

SAFETY PLAN

SB 187 Compliance Document

School Year: 2021-2022

| | |
|------------------|---------------------------------|
| School | Ann Sobrato High School |
| CDS Code | 43 69583 0102368 |
| District | Morgan Hill Unified |
| Address | 401 Burnett Ave. Morgan Hill CA |
| Date of Adoption | 10/5/21 |

Approved By

| Name | Title | Date |
|--------------------|-----------------|--------------------|
| Theresa Sage | Principal | September 20, 2021 |
| Mitzi Clark | Staff | September 20, 2021 |
| Joe Guinane | Asst. Principal | September 20, 2021 |
| Marlena Porter | Staff | September 20, 2021 |
| Claudia Magana | Teacher | September 20, 2021 |
| Franchesca Kellett | Teacher | September 20, 2021 |
| Joe Andrade | Parent | September 20, 2021 |
| Licha Drake | Parent | September 20, 2021 |
| Lesa Jacobs | Parent | September 20, 2021 |
| Maren McEuen | Parent | September 20, 2021 |
| Julie Raia | Parent | September 20, 2021 |
| Cynthia Maciel | Student | September 20, 2021 |
| Emily Celallos | Student | September 20, 2021 |
| Chinaza Ndionyenma | Student | September 20, 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, Parent 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 the staff parking lot, in front of the Administration Building, or in the student 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 spray and clean their work area and leave from their outside door to head to their vehicle.

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 work on the social-emotional environment on campus. | Open Wellness Center to support students at the site. | Leadership Team, District supplemental programs, Assistant Superintendent of Educational Programs | Sarah Guthrie | Referral forms, notes from meetings, Restorative Justice programs for families. |
| All schools will participate in safety drills. | Complete drills by their assigned dates. | Staff meetings and presentations, student presentations. | 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 be more secure to help aid in preventing outsiders onto our campus during school hours. | Fences built around the campus with designated areas for evacuation purposes and access in and out for carts/emergency vehicles. | Safety Team | Joe Guinane | Safety Team meetings, safety drills, and safety trainings |
| The school campus will follow CDPH guidelines as it pertains to COVID measures. | Evaluate the efficiency of campus adhering to the CDPH guidelines as it pertains to COVID measures. | Safety Team, Admin Team, Sobrato Staff | Joe Guinane | Google Form to staff and students as to efficiency of the appearance of California Department of Public Health compliance. |

(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 - Building B |
| Sue Baynes | ASB Bookkeeper/Athletics Secretary - Building B |
| Nick Borello, David Ramirez | Teachers - Building C |
| Chrissy Hunger, Felicia Gaudin | Teachers - Building D |
| Dale Dowd, Abiam Alvarez | Teachers - Building E |
| Christopher deMelo | Teacher - Building F |
| Kayla Erath | Teacher - Building G |

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|-------------------------------------------------------------------------------------|-----------------|
| David Letts, Christine Taylor, Jessica Velazquez, Thomas Hernandez, Humberto Medina | 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, Kevin DeWett | 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 | 8/31/2021 | Joe Guinane | Assistant Principal |
| Dress Code | 8/27/2021 | Theresa Sage Joe Guinane, Sarah Guthrie, & Mickey Valella | Principal Assistant Principals |
| Emergency Contact | 8/25/2021 | Joe Guinane | Assistant Principal |
| General Duties | 8/11/2021 | Joe Guinane | Assistant Principal |
| Plan Updates | 9/14/21 | 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) |
|---------------------------------------------------------------------------------|---------------------------------|------------------------------------------------------------------|
| Review of entire Safety Plan and Evacuation Plan | August 2, 2021 9:45 a.m. | Site leadership; library |
| Review key components of Safety Plan with School Site Council | September 20, 2021 4:40 p.m. | School Site Council; admin conference room: LINK |

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 | School Site Council | September 20, 2021 | Joe Guinane | Assistant Principal |
| Run, Hide, Defend Training | Students | September 7, 2021 | Joe Guinane | Assistant Principal |
| Great California Shakeout (earthquake drill) | Whole Campus | October 21, 2021 (Tutorial) | Joe Guinane | Assistant Principal |
| Quarterly Fire Response | Campus Safety Team | October 5, 2021 November 19, 2021 January 3, 2022 March 31, 2022 | Joe Guinane | Assistant Principal |
| Run, Hide, Defend Training | Certificated Staff | September 1, 2021 | Joe Guinane | Assistant Principal |
| Run, Hide, Defend Training | Classified Staff | September 1, 2021 | Joe Guinane | Assistant Principal |
| Mandated Training Bloodborne Pathogens and Sexual Harassment | All Staff | August 27, 2021 | Theresa Sage Joe Guinane | Principal Assistant Principal |
| Trauma Informed Practices | Certificated Staff | October 27, 2021 | Theresa Sage | Principal |

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|-------------------------------------------------|--------------|------------------|-------------|---------------------|
| 2 nd Earthquake Drill | Whole Campus | March 8, 2022 | Joe Guinane | Assistant Principal |
| Intruder on Campus Drill (Run, Hide, Defend) | All Staff | February 8, 2022 | 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](#)

