

# SAFETY PLAN

## SB 187 Compliance Document

School Year: 2020-2021

School	Ann Sobrato High School
CDS Code	43 69583 0102368
District	Morgan Hill Unified
Address	401 Burnett Ave. Morgan Hill CA
Date of Adoption	September 21, 2020

### Approved By

Name	Title	Date
Theresa Sage	Principal	September 21, 2020
Mitzi Clark	Staff	September 21, 2020
Joe Guinane	Staff	September 21, 2020
Tina Kunes	Staff	September 21, 2020
Claudia Magana	Staff	September 21, 2020
Karen Perez	Staff	September 21, 2020
Violeta Salinas	Staff	September 21, 2020
Joe Andrade	Parent	September 21, 2020
Licha Drake	Parent	September 21, 2020
Nhien Luong	Parent	September 21, 2020
Julie Raia	Parent	September 21, 2020
Cynthia Maciel	Student	September 21, 2020
Jenni Romero	Student	September 21, 2020
Kylie Sullivan	Student	September 21, 2020

### Senate Bill 187: Comprehensive School Safety Plan Purpose:

The California Education Code ([sections 32280-32288](#)) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Suspension and expulsion policies
- Disaster procedures

- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School-wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. By July of each year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card (SARC).

A hard copy of the Comprehensive School Safety Plan is available for review in the Front Office. Links to school SARC and Safety Plans can be found in the district local control accountability plan (LCAP) as well as the school plan for student achievement (SPSA). Safety plans are also available on the school website.

### **MHUSD School Safety Plan Vision**

The purpose of the safety plan is to intentionally develop a safe and positive learning environment where all students feel secure and ready to learn. The safety plan communicates norms of behavior to allow all learners and teachers to thrive. It also delineates processes and procedures to efficiently and safely respond to emergent situations that require special routines to be learned.

### **The MHUSD Student Code of Conduct Handbook**

The district wants to ensure that all students are able to learn in a safe and conducive learning environment. The details of many of the policies listed in this plan can be found in the District Student and Parent Rights and Responsibilities Handbook linked here in [English](#) and in [Spanish](#).

### **The MHUSD Discrimination and Harassment policy**

The Governing Board of the Morgan Hill Unified School District is committed to equal opportunity for all individuals in education. Morgan Hill Unified School District programs and activities do not discriminate on the basis of gender, gender identity, age, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities. The policy can be found here: [Discrimination and Harassment Policy](#).

### **Assessment of School Safety**

The School Administration reviews the Safety Plan with the School Site Council annually. Administration consults with the School Resource Officer, Fire, and other emergency agencies to ensure that current protocols are available and communicated. Schools sites review Office referrals, attendance and suspensions and expulsions. That information can be found here: [Assessments data](#)

### **Emergency Evacuation Map: [Map Link](#)**

### **Alternative Sites for Off-Site Evacuations: [Link](#)**

### **Strategies and Programs to Provide and Maintain a high level of Safety ([EC 32281\(a\)1, items A-J](#))**

It is a priority of the administration and staff in the Morgan Hill School District that every student who attends our schools will have an environment that is physically safe with a positive school climate. This includes all venues and hours, inside or outside the classroom, coming or going to school, as well as at school-related activities.

Our administration and staff work to provide an orderly, caring, and nondiscriminatory learning environment where all students can feel comfortable and take pride in their school and their achievements. This includes teaching students the values of equality, human dignity, mutual respect, and to employ cooperative learning strategies that foster positive interactions among students from diverse backgrounds. Students shall have opportunities to voice their concerns about

school policies and practices and to share responsibility for solving problems that affect their school. Staff shall encourage and reward success, achievement, participation in community projects, and positive student conduct.

Our school district promotes nonviolent conflict resolution techniques to encourage attitudes and behaviors that foster harmonious relations. Staff shall receive training to implement and support conflict resolution (California Education Code Sections [32228 – 3228.6](#), [35160](#), [35160.1](#), [44806](#)).

**(A) Child Abuse Reporting Procedures ([EC 35294.2 \(a\)\(2\)](#); [PC 11166](#))**

All staff members are ‘mandated reporters’ and are required by law to report to County Child Protective Services when child abuse is suspected. Responsibilities include making an initial phone report followed by a written report within 36 hours. These duties may not be delegated to others. Our Board Policy and Administrative Regulations for Child Abuse Reporting can be found at [BP 5141.1](#) and [AR 5141.1](#)

**(B) Disaster Procedures ([EC 35295-35297](#))**

Morgan Hill Unified School District will take all necessary measures to keep students, staff, and visitors safe in the event of a disaster. Response incorporates strategies of the Incident Command System, the Standardized Emergency Management System and the National Incident Management System.

