Norwalk-La Mirada Unified School District
12820 Pioneer Blvd. Norwalk, CA 90650
562-210-2000
nlmusd.org

Moffitt Elementary School
13323 S. Goller Ave. Norwalk, CA 90650
562-210-3650
moffittmax.org

2025-2026
COMPREHENSIVE SCHOOL SAFETY PLAN

School Site Council Members:
Parents: Crystal Tejeda, Brittney Luna, Bella McDonald, Keving Santos, Victoria Ramirez Fernandez
Certificated Teachers: Jill Raslan, Julissa Closson, Angela MacGreggor
Other Staff Employees: Alma Santana

Principal: Dr. Gabriela Galvez-Reyna

Norwalk-La Mirada Unified School District

Thomas B. Moffitt Elementary

SAFE SCHOOL PLAN

I. School Crime/Safety Assessment – Thomas B. Moffitt Elementary School crime statistics reflect a total of **ZERO** crime incidents for the 2024-2025 school year. This information can be found on the CSSA Website link from http://data1.cde.ca.gov/dataquest//) crimes reported during the 2025-2026 school year.

Keeping reportable crimes at a minimum requires constant vigilance. Moffitt Elementary has developed a comprehensive "Emergency Operations Plan" and it is designed to ensure the safety of students and staff. ***See Appendix U.***

II. Child Abuse Policy- Refer to district procedures in **Appendix F.**

III. Disaster Procedures- Refer to Emergency Operations Plan in **Appendix U.**

IV. Suspension/Expulsion Policy- Refer to the District's Suspension and Expulsion Policies in **Appendix G.** The following are totals for students suspended and expulsion recommendations for 2022-23**.**

	Suspensions	**Expulsions**
2021-2022	5	0
2022-2023	11	0
2023-2024	2	0
2023-2024	2	0
2024-2025	17	0

V. Procedures to Notify Teachers of Dangerous Pupils- Refer to District Procedures in **Appendix H**.

VI. Sexual Harassment Policy- Refer to District Procedures in **Appendix I.**

VII. Dress Code Policy- Refer to District "Appropriate Clothing and Grooming" (Dress Code) policy in **Appendix J.**

VIII. Procedures for Safe Ingress and Egress of Pupils, Parents and Employees

Thomas Moffitt Elementary follows a closed campus protocol. The school site at Moffitt currently has 4 outside entry areas (1 on Goller Ave., 1 on Bloomfield Ave. for bussers only and 2 on Silverbow. There is also one vehicle entrance which is kept locked except

when it is in use. The student start time is 7:55 a.m. each day. At 7:30 a.m. all students are allowed on the Moffitt campus. The students who come to school for breakfast are allowed into the eating area at 7:30 a.m. When they are finished eating, they line up for class by their classroom pole. At 7:50 a.m. the first bell rings and the students line up at the poles. At 7:55 a.m. the second bell rings to signal the beginning of the instructional day.

On Foot and in Vehicle: Students walking to and from school will enter and exit the campus through the following entrances/exits. All entrance and exit doors are supervised by a staff member.

Morning (a.m.)

- Transitional Kindergarten enters through the front side gate near the cafeteria .
- Kindergarten, first, second , and third grade students enter via the main gate which is next to the main office building facing Goller Ave.
- Fourth and fifth graders enter via a gate located on the west side of campus facing Silverbow.
- All FAST classes enter and exit through a gate next to 80 wings on Thistle.

Bus Riders: Students arriving or departing on buses will enter/exit campus through the bus gate/loading zone located in the Bloomfield parking lot.

Dismissal (p.m.)
All students in transitional kindergarten through fifth grades are dismissed at 2:12 p.m. all days except Wednesday, when they are dismissed at 12:40 p.m. TK classes are dismissed from 1 gate and Kindergarten classes are dismissed from two gates by their teacher. The TK and Kindergarten bus students walk out to the bus gate with a supervision aide to line up and board their bus. All other bus riders (1st to 5th) walk to the bus gate from their classroom. TK students exit via the gates near their classrooms on Goller St. Kinder students exit from the cafeteria. First and 3rd grade students exit through the main gate on Goller. The 2nd grade students exit through the gate between the office and MPR on Goller. The 4th and 5th grade students exit near 50 wing on Silverbow. Parents that want their student to walk home complete a permission slip or they walk home as per parent directive. Any students left on the campus at the end of the day are escorted by staff that supervises each one of the exit gates to the front of the main gate entrance. School personnel will monitor students and after approximately 15 minutes the remaining students will go to the office and be allowed to call home. Students participating in the after school activities are dismissed at the end of the day from the cafeteria

Parents/visitors must enter/exit through the main gate next to the office on Goller Ave. and sign in in the front office.

