

Comprehensive School Safety Plan SB 187 Compliance Document

2021-2022 School Year

School: Monte Vista School
CDS Code: 19-64816-6020762
District: Mountain View School District
Address: 11111 Thienes Avenue
 South El Monte, CA 91733
Date of Adoption: March 2022

Approved by:

Name	Title	Signature	Date
Michelle Torres	Principal		
Steve Macias	Parent/SSC President		
Elizabeth Lopez	Parent/SSC		
Mireya Velazquez	Parent/SSC		
Isamar Cordero	Parent/SSC		
Patricia Fierros	Parent/SSC		
Isabel Santiago	Other School Staff/SSC		
Javier Livas	Classroom Teacher/SSC		
Juan Orellana	Classroom Teacher/SSC		
Carmen Cortez	Classroom Teacher/SSC		

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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. In July of every 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.

A copy of the Comprehensive School Safety Plan is available for review at School Main Office.

Safety Plan Vision

Each member of the District will hold themselves accountable for each student to become academically successful. Each student will become a problem solver, critical thinker, an effective communicator and a positive contributor to their school community.

Components of the Comprehensive School Safety Plan (EC 32281)

Monte Vista School Safety Committee

Mrs. Christina Villarreal, Teacher

Donald Seiji, Teacher

Marcos Bowers, Teacher

Ms. Adrianna Esparza, Parent

Mr. Isaac Trujillo, Classified Staff

Mr. Robert Cordero, Classified Staff

Assessment of School Safety

The safety of students and staff is the primary goal of Monte Vista Elementary School. The school maintains an environment that is conducive to every aspect of the learning process from structural soundness of the facilities to discipline procedures. All buildings meet State building codes and provide sufficient space for students and staff. Maintenance schedules and policies established through the District are met and carried out on-site by two full-time and three part-time custodians. Grounds are kept clean and safe, maintained on a daily basis, and are inspected regularly; 24-hour emergency personnel are kept on-call. Students attending Monte Vista Elementary School are constantly under adult supervision.

Our school is a closed campus. All visitors are required to sign-in at the school's office. Aside from the supervision of their teachers during class periods, campus monitors supervise students during breakfast, recess, and lunchtimes. In addition, the yard supervisors are on the grounds before students arrive in the mornings and ensure bus-loading/parent pick-up safety in the afternoons. On a daily basis, administrators, teachers and campus securities monitor activity and ensure student safety before school, passing periods, at lunch and after school.

There are School-wide rules and consequences that are communicated to students, staff, and parents. The schoolwide implementation of PBIS at Monte Vista has assisted in ensuring a safe learning environment for all stakeholders as supported by SWIS data. Discipline procedures, as outlined in the Student Handbook, are followed with each student in all classrooms and provide assurance that the school is making every endeavor to keep students from harm. The discipline policy is also reinforced through the Title I Home-School Compact. Positive reinforcement is given for good behavior, citizenship, attendance, and achievement in the form of awards, certificates, prizes, privileges, and other recognition. Various activities are available for student participation outside of the standards curriculum to enrich the program, as well as the experience at Monte Vista Elementary School.

The school's disaster preparedness plan includes steps for ensuring student and staff safety during a disaster. Fire drills, lockdown drills, and disaster drop cover & hold drills are conducted on a regular basis throughout the school year. After each monthly drill, the principal sends a report to the District. An emergency storage bin contains food, water, and other supplies for use during a disaster. In addition, each classroom contains a classroom lockdown bucket with basic supplies and essential items. In further striving to ensure student and staff safety, in collaboration with the Los Angeles County Office of Education and the Mountain View School District, a Comprehensive School Safety and Disaster Plan is developed and adopted annually. This plan provides guidance in key elements of safety including child abuse prevention/reporting, safe ingress/egress, safety drill/disaster and discipline procedures and disaster preparedness and reporting.

The Mountain View School District is in the process of implementing a cloud-based emergency management communication system from Catapult EMS where student and staff safety is the prime concern in an emergency situation. Catapult EMS works with real-time communication and information management. Monte Vista Elementary School staff can report and manage real-time information about evolving threats, including the location and well-being of students and staff during an emergency situation. Due to the COVID-19 pandemic, our school campus had to close, and while on Distance Learning mode of instruction, we are currently on hold on our already-started staff training and drill phase to educate our staff on the use of Catapult EMS on all phones, tablets and computers. We feel an intelligent plan is our best defense to give peace of mind to our staff, parents, and students when confronted with emergencies and critical events on or around our schools.

The 2019 California Dashboard shows suspension rate as the greatest need for improvement and chronic absenteeism as an area of strength. In the state indicator of Chronic Absenteeism, Monte Vista students maintained all applicable groups at Green level with only 0.8% of students chronically absent and with a decline of 1.7% from last year. The greatest area of need from our 2019 California Dashboard is on the school's Suspension Rate with 2.9% of our students suspended at least once and a 0.5% increase in suspension rate from last year.

Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)

Board Policy 0440 – Comprehensive School Safety Plan

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

The school site council at each district school shall develop a comprehensive school safety plan relevant to the needs and resources of that particular school. New school campuses shall develop a safety plan within one year of initiating operations. (Education Code 32281, 32286)

The school safety plan shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the site.

Each school shall forward its comprehensive safety plan to the Board for approval. (Education Code 32288)

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year. (Education Code 32286)

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

Tactical Response Plan

Any portion of a comprehensive safety plan that includes tactical responses to criminal incidents that may result in death or serious bodily injury at a school site shall include steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s). The tactical response plan shall be developed by district administrators in accordance with Education Code 32281. District administrators shall also consult with law enforcement officials and with a representative of an employee bargaining unit, if he/she chooses to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

Public Access to Safety Plan(s)

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

Administrative Regulation 0440 – Comprehensive School Safety Plan

Development of a School Site Safety Plan

The school site council shall write and develop a comprehensive safety plan relevant to the needs and resources of that particular school. The site council shall consult with local law enforcement in the writing and development of the plan, as well as other school site councils and safety committees, when practical. (Education Code 35294.1, 35294.2) In addition, the school site council may consult with other local agencies as appropriate, including health care and emergency services.

The school site council may delegate the responsibility for writing and developing a school safety plan to a school safety planning committee. This committee shall be composed of the following members: (Education Code 35294.1)

1. The principal or designee
2. One teacher who is a representative of the Mountain View Teacher's Assoc.
3. One parent/guardian whose child attends the school
4. One classified employee who is a representative of the CSEA Chapter 430
5. Other members, if desired.

Before adopting its comprehensive school safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the school safety plan. (Education Code 35294.8)

Elements of the Safety Plan

The safety plan shall include, but not be limited to: (Education Code 35294.2)

1. An assessment of the current status of school crime committed on campuses and at school-related functions.
2. Appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which may include the development of one or more of the following:
 1. A positive school climate that promotes for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management and conflict resolution.
 2. Curriculum that emphasizes prevention and alternatives to violence. This curriculum may include multicultural education, character/values education, media analysis skills, conflict resolution and community service learning.
 3. Parent involvement strategies, including strategies to help ensure parental support and reinforcement of the school's rules.
 4. Prevention and intervention strategies related to the use of drugs and alcohol reflecting expectations for drug-free schools.
 5. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction.
 6. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for the closing of campuses to outsiders, securing the campus perimeter, and protecting buildings against vandalism. In addition, methods for effective enforcement and prevention may be considered, including the presence of law enforcement on campus.
7. Crisis Intervention strategies, which may include the following:
 - a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crises, including the involvement of law enforcement and other public safety agencies as appropriate
 - b. Assignment of staff members responsible for each task and procedure
 - c. Development of an evacuation plan and opportunities for students and staff to practice the evacuation plan
 - d. Coordination of communication to schools, district, board members, parents/guardians and the media

- e. Development of a method for reporting of violent incidents
- f. Development of follow-up procedures that may be required after the crises has occurred, such as counseling
- 8. Staff training in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan

Evaluation of the Safety Plan

The school site council or safety planning committee shall evaluate, and amend as necessary, the safety plan at least once a year to ensure that the plan is properly implemented. (Ed. Code 35294.2)

The principal or designee shall ensure that an updated file of all safety related plans and materials are readily available for inspection by the public. (Ed. Code 35294.2)

Regulation approved: April 6, 2000

EC 32281 (a) Each school district and county office of education is responsible for the overall development of all comprehensive school safety plans for its schools operating kindergarten or any of grades 1 to 12, inclusive.

(b) (1) Except as provided in subdivision (d) with regard to a small school district, the school site council established pursuant to former Section 52012, as it existed before July 1, 2005, or Section 52852 shall write and develop a comprehensive school safety plan relevant to the needs and resources of that particular school.

(2) The school site council may delegate this responsibility to a school safety planning committee made up of the following members:

- (A) The principal or the principal's designee.
- (B) One teacher who is a representative of the recognized certificated employee organization.
- (C) One parent whose child attends the school.
- (D) One classified employee who is a representative of the recognized classified employee organization.
- (E) Other members, if desired.

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

Board Policy 5141.4

Child Abuse and Neglect: Prevention and Reporting Procedures

The Board of Education will protect and safeguard the immediate health and safety of all students within the Mountain View School District which includes students enrolled in the Head Start program as defined by the Department of Social Services, Community Care Licensing (CCL). Suspected acts of child abuse or unusual incidents against a child must be reported to the required local agencies. Suspected acts of child abuse or unusual incidents against a child enrolled in the Head Start program must also be reported to the Los Angeles Office of Education Grantee Office.

The Board of Education recognizes the district's responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly.

The district's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' right to live free of abuse, inform them of available support resources, and teach them how to obtain help and disclose incidents of abuse.

The Superintendent or designee shall seek to incorporate community resources into the district's child abuse prevention programs. To the extent feasible, the Superintendent or designee shall use these community resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

With concern for the total well-being of each student, the Board of Education directs the employees of the district to report know or suspected incidences of child abuse in accordance with state law and district regulations. District employees shall cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse.

Employees, who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

This policy and regulation apply to all certificated employees of the district and any other employees designated by law as a "child care custodian" or "health practitioner" as defined by state law. (Penal Code 11165.7 and 11165.8)

In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

The Superintendent or designee shall develop and implement regulations for identifying and reporting child abuse.

The Superintendent or designee shall provide training in child abuse identification and reporting for all certificated personnel.

The Superintendent or designee shall also provide training in the duties of child abuse identification and reporting to instructional and teacher aides, teacher assistants and other classified employees.

All employees trained in child abuse identification and reporting shall be given, as a part of that training, written notice of the child abuse reporting requirements and the employee's confidentiality rights. (Penal Code 11165.7)

In order to reduce or eliminate unfounded child abuse accusations directed at school employees, child abuse in-service training shall include guidelines for maintaining ethical relationships with students and for disciplining students.