- Maps out specific evacuation procedures within the school building disaster plan.
- Provides guidance for emergency response to a variety of potential hazards and incidents, including duck and cover procedures following an earthquake.
- Identifies emergency response training and exercise opportunities for students and staff.

**Public Agency Use of School Buildings for Emergency Shelters**

Morgan Hill Unified School District coordinates with the Santa Clara County American Red Cross through the local interagency Incident Command Center located at the Morgan Hill Police station. School facilities may be used as mass care and welfare shelters during an emergency.

**(C) School Suspension, Expulsion, and Mandatory Expulsion Guidelines**

The Morgan Hill Unified School District’s Suspension/Due Process Policy is consistent with the California Education Code. Schools have jurisdiction at school, at school activities, or coming or going to school activities and will provide students the opportunity to relate their “side of the story” and have it investigated prior to disciplinary action. Disciplinary policies and procedures can be referenced here: [Board Policy 5144.1](#) and [AR 5144.1](#) or [EC 48900-48927](#)

**(D) Procedures to prepare employees for emergency response and to notify teachers of dangerous pupils ([EC 49079](#))**

The Morgan Hill Unified School District’s policies for emergency training and the notification of teachers of dangerous students are consistent with education code and can be referenced here: [BP 4158](#), [BP 4258](#), and [BP 4358](#)

**(E) Sexual Harassment Policies ([EC 212.6 \(b\)](#))**

The Morgan Hill Unified School District’s prohibits sexual harassment, policies can be found here: [BP 41119.11](#) and [AR 41119.11](#).

**(F) School-wide dress code Relating to gang-related apparel ([EC 35183](#)):**

The Governing Board 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 clothes that are suitable for the school activities in which they participate. Students' clothing must not present or promote a health or safety hazard or a distraction which would interfere with the educational process. References: [Board policy 5132](#), [Link to site Student Handbook for specific dress codes for your site](#).

**(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School ([EC 35294.2](#))**

Morgan Hill Unified takes pride in our mission to provide a safe environment for all students, parents, and school employees. Our School will ensure safe ingress and egress to and from the school for pupils, parents, and school

employees. Safe ingress and egress will be maintained by periodic reviews of the procedures for ingress and egress. The school will ensure that all passageways to and from school buildings, corridors within school buildings and emergency exits remain clear of all obstruction to allow the flow of pedestrian and vehicular traffic. The school will also ensure that potential obstructions and hazards are removed from such areas. To achieve this goal, the school works closely with local law enforcement, fire, and city agencies to ensure safe access.

A large majority of students arrive and leave school in private vehicles. Students arriving or departing from school must use the designated loading and unloading zone(s). A crosswalk is provided for access to the parking areas.

COVID-19 Ingress and Egress procedures:

Ingress procedures:

- Staff will park in designated areas to aid in social distancing
  - Staff with work stations in Buildings D, E, G, and L will park in the student parking lot while teachers with work stations in Buildings A, B, C, and F will park in the front parking lot and staff parking lot
  - Staff will enter their classroom from their outside door and will limit movement across campus except for mandatory movement.

Egress procedures

- Staff will clean their work area and leave from their outside door to head to their vehicle

**Coronavirus (COVID-19) Safety Procedures:** [Link](#)

- [COVID Transmission reporting Flow Chart](#)
- [Safety Measures for Returning to sites](#)
- [MHUSD Site Reopening Check List](#)

**(H) A Safe and Orderly School Environment Conducive to Learning ([EC 35294.2](#)).** School goals are set to have continual improvement in school physical and social-emotional safety.

Goal 1				
Component	Element		Opportunity for Improvement	
Positive School Climate	A school-wide behavior and discipline plan has been implemented.		The expectations for students and staff are enforced on a daily basis.	
Objective	Action Step	Resources	Lead Person	Evaluation
All schools will maintain or move up by one level in PBIS	Develop student intervention team	PBIS Team	Sarah Guthrie	Meeting notes, Check In Check Out
All schools will participate in safety drills.	Complete drills by semester	Staff	Joe Guinane	Google Form

Goal 2				
Component	Element		Opportunity for Improvement	
Safe Physical Environment	A safe School Environment		Ensure Facility is in safe working order	
Objective	Action Step	Resources	Lead Person	Evaluation
The school site will have procedures to ensure a safe campus	Review steps for safety procedures each semester	Safety Team	Joe Guinane	Leadership team meetings