Visitors on Campus: (Penal Code 627.2, P.C. 627.5, NLMUSD Board Policy 5513) Visitors on school campus must ring the bell at the main gate in order to be invited onto the campus. This includes school volunteers who shall register in the front office upon arrival. Persons denied registration and/or entrance to the school may submit a written request for a hearing. The principal or superintendent is required to promptly mail a written notice of the date, time, and place of the hearing.

Students Permission to Leave Campus: Parents wishing to remove their child early from school must check in at the main office and sign their child out of school. Parents/adults checking students out of school must be listed on the child's emergency card and show proper I.D.

IX. Safe and Orderly Environment Conducive to Learning at School

Component 1: Personal Characteristics of Students and Staff

The students that attend Moffitt Elementary School are ethnically diverse with an enrollment of 478 students. Many students from this school come from families with "high" family mobility. Approximately 80% of students are socioeconomically disadvantaged, 28.4% English learners and 1.1% Foster youth. Our families, many with single parents, place varying degrees of importance on education, therefore, attendance, the return of homework and academic progress are regularly monitored. Our staff, on the other hand, is more diverse. They come from varied backgrounds and bring a variety of experiences to teaching. The staff has received training on methods to accommodate the individual, collective and special needs of our students. The staff makes every effort to provide an emotionally and physically safe environment that exposes them to persons, places and things that will enrich their lives and inspire them to become productive, well-rounded, responsible citizens in the future. This includes offering second chance breakfast each day at recess time for students that didn't get to eat before the school day begins.

Curriculum and Educational Activities

Teachers at every grade level incorporate SEL lessons by implementing Second Step Lessons. Students are recognized individually for demonstrating Responsible, Respectful and Safe Behavior. We maintain high standards for students by having clear expectations guided by our Positive Behavioral Intervention Supports (PBIS). Together with the integration of music, art, and physical education, Moffitt strives to foster global citizens with a love for learning. Moffitt has established clear performance standards aligned with state content standards and set high-level expectations for all students. These efforts are supported by site and district instructional leadership, as well as teacher training on research-based instructional strategies.

Goal: All students will become knowledgeable and understand themselves and the world around them. They will learn to appreciate and understand others as well.

Objective:
1. By June 2026, the number of incidents of intolerance of difference (i.e. racial, gender, physical, etc.) will decrease by 10% as compared with the previous year.
2. By June 2026, the number of students that will become aware of and utilize alternative, peaceful resolutions to conflicts of difference will increase by 10% as compared with the previous year.

Activities:
1. Observance of Kindnesses Week "..
2. Autism Awareness Activities
3. Implement the Second Step Curriculum for SEL.
4. Assemblies that emphasize the 3 B's (Respectful, Responsible, Safe) monthly.
5. Continue "all school" recognition assemblies.
6. Continue to work towards full implementation of PBIS.
7. Weekly recognition of students that earned "Mighty Mustang" tickets for being Respectful, Responsible and Safe.
8. Grade-level academic and citizenship recognition assemblies.
9. ESSS supports students with conflict resolution and friendship groups, social skills groups .
10. "I Am Somebody" curriculum- 5th grade
11. ASES-After School Program

Component 2: The School's Physical Environment

The Moffitt Elementary campus is located in an ethnically diverse neighborhood that houses a majority of lower income housing. The campus is located on a busy street and a neighborhood access street. Immediately surrounding the school are single family homes with predominantly working families. One area about 3 blocks away, known as Norwalk Manor, is a complex of townhomes that is home to a large majority of our students. The Norwalk-La Mirada Unified School District as well as the city of Norwalk provide a hotline phone number to all families to help with monitoring and reporting any crimes or safety issues.