Regulation Approved: June 3, 2011

(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)

Disaster Plan (See Appendix C-F)

Disaster Plan (See Appendix C-F)

Board Policy 6114 Emergency and Disaster Preparedness Plan

All district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and events that threaten to result in a disaster.

The general objective of the Board adopted District Disaster Plan is to guide district personnel in providing at all times for the safety and well-being of young people entrusted to their care.

The Superintendent or designee shall develop and maintain a disaster preparedness plan that details provisions for handling all foreseeable emergencies and disasters. This plan shall be reviewed and updated at least annually.

A protection program is a vital element of the contribution of each school to the safety and welfare of students and personnel. An adequate program must include plans for the immediate physical safety of students and personnel, whether threatened by an enemy attack or by some other danger such as fire, explosion or earthquake. It should make provision for first aid in case of injury and for the care of the children until they can be returned to their family groups.

All employees and students shall receive instructions regarding these plans. Individual school site Disaster Plans must be on file at each site at all times. All employees and students shall receive instructions regarding these plans and how to best support students with disabilities during an evacuation or other emergencies.

Since each school is unique in its external characteristics, principals shall augment the district plan with procedures specific to each building. A uniform program of drills as outlined in the District Disaster Plan will be followed by all schools so that pupils and personnel will have the necessary education and practice to be able to execute these procedures in the event of a real emergency. (See Students, District Disaster Plan)

The Superintendent or designee shall consult with city and/or county agencies so that district and site plans may provide the best possible way of handling each situation and also provide for emergency communications systems between these agencies and each district school.

District and site plans shall address at least the following: fire, earthquake, flood, Gas Leak, bomb threat, community riot, school riot, chemical cloud of toxic fumes, or dangerous persons or conditions threatening the safety of the entire school population.

The Superintendent or designee will provide a plan that allows bus seating capacity limits to be exceeded when a disaster or hazard requires that students be moved immediately to ensure their safety. (Education Code 39834)

The Board shall grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services it deems necessary to meet the community's needs. (Education Code 40041.5)

The Board shall require all school staff members to remain on the site as all staff members are considered disaster service workers and subject to disaster service activities which may be assigned to them. Staff members may be released as approved by the site Civil Defense Coordinator.

Disaster simulation exercises involving all district sites and personnel, shall be held annually and shall demonstrate how safety procedures may be applied to various types of emergencies.

The Board encourages all employees to become proficient in first aid and cardiopulmonary resuscitation. Each principal shall ascertain that at least one staff member at each school holds a valid certificate in these areas. The Superintendent or designee shall provide for CPR in-service training to be offered at least once a year for district staff.

Responsibility of the Superintendent

The Superintendent assumes over-all authority during an emergency. He shall be notified immediately of an emergency in a school by the principal and shall ascertain that the appropriate plan is put into action. In case of the Superintendent's absence during an emergency, his over-all authority will be delegated accordingly.

Assistant Superintendent, Educational Services
Assistant Superintendent, Personnel Services
Assistant Superintendent, Business Services

- A. Review annually district disaster preparedness policies, plans and emergency procedures at each school.
- B. Review reports of drills maintained by each principal.

Responsibility of Principal

Each principal is responsible for implementing these general Board policies with specific plans for his/her school. He/she shall be in charge at his/her school during an emergency.

He/she shall prepare and direct his/her assistant and/or at least one other certificated person to assume responsibility should such an emergency occur during his/her absence.

Each principal shall:

- A. Be responsible for assigning duties to the school staff, both certificated and classified, posting warning signals and directions in all appropriate rooms and areas, and implementing detailed procedures at his school for each type of disaster.
- B. Be responsible for conducting drills in accordance with District policy described in the Series.
- C. Maintain a record in his/her office of the date and hour of each drill, the time consumed, and the nature of the drill.

Regulation Adopted: October 3, 1991

Administrative Regulations 6114 Emergency and Disaster Preparedness Plan

The District Disaster Preparedness Plan shall be available to staff, and emergency responders in the office of the Superintendent and in the office of each principal. Individual building disaster plans shall be provided to each teacher and shall be available for public inspection at the principal's office. The principal shall make certain that students and staff are familiar with the plan and shall periodically conduct preparedness drills to ensure effective behavior in the event of an actual emergency or disaster.

The Assistant Superintendent of Educational Services or designee shall appoint a committee each year to review the disaster preparedness plan and update and recommend changes and/or improvements.

The schools' primary role is the safety and welfare of our children. It is viewed as an important responsibility of teachers and administrators. At no time is students' safety more important than when a state of emergency arises during the school day. Public Safety Officials have determined that schools are probably the safety place and the most convenient location for individuals during an emergency. For this reason, the students will be held at school for the regular school day, unless directed otherwise by the Superintendent or his designee.

In times of emergency, the school principal has the authority to do whatever is necessary to protect the safety of the students and staff. The principal has the authority to assign certificated and classified staff members to perform duties at locations during the emergency.

All school district employees are Civil Defense workers subject to such civilian defense activities as may be assigned to them by their superiors or law. (Effective October 3, 1950. Government Code, Chapter 8, Division 4, Title I, Sections 3100 and 3101)

I. Purpose of a Disaster Plan

- 1) This guide has been developed to help administrators, teachers, other employees and students to live safely in emergency situations.
- 2) All persons must be provided with information they will need to act wisely in emergency situations. The best chance for survival is preparedness.
- 3) It is essential that students and employees review and practice disaster preparedness.
- 4) This guide provides basic information on emergencies that may occur in Southern California.

II. Three Basic Principles Must be Kept in Mind in School Disaster Preparedness Planning

- 1) The safety of the students and staff in all situations is the prime consideration.
- 2) When conditions permit, students shall be reunited with their families as soon as possible.
- 3) Provisions should be made for the maximum utilization of school personnel, plant and equipment to combat disaster situations.

Duties/Chain of Command of Central Office Personnel

- 1) The Superintendent of this district shall establish a District Emergency Command Center.
- 2) This center will be located in the close vicinity of the Superintendent's office.
- 3) In case of disaster, the Superintendent shall activate the District Emergency Command Center. If he is not available at the time of the emergency, then the Assistant Superintendent of Educational Services shall assume command of the District Emergency Command Center. If this is not possible, then the Assistant Superintendent of Personnel Services, followed by the Assistant Superintendent of Business Services or the Administrator of Special Projects shall assume the command of the District Emergency Command Center.
- 4) The Superintendent shall determine the closing of schools.
- 5) In the event of a STATE OF EXTREME EMERGENCY, the State Director of Civil Defense and the Superintendent of Schools, through all available means of communication, may close school for the period of the emergency. The Emergency Broadcasting System, normal radio, television and newspaper coverage will keep all school personnel and the public informed of pertinent conditions. The Catapult EMS communication system will also be activated to relay important information throughout the District for all staff members.

Authority

- 1) In the event of a general disaster, the Superintendent shall be responsible for the total operation of the District Emergency Command Center. His/her primary responsibility will be to direct all communications between the school district and all outside agencies and the news media.
- 2) Principals will be guided by information and instructions from the District Emergency Command Center.
- 3) In the absence of directions from the District Emergency Command Center, each school principal is authorized and directed to implement plans as described herein or take action as may, in his/her judgment, be necessary to save lives and mitigate the effects of disaster.

Communication (Schools should keep their radios on from the start of any emergency.)

- 1) Communication among all levels of the school district is vital for effective operations in an emergency. Schools should contact the Administrator designated on the District Cluster Responsibility Chart.
- 2) The first line of communication will be by telephone. Use the emergency directory numbers. If power and internet is available, Catapult EMS will also be activated.
- 3) The second line of communication will be by battery-operated two-way radios.
- 4) The third line of communication will be by the bus radios. School buses will be assigned to the school sites.
- 5) The school principal is responsible for implementing and coordinating the school communication system with the District Emergency Command Center.

1. School Principals

Each school principal is authorized and directed to implement plans as described herein or take such action as may, in his/her judgment, be necessary to save lives and mitigate the effects of a disaster. As the local authority for the school, during such emergencies, each school principal is required to assume responsibilities for the safety and welfare of students and employees. The principal shall:

- a. Direct evacuation of buildings, using fire signals and procedures as required for fire, threatened explosion, or following cessation of earthquake tremors, and using a manual bell for signals in case of power failure.
- b. Arrange for transfer of students when their safety is threatened by floods or approaching fires.
- c. Issue orders to teachers if children are to assemble in preselected safe area as within the school.
- d. Schedule monthly/periodical fire drills and keep appropriate records.
- e. Use discretionary judgment in emergencies that do not permit execution of prearranged plans.

2. Teachers/Employees

All teachers/employees are to remain at their school sites until the end of the school day unless otherwise directed by the principal or immediate supervisor. All teachers are responsible for the direct supervision of their students and are to remain with their students throughout the school day. Teachers shall:

- a. Direct evacuation of students in their charge to inside or outside assembly areas in accordance with signals, written notification, or intercom orders.
- b. Give the DROP, COVER & HOLD command during an earthquake or in a surprise attack.
- c. Ensure that students with disabilities are attended to and escorted to the assembly area

- c. Take roll when the class is relocated in an outside or inside assembly area or at another location.
- d. Report missing students to the principal or designee.
- e. Report students in need of first aid to the First Aid Team or person trained in first aid.

3. Custodian

Custodians are responsible for the use of emergency equipment, the handling of supplies and the use of available utilities.

Custodians shall:

- a. Control main shutoff valves for gas, water and electricity and ascertain that no hazard results from broken glass, water mains or fallen electrical lines.
- b. Disburse supplies and equipment as needed.
- c. Direct fire-fighting efforts until regular fire fighting personnel take over.
- d. Survey and report damage to the principal.

4. The school secretary shall:

- a. Report a fire or disaster to the appropriate authorities.
- b. Assist the principal as needed.
- c. Provide for the safety of essential school records and documents.

Establishment of Emergency Shelters

In case of extreme emergency, it will be necessary to designate certain schools and their alternates as emergency shelters.

A. North of the San Bernardino Freeway, Twin Lakes School will be the designated shelter.

Alternate will be Baker School.

B. South of the San Bernardino Freeway, Kranz School will be designated shelter.

Alternate will be Payne School.

Use of School Facilities

School facilities are available for use upon request by the Civil Defense Authorities during a “declared emergency or disaster situation.” School administrators or their representatives are required to have all agency representatives properly identify themselves before permitting the use of any school facility. School may be used for the following purposes:

- 1) Medical: First Aid Station or Holding Hospital
- 2) Welfare Center: Administrative headquarters and facility for provision of direct aid to individuals
- 3) Shelter, Housing: Example: American Red Cross

Feeding, Clothing

Personnel, supplies and equipment to operate the facilities must be provided by the agency requesting their use. School supplies may be used, pending the arrival of those from the agency, provided that a receipt is obtained from the agency representatives in charge and that the kind and quality are specified.

