors Drill** - This drill teaches students and staff a response to a perceived low-level threat in which a person(s) poses a possible risk to safety outdoors. Persons are instructed to remain indoors or to return to the building immediately. Normal activities are to continue within the building. This response is initiated by communicating: *“Remain indoors and secure entrances. All persons outside are to return to the building immediately. Exterior doors are to be locked and monitored. Continue normal operations.”*
- **Run (Escape) and Self-Defense (Fight)** - Students and staff are provided age-appropriate instruction to use their best judgement when confronted with a person(s) who poses an immediate risk to safety. These include using all possible exits in a location and quickly escaping, or when no exit is possible means of self-defense.
- **Tornado Drill**- This drill instructs students and staff on how to find the safest place in the building and proper head covering techniques in the event of a tornado. This drill is conducted annually in March.
- **Bus Evacuation Drill**- This drill instructs students on how to quickly and safely evacuate the school bus. This drill is conducted in September and April each year.
- **Earthquake Drill** - This drill instructs students and staff on how to best protect themselves in the event of an earthquake by seeking cover from falling objects. This drill is conducted annually.

Culpeper County Public Schools in conjunction with law enforcement, emergency management, and fire and rescue personnel conducts periodic exercises to prepare for a variety of emergencies to include severe weather, chemical spills, active shooter, bomb threats, building collapse, and terrorist attacks.

What Parents Need to Know and Do During a School-Based Emergency

- 1) Please know that coming to your child’s school if you hear information regarding a “lockdown” or other security measure will distract and disrupt the operations of school staff, law enforcement, or first responders who are keeping your child safe.
- 2) Please know texting or calling your child during an incident may distract your child from hearing directions from school staff or cause their phone to make a sound which may actually endanger your child.
- 3) Please know your child has limited information about what is happening. Rumors and exaggerations are rampant during events and students often are only repeating a rumor or exaggeration they heard from an unreliable source.

- 4) Please know when calling the school for information during an emergency, the school staff cannot or will not answer the phones and release information during an incident.
- 5) Please sign up for Culpeper County's 911 text and call alerts as information will be released through law enforcement in serious incidents.
- 6) Please make sure your phone number(s) and your child's cell phone number is up to date and are given to the school office so school text alerts and calls can be received.
- 7) Please don't overreact to rumors or social media postings from students or members of the public. Repeating rumors via social media or calling the schools or 911 to relay information you did not personally witness may divert attention and resources of the school staff and law enforcement.
- 8) Please trust the training and experience of law enforcement, school staff, and first responders to keep your child safe.

Child Abuse and Neglect

Virginia Law 63.1-248.3 states that, "... any teacher or other person employed there who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or his designee."

School Visitors

The Culpeper County School Board recognizes that public schools are a focal point of the community and visitors are welcome in the schools. However, the environment of schools must be safe, secure, and free of disruption. Therefore, upon arriving at a school or department, all visitors must report to the administrative office, identify themselves, state the purpose of their visit, and wear a visitor identification badge, if requested. Any person desiring to tour a facility must make prior arrangements with the administration and be escorted during the tour. All persons on school property or attending a school-related activity must present valid photo identification to any school employee upon request. Administrators or their designees have the authority to remove any person on school property for reasonable cause.

All persons must ensure their presence is not disruptive to the school's operations or the school-sponsored activity. The School Board expects mutual respect, civility, and orderly conduct from all individuals on school property and at school events. Unauthorized persons, including suspended and expelled students, will be requested to leave school property or the school event by any school employee or law enforcement officer as the situation requires.

Parents and legal guardians are encouraged to visit the schools on scheduled days for conferences with teachers, assemblies, PTO meetings, volunteer service, and other school programs. Parents are generally welcome to have lunch with their children at elementary schools provided it meets the school schedule of the child. Parents desiring to visit classrooms or meet with teachers must secure the permission of the teacher or principal prior to the visit. Parent attendance at field trips or other off-campus activity may require prior permission by the principal or designee. Principals have the authority to refuse parents, family members, or others admittance to the school or school-related activity for reasonable cause.

Sex Offender Registry and Presence on School Property

At the beginning of each school year, Culpeper County Public Schools shall notify parents and employees of the Division's policy on the dissemination and use of sex offender registry information. (Ref. Policy KN)

Principals will receive automatic electronic notification of the registration or updated registration of sex offenders in the same contiguous zip codes as the schools. Principals will provide registry information to employees who are most likely to observe unauthorized persons on or near school property, including but

not limited to: School bus drivers, employees responsible for visitors, employees responsible for bus duty, security staff, coaches, playground supervisors and maintenance personnel.

Registry information may be accessed at the following web site:

<http://sexoffender.vsp.virginia.gov/sor/index.html> or by going to the Virginia State Police web site at www.vsp.state.va.us and following the link to the Sex Offender Registry.

Internet Safety

Parents are encouraged to review the Division's technology plan which addresses Internet safety. The plan is on the Division's website, technology page, at

http://www.culpeperschools.org/division_technology.php.

School Volunteers and Criminal Records Checks

Culpeper County Public Schools welcomes volunteers from the community. Volunteers perform a number of important roles and functions that support instructional and extracurricular programs and serve individual students. In order to promote the safety of students and staff, all volunteers shall complete an online volunteer application found on the school division webpage. The principal or designee will conduct reference checks on applicants. Volunteers who have extended contact with students or work with students away from view of CCPS staff will undergo a federal and state criminal records check. Expenses associated with criminal records checks are not paid by the school division.