Description of School Grounds

The Norwalk-La Mirada Unified School District and the staff take student safety very seriously and for that reason ensure that the school campus is well maintained and safe. The grounds of the school are well maintained. The school site encompasses 7.6 acres. Thomas Moffitt Elementary is completely enclosed by a fence with gates which are kept locked during school hours. There are several wings and/or classrooms, including 24 permanent classrooms and 9 relocatable classrooms. Other structures/rooms include the

office, cafeteria, restrooms, computer lab and library. The buildings have numerous corridors and face the playground. The playground is grass, concrete and asphalt.

During the school day, staff members and administrators shall provide campus supervision. Identified problem areas receive increased supervision to reduce discipline, crime, or other school safety concerns. All gates are kept locked and signs are posted directing visitors to the school office.

It shall be the practice of Moffitt Elementary School to remove all graffiti from school property before students arrive to begin their school day. Other acts of vandalism are promptly addressed.

Maintenance of School Buildings/Classrooms

The school's physical facility is well maintained and generally looks neat and clean. District personnel periodically examine the school's physical facility and help eliminate obstacles to school safety. Additionally, health and fire department inspectors contribute to school safety.

The classrooms are monitored for safety and appearance by the administration, site security personnel and individual classroom teachers. The students take pride in the appearance of the school.

Internal Security Procedures

Moffitt Elementary School has established procedures in the following areas: suspension and expulsion procedures, and an inventory system.

The Norwalk-La Mirada Unified School District and the staff take student safety very seriously and for that reason ensure that the school campus is well maintained and safe. The grounds of the school are well maintained. Needed repairs to the physical plant are reported in a timely manner to the district's Maintenance & Operations department. During the school day, the school is secured. All gates are kept locked and signs are posted directing visitors to the school office. Students and staff take pride in their workplace and work hard to keep it attractive. A school site Safety Committee meets monthly to review safety issues and determine steps to ensure a safe and orderly environment.

To ensure the safety of pupils and staff, all visitors to the campus, except pupils of the school and staff members, shall register immediately upon entering any school building or grounds when school is in session. District employees, not assigned to Moffitt Elementary School shall wear appropriate identification badges while on campus conducting business

Goal: Ensure safety of all students and school personnel.

Objectives:

1. By June 2026, the number of incidents of vandalism will decrease by 10% as compared with the previous year
2. Between September and June of each school year, there will be at least 3 campus safety inspections.
3. By June 2026, the number of students suspended for violation of Education Code 48900 Subsection (a) (1) caused or attempted to cause physical injury (no serious injury) will decrease by 3% as compared to the previous year.

Activities:

1. Submit work orders in a timely manner.
2. Hold site safety committee meetings 3 times per year or as needed.
3. Maintain an open line of communication with students and community regarding school safety/security.
4. Communicate district hotline phone number at school and in school newsletters.
5. Make repair of vandalism damage a priority for custodial staff as it occurs.
6. Teach students the three positive school rules for behavior and teach alternate means of resolving disputes.
7. Safety drills are held monthly (earthquake, fire, lockdown).
8. Staff members attended an ALICE class which provides education on how to keep students and staff safe from intruders.
9. We have implemented a bathroom pass system to help students stay safe and monitor the number of students inside the bathroom at one time.
10. We have implemented passes from the playground to the office so that not too many students are in the office at one time and so as to monitor who is going to the office and why.

Component 3: The School's Social Environment

The teachers, students, parents and staff work collaboratively to support the students and one another. The school is supported by the local police department, public library and community. Adults model appropriate behavior and a sense of friendship for students. Emergency plans include all students and staff and revolve around the need for everyone to cooperate with one another and to be responsible for themselves and others.

Goal: Develop a greater sense of community among the staff, parents and students.

Objectives:

1. By June 2026, the number of parents, community members and staff involved in school activities will increase by 10%.

Activities:

1. During the 2025-2026, school year, there will be a minimum of 3 family-oriented events/training.
2. School staff will assist in planning activities that bring school and community together.