School/Site Personnel

All key personnel holding Red Cross I.D. cards, should make an attempt to contact the District Emergency Command Center (District Administration Office).

The Site Civil Defense Coordinator is responsible for:

- 1) Supervision of the use of the property or equipment.
- 2) Selection of the use of the property or equipment.
- 3) Final decisions concerning the availability of the facilities that are requested or needed.

4) Requiring all school/site personnel to perform their assigned duties until such time as they are relieved or released by the school/site administrator/supervisor in charge.

Before the Instructional School Day Begins

Should disaster occur before the school day begins:

- 1) Assess your home situation.
- 2) Listen to the emergency radio stations and attempt to contact your school. Staff may receive an alert from Catapult EMS. Logon to receive information and report status.

All key personnel holding Red Cross I.D. Cards should make an attempt to contact the District Emergency Command Center.

School/Site Chain of Command

The Principal/Civil Defense Coordinator:

- 1) The principal/supervisor is the Civil Defense Coordinator in charge of all personnel and/or persons within the confine of his/her individual school.
- 2) District personnel, visiting principals, parents, guardians and civil defense volunteers will, if they remain on site, place themselves under the direction of the principal. District personnel and visiting principals should make every effort to return to their sites.
- 3) In the absence of the principal, the assistant principal shall assume the role in the Civil Defense Coordinator. If this is not possible, the designated chairperson or co-chairperson shall become the Civil Defense Coordinator.

School Procedures

Pre-Planning

Each individual school shall have their own emergency plan, within the district's plan.

- 1) Outline and map of school plant to include:
 - a. All school buildings.
 - b. Surroundings of premise, buildings and/or terrain.
 - c. Location of utilities and their shut off valves.
 - d. Location of any emergency supplies – first aid box, food, water, etc.
 - e. Maps or schedules of regular and alternate bus routes.
 - f. Location of an assembly area. All school sites and district facilities are to reassess their earthquake assembly areas to assure that there are no high tension wires, tall trees, light standards, high walls, etc, that may threaten the safety of students and employees.
2. Design a program to include:
 - a. An emergency team and make sure all members know each other. Know who on your staff has first aid and C.P.R. training. You may not have a nurse on campus that day.
 - b. Securing the campus by locking the gates. Use one gate as a contact for parents and one gate for exiting and signing students off campus.
 - c. Caring for students for a time. Possibility of up to 72 hours.
 - d. Releasing students to their parents or homes as conditions permit.
 - e. Buddy teachers who will work in pairs. One teacher may need to assume the responsibility of another.

Food Service Department

In anticipation of a major disaster, such as an earthquake that affects many parts of the District, the following general plan is announced for emergency school feeding. It is assumed that such a disaster would make it impossible for employees to travel to their regular work locations because of road conditions and that utility service would be severely disrupted.

All employees of public agencies are, by law, civil defense workers in emergencies. This means that their job responsibilities are to be carried out prior to family or other responsibilities.

- 1) General Instructions:
 - a. All kitchens should have a first aid kit, flashlight and a radio with batteries on hand.
- 2) If a major emergency occurs during working hours:
 - a. Take cover first; then evacuate kitchen. Do not endanger human life. Reenter building only when declared safe.
 - b. Look for electrical arcing or the smell of gas. Shut down gas and electrical appliances, if necessary to prevent explosion or fire. If gas is smelled, vacate building immediately. Maintenance or custodian will shut down all intake valves, if necessary. Stay away from building walls or anything that might collapse, once the kitchen is evacuated. If food was being prepared and you have time and are safe in doing so, please turn off stove and oven.
 - c. Treat the injured if medical personnel are not immediately available.
 - d. If kitchen can be reentered safely, inventory food and water on hand. Lock up all food supplies.
 - e. Await instruction from site Administrator as to evacuating to Red Cross Shelters; carry first aid kits and food to shelters if possible. Keep remaining food locked up.
 - f. Serve perishable goods first; hold staples for later use. Collect meal tickets and money as usual. If power or gas are out, make sandwiches or other cold meals if possible. Contact Food Services Supervisor for further assistance if necessary.
 - g. Keep phone lines clear for official emergency calls.
3. If a major emergency occurs after working hours:
 - a. After the emergency, employees should turn on radios to determine if schools are being opened as shelters. If so, they should attempt to call their supervisors and watch for Catapult EMS alerts and information.
 - b. Cafeteria Managers are to notify their staffs to call them or the school for instructions in case of a major emergency. If phone lines are down and shelters are opening, cafeteria staffs are also to report to the nearest Mountain View School District site, unless they

are notified that roads are closed and traveling is prohibited. (Exceptions to this policy must be cleared through District Office).

c. At shelter schools, the following should be done after a major District-wide emergency has occurred:

1. Employees should bring personal sleeping bags (if they have them), clothing for 3 days, and toiletries to work, in case going home daily is not possible.

2. Inventory usable food and water on hand, if the kitchen is safe to enter. All food and supplies must be kept locked until needed and safeguarded to prevent looting.

3. Do not use gas or electricity unless it is safe to do so. Maintenance or custodian will shut down gas, water and utilities, if necessary.

4. Serve perishable food first, if it is safe to do so, and save staples for use after perishables are gone. Transfer food items to a designated shelter if the school is not designated as a Red Cross shelter.

5. Walk or drive to nearby schools for additional food supplies for the shelter.

6. Make kitchen first aid kit and fire extinguishers available to school or Red Cross staff and to other officials.

7. Serve food per instructions of the Red Cross or school administrator.

8. Keep records of labor and food use for Red Cross billing.

9. Restocking of food supplies would be done after an assessment of damage to supply sources, vehicles and roads.

10. Inform District Office of conditions at shelter site:

a. Describe the disaster situation.

b. Give the approximate number of people requiring meals.

c. Give the times of feedings.

Procedure: Food and Supply Use During an Emergency

1. In the event of a disaster where students are retained at the school site until they can be released to parents/guardians, the cafeteria, under the direction of the site principal, will provide lunch following the normal food service guidelines:

- Free students will present a name/number/ticket to verify eligibility.
- Reduced price students will present name/ticket.
- Paying students will pay the normal charge.
- Adults will pay the normal charge.

If some students are not able to access their belongings to pay for their lunch, the principal may make special arrangements with the Food Service Manager to accommodate these students, keeping track of food supplied for future reimbursement.

If special foods/supplies/beverages are required outside of normal feeding times, these must be requested by the principal or a designated representative. A record is to be kept by the Food Service Manager for future reimbursement.

2. In the event a disaster is declared and the Red Cross assumes responsibility, all food and beverages is then free to anyone needing it. All charges for food/beverage/labor are made directly to the Red Cross.

Transportation Department

In anticipation of a major disaster, such as an earthquake that affects many parts of the District, the following general plan is announced for emergency school transportation.

All employees of public agencies are, by law, civil defense workers in emergencies. This means that their job responsibilities are to be carried out prior to family or other responsibilities.

1. General Instructions:

A. All buses should have a first aid kit, flashlight kit, flashlight with batteries, and a two way radio.

2. If a major emergency occurs during working hours:

A. If the bus is already on the road, the driver should:

1. If possible, pull to the side of the road, away from any buildings, and issue command "DROP" when the students are on the bus.

2. Set brakes, turn off ignition and wait until the earthquake is over.

3. Bus drivers will contact Transportation Supervisor for advice or help.

B. If the bus is in the process of picking up a load of students, the driver should continue loading and proceed to his/her original destination or report to the closest Mountain View School District school where the principal will assume the responsibility for the students.

C. If the bus is on the road delivering students to their homes, the driver will return children to their school site as conditions permit. If not, children will be taken to the nearest school site.

D. Once the bus driver has turned student responsibility over to another individual he/she is to proceed to the school to which he/she is designated to respond on the Site Disaster Preparedness Organization Chart and await further instructions from the designated command post.

3. If a major emergency occurs during working hours:

A. After the emergency event, employees should attempt to call their supervisor at home or the assigned duties.

Maintenance Department

In anticipation of a major disaster, such as an earthquake that affects many parts of the District, the following general plan is announced for emergency school maintenance. It is assumed that such a disaster would make it impossible for employees to travel to their regular work locations because of road conditions and that utility service would be severely disrupted.

All employees of public agencies are, by law, civil defense workers in emergencies. This means that their job responsibilities are to be carried out prior to family or other responsibilities.

1. General Instructions:

A. All trucks should have a first aid kit and flashlight with batteries on hand.

2. If a major emergency occurs during working hours:

A. Take cover first, then evacuate the building if necessary.

B. Re-enter buildings to check for electrical arcing and the smell of gas and if necessary, turn off valve or power. Complete a search and rescue for all injured persons.

C. Check for structural damage. Report damage to the site principal and your Maintenance Response Team. If the building is safe, declare habitual.

D. The maintenance response team will check further on reported damage at site and report findings to district command post and site principal.

E. Report to site principal for further assignments.

3. If a major emergency occurs during working hours:

A. After the emergency event, employees should attempt to call their supervisors at home for their assigned duties.

Emergency Evacuation Plan

In case of general evacuation or possible evacuation, the City Coordinator will call the Superintendent. In the absence of the Superintendent the Assistant Superintendent of Educational Services will be called. If he/she is absent the Assistant Superintendent of Personnel will be contacted followed by the Assistant Superintendent of Business Services.

Central Administration

1. The Superintendent or designee will call the schools to warn them of an evacuation or possible evacuation.
2. The Superintendent or designee will monitor (with scanner) communications of Police, Fire Department and Civil Defense in order to keep personnel informed.
3. The Superintendent or designee will call District Transportation, and will notify the City Coordinator with the approximate number of buses required.

The Superintendent or designee will identify the school or schools to be evacuated and have the following information available for the person/agency in command.

Name of school

Address

Number of Children

Number of Adults

Principal's Name

Number of buses requested

The safe designated area for evacuees will be determined by the person/agency in command.

All areas that will be used for evacuation such as parks, fields, etc., must be identified by name, address and telephone number.

Emergency Evacuation Plan for One or More Schools

In the event we have a toxic spill, chemical accident or other emergency in the area, the following evacuation plan will be put into operation:

Warning Signal

Telephone contact or verbal warning from police, fire officials, or District Office. Alert may also come from Catapult EMS.

