

# SAFETY PLAN

## SB 187 Compliance Document

School Year: 2021-2022

<b>School</b>	<b>El Toro Health Science Academy</b>
<b>CDS Code</b>	<b>43 69583 6109375</b>
<b>District</b>	<b>Morgan Hill Unified</b>
<b>Address</b>	<b>455 East Main Ave.</b>
<b>Date of Adoption</b>	<b>10/5/21</b>

### Approved By

Name	Title	Date
Darren McDonald	Principal	September 9, 2021
Melissa Scatena	Parent	September 9, 2021
Brenden Hair	Parent	September 9, 2021
Jim Underhill	Parent	September 9, 2021
Tanya Connor	Parent	September 9, 2021
Kathy Corcoran	Teacher	September 9, 2021
Pam Hernandez	Teacher	September 9, 2021
Yajaira Ortiz	Community Liaison	September 9, 2021

### 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:

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- 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
- Assessment of school crime committed on school campuses and at school-related functions

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](#) (Note: Assessment data is from 2019-2020 due to COVID and State testing being waived).

**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 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:**

Cars will bring students to campus using the bus loop and the front parking lot. Students in grades TK-K, 2-3 will use the bus loop as students in grades 1, 4-5 will use the front office parking lot. El Toro staff will meet students at these designated areas for wellness checks. Then, students will walk straight to their classrooms. Campus will be open 15 minutes prior to starting school. For egress, teachers will walk their students to the same designated areas and students will be safely socially-distanced as they wait for their family member to pick them up.

**Coronavirus (COVID-19) Safety Procedures:**

- COVID Updates: [LINK](#)
- COVID District Website: [LINK](#)

**(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	Maintain current PBIS practices and try to attain Gold level next year.	PBIS Drive	Darren McDonald Lauren Shiffrin	Monthly meetings
All schools will participate in safety drills.	Complete monthly safety plans.	Staff and Faculty	Darren McDonald Lauren Shiffrin	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	School wide assemblies	Staff & Faculty	Darren McDonald Lauren Shiffrin	Safety Team meetings
The school campus will be clean and orderly.	Weekly school sweep by classes. Custodial duties	Teachers & Students Custodians	Darren McDonald Lauren Shiffrin Rigo Rodriguez	Custodial report

**(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
Darren McDonald	Principal
Debbie Baker	Teacher
Cheryl Seaton	Teacher
Rigo Rodriguez	Lead Custodian

#### 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
Whole Plan	6/14/21	Darren McDonald	Principal
Whole Plan	9/10/20	Cheryl Van Deventer	Secretary
Whole Plan	9/10/20	Darren McDonald	Principal
Revision	9/11/20	Darren McDonald	Principal
Formatting revised	3/5/20	Jessie Swift	Coordinator of Student Services

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

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
SCC Meeting	Sept. 9, 2021	<a href="#">Safety Plan</a>
Principal's Meeting	Sept. 1, 2021	Staff meeting

#### 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.

Training Topic	Person(s) or group(s) trained	Date Implemented	The activity provided or supervised by:	
			Name	Position
Safety Plan Review	Teachers and Staff	10/6/21	Darren McDonald	Principal
Run, Hide, Defend Training	Teachers and Staff	TBD	Darren McDonald	Principal
Great American Shakeout (earthquake drill)	Students and Staff	10/21/21	Darren McDonald	Principal
Mandated Training and Bloodborne Pathogens	Teachers and Staff	8/10/21	Darren McDonald	Principal
Trauma Informed Practices	Certificated Staff	TBD	Darren McDonald	Principal
Be Seen and Heard Training	All Staff	TBD	Darren McDonald	Principal

Month: September	Students & Staff	9/15/21	Darren McDonald	Principal
Month: October	Students & Staff	10/6/21	Darren McDonald	Principal
Month: November	Students & Staff	11/3/21	Darren McDonald	Principal
Month: December	Students & Staff	12/15/21	Darren McDonald	Principal
Month: January	Students & Staff	1/12/22	Darren McDonald	Principal
Month: February	Students & Staff	2/9/22	Darren McDonald	Principal
Month: March	Students & Staff	3/9/22	Darren McDonald	Principal
Month: April	Students & Staff	4/6/22	Darren McDonald	Principal
Month: May	Students & Staff	5/4/22	Darren McDonald	Principal
2 <sup>nd</sup> Earthquake Drill	Students & Staff	TBD	Darren McDonald	Principal
Intruder on Campus Drill (Run, Hide, Defend)	Students & Staff	TBD	Darren McDonald	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](#)