3. Encourage parent volunteerism and community support through outreach and inclusion.
4. Create an environment on campus that encourages parent/community involvement.
5. Share with parents school events, and information weekly via the parent newsletter, school website and Instagram.
6. Parents receive the recorded monthly student of the month celebrations.
7. Career Day

Component 4: The School's Cultural Environment

Moffitt Elementary School has worked hard to establish Student Outcomes for academic progress and has communicated clearly the expectations for not only student conduct but for the professional conduct of our staff as well. All students and staff are valued for their uniqueness and, at the same time, are held accountable for their contributions to our success as a school. Those students with special needs are held equally accountable and are supported for the efforts they make. We have made a commitment to develop consistent procedures for accomplishing our goals that support students in the academic and social learning processes. Staff members are recognized for their good work and their commitment to students and families. There is a sense that students enjoy coming to school and take it seriously. Their families appreciate the many opportunities they have received from classroom teachers and the school office. Students are rewarded in a variety of ways for academics, homework, attendance, and behavior.

Goal: Establish an environment where all stakeholders consider student achievement to be their first priority.

Objectives:

1. By June 2026, the number of students that qualify for the academic achievement and growth awards will increase by 3 percent as compared with the previous year.

Activities:

1. Communicate school goals to students and community.
2. Utilize all available resources to the benefit of student success and achievement.
3. Instill a sense of accomplishment in students for their own achievement.
4. Establish an environment of teamwork amongst all stakeholders.
5. Teachers have those data conversations with students after the completion of iReady assessments.
6. "Go Green" assemblies are held after each diagnostic test to recognize the students that score on grade level on the tests and/or meet their annual or stretch growth on i-Ready.
7. Parents are part of the School Site Council, English Advisory Committee and parent volunteer group.
8. Teachers and staff are part of the School Safety Committee, PBIS, Site Leadership Team/ AVID Team, Site Intervention Team.
9. Open House
10. Parent/Teacher Conferences

11. Back-to-School Night

X. **School Discipline Rules and Procedures –**

The staff is committed to promoting positive student behavior. Teachers post and regularly discuss behavioral expectations in the classroom and on the playground. Parents are notified of any concerns.

Students are held to high expectations for their conduct at school, both inside and outside the classroom. Students are to act in accordance with the 3 positive behavior expectations "Be Respectful, Be Responsible, Be Safe". As part of our school wide PBIS plan, students are taught positive behavior expectations through a rules/expectations assembly with the principal at the beginning of the year, PBIS venue training (e.g. playground, cafeteria, restrooms) and ongoing review and reinforcement of rules and expectations by classroom teachers and staff.

Teachers focus on the positive and maintain warm and constructive atmospheres in their classroom. Supervision aides monitor the school grounds before and after school, as well as at all recesses and at lunchtime. Minor infractions are handled by teachers or supervision staff. More serious infractions are documented through an office referral, and are handled by the principal or admin designee in the absence of the principal.

Students are provided with positive reinforcement for following the rules and behavior expectations through Mighty Mustang Tickets. Weekly Mighty Mustang drawings are held to reward students for positive behaviors. Monthly drawings are held to reward classes that have displayed positive behavior expectations.

Discipline Policy:

1. Classroom rules and consequences are posted in each classroom.
2. If problems persist, the teacher will call the parent (unless this is a major problem – see #4).
3. If after calling the parents problems continue, the teacher will refer the student to the principal.
4. If major problems occur, the student will be referred to the principal on the first offense.
5. If major problems continue, the teacher and/or principal will contact the parents for an in-person parent conference. Continued discipline problems could result in suspension from school.

Refer to the "Norwalk-La Mirada Unified School District-wide Discipline Plan" in **Appendix M.**

XI. Procedures for conducting tactical responses to criminal incidents:

Moffitt Elementary believes that the preparation of staff and students for potential active shooters on campus is critical. Moffitt Elementary has adopted and implemented a comprehensive training program called ALICE. ALICE stands for Alert, Lockdown, Inform, Counter, Evacuate. The ALICE training standard takes a departure from the traditional lockdown process that was in place. ALICE embraces multi-based options for decision making on the part of the staff to address an active shooter situation or threatening scenario. Staff are trained in ALICE protocols annually with an E-learning module and hands-on scenarios. Multi-option drills are conducted throughout the year.