Principal/Designee

1. After receiving the warning, the principal/supervisor or designee shall immediately alert the school through the PA system and Catapult EMS.
2. Principal/supervisor or designee will load the children/employees onto the buses.
3. Principal/supervisor or designee will notify the District Emergency Command Center when the school has completed the evacuation.
4. Principal/supervisor or designee will go to the designated area and take charge of supervising the students and staff.
5. After the buses have returned all students/employees to their respective sites, and everyone has been accounted for, the principal will ring the bells for half a minute so that normal school operations can resume.

Teachers/Aides (school sites)

1. Teachers will have the white attendance cards or roll book with them so that attendance can be checked.
2. All children in the primary grades, (K-3), must be tagged with names, addresses and telephone numbers.
3. Teachers and aides will go with the students to the designated area by bus and will stay with them until the students are returned to school. Students will remain in their seats while being transported.
4. Teachers and aides must keep the students together at the designated area(s) until buses are able to return the children to their respective schools.
5. Teachers and aides must make sure that all children are returned to school.
6. Upon arrival at the school, teachers and aides will make certain that all children return to the same classrooms they were attending at the time of evacuation notification.
7. Teachers will check their attendance again and report the count to the principal.
8. All school site support staff will assist as directed by the principal or designee.

Release of Students at the Evacuation Site

1. Parent/Guardian will be allowed to take their own children from the site in accordance with the district student release policy.

During a practice session for evacuation, personnel from as many of the agencies listed below should be invited:

1. Fire Department
2. Police Department
3. Cities of El Monte and South El Monte
4. Rapid Transit District
5. Contracted Transportation
6. Red Cross
7. L.A. County Civil Defense
8. National Guard

Public Agency Use of School Buildings for Emergency Shelters

Board Policy 1330 – Use of School Facilities

The Board of Education believes that school facilities and grounds are a vital community resource which should be used to foster community involvement and development. Therefore, the Board authorizes the use of school facilities by district residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with school activities or other school-related uses.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 6145.5 - Student Organizations and Equal Access)

The Superintendent or designee shall give priority to school-related activities in the use of school facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.

For the effective management and control of school facilities and grounds, the Superintendent or designee shall maintain procedures and regulations that: (Education Code 38133)

Aid, encourage, and assist groups desiring to use school facilities for approved activities

Preserve order in school facilities and on school grounds and protect school facilities, designating a person to supervise this task, if necessary

(cf. 0450 - Comprehensive School Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work

Subject to prior approval by the Board, the Superintendent or designee may grant the use of school facilities or grounds on those days on which district schools are closed. (Education Code 37220)

(cf. 6115 - Ceremonies and Observances)

There shall be no advertising on school facilities and grounds except as allowed by district policy specified in BP 1325 - Advertising and Promotion.

(cf. 1325 - Advertising and Promotion)

As necessary to ensure efficient use of school facilities, the Superintendent or designee may, with the Board's approval, enter into an agreement for the joint use of any school facilities or grounds. The Board shall approve any such agreement only if it determines that it is in the best interest of the District and the community.

(cf. 1330.1 - Joint Use Agreements)

Fees

The Board shall adopt a comprehensive schedule of fees to be charged for community use of school facilities and grounds, including, but not limited to, the multipurpose room(s), playing or athletic field(s), track and field venue(s), tennis court(s), and outdoor basketball court(s). The schedule of fees shall be prepared in accordance with 5 CCR 14037-14041. (5 CCR 14041)

(cf. 9320 - Meetings and Notices)

The Board authorizes the use of school facilities or grounds, without charge, by nonprofit organizations and by clubs or associations organized to promote youth and school activities, including, but not limited to, Girl Scouts, Boy Scouts, Camp Fire USA, YMCA, parent-teacher associations, school-community advisory councils, and recreational youth sports leagues that charge participants no more than an average of \$60 per month. Other groups that request the use of school facilities under the Civic Center Act shall be charged an amount not exceeding direct costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134)

Additionally, when any use of school facilities or grounds is for religious services, the District shall charge an amount at least equal to the district's direct costs. (Education Code 38134)

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)

Calculating Direct Costs

Direct costs to be charged for community use of each, or each type of, school facility or grounds shall be calculated in accordance with 5 CCR 14038 and may reflect the community's proportionate share of the following costs: (Education Code 38134; 5 CCR 14038-14041)

Capital direct costs calculated in accordance with 5 CCR 14039, including the estimated costs of maintenance, repair, restoration, and refurbishment of non-classroom space school facilities or grounds

Operational direct costs calculated in accordance with 5 CCR 14040, including estimated costs of supplies, utilities, janitorial services, other services performed by district employees and/or contracted workers, and salaries and benefits paid to district employees directly associated with the administration of the Civic Center Act to operate and maintain school facilities and grounds

Direct cost fees shall not be discounted to any group or organization except when the discount is specifically authorized in the adopted fee schedule. (5 CCR 14041)

Expending Funds Collected as Capital Direct Costs

Any funds collected as capital direct costs shall be deposited into a special fund to be used only for capital maintenance, repair, restoration, and refurbishment of school facilities and grounds. (5 CCR 14042)

Use of School Facility as Polling Place

The Board may authorize the use of school buildings as polling places on any election day, and may also authorize the use of school buildings, without cost, for the storage of voting machines and other vote-tabulating devices. However, if a city or county elections official specifically requests the use of a school building as a polling place, the Board shall allow its use for such purpose. If school will be in session, the Superintendent or designee shall identify to elections officials the specific areas of the school buildings not occupied by school activities that will be allowed for use as polling places. (Elections Code 12283)

(cf. 6111 - School Calendar)

When a school is used as a polling place, the Superintendent or designee shall provide the elections official a site with an adequate amount of space that will allow the precinct board to perform its duties in a manner that will not impede, interfere, or interrupt the normal process of voting and shall make a telephone line for Internet access available for use by local elections officials if so requested. He/she shall make a reasonable effort to ensure that the site is accessible to persons with disabilities. (Elections Code 12283)

The Superintendent or designee shall establish procedures to ensure student safety and minimize disruptions whenever school is in session while the facilities are being used as a polling place.

(cf. 3515.2 - Disruptions)

Legal Reference:

EDUCATION CODE

10900-10914.5 Community recreation programs

32282 School safety plan

37220 School holidays

38130-38138 Civic Center Act, use of school property for public purposes

BUSINESS AND PROFESSIONS CODE

25608 Alcoholic beverage on school premises

ELECTIONS CODE

12283 Polling places: schools

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act

MILITARY AND VETERANS CODE

1800 Definitions

CODE OF REGULATIONS, TITLE 5

14037-14042 Proportionate direct costs for use of school facilities and grounds

UNITED STATES CODE, TITLE 20

7905 Equal access to public school facilities

COURT DECISIONS

Good News Club v. Milford Central School, (2001) 533 U.S. 98

Lamb's Chapel v. Center Moriches Union Free School District, (1993) 508 U.S. 384

Cole v. Richardson, (1972) 405 U.S. 676

Connell v. Higgenbotham, (1971) 403 U.S. 207

ACLU v. Board of Education of Los Angeles, (1961) 55 Cal .2d 167

Ellis v. Board of Education, (1945) 27 Cal.2d 322

ATTORNEY GENERAL OPINIONS

82 Ops.Cal.Atty.Gen. 90 (1999)

79 Ops.Cal.Atty.Gen. 248 (1996)

Management Resources:

CSBA PUBLICATIONS

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

Board Policy 5144.1 – Suspensions and Expulsions/Due Process

The Board of Education desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

(cf. 5131 - Conduct)
(cf. 5131.1 - Bus Conduct)
(cf. 5131.2 - Bullying)

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

While on school grounds

While going to or coming from school

During the lunch period, whether on or off the school campus

(cf. 5112.5 - Open/Closed Campus)

During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the District's nondiscrimination policies.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Appropriate Use of Suspension Authority

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

(cf. 1020 - Youth Services)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5144 - Discipline)
(cf. 6142.4 - Service Learning/Community Service Classes)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student in grades K-3 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)

On-Campus Suspension

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion

proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)supervised

Authority to Expel

A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (cf. 5131.7 - Weapons and Dangerous Instruments)

Selling or otherwise furnishing a firearm

Brandishing a knife at another person

Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058

Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4

Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

That other means of correction are not feasible or have repeatedly failed to bring about proper conduct

That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in an open session of a Board meeting.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

(cf. 5119 - Students Expelled from Other Districts)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Maintenance and Monitoring of Outcome Data

The Superintendent or designee shall annually present to the Board a report of the outcome data which the District is required to collect pursuant to Education Code 48900.8 and 48916.1, including the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period.

In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the

District is meeting its goals for improving school climate as specified in its local control and accountability plan.

(cf. 0460 - Local Control and Accountability Plan)

Legal Reference:

EDUCATION CODE

212.5 Sexual harassment

233 Hate violence

1981-1981.5 Enrollment of students in community school

17292.5 Program for expelled students

32261 Interagency School Safety Demonstration Act of 1985

35145 Open board meetings

35146 Closed sessions (regarding suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

48645.5 Readmission; contact with juvenile justice system

48660-48666 Community day schools

48853.5 Foster youth

48900-48927 Suspension and expulsion

48950 Speech and other communication

48980 Parental notifications

49073-49079 Privacy of student records

52052 Numerically significant student subgroups

52060-52077 Local control and accountability plan

CIVIL CODE

47 Privileged communication

48.8 Defamation liability

CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

GOVERNMENT CODE

11455.20 Contempt

54950-54963 Ralph M. Brown Act

HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

LABOR CODE

230.7 Discharge or discrimination against employee for taking time off to appear in school on behalf of a child

PENAL CODE

31 Principal of a crime, defined

240 Assault defined

241.2 Assault fines

242 Battery defined

243.2 Battery on school property

243.4 Sexual battery

245 Assault with deadly weapon

245.6 Hazing

261 Rape defined

266c Unlawful sexual intercourse

286 Sodomy defined

288 Lewd or lascivious acts with child under age 14

288a Oral copulation

289 Penetration of genital or anal openings

417.27 Laser pointer

PENAL CODE (continued)

422.55 Hate crime defined
422.6 Interference with exercise of civil rights
422.7 Aggravating factors for punishment
422.75 Enhanced penalties for hate crimes
626.2 Entry upon campus after written notice of suspension or dismissal without permission
626.9 Gun-Free School Zone Act of 1995
626.10 Dirks, daggers, knives, razors, or stun guns
868.5 Supporting person; attendance during testimony of witness

WELFARE AND INSTITUTIONS CODE

729.6 Counseling

UNITED STATES CODE, TITLE 18

921 Definitions, firearm

UNITED STATES CODE, TITLE 20

1415(K) Placement in alternative educational setting

7961 Gun-free schools

UNITED STATES CODE, TITLE 42

11432-11435 Education of homeless children and youths

COURT DECISIONS

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267

Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421

Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H. (2001) 85 Cal.App.4th 1321

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 118

Garcia v. Los Angeles Board of Education (1991) 123 Cal. App. 3d 807

John A. v. San Bernardino School District (1982) 33 Cal. 3d 301

ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 146 (2001)

80 Ops.Cal.Atty.Gen. 348 (1997)

80 Ops.Cal.Atty.Gen. 91 (1997)

80 Ops.Cal.Atty.Gen. 85 (1997)

Management Resources:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

WEB SITES

CSBA: <http://www.csba.org>

California Attorney General's Office: <http://www.oag.ca.gov>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf>

U.S. Department of Education, Office of Safe and Healthy Students: <https://www2.ed.gov/about/offices/list/oese/oshs>

(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)

Education Code 49079.