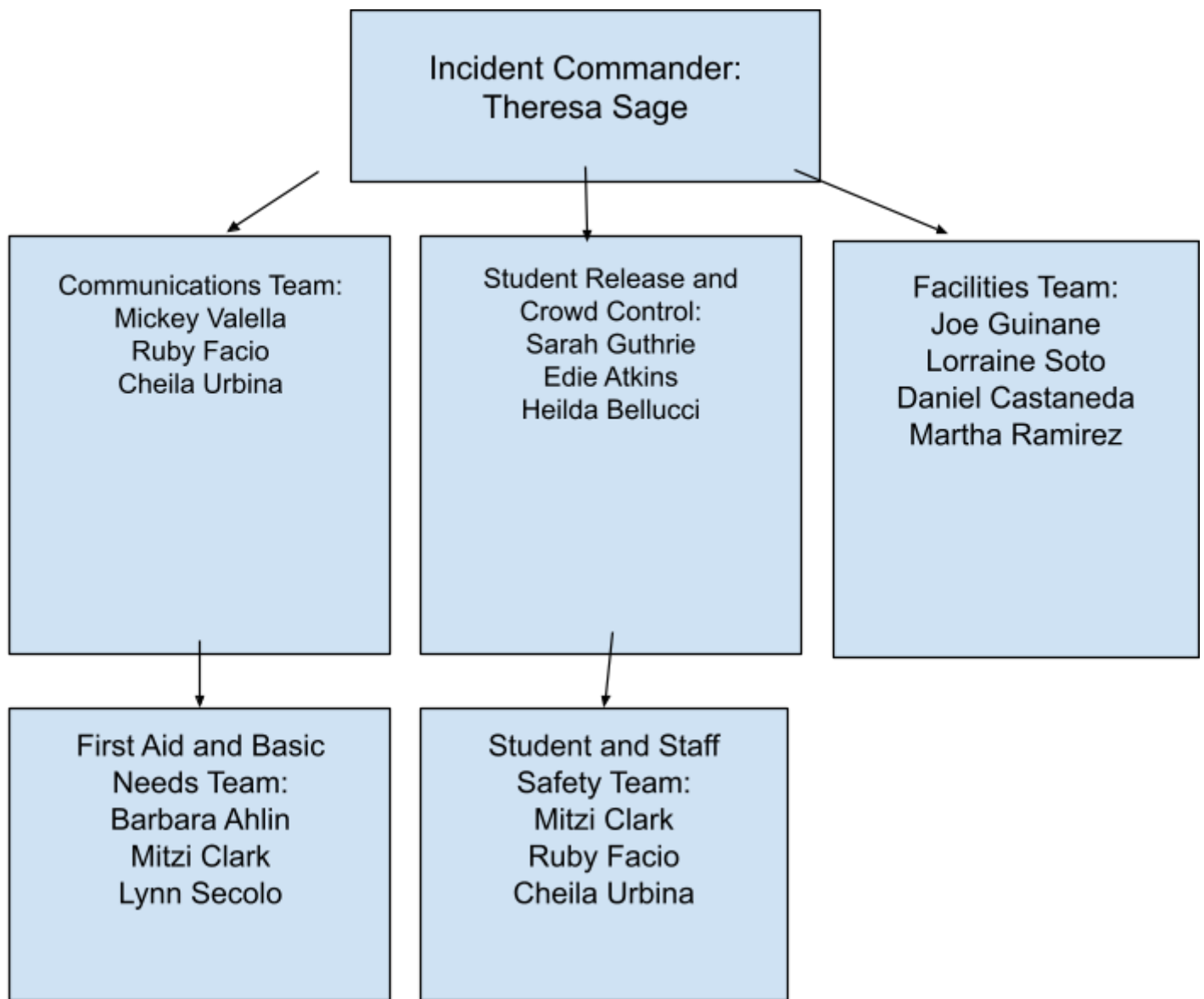
School Staff Emergency Contacts

| Position | Name | Contact |
|--------------------------|------------------|--------------|
| 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 Valella | 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 | Dr. Carmen Garcia | 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 Deputy Superintendent and CFO | 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 Grounds and Maintenance | Ricky Carillo | 408-201-6087 or Ext. 51087 |

Incident Command System (ICS) for Schools



Incident Command System (ICS) for Schools

| | Name | Position | Location |
|------------------------------------------------------------|-----------------|-----------------------------|---------------------------------------------------------------------------|
| Incident Commander (Description) | Theresa Sage | Principal | Admin office building or blacktop (behind pool area) |
| Communication Team (Description) | Mickey Valella | Assistant Principal | Admin office building or quad between gym and library |
| | Ruby Facio | Attendance Clerk | |
| | Chelia Urbina | Community Liaison | |
| | | | |
| Student Release and Crown Control Team (Description) | 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 (Description) | Joe Guinane | Assistant Principal | Admin office building or custodial area |
| | Lorraine Soto | Campus Monitor | |

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|------------------------------------------------------------------|------------------|-----------------------|--------------------------------------------------------------|
| First Aid and Basic Needs (Description) | Daniel Castaneda | Foreman | Admin office building or hallway between gym and locker room |
| | | | |
| | Barbara Ahlin | Health Clerk | |
| | Mitzi Clark | Principal's Secretary | |
| Student and Staff Safety Team (Description) | Lynn Secolo | Data Specialist | Admin office building or quad between gym and library |
| | | | |
| | Mitzi Clark | Principal's Secretary | |
| | Ruby Facio | 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.

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:

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