

# SAFETY PLAN

## SB 187 Compliance Document

School Year: 2018-2019

<b>School</b>	<b>San Martin/Gwinn Environmental Science Academy</b>
<b>CDS Code</b>	<b>43 69583 6047948</b>
<b>District</b>	<b>Morgan Hill Unified</b>
<b>Address</b>	<b>13745 Llagas Ave.</b>
<b>Date of Adoption</b>	

### Approved By

Name	Title	Date
Claudia Olaciregui	Principal	1/23/19
Shannon Rafat	Assistant Principal	1/23/19
Nancy Jackson	Classified	1/23/19
Amy Anderson	Certificated	1/23/19
James Aguilera	SSC President	1/23/19
Zachary Hayes	Vice-President	1/23/19

### 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
- 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

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](#).

**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:**

*This Evacuation site is within .5 miles of the radius of our school: the most immediate evacuation site*

<b>Location Name</b>	Post Office		
<b>Address</b>	200 E San Martin Ave, San Martin, CA 95046		
<b>Contact</b>		X	<b>Not Applicable</b>
<b>Phone Number</b>	(800) 275-8777		<b>Not Applicable</b>
<b>Directions</b>	Turn right on Llagas Ave for one block.		

*This Evacuation site is within 3 miles of the radius of our school: the secondary evacuation site*

<b>Location Name</b>	Barrett Elementary School		
<b>Address</b>	895 Barrett Ave, Morgan Hill, CA 95037		
<b>Contact</b>	Mary Alice Callahan		<b>Not Applicable</b>
<b>Phone Number</b>	(408) 201-6340		<b>Not Applicable</b>
<b>Directions</b>	Head southwest on North St toward Depot St, Turn left onto Depot St, Turn left onto Oak St Turn left onto Llagas Ave, Turn left onto E Middle Ave, Turn right onto Monterey Rd, Turn right onto Butterfield Blvd, Turn right onto Tennant Ave, Turn left onto Juan Hernandez Dr Turn right onto Barrett Ave		

*This Evacuation site is within 10 miles of the radius of our school*

<b>Location Name</b>	P.A. Walsh STEAM Academy,		
<b>Address</b>	353 W Main Ave, Morgan Hill, CA 95037		
<b>Contact</b>	Teresa Sermersheim		<b>Not Applicable</b>
<b>Phone Number</b>	(408) 201-6500		<b>Not Applicable</b>
<b>Directions</b>	Exit left on Llagas, go right on Monterey and left on E. Main		

## **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.

**(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	Continued enrollment and implementation of PBIS	SCCOE trainings	Shannon Rafat	TFI
All schools will participate in safety drills.	Monthly drills	teachers	Claudia Olaciregui	Drill 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	Signs, Williams, PLC safety review	Maintenance/ custodian	Claudia Olaciregui Shannon Rafat Nathan Tarzian Nancy JacksonClau	Yearly walk through
The school campus will be clean and orderly.	Work with staff and students Establish rituals and routines	Custodians, teachers	Nathan Tarzian Anthony Carlson	Daily walk through

**(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
Claudia Olaciregui	Principal
Shannon Rafat	Assistant Principal
Nancy Jackson	Administrative Assistant
Nathan Tarzian	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
Page 1-41	9/25/19	Claudia Olaciregui	Principal
Pages 1-42	1/16/19	Claudia Olaciregui	Principal
Format Modified	2/20-19	Jessie Swift	Coordinator of Student Services

*Safety Plan Review, Evaluation and Amendment Procedures*

Activity Description <i>(i.e. review steps, meetings conducted, approvals, etc)</i>	Date and Time	Attached Document <i>(description and location)</i>
The Safety Plan was revised during our SSC meeting, but no changes were made at this time.	9/25/18 at 2:30 p.m.	Safety Plan can be accessed at school's administrative office.
New format for Safety Plan was revised during SSC meeting.	2/27/19 at 2:30 p.m.	Safety Plan can be accessed at school's administrative office.