(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994–95 school year, the information provided shall be from the previous two school years. For the 1996–97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

(Amended by Stats. 2000, Ch. 345, Sec. 2. Effective January 1, 2001.)

(E) Sexual Harassment Policies (EC 212.6 [b])

Board Policy 5145.7 – Sexual Harassment

The Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees, or other persons, at school or at school-sponsored or school-related activities.

Prohibited sexual harassment includes physical, verbal, nonverbal, or written conduct with respect to a student's actual or perceived sex, gender, age, or sexual orientation that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has purpose or effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects the student's educational opportunities.

The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in district complaint processes.

Instruction/Information:

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made

Complaint Process:

The Board of Education is required to adopt and publish a grievance procedure providing for a prompt and equitable resolution of student complaints alleging sexual harassment.

Any student who feels that he/she is being or has been sexually harassed by a school employee, another student, or a non-employee on school grounds or at a school-related activity (e.g., a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

In addition, even if the matter has been referred to law enforcement for investigation, a district still has a responsibility to investigate the complaint as a matter of sex discrimination.

Disciplinary Actions:

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account. However, districts should note that Education Code 48915(c) requires the Superintendent or designee to recommend expulsion for any student, irrespective of grade, who commits sexual assault or battery as defined in the Penal Code.

Confidentiality and Record-Keeping:

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in the schools.

Policy adopted: May 11, 2011

Students BP 5145.3(a)

NONDISCRIMINATION/HARASSMENT

The Board of Education desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6164.6 - Identification and Education Under Section 504)

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. He/she shall report his/her findings and recommendations to the Board after each review.

(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 1330 - Use of Facilities)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)
(cf. 6164.2 - Guidance/Counseling Services)

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

- (cf. 4118 - Dismissal/Suspension/Disciplinary Action)
- (cf. 4119.21/4219.21/4319.21 - Professional Standards)
- (cf. 4218 - Dismissal/Suspension/Disciplinary Action)
- (cf. 5144 - Discipline)
- (cf. 5144.1 - Suspension and Expulsion/Due Process)
- (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
- (cf. 5145.2 - Freedom of Speech/Expression)

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

- (cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

- 200-262.4 Prohibition of discrimination
- 48900.3 Suspension or expulsion for act of hate violence
- 48900.4 Suspension or expulsion for threats or harassment
- 48904 Liability of parent/guardian for willful student misconduct
- 48907 Student exercise of free expression
- 48950 Freedom of speech
- 48985 Translation of notices
- 49020-49023 Athletic programs
- 51500 Prohibited instruction or activity
- 51501 Prohibited means of instruction
- 60044 Prohibited instructional materials

CIVIL CODE

- 1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

- 11135 Nondiscrimination in programs or activities funded by state

PENAL CODE

- 422.55 Definition of hate crime
- 422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

- 432 Student record
- 4600-4670 Uniform complaint procedures
- 4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

- 1681-1688 Title IX of the Education Amendments of 1972
- 12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29
794 Section 504 of Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
6101-6107 Age Discrimination Act of 1975
CODE OF FEDERAL REGULATIONS, TITLE 28
35.107 Nondiscrimination on basis of disability; complaints
CODE OF FEDERAL REGULATIONS, TITLE 34
99.31 Disclosure of personally identifiable information
100.3 Prohibition of discrimination on basis of race, color or national origin
104.7 Designation of responsible employee for Section 504
106.8 Designation of responsible employee for Title IX
106.9 Notification of nondiscrimination on basis of sex
110.25 Prohibition of discrimination based on age
COURT DECISIONS
Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, Fact Sheet, August 2010

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Safe Schools Coalition: <http://www.casafeschools.org>

California Office of the Attorney General: <http://oag.ca.gov>

First Amendment Center: <http://www.firstamendmentcenter.org>

National School Boards Association: <http://www.nsba.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy

Adopted: 10-3-91 Revised: 12-9-10 Revised: 2-6-19

(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)

(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)

Board Policy 5132 – Dress and Grooming

The Board of Education 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 a health or safety hazard or a distraction that would interfere with the educational process.

(cf. 4119.22 - Dress and Grooming)

(cf. 5145.2 - Freedom of Speech/Expression)

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Education Code 212.1)

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 0415 - Equity)

(cf. 5145.2 - Freedom of Speech/Expression)

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the District's dress code may result in disciplinary action.

(cf. 5144 - Discipline)

Gang-Related Apparel

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students. (Education Code 35183)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5136 - Gangs)

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

Uniforms

In order to promote student safety and discourage theft, peer rivalry and/or gang activity, the principal, staff and parents/guardians at a school may establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

The Board may approve a school-initiated dress code requiring students at the school to wear a school uniform whenever the Board determines that such a dress code will promote student achievement, a positive school climate, and/or student safety.

If a school's plan to require uniforms is adopted, the Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

Legal Reference:

EDUCATION CODE

32281 School safety plans

35183 School dress codes; uniforms

35183.5 Sun-protective clothing

48907 Student exercise of free expression

49066 Grades; effect of physical education class apparel

CODE OF REGULATIONS, TITLE 5

302 Pupils to be neat and clean on entering school

COURT DECISIONS

Marvin H. Jeglin et al v. San Jacinto Unified School District et al, (C.D. Cal. 1993)

827 F.Supp. 1459

Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251

Hartzell v. Connell, (1984) 35 Cal. 3d 899

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

Monte Vista is geared towards having a safe and secured campus. Monte Vista is a closed campus. Students and parents enter through the front gate during access hours. The school has school campus supervisors that monitor the ingress and the egress of students, parents, and staff during the onset and dismissal of the day respectively. Our school has initiated the policy that the only access point to the school during the school day is the front entrance which is monitored through a security camera letting the office know of individuals needing to be buzzed onto the campus.

Currently during the 2021-2022 school year, we make sure all COVID-19, ingress and egress are in place for arrival and dismissal. We have the campus marked and identified for protocols in regards to correct ingress and egress for students and staff. Please refer to the school site plan, MVSD COVID Safety Steps/Handbook, and district board policies for further information. All visitors check-in through the office where they fill out the COVID 19 form. We have 6 feet floor markers to ensuring that our visitors maintain the 6 feet distance recommended by public health and CDC. We ask that all visitors wear face coverings at all times. We have posters at the front main gate reinforcing safety protocols to address COVID 19 while on site.

(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)

Component:

Create a "caring and connected" school climate. (Part I of the "safe and orderly environment" requirement of SB 187 (Education Code Section 35294)

Element:

Safe School Programs and Strategies

Opportunity for Improvement:

Effective prevention / intervention programs and strategies are being used consistently to create a safe and drug free learning environment. Through these we can better address school safety and violence prevention issues that frequently impact campuses such as Positive and Behavioral Intervention and Supports (PBIS), Bullying Prevention, Gang Risk Intervention, Conflict Management, Classroom Management, Hate Violence Motivated Behavior, Harassment, Internet Safety, Youth Development, Student Assistance Program, or other intervention and referral system.

Objectives	Action Steps	Resources	Lead Person	Evaluation
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Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>Monte Vista School is continuing in its implementation process of PBIS and the Peace Builders program to promote citizenship and character development. Both the PBIS framework and the Peace Builders program work to ensure that there is a caring and safe environment in order to instill, reinforce and support instruction through positive incentives and rewards.</p> <p>Comprehensive School Safety Plan</p>	<p>Monte Vista formed a PBIS team (Principal, teachers, parents, and staff) which is a continuous effort in gaining information and training in the PBIS system that is aimed at providing a proactive system-wide framework for creating and maintaining safe and effective learning environments in schools, thereby ensuring that all students have the social skills needed to ensure their success at school and beyond.</p> <p>Through the PBIS framework, Monte Vista created an acronym to model behavioral expectations S - Show Respect, O - Own Your Actions, A - Always Have a Positive Attitude, R - Ready to Lean (SOAR) Students participate in at least 2 grade level Peace Builder and behavior assemblies that promote the Peace Builder and SOAR philosophy, target safe play and address bullying.</p> <p>Conduct monthly assemblies that highlight the Peace Builder and SOAR philosophies to promote good behavior. Acknowledge SOAR decision making by giving students yellow tickets to celebrate and reinforce positive behaviors. Daily reading of the Peace Builder and SOAR pledge in classrooms. Continue to work with THINK Together to promote the Peace Builders program and PBIS framework in the extended day program. Continue to work with yard supervisors to acknowledge Peace</p>	<p>PBIS training materials and resources and Peace Builder curriculum, materials, resources such as certificates/awards/multi-colored tickets for recognition activities. Power Point presentations provided through the district, Los Angeles County of Education and Edmodo for PBIS implementation.</p>	<p>Administrative, Certificated, Classified, and Campus Monitors</p>	<p>Semester analysis of discipline referrals, staff survey, student survey</p>

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>Review and clarify grade level SOAR matrices for arrival, teacher led instruction, independent work, class discussion, lining-up behavior, entering and exiting campus, traveling around campus, and bus behavior. In addition, SOAR matrices were established for the cafeteria and library to define accepted behaviors.</p>	<p>Students will be instructed and monitored on how to line-up and travel around campus in an appropriate, safe and SOAR and Peace Builder way. Campus monitors, staff, and parent volunteers will monitor lines and students exiting from campus. Friday announcements will remind students of campus rules. Positive incentives will be used to promote desired behaviors. Set-up school expectations for line behaviors and walking behaviors.</p>	<p>Post rules, incentives for students and classes. SOAR and Peace Builders Pledges posted in classrooms and around the school. Power Point presentations</p>	<p>Administrative, Certificated, Classified, and Campus Monitors</p>	<p>Student surveys, Record/monitor instances of referrals - Office Discipline Referrals (ODRs)</p>
<p>In order to be prepared for emergency /disaster situations staff, students, and parents will participate in monthly disaster drills that reflect on effectiveness of the drills.</p>	<p>Conduct school-wide monthly emergency drills, included but not limited to, fire drills, earthquake drills, lock down drills, bomb threat drills school safety committee and staff reflect on monthly drills and make modifications to plan as required.</p>	<p>Disaster Emergency Plan Emergency supplies Emergency / Disaster Drill District Report Form</p>	<p>Administration</p>	<p>Monthly disaster/emergency drills recorded on weekly and monthly bulletins. Copy of emergency/disaster drill District Report form on file in District Office</p>

Component:

Create a "physical environment" that communicates respect for learning and for individuals. (Part 2 of the "safe and orderly environment" requirement of SB 187 (Education Code Section 35294)

Element:

Create a "physical environment" that communicates respect for learning and for individuals.