The school campus will be clean and orderly.	Evaluate the cleanliness of each custodial route	Foreman and Administrative team	Joe Guinane	Google Form
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#### (I) School Discipline Rules and Consequence ([EC 35291](#) and [EC 35291.5](#))

School rules exist for the purpose of facilitating a safe learning environment. To review the school's code of conduct please visit: [Code of Conduct](#)

#### (J) Hate Crime Reporting Procedures and Policies

MHUSD is committed to providing a safe learning environment that protects students from discrimination, harassment, intimidation, bullying, and other behavior motivated by a person's hostility towards another person's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristics. The Morgan Hill Unified School District's Hate crime policies can be found here: [BP 5145.9](#)

### Safety Plan Review, Evaluation and Amendment Procedures

#### Safety Plan evaluation and revision record

To be effective, emergency plans need to be updated frequently and consistently. Site principals are required to assign personnel to update this Emergency Operations Plan on at least an annual basis.

#### *Safety Plan Committee Members*

Name	Title
Ted Thomas	Counselor
Sue Baynes	ASB Bookkeeper / Athletics Secretary
Nick Borello, Brett McNulty	Teachers - Building C
Heather Rottenborn, Felicia Gaudin	Teachers - Building D
Claudia Magana, Abiam Alvarez	Teachers - Building E
Christopher deMelo	Teacher - Building F
Michael Jaquez	Teacher - Building G
David Letts, Christine Taylor, Jessica Velazquez, Thomas Hernandez, Rafael Paredes	Teachers - P.E.
Violeta Salinas	Librarian
Daniel Castaneda, Wilfredo Estrada	Lead Custodians
Theresa Sage, Sarah Guthrie, Joe Guinane, Mickey Valella	Administrators
Lorraine Soto, Connie Soriano, Adrian Hayes	Campus Monitors

#### *Revisions or Updates on Plan*

Section(s) of the plan that has been revised or updated	Date	Recorded by (who made the changes)	
		Name	Position
Alternative Evacuation	7/29/2020	Joe Guinane	Assistant Principal
Dress Code	7/22/2020	Theresa Sage Joe Guinane, Sarath Guthrie, & Mickey Valella	Principal Assistant Principals
Emergency Contact	7/28/2020	Joe Guinane	Assistant Principal
General Duties	7/28/2020	Joe Guinane	Assistant Principal
Plan Updates	TBD	Jessie Swift	Coordinator of Student Services

#### *Safety Plan Review, Evaluation and Amendment Procedures*

<b>Activity Description</b> <i>(i.e. review steps, meetings conducted, approvals, etc)</i>	<b>Date and Time</b>	<b>Attached Document</b> <i>(description and location)</i>
Review of entire safety plan and evacuation plan	August 27, 2020 3:25 p.m.	Site leadership; admin conference room
Review key components of safety plan with school site council	September 21, 2020 6:00 p.m.	School Site Council; admin conference room.

### **Record of Emergency Response Training**

It is the responsibility of the principal to ensure adequate training of staff, students and parents, using resources provided by the District, the community and/or the school itself.

<b>Training Topic</b>	<b>Person(s) or group(s) trained</b>	<b>Date Implemented</b>	<b>The activity provided or supervised by:</b>	
			<b>Name</b>	<b>Position</b>
Safety Plan Review	School Site Council	September 21, 2020	Joe Guinane	Assistant Principal
Run, Hide, Defend Training	Students	TBD (2nd Semester?)	Joe Guinane	Assistant Principal
Great American Shakeout (earthquake drill)	Whole Campus	October 15, 2020 (Tutorial)	Joe Guinane	Assistant Principal
Quarterly Fire Response	Campus Safety team	August 24, 2020 October 12, 2020 January 6, 2021 March 29, 2021	Joe Guinane	Assistant Principal
Run Hide Defend Training	Certificated Staff	October 22, 2020	Joe Guinane	Assistant Principal
Run Hide Defend Training	Classified staff	October 21, 2020	Joe Guinane	Assistant Principal
Mandated training, blood borne pathogens and sexual harassment	All staff	August 11, 2020	Theresa Sage Joe Guinane	Principal Assistant Principal
Trauma Informed Practices	Certificated Staff	TBD	Theresa Sage	Principal
2 <sup>nd</sup> Earthquake Drill	Whole Campus	TBD	Joe Guinane	Assistant Principal
Intruder on Campus Drill (run, hide, defend)	All Staff	TBD	Joe Guinane	Assistant Principal

### **Emergency Contact Information**

#### **Communication with schools and facilities:**

In the event the threat is immediate or imminent, personnel should be directed to follow emergency procedures established in this plan and located here: [Communicating with parents and community](#), [Local Emergency Numbers](#)