**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	Staff	TBD	Claudia Olaciregui	Principal
Run, hide Defend Training	All staff	10/24/19	Deputy Valdivia	Sheriff's deputy
Great American Shakeout (earthquake drill)	All staff and students	10/5/18	Claudia Olaciregui	Principal

Mandated training, bloodborne pathogens, and sexual harassment	All staff	8/14/19	Claudia Olaciregui	Principal
Suicide prevention	Certificated staff	10/5/18	Claudia Olaciregui	Principal
Be seen and heard training	Certificated staff	10/5/18	Claudia Olaciregui	Principal
Fire	Staff and students	9/11/18	Claudia Olaciregui	Principal
Earthquake	Staff and Students	9/19/18	Claudia Olaciregui	Principal
Fire	Staff and Students	10/11/18	Claudia Olaciregui	Principal
Earthquake	Staff and students	10/18/19	Claudia Olaciregui	Principal
Fire	Staff and Students	12/3/18	Claudia Olaciregui	Principal
Earthquake	Staff and students	12/3/18	Claudia Olaciregui	Principal
Earthquake	Staff and students	1/16/19	Claudia Olaciregui	Principal
Fire	Staff and Students	1/22/19	Claudia Olaciregui	Principal
Intruder on Campus Drill (run, hide, defend)	All SMG Staff and students	1/24/19	Sergeant Harrington	Sheriff's department