Opportunity for Improvement:

In maintaining a physical environment that communicates respect for learning and for individuals it is important that regular monitoring of campus is maintained to ensure that facilities are at an optimum purpose.

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>Monte Vista campus will be maintained and monitored to ensure all areas are safe.</p>	<p>Custodian will monitor facilities and communicate with school secretary if repairs or maintenance concerns arise.</p> <p>The secretary will proceed to digitally submit work order requisitions to the maintenance department.</p> <p>Monthly walks will be held with the Director of Maintenance to ensure that campus meets safety codes and that all areas are safe and pose no safety concerns.</p> <p>School secretary will maintain a log of all work orders submitted into the district's web based system to have a record on file of the work that has been completed and that which is still pending.</p> <p>Campus Security officer will patrol the middle school area, as well as support in the elementary area supervising student activity outside the classroom</p>	<p>Computer, software, internet access</p>	<p>Administration, Custodian(s), Office Staff, support personnel, campus security</p>	<p>Work orders, Accident Report Forms</p>

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>Monte Vista will maintain a secured campus with monitored access. All gates will be secured during school hours and all visitors will be required to check in the office and wear badges identifying them as visitors.</p>	<p>All parents/visitors are notified that they must check-in/check-out of school campus. Regularly monitor gates to ensure they are being locked. Work with staff to ensure gates are being closed/locked. Notify/Remind delivery services and district vehicles that they must lock all gates upon leaving our campus. Ensure all gates are adjusted and working properly. Monitor cafeteria doors to ensure that they are closed at all times.</p>	<p>School Bulletins, school communications, School Messenger</p>	<p>Administration and Office Staff, Community Liaison, Custodian</p>	<p>Sign-in logs, Report of Incidents, Secure Gate checks</p>

Component:

Counseling and Guidance Services

Element:

Counseling and Guidance Services

Opportunity for Improvement:

Effective counseling and guidance services

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>The Student Study Team (SST) consisting of the Assistant Principal, three teachers, and the parent(s) of the referred children meet periodically to determine best resources (academic, disciplinary, emotional, etc.) to meet the needs of identified students. A counselor and/or psychologist may attend as necessary.</p>	<p>Schedule every Thursday morning prior to the onset of the school day a Student Study Team Meeting. Use Student Study Team template as an instrument for organizing information, leading to options for meeting the needs of students including, but not limited to: testing, referral to counseling, referral to an outside agency as appropriate.</p>	<p>Computer, Student Study Team template, SST online</p> <p>Teachers volunteer for this assignment as part of their school committee assignment</p>	<p>Assistant Principal, Teachers (SST Coordinators)</p>	<p>Student Study Team minutes.</p> <p>SST meeting dates as documented on weekly/monthly bulletins.</p>
<p>In order to be a more valuable resource to students and parents, the administration and all office staff personnel, including the community liaison, has become familiar with resources (counseling, health, etc.) available to the community.</p>	<p>Under the guidance of the District Personnel, the office staff and principal have taken a tour of the City of El Monte. This tour pointed out the specific locations of many of the community resources (health, counseling, etc.) which are available.</p>	<p>Information on community resources</p> <p>Tour of community (2013-2016)</p> <p>Alta-Med personnel</p>	<p>Principal</p>	<p>Tour Sign-In Sheets (on file in District Office)</p> <p>Parent presentation agendas and sign-in sheets</p>

<p>Continue executing the ACT (Abolish Chronic Truancy) Program in order to continue improve in-seat attendance of students at school.</p>	<p>Provide refresher training for the Attendance/Health Clerk on the ACT program.</p> <p>At a staff meeting, review the ACT program in order to keep staff members aware of the philosophy and objectives of the ACT program.</p> <p>Using the information flyer and/or school letter regarding the ACT program, keep parents informed of the school's expectations for school attendance.</p> <p>Implement ACT program (See ACT Handbook).</p>	<p>ACT Flyer/School Letter</p> <p>ACT Handbook</p>	<p>Principal</p> <p>Attendance Clerk</p> <p>Health Clerk</p>	<p>Data on ACT Website (biweekly)</p>
<p>Implement the School-level School Attendance Review Team (SART) prior to referral to the Attendance Review Board (SARB) for those families needing further action regarding attendance.</p>	<p>For students with chronic attendance problems there will be referral to SART/ SARB. District Attorney sends letter to parents. Health/Attendance Clerk calls parents to remind them of meeting with the District Attorney. The District Attorney meets with parents regarding chronic attendance concerns.</p>	<p>SART/SARB Letter</p>	<p>Principal, District Attorney, Health/Attendance Clerk</p>	<p>Attendance Records</p>

(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)

Monte Vista School Student Conduct Code

Board Policy 5144 - Discipline

The Board of Education of the Mountain View School District believes that one of the major functions of the public schools is the preparation of your for responsible citizenship. The district shall foster a learning environment which reinforces the concepts of self-discipline and the acceptance of personal responsibility. Students are expected to progress from being adult-directed to self-directed with minimal application of disciplinary measures.

In order to maintain an environment conducive to attaining the highest quality of education in the Mountain View School District, there must exist certain acceptable behavior and provides the basis for sound disciplinary practices within each school in the district. These policies and regulations will be enforced fairly and uniformly and consistently without regard to race, creed, color or sex.

The administration, teachers and classified staff share the mutual responsibility for student conduct and safety and the enforcement of district policies and regulations. The Board shall give all reasonable support and assistance to all employees with respect to the student discipline.

The Board recognizes that not all students will adhere to district rules for appropriate behavior. Sufficient support services shall be provided so that continually disruptive students will not be returned to regular classes without some modification of behavior. Students who continually disrupt may be assigned to other alternative programs or be subject to removal from school.

Policies and regulations pertaining to suspension and expulsion shall be applicable to all pupils under the control and supervision of the Mountain View School District.

In order to ensure that school site rules for student discipline are enforced fairly and uniformly and consistently, the Superintendent or designee shall establish procedures for the development of such rules. All school site rules shall be strictly based on district policy, regulation, and existing law.

All avenues provided in policy, regulation and law for the discipline of students may be utilized in developing site level rules. These include, but are not limited to, advising and counseling students, conferencing with parent/guardians, detention during and after school hours, alternative educational environments and, if necessary, suspension and expulsion.

Special care shall be taken to solicit the views of the school community, including administrators, teachers, school security personnel, parents and students in developing the site level rules.

The adoption of each school's rules on student discipline is the responsibility of the school principal/designee and designated teacher.

All adopted school site rules shall be subject to Board review and approval prior to implementation.

School site rules shall be revised periodically as required by any changes in district policy, regulation or law and shall undergo the site level rule review and adoption process at least every four (4) years.

The principal of each school shall ensure that every student and his/her parent/guardian is notified in writing of all Board policies, administrative regulations and individual school rules related to discipline at the beginning of each school year and that transfer students and their parents/guardians are so advised at the time of enrollment in school.

The notice shall include the statement that these rules and regulations are available on request at the principal's office in all district schools.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. School administrators and teachers shall employ other means of disciplining students who violate school rules, district regulations or district policies.

The use of reasonable and necessary force by an employee to protect oneself or students or to prevent damage to district property shall not be considered corporal punishment for purposes of this policy.

Policy adopted: October 3, 1991

Conduct Code Procedures

Board Policy 5144 - Discipline

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The notice shall include the statement that these rules and regulations are available on request at the principal's office in all district schools.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. School administrators and teachers shall employ other means of disciplining students who violate school rules, district regulations or district policies.

The use of reasonable and necessary force by an employee to protect oneself or students or to prevent damage to district property shall not be considered corporal punishment for purposes of this policy.

Policy adopted: October 3, 1991

(J) Hate Crime Reporting Procedures and Policies

Board Policy 5145.9 Hate Motivated Behavior

In order to create a safe learning environment for all students, the Governing Board desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. Hate-motivated behavior is described as an act, or attempted act, motivated by hostility towards a victim's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. These efforts shall be focused on providing an efficient use of district and community resources.

The district shall provide age-appropriate instruction to help promote an understanding of and respect for human rights, diversity, and tolerance in a multicultural society and to provide strategies to manage conflicts constructively.

The Superintendent or designee shall ensure that staff receive training on recognizing hate-motivated behavior and on strategies to help respond appropriately to such behavior.

Grievance Procedures:

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the Coordinator for Nondiscrimination/Principal. Upon receiving such a complaint, the Coordinator/Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the Coordinator/Principal, Superintendent or designee, and/or law enforcement, as appropriate.

As necessary, the district shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

Policy Adopted: May 11, 2011

Safety Plan Review, Evaluation and Amendment Procedures

Evaluation of the Safety Plan

The school site council or safety planning committee shall evaluate, and amend as necessary, the safety plan at least once a year to ensure that the plan is properly implemented. (Ed. Code 35294.2)

The principal or designee shall ensure that an updated file of all safety related plans and materials are readily available for inspection by the public. (Ed. Code 35294.2)