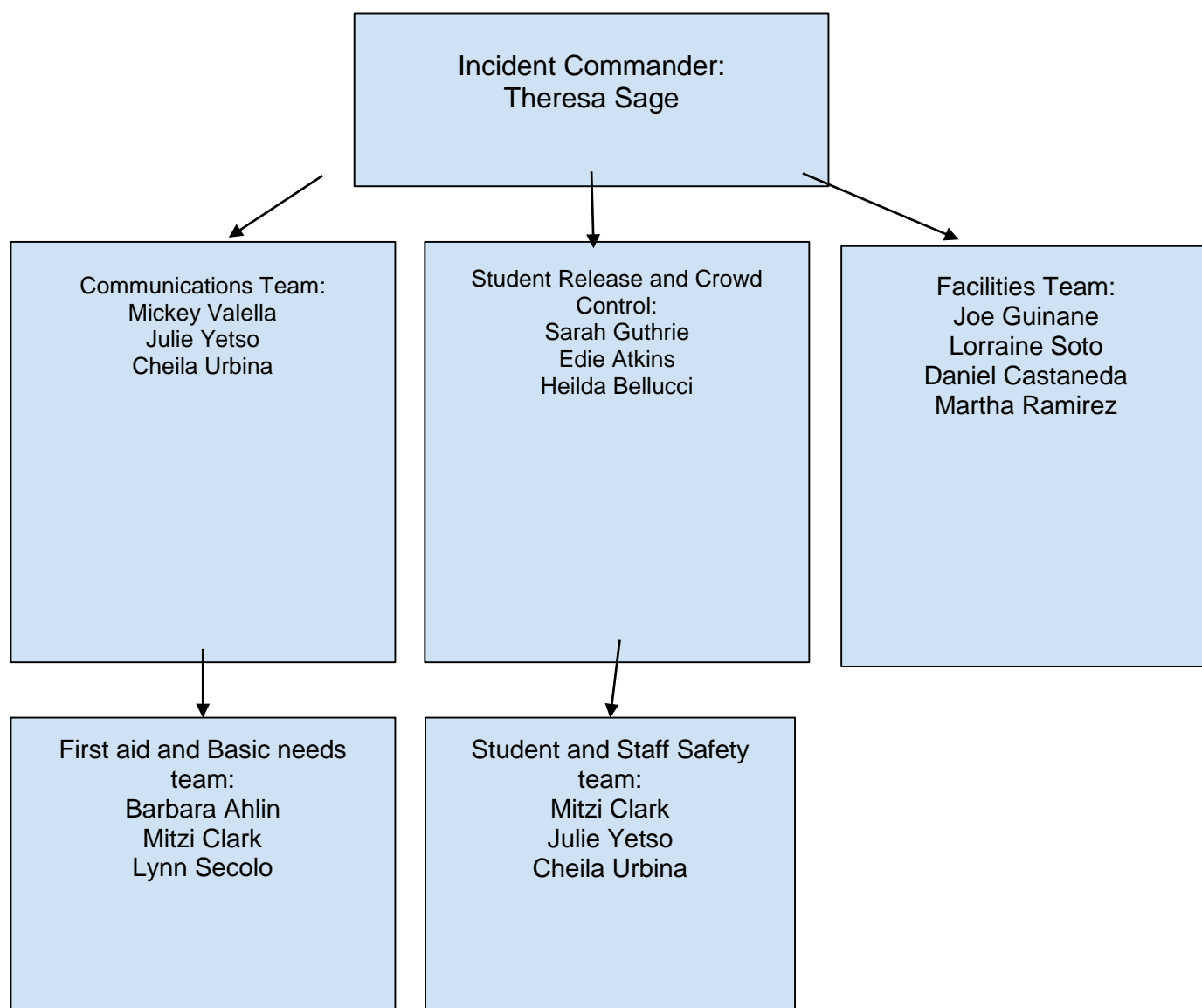
#### **School Staff Emergency Contacts**

<b>Position</b>	<b>Name</b>	<b>Contact</b>
Principal	Theresa Sage	408-201-6201
Assistant/Vice Principal	Sarah Guthrie	408-201-6202
Assistant/Vice Principal	Joe Guinane	408-201-6202
Assistant/Vice Principal	Mickey Vaella	408-201-6202
Principal's Secretary	Mitzi Clark	408-201-6201
Campus Supervisor	Lorraine Soto	408-201-6200
Custodian	Daniel Castaneda	408-201-6220