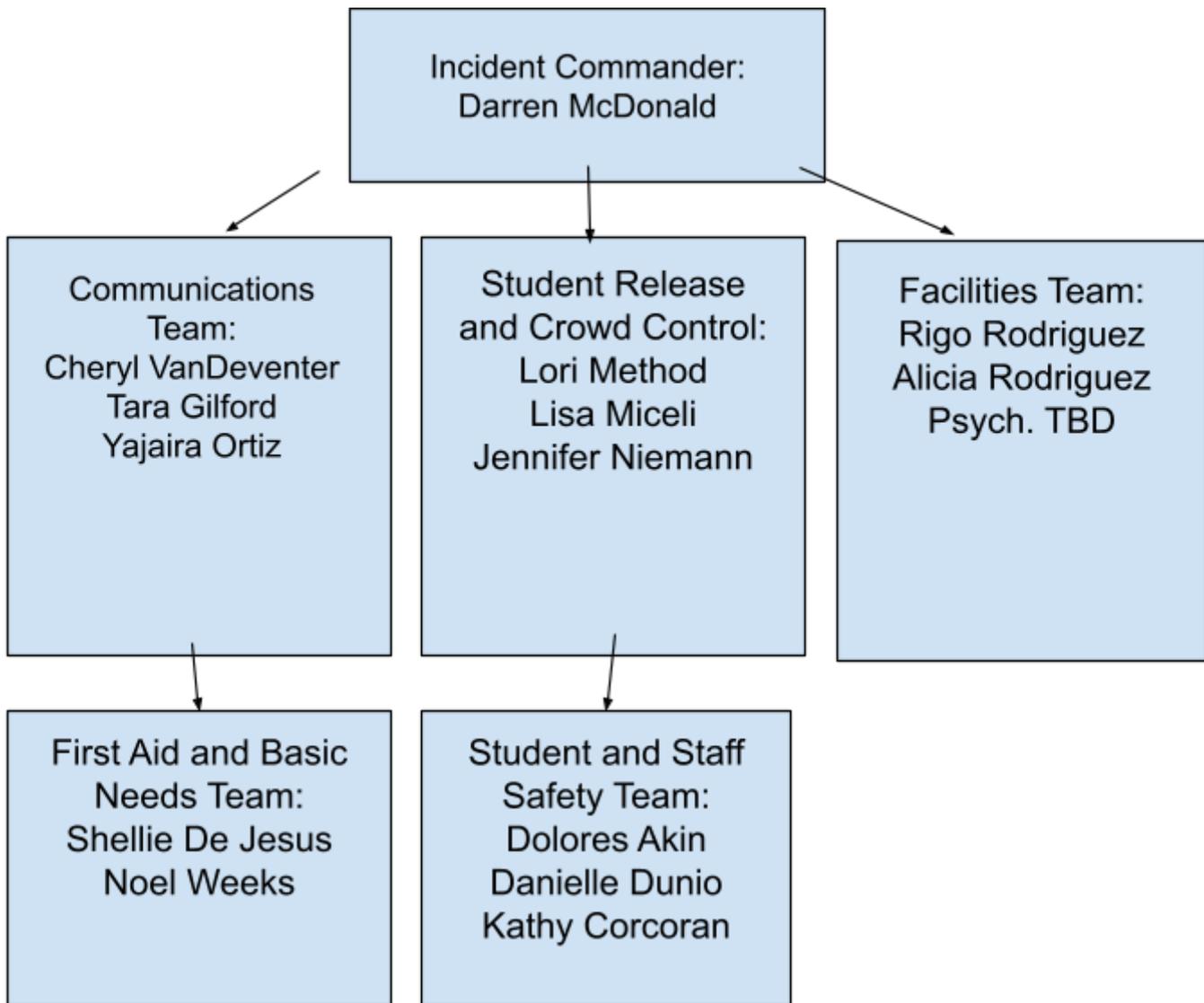
#### *School Staff Emergency Contacts*

Position	Name	Contact
Principal	Darren McDonald	408-201-6380
Principal's Secretary	Cheryl VanDeventer	408-201-6380
Custodian	Rigoberto Rodriguez	408-325-7822

#### *District Emergency Contacts*

Position	Name	Contact
Superintendent	Dr. Carmen Garcia	408-201-6001 Ext. 51001
Secretary to the Superintendent	Kelly Schriefer	408-201-6001 Ext. 51001
Secretary to the Asst. Superintendent of HR	Jazmine Hernandez	408-201-6018 Ext. 51018
Secretary to the Deputy Superintendent and CFO	Allison Murray	408-201-6052 Ext. 51052
Secretary to the Asst. Superintendent of Educational Services	Tricia Campbell	408-201-6073 Ext. 51073
Director of Grounds and Maintenance	Ricky Carillo	408-201- 6087 Ext. 51087

#### Incident Command System (ICS) for schools



### Incident Command System (ICS) for Schools

	Name	Position	Location
Incident Commander <a href="#">(Description)</a>	Darren McDonald	Principal	Main office or outside the Health Science Lab
Communication Team <a href="#">(Description)</a>	Cheryl VanDeventer	Secretary	Main office or grass area
	Tara Gilford	Attendance Clerk	
	Yajaira Ortiz	Community Liaison	
Student Release and Crowd Control Team <a href="#">(Description)</a>	Lori Method	MTSS Aide	MPR or at the walk gate
	Lisa Miceli	Teacher	
	Jennifer Niemann	Teacher	
Facilities Team <a href="#">(Description)</a>	Rigo Rodriguez	Lead Custodian	Custodian room or black top by MPR
	Alicia Rodriguez	Night Custodian	
	TBD	Psychologist	
First Aid and Basic Needs <a href="#">(Description)</a>	Shellie De Jesus	Health Clerk	Health Office or outside Health Office on grass hill
	Noel Weeks	Nurse	

Student and Staff Safety Team <a href="#">(Description)</a>	Dolores Akin	Teacher	MPR or the blacktop
	Danielle Dunio	Teacher	
	Kathy Corcoran	TOSA	

**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.

**Medical Incidents:**

Emergency First Aid Guidelines for California Schools: [LINK](#)

MHUSD School Incident Documents: [LINK](#) (to be filled out by the nurse or health clerk)

**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</a>	<a href="#">Missing Child/Kidnapping</a>

		<a href="#">Failure</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)			