Safety Plan Appendices

Emergency Contact Numbers

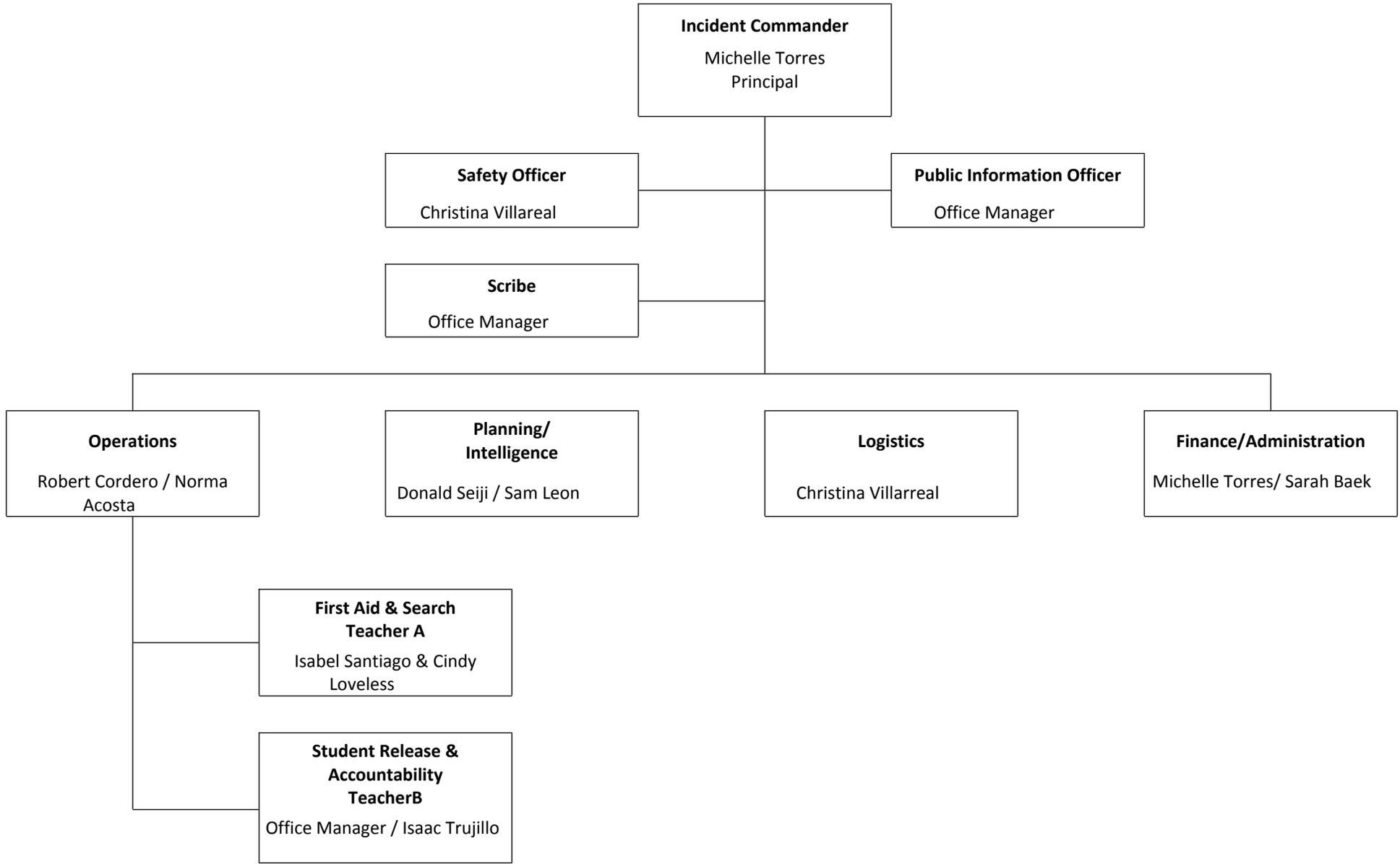
Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Temple City (Dispatcher)	626-285-7171	Temple City
Law Enforcement/Fire/Paramedic	L.A. County Sheriff	562-949-2421	Pico Rivera
Law Enforcement/Fire/Paramedic	El Monte Police Department	626-580-2100	El Monte
Law Enforcement/Fire/Paramedic	Fire Department	626-444-2581	Los Angeles County Fire Department
Public Utilities	The Gas Company	626-442-9998	
Public Utilities	Southern California Edison	800-655-4555	
School District	Mountain View School District	626-652-4000	District Office
Local Hospitals	Greater El Monte Community Hospital	626-579-7777	
American National Red Cross	Whittier Office	562-9453944	
Other	Foothill Family Services	626-442-8391	

Safety Plan Review, Evaluation and Amendment Procedures

<p align="center">Activity Description (i.e. review steps, meetings conducted, approvals, etc)</p>	<p align="center">Date and Time</p>	<p align="center">Attached Document (description and location)</p>
<p>Evaluation of the Safety Plan The school site council or safety planning committee shall evaluate, and amend as necessary, the safety plan at least once a year to ensure that the plan is properly implemented. (Ed. Code 35294.2)</p> <p>The principal or designee shall ensure that an updated file of all safety related plans and materials are readily available for inspection by the public. (Ed. Code 35294.2)</p>	<p>February 3, 2022 at 9:30 a.m. (ELAC) February 3, 2022 at 3:15 pm (SSC)</p>	<p>Admin met with stakeholders to review/update safety plan (see attachment)</p>

Monte Vista School Incident Command System



Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

Management

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

Planning & Intelligence

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

Operations

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

Logistics

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

Finance & Administration

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

Emergency Response Guidelines

Step One: Identify the Type of Emergency

There are several possible emergencies that the site might face. #1, Fire, Earthquake, Bomb Threat, intruder on campus/active shooter, and Chemical spill.

Step Two: Identify the Level of Emergency

All possible emergencies carry with them some automatic responses regardless of level. Depending on the intensity of the threat an adequate response would be in process.

Step Three: Determine the Immediate Response Action

In the case of fire in any building have all students and personnel evacuate the campus to the designated safe zone. In the case of an earthquake follow protocols in classroom and once the incident has subsided evacuate the building and assemble in designated safe zone. In the case of a Bomb threat, make sure all staff do not use their cell phones then evacuate students and staff to designated zone. In case of an intruder lock down procedures will be initiated. If the intruder is an active shooter) the school will be evacuated via exit routes. In the case of a chemical spill students and staff will stay indoors closing all doors and windows. They will await further instructions for next steps.

Step Four: Communicate the Appropriate Response Action

In the case of fire a sequence of bells will ring announcing to evacuate buildings or the fire alarm will be activated. In the case of an earthquake the movement will be the announcement as to proceed with prescribed protocols. In the case of a bomb threat an announcement will be made using a key phrase informing staff to follow protocols while keeping calm in the school. In the case of an intruder an announcement will be done through intercom and phone calls. Then staff will follow prescribed procedures. In case of an active shooter the school will evacuate via prescribed exit routes. In the case of a chemical spill school will be notified via intercom system or phone informing them and staff will follow prescribed protocols and await further direction.

Types of Emergencies & Specific Procedures

Active Shooter – RUN, HIDE, FIGHT

When a Lock Down is escalated to an Active Shooter on Campus, there are three words to remember. Run, Hide & Fight! The following tips can help you become a survivor. Remain calm, and try to keep your breathing even and exhale quietly to release adrenaline energies. Visualize enduring and surviving this event.

Teachers and Staff

When an announcement is made of an Active Shooter on Campus or you hear gun shots...

RUN! When an active shooter is NOT in your immediate vicinity:

- If there is an escape path, attempt to evacuate away from the shooter or where shots have been fired.
- Evacuate whether others agree to or not.
- Leave your belongings behind – JUST GET OUT.
- Help others escape if possible.
- Prevent others from entering the danger area.
- Call 9-1-1 & login to Catapult EMS to report your status when you are safe.

HIDE! If evacuation is not possible, find a place to QUIETLY hide:

- Lock and blockade all doors with furniture as high and deep as possible (i.e. desks, chairs, bookcases).
- Silence all cell phones and anything that might vibrate, ring, or emanate a tone.
- Hide behind large objects.

o Be out of the shooter's view.

o Provide protection if shots are fired in your direction

o Do restrict your options for movement.

- Remain very quiet.

FIGHT! As a last resort, and only if your life is in danger:

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Utilize any improvised weapons available, including, but not limited to, fire extinguishers.
- Commit to your actions. Have the will to survive and protect your students.

Principal or Designee

1. Assess the situation.
2. Inform the school via PA that a shooter is on campus and the location if known.
3. Call 9-1-1 immediately or when safe to do so.
4. Activate Catapult EMS and initiate a Code Red Alert – Active Shooter, Run, Hide, Fight!.
5. Continue communicating with staff & emergency responders with Catapult and throughout the incident.

If your site has video surveillance equipment, monitor the shooter's movements and inform your staff and emergency responders, but only when it's safe to do so.

Aircraft Crash

Administrative Regulation 6114.4 – Fallen Aircraft

Warning Signal: Sight, sound or explosion.

Principal or Designee

1. If you are able to do so without endangering anyone, call 9-1-1 to report the crash and notify the Superintendent and/or Chief Business Official. Activate Catapult EMS.
2. Perform a quick assessment of the situation and determine if immediate evacuation is necessary. If a fire ensues, follow the emergency procedures for Fire.
3. If evacuation to an offsite location is imminent, coordinate with the Logistics Section Chief for transportation.
4. If the aircraft falls near the school, shelter-in-place to keep students in classrooms and all persons at a safe distance from the aircraft. Monitor the situation and continue with educational programs. Provide regular updates through the PA or Catapult EMS.
5. If you order an evacuation, direct teachers to evacuate students to the pre-designated assembly areas. If the campus is not safe, direct teachers to evacuate students to the designated offsite evacuation location.
6. Activate the Incident Command System and establish a Command Post. You are the Incident Commander. Minimum Incident Command System Activation recommended: Operations Section, Search and Rescue Team, Medical Team, Student Care Team, and Student Release Team.
7. Refer media to the Public Information Officer (Assistant Superintendent of Instruction or Designee of the Unified Command PIO if a Unified Command has been established).
8. Upon arrival of emergency responders, form a UNIFIED COMMAND. You are part of the Unified Command as Incident Commander for your school.

Teachers

1. Determine if your class is in immediate danger. If the class is in danger, evacuate your class to a safe location; otherwise, stay in your room and await directions from the Incident Commander.
2. If you evacuate, take your emergency backpack, including your student roster and emergency cards.
3. Direct your class to the designated assembly area or as directed by Incident Commander through the PA system or Catapult EMS.
4. Take roll and document absent and/or missing students, inform the Student/Staff Accounting Team, and notify the First Aid Team of any injuries.
5. Activate the buddy system and either remain in the Assembly Area to supervise students or report to your appropriate section chief for assignment.

Air Quality Alerts

Initial Response to Directives from the District Office
When the air quality is deemed by the AQMD as “unhealthy for sensitive groups”:

Principal or Designee:

1. Ensure that teachers are advised of the students with special health issues affected by poor air quality (e.g., asthma, cancer, heart or lung disease). Those children having respiratory difficulties, who have notes from parents or doctors, or who complain about air quality should stay inside.
2. Periodically check with the District’s Chief Business Official Asst. Supt. Business Serv. for further updates on air quality status.
3. Consult with the District nurse to determine whether to postpone, cancel, or relocate an athletic event.
4. Strenuous or prolonged outdoor physical activities for all students shall be discontinued.
5. Any student with heart or lung problems should be excused from participation in strenuous PE activities and provided with a modified (non-strenuous) program whenever Pollutant Standards Index (PSI) ratings are above 138. Some students may also need a modified program when PSI ratings are 100 or above.
6. Outdoor activities by maintenance, operations, grounds, and transportation staff shall be limited to those that do not require prolonged or strenuous physical activities.