#### **District Emergency Contacts**

Position	Name	Contact
Superintendent	Steve Betando	408-201-6001 or Ext. 51001
Secretary to the Superintendent	Kelly Schriefer	408-201-6001 or Ext. 51001
Secretary to the Asst. Superintendent of HR	Jazmine Hernandez	408-201-6018 or Ext. 51018
Secretary to the Asst. Superintendent of Business Services	Allison Murray	408-201-6052 or Ext. 51052
Secretary to the Asst. Superintendent of Educational Services	Tricia Campbell	408-201-6073 or Ext. 51073
Director of Maintenance and Operations	Anessa Espinosa	408-201-6087 or Ext. 51087

### Incident Command System (ICS) for schools



### Incident Command System (ICS) for schools

	Name	Position	Location
Incident Commander ( <a href="#">Description</a> )	Theresa Sage	Principal	Admin office building or Blacktop (behind pool area)
Communication Team ( <a href="#">Description</a> )	Mickey Valella	Assistant Principal	Admin Office building or quad between gym and library
	Julie Yetso	Attendance Clerk	
	Chelia Urbina	Community Liaison	
Student Release and Crown Control Team ( <a href="#">Description</a> )	Sarah Guthrie	Assistant Principal	Admin Office building or Front circle/staff and visitor parking lot
	Edie Atkins	Counseling Office Secretary	
	Heilda Bellucci	Registrar	
Facilities Team ( <a href="#">Description</a> )	Joe Guinane	Assistant Principal	Admin office building or custodial area
	Lorraine Soto	Campus Monitor	
	Daniel Castaneda	Foreman	
First Aid and Basic Needs ( <a href="#">Description</a> )	Barbara Ahlin	Health Clerk	Admin Office Building or hallway between gym and locker room
	Mitzi Clark	Principal's Secretary	
	Lynn Secolo	Data Specialist	
Student and Staff Safety Team ( <a href="#">Description</a> )	Mitzi Clark	Principal's Secretary	Admin office building or quad between gym and library.
	Julie Yetso	Attendance Clerk	
	Cheila Urbina	Community Liaison	

#### **Types of Emergencies and Specific Procedures:**

Morgan Hill Unified School District takes all safety concerns seriously and wants to ensure that every school site is prepared for a variety of emergencies and disasters.

#### **HOW TO ASSIST THOSE WITH DISABILITIES DURING AN EVACUATION**

The needs and preferences of non-ambulatory individuals will vary. Those at ground floor locations may be able to exit without help. Others may have minimal ability to move, and lifting may be dangerous. Some non-ambulatory people also have respiratory complications. Remove them from smoke and vapors immediately. For students with specific needs and have an IEP (individual Education Plan) safety evacuations will be addressed in the IEP.

To alert visually-impaired individuals

- Announce the type of emergency.
- Offer your arm for guidance.
- Tell the person where you are going, obstacles you encounter.
- When you reach safety, ask if further help is needed.

To alert individuals with hearing limitations

- Turn lights on/off to gain person's attention -OR-
- Indicate directions with gestures -OR-
- Write a note with evacuation directions.

To evacuate individuals using crutches, canes or walkers



- Evacuate these individuals as injured persons.
- Assist and accompany to evacuation site, if possible -OR-
- Use a sturdy chair (or one with wheels) to move person -OR-
- Help carry individuals to safety.

To evacuate individuals using wheelchairs

- Give priority assistance to wheelchair users with electrical respirators
- Most wheelchairs are too heavy to take downstairs; consult with the person to determine the best carry options.
- Reunite a person with a wheelchair as soon as it is safe to do so.

**Quick Reference Guides for Specific Emergencies** are linked here:

<a href="#">Aircraft Disaster</a>	<a href="#">Civil Disturbance, Riot, and Demonstrations</a>	<a href="#">Fire</a>	<a href="#">Hostage Emergencies</a>
<a href="#">Biological and Chemical Emergencies</a>	<a href="#">Crime in progress</a>	<a href="#">Flood</a>	<a href="#">Hostile Intruder</a>
<a href="#">Bomb Emergencies</a>	<a href="#">Drive by Shooting</a>	<a href="#">Gas, Power, Water System Failure</a>	<a href="#">Missing Child/Kidnapping</a>
<a href="#">Child Abuse</a>	<a href="#">Earthquake</a>	<a href="#">Hazardous Materials, Toxic Spills</a>	<a href="#">Pandemic Flu</a>
Active Shooter: <a href="#">Run, Hide, Defend Protocol Quick Reference</a> (Link Available to MHUSD Employees Only) <a href="#">Run Hide Defend Informational Video</a> (Santa Clara County Police Chiefs Association, Public Access)			