Moffitt Elementary has worked with the Norwalk La Mirada School Safety Department, Los Angeles County Sheriff's Department and Los Angeles County Fire Department to develop recommended procedures in the event of an active criminal threat.

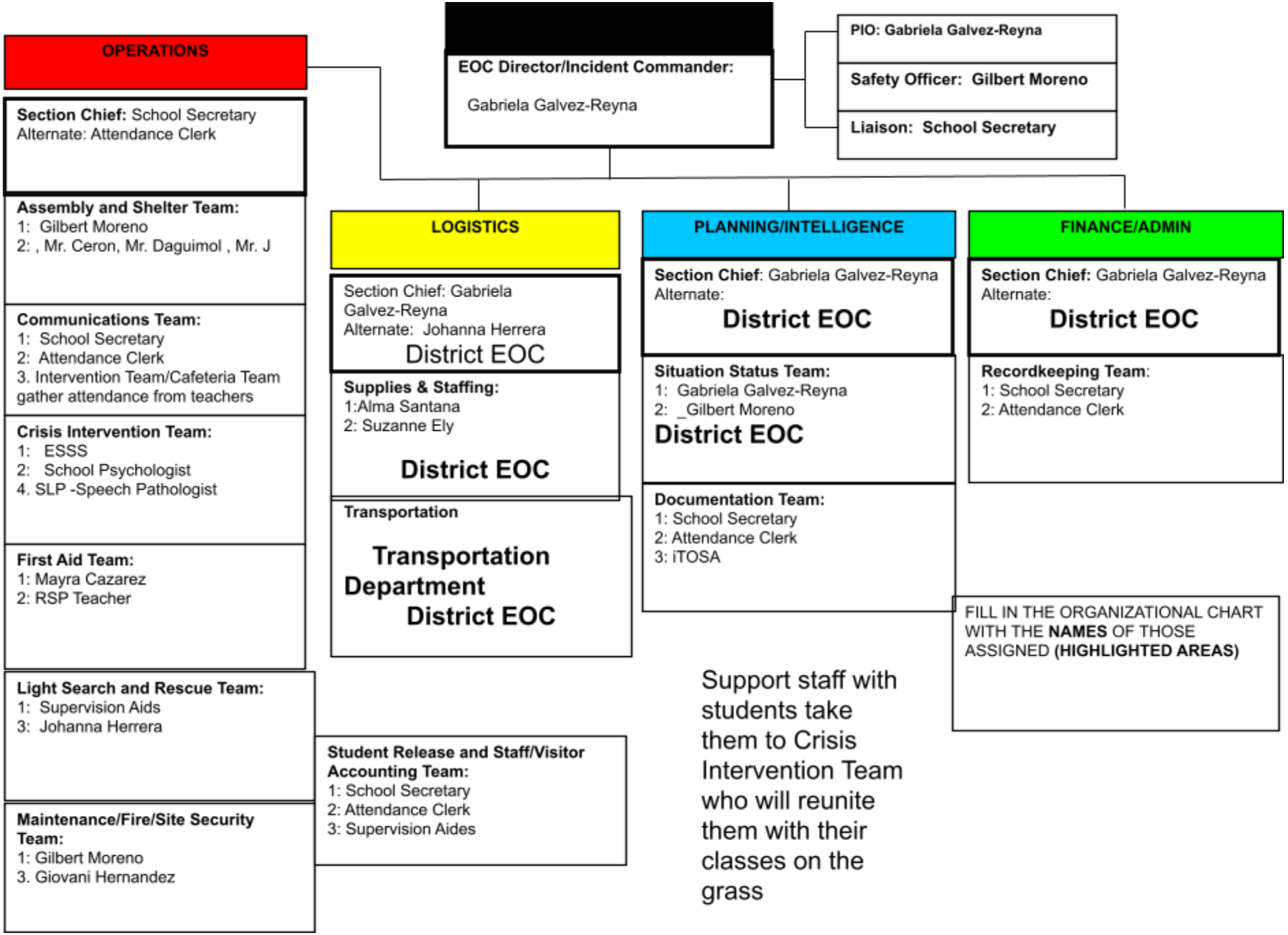
Norwalk – La Mirada
Unified School District
12820 Pioneer Boulevard
Norwalk, CA 90650-2894
(562) 210-2000