### 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](#)

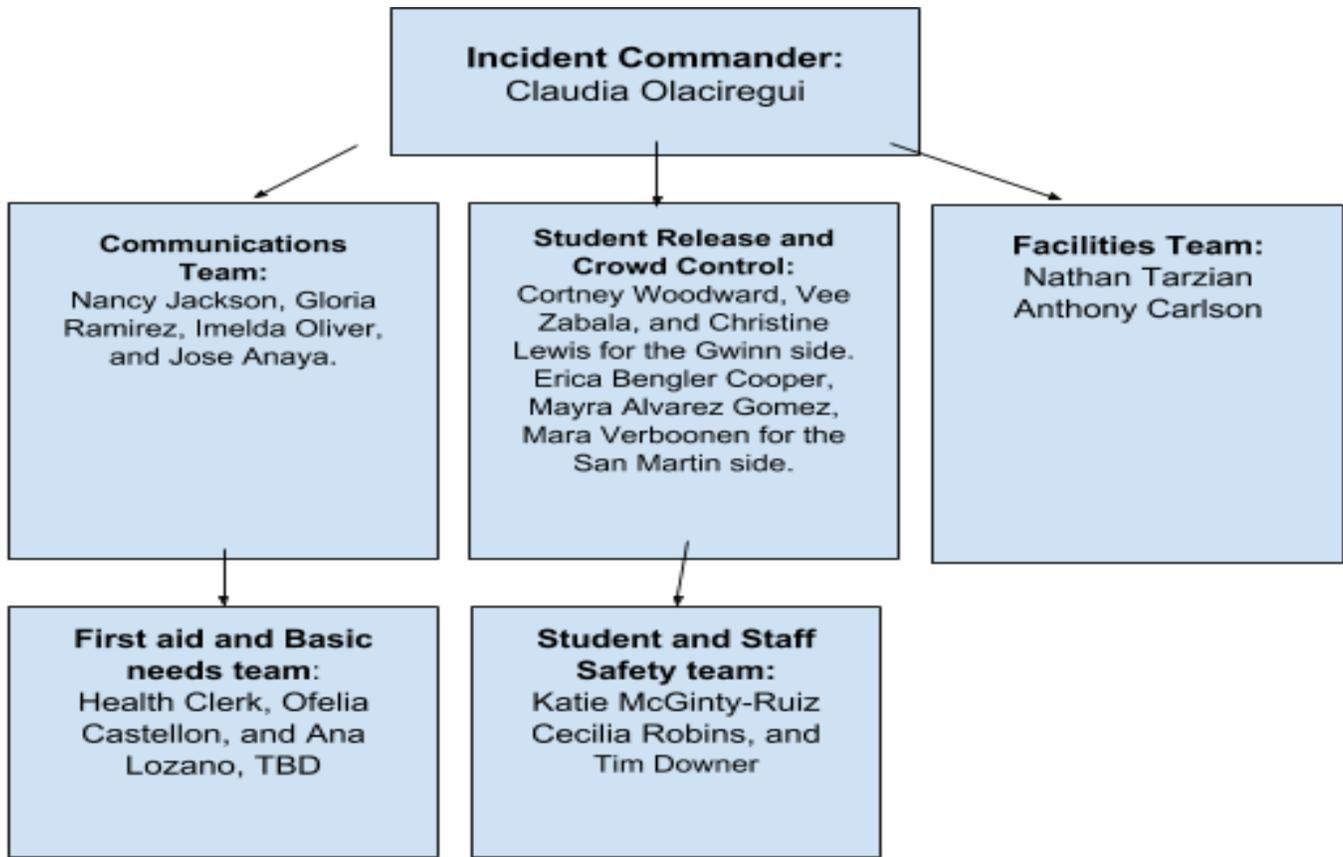
#### *School Staff Emergency Contacts*

Position	Name	Contact
Principal	Claudia Olaciregui	408-201-6480 ext 17102
Assistant/Vice Principal	Shannon Rafat	408-201-6480 ext 17325
Assistant/Vice Principal		
Principal's Secretary	Nancy Jackson	408-201-6480 ext 17101
Health Clerk	TBA	TBA 408-201-6480 ext 17134
Community Liaison	Imelda Oliver	408-201-6480 ext 17104

#### *District Emergency Contacts*

Position	Name	Contact
Superintendent	Steve Bertando	1-408-201-6001 Ext. 51001
Secretary to the Superintendent	Kelly Schiefer	1-408-201-6001 Ext. 51001
Secretary to the Asst. Superintendent of HR	Jazmin Contreras	1-408-201-6018 Ext. 51018
Secretary to the Asst. Superintendent of Business	Allison Murray	1-408-201-6052 Ext. 51052
Secretary to the Asst. Superintendent of Educational Services	Tricia Campbell	1-408-201-6073 Ext. 51073
Director of Maintenance and Operations	Anessa Espinosa	1-408-201- 6087 Ext. 51087

## Incident Command System (ICS) for schools



## Incident Command System (ICS) for schools

	Name	Position	Location
Incident Commander <a href="#">(Description)</a>	Claudia Olaciregui	Principal	Soccer field on North side of Llagas Ave. or front parking lot
Communication Team <a href="#">(Description)</a>	Nancy Jackson	Administrative Secretary	Main office or cafeteria
	Gloria Ramirez	Office Assistant	
	Imelda Oliver	Community Liaison	
	Jose Anaya	1st Grade teacher	
Student Release and Crown Control Team <a href="#">(Description)</a>	Cortney Woodward	RSP/Middle School Teacher	Main office or Cafeteria
	Emily Carrington	7th grade teacher	
	Vee Zabala	6th grade teacher	
	Christine Lewis	5th grade teacher	
	Erica Bengler Cooper	3rd grade teacher	
Facilities Team <a href="#">(Description)</a>	Nathan Tarzian	Lead Custodian	Cafeteria
	Anthony Carlson	Night Custodian	
First Aid and Basic Needs	Health Clerk	Health Clerk	Health office or library
	Ana Lozano	Lead Yard Duty	

<a href="#">(Description)</a>	Ofelia Ramirez	Yard Duty	
Student and Staff Safety Team <a href="#">(Description)</a>	Katie McGinty-Ruiz	4th grade teacher	Main office or cafeteria
	Cecilia Robins	3rd grade teacher	
	Tim Downer	5th grade teacher	

**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.

**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>
<p>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)</p>			