School Nurse

1. Notify teachers and aides of students with special health issues affected by poor air quality.
2. Advise teachers and staff of symptoms of respiratory problems to observe.

When the air quality is deemed by the AQMD as “unhealthy” to all persons”:

Principal or Designee:

1. Cancel PE and all extra-curricular outdoor activities.
2. Students shall be required to stay inside except for passing to other classes.
3. For elementary schools, students should be required to stay in the classroom during recess.
4. Hold lunch in classrooms or the cafeteria.
5. All maintenance and grounds workers should remain inside except those required for emergency response.
6. All outdoor school playgrounds shall be closed.

Animal Disturbance

Board Policy 6163.2 – Animals at School

The Governing Board recognizes that animals can contribute to the district's instructional program by being effective teaching aids to students and by assisting individuals with disabilities to access district programs and activities. In addition, instruction related to the care and treatment of animals teaches students a sense of responsibility and promotes the humane treatment of living creatures.

The Superintendent or designee shall develop rules and procedures to ensure that when animals are brought to school, the health, safety, and welfare of students, staff, and the animals are protected. However, the district assumes no liability for the safety of animals allowed on district property.

Policy adopted: November 14, 2012

Armed Assault on Campus

An armed assault on campus involves one or more individuals who attempt to take hostages or cause physical harm to students, parents or staff. Such an incident may involve individuals who possess a gun, knife or other harmful device.

Upon first indication of an armed assault, personnel should immediately take action to secure themselves and others.

Call "911" and report the incident to your school administrator or login to Catapult EMS to report the incident when safe to do so.

The school will initiate the appropriate Tactical Response Action for staff to take such as: SHELTER-IN-PLACE, LOCK DOWN, ACTIVE SHOOTER – RUN, HIDE, FIGHT, LOCK OUT, EVACUATE BUILDING, or OFF-SITE EVACUATION.

Bomb Threat/ Threat Of violence

Board Policy 6114.12 – Bomb Threats

To maintain a safe and secure environment for district students and staff, the Superintendent or designee shall ensure that the district's emergency and disaster preparedness plan and/or each school's comprehensive safety plan includes procedures for dealing with bomb threats. He/she also shall provide training regarding the procedures to site administrators, safety personnel, and staff members who customarily handle mail, telephone calls, or email.

Receiving Threats

Any staff member receiving a telephoned bomb threat shall try to keep the caller on the line in order to gather information about the location and timing of the bomb and the person(s) responsible. To the extent possible, the staff member should also take note of the caller's gender, age, any distinctive features of voice or speech, and any background noises such as music, traffic, machinery, or voices.

If the bomb threat is received through the mail system or in writing, the staff member who receives it should handle the letter, note, or package as minimally as possible. If the threat is received through electronic means, such as email or text messaging, the staff member should not delete the message.

Response Procedure

The following procedure shall be followed when a bomb threat is received:

1. Any employee who receives a bomb threat shall immediately call 911 and also report the threat to the Superintendent or designee. If the threat is in writing, the employee shall place the message in an envelope and take note of where and by whom it was found.
 2. Any student or employee who sees a suspicious package shall promptly notify the Superintendent or designee.
 3. The Superintendent or designee shall immediately use fire drill signals and initiate standard evacuation procedures as specified in the emergency plan.
 4. The Superintendent or designee shall turn off any two-way radio equipment which is located in a threatened building. Law enforcement and/or fire department staff shall conduct the bomb search. No school staff shall search for or handle any explosive or incendiary device.
- No one shall reenter the threatened building(s) until the Superintendent or designee declares that reentry is safe based on law enforcement and/or fire department clearance.
- To the extent possible, the Superintendent or designee shall maintain communications with staff, parents/guardians, the Governing Board, other governmental agencies, and the media during the period of the incident.
- Following the incident, the Superintendent or designee shall provide crisis counseling for students and/or staff as needed. Any employee or student found to have made a bomb threat shall be subject to disciplinary procedures and/or criminal prosecution.
- Policy adopted: November 14, 2012

Bus Disaster

These procedures are for use by bus drivers and staff in the event of a serious bus accident, earthquake, or other emergency that occurs while students are on a field trip. It is important to note that drivers and staff may need to make spontaneous independent decisions based on the nature of the emergency, age of children, location of bus, or other unique circumstances.

Earthquake

1. The driver or staff member should issue DUCK AND COVER action.
2. Stop the bus away from power lines, bridges, overpasses, buildings, possible landslide conditions, overhanging trees or other dangerous situations.
3. Set brake, turn off ignition and wait for shaking to stop.
4. Check for injuries and provide first aid as appropriate.
5. If the bus is disabled, stay in place until help arrives.
6. Contact school administrator to report location, condition of students and condition of bus.
7. The school administrator will determine the next appropriate action.
8. The school administrator will contact the appropriate administrators.
9. If en route to school, continue to pick up students.
10. If dropping off students, continue to do so provided there is a responsible adult at the bus stop.
11. The driver will continue to account for all staff and students throughout the emergency.

Serious Accident or Bus Fire

1. Park the bus in a safe location.
2. Set the emergency brake and turn off the ignition.
3. Evacuate the bus in the event of a fire.
4. Check for injuries and provide appropriate first aid.
5. Call 911.
6. Contact the school administrator for direction.
7. Stay with the disabled bus until help arrives.
8. The bus driver will account for all students and staff throughout the emergency.

Disorderly Conduct

Administrative Regulation 6114.8 – Psychiatric Incident and/or Disturbance on Campus

It is necessary to look at the possibility of a person or student of unsound mind creating a disturbance on campus where students and p[ersonnel] are placed in danger. Additionally, undesirable individuals or groups may enter the school grounds.

Warning Signal: Verbal.

Action: Wait for instructions from the principal.

Principal

1. Call police authorities.
2. The principal/teacher in charge will notify the office and give directions verbally or through the school intercom system.
3. Move students to safety as quickly as possible. As the situation dictates, it may be necessary to lock doors or assume placement in a hallway or classroom as a method of controlling movement around campus.
4. If situation warrants it, instruct students and staff to immediately lie face down on the ground/floor, cover their heads, and endeavor to remain immobile in the event of a shooting.
5. When the students have returned to the room, the teacher will lock the door and windows and then take roll.
6. Teachers will keep students in the classroom until notified by the principal/person in charge that the campus is safe.
7. Suspend the usage of electrical machines.

Regulation approved: October 3, 1991

Earthquake (DUCK, COVER, & HOLD ON)

Teachers

If in the classroom:

1. Give the "Duck, Cover, and Hold On" command.
2. Determine if immediate evacuation is necessary (if a fire develops, follow the procedures in the Fire Section). If not, wait until the shaking stops and it is safe to evacuate the classroom.
3. When you evacuate, take the emergency backpack including student roster. Leave lights on and doors locked if everyone is accounted for.
4. Activate the buddy system and your emergency response role.
5. Take roll in the designated assembly area. Report absent or missing students to the Student/Staff Accounting Team, and report injuries to the First-Aid Team.

If outside:

1. Move away from buildings and utility wires.
2. Watch for falling glass, electrical wires, poles, trees, or other falling debris.
3. Follow the directions of the Incident Commander (i.e. Principal) to direct students to a designated assembly area or an alternative location (e.g., offsite location).
4. Activate the buddy system and assume your emergency response role.
5. Take roll in the designated assembly area. Report absent or missing students to the Student/Staff Accounting Team, and report injuries to the First-Aid Team.

Principal or Designee

1. If the earthquake results in injuries or if property damage poses a serious safety threat, call 9-1-1.
2. Notify the Superintendent and/or Assistant Superintendent Business Services.
3. Perform a quick damage and injury assessment of the situation and determine if immediate evacuation is necessary. Order the appropriate action.
4. Activate the Incident Command System and establish the Incident Command Post. You are the Incident Commander. Activate any positions necessary.
5. Ensure that special needs students and staff are accommodated in an evacuation.
6. If an off-site evacuation is needed, work with the Logistics Section Chief to arrange transportation and the Planning Section Chief to confirm the availability of an alternative evacuation site.
7. Refer media to the Public Information Officer (Assistant Superintendent Business Services of Instruction or Unified Command PIO).

8. Upon arrival of emergency responders, form a UNIFIED COMMAND.

Fire in Surrounding Area

Administrative Regulation 6114.5 – Fire

Warning Signal: Short intermittent bells for 10 seconds repeated.

Action: Move to safety.

Principal

1. Call fire department and keep access roads open for emergency vehicles.
2. Notify utility companies of a break or suspected break in service
3. Notify the district Superintendent at the Emergency command center or other appropriate district office person if damage or injury has resulted from fire.

Action to be taken if Fire is Inside

1. Sound school fire alarm.
2. Assemble student and staff at a safe prearranged distance from buildings.
3. Render First Aid as necessary.
4. Maintain control of students.
5. Take roll book or white card.
6. Take roll.

Action to be Taken if Fire is Outdoors

1. Keep students in classroom. Close windows and doors to prevent smoke inhalation.
2. Continue instructional program.
3. Excess smoke may require evacuation of building to alternative assembly area.

After the Fire

1. Keep students out of buildings until fire department declares them safe to reenter

Regulation approved: October 3, 1991

Fire on School Grounds

Administrative Regulation 6114.5 – Fire

Warning Signal: Short intermittent bells for 10 seconds repeated.

Action: Move to safety.

Principal

1. Call fire department and keep access roads open for emergency vehicles.
2. Notify utility companies of a break or suspected break in service
3. Notify the district Superintendent at the Emergency command center or other appropriate district office person if damage or injury has resulted from fire.

Action to be taken if Fire is Inside

1. Sound school fire alarm.
2. Assemble student and staff at a safe prearranged distance from buildings.
3. Render First Aid as necessary.
4. Maintain control of students.
5. Take roll book or white card.
6. Take roll.

Action to be Taken if Fire is Outdoors

1. Keep students in classroom. Close windows and doors to prevent smoke inhalation.
2. Continue instructional program.
3. Excess smoke may require evacuation of building to alternative assembly area.

After the Fire

1. Keep students out of buildings until fire department declares them safe to reenter

Regulation approved: October 3, 1991

Flooding

Administrative Regulation 6114.6 – Flood

Warning Signal: May be received by telephone, messenger from the District Emergency Command Center, or other official sources, i.e. radio.

Action: Evaluate the extent of the flood, and the times before it arrives will dictate the course of action to be taken.

Principal

Evaluate the extent of the flood, and the time before it arrives will dictate the course of action to be taken.

The principal may initiate any of the following emergency actions:

1. Evacuate building. Maintain control of students while waiting for further instructions from the principal/Emergency Command Center.
2. Provide care for students at school.
3. Convert school into a Mass Care Center