Emergency Operation Plan

Thomas B. Moffitt Elementary

13323 S. Goller Ave.
Norwalk, CA 90650
(562) 210-3650

Site Principal/Site Administrator: Gabriela Galvez–Reyna


EOC Director/Incident Commander:
Gabriela Galvez-Reyna
PIO: Gabriela Galvez-Reyna
Safety Officer: Gilbert Moreno
Liaison: School Secretary
OPERATIONS
Section Chief: School Secretary
Alternate: Attendance Clerk
Assembly and Shelter Team:
1: Gilbert Moreno
2: , Mr. Ceron, Mr. Daguimol , Mr. J
Communications Team:
1: School Secretary
2: Attendance Clerk
3. Intervention Team/Cafeteria Team gather attendance from teachers
Crisis Intervention Team:
1: ESSS
2: School Psychologist
4. SLP -Speech Pathologist
First Aid Team:
1: Mayra Cazarez
2: RSP Teacher
Light Search and Rescue Team:
1: Supervision Aids
3: Johanna Herrera
Maintenance/Fire/Site Security Team:
1: Gilbert Moreno
3. Giovani Hernandez
LOGISTICS
Section Chief: Gabriela Galvez-Reyna
Alternate: Johanna Herrera
District EOC
Supplies & Staffing:
1:Alma Santana
2: Suzanne Ely
District EOC
Transportation
Transportation Department
District EOC
Student Release and Staff/Visitor Accounting Team:
1: School Secretary
2: Attendance Clerk
3: Supervision Aides
PLANNING/INTELLIGENCE
Section Chief: Gabriela Galvez-Reyna
Alternate:
District EOC
Situation Status Team:
1: Gabriela Galvez-Reyna
2: _Gilbert Moreno
District EOC
Documentation Team:
1: School Secretary
2: Attendance Clerk
3: iTOSA
FINANCE/ADMIN
Section Chief: Gabriela Galvez-Reyna
Alternate:
District EOC
Recordkeeping Team:
1: School Secretary
2: Attendance Clerk
FILL IN THE ORGANIZATIONAL CHART WITH THE NAMES OF THOSE ASSIGNED (HIGHLIGHTED AREAS)
Support staff with students take them to Crisis Intervention Team who will reunite them with their classes on the grass

Emergency Operations Plan
General Emergency Actions

The most common immediate emergency actions are listed below. Staff members must become familiar with each emergency action and be prepared to perform assigned responsibilities. All students must be taught what to do when an emergency occurs.

Type	Definition
STATUS	**ALL CLEAR** commutates to students and staff that the emergency is over and normal school operations can resume.
	EMERGENCY DAMAGE ASSESSMENT is the inspection process used immediately following an emergency (typically when students and staff are under an EVACUATION order) to determine if it is safe to resume occupancy of school facilities. An EMERGENCY DAMAGE ASSESSMENT should be performed following any event with the potential to cause damage to school facilities or equipment.

RESTRICTED MOVEMENT & ACCESS	**LOCKDOWN -RED** is initiated to isolate students and school staff from danger on or near the campus when movement within the school and within rooms on the campus might put students and staff in jeopardy. LOCKDOWN – RED is used to prevent intruders from entering occupied areas of the buildings. ● Lock the doors; ● Close and lock windows, and close blinds or cover windows; ● Turn off lights; ● Silence all electronic devices; ● Remain silent; ● Use strategies to silently communicate with first responders if possible, ● Hide along the wall closest to the exit but out of the view of the hallway (allowing for an ambush of the intruder and for possible escape if the intruder enters the room); and ● Remain in place until the release from lockdown by school administration or evacuated by law enforcement.
	LOCKDOWN - YELLOW is implemented as a precautionary measure to ensure the safety of students and staff when there is danger in the surrounding community, or a bomb threat is made against the school. LOCKDOWN -YELLOW requires that all students and staff take shelter in school buildings and lock all exterior doors. Classroom instruction and/or activity may continue as long as all classroom and office doors are locked, and all students and staff remain inside through the duration of that event. The school perimeter should be secured.
	SHELTER IN PLACE is implemented when there is a need to isolate students and staff from the outdoor environment to prevent exposure to airborne contaminants. The procedure includes closing and sealing doors, windows and vents; shutting down the classroom/building heating, ventilation and air conditioning systems to prevent exposure to the outside air; and turning off pilot lights. SHELTER IN PLACE allows for the free movement of staff and students within the building, although one should not leave the room until further instructions are received. Those in bungalows and buildings with exterior passageways must remain in the classroom while SHELTER IN PLACE is instituted. It is appropriate for, but not limited to, gas leaks, external chemical release, dirty bombs and hazardous material spills.
	TAKE COVER is implemented when it is necessary to move to and take refuge in the best shielded areas within the school buildings. It is appropriate for, but not limited to, severe windstorms and tornados. ● Move students and staff into the school's permanent buildings, on the ground floor. ● Group students/staff together at the furthest point away from windows on the floor. ● Face the wall with backs to the windows ● Crouch down on knees and elbows ● Hand covering the back of their head/neck ● If a tornado warning or damaging windstorm occurs at dismissal, delay dismissal An order to TAKE COVER should remain in place until the National Weather Service has lifted the warning.

	DUCK, COVER AND HOLD ON is the action taken during an earthquake to protect students and staff from flying and falling debris. DUCK, COVER AND HOLD ON is an appropriate action for use during an earthquake or explosion. Immediate EVACUATION and an EMERGENCY DAMAGE ASSESSMENT must be performed prior to occupancy of any of the site's buildings following any event prompting the use of DUCK, COVER AND HOLD ON.
EVACUATION	**EVACUATION** is implemented when conditions make it unsafe to remain inside the building(s). This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to designated outside areas of safety.
	EARLY RELEASE – Certain situations may require releasing students from school at a time when parents except their children to be at the school site. EARLY RELEASE may be implemented when circumstances make keeping students at school inadvisable. EARLY RELEASE must be authorized by the District Superintendent or designee. During an EARLY RELEASE, students follow normal dismissal procedures.
REUNIFICATION	**STRUCTURED REUNIFICATION** is the process used to reunify children with their parents, guardians or caregivers, following a school emergency. Regular dismissal procedures are not followed. STRUCTURED REUNIFICATION requires: ● Maintaining accurate information on the location of each child ● Preventing unauthorized individuals coming to take custody of children. ● Verifying each individual has the legal right to take custody the child for which they have asked. ● Keeping records of who each student is released to, the method used to verify their identity and the time of pick-up.

Thomas B. Moffitt Elementary School

COMPREHENSIVE SCHOOLS SAFETY PLAN:

School Site Council Evaluation and Public Hearing Certification

2025-2026 UPDATE

California law requires the Comprehensive School Safety Plan of each school to be annually evaluated and amended, as needed, to ensure the plan is being properly Implemented (Education Code 35294.2[e]). An updated file of all safety-related plans and materials is maintained by Thomas B. Moffitt Elementary School and is readily available for inspection by the public.

California law also requires notice for public input prior to the adoption of the Comprehensive School Safety Plan. Notice for public comment was provided on February 2, 2025 at Moffitt. Notice was provided via email.

Thomas B. Moffitt Elementary School's "school site council" has evaluated our Comprehensive School Safety Plan and recommends approval and adoption.

Parents: Crystal Tejeda, Brittney Luna, Bella McDonald, Keving Santos, Victoria Ramirez Fernandez
Certificated Teachers: Jill Raslan, Julissa Closson, Angela MacGreggor
Other Staff Employees: Alma Santana

Principal: Dr. Gabriela Galvez-Reyna

Digital Signatures of Thomas B. Moffitt Elementary School Site Council Members

Signature	**Date**	**Signature**	**Date**
Signature	**Date**	**Signature**	**Date**
Signature	**Date**	**Signature**	**Date**
Signature	**Date**	**Signature**	**Date**
Signature	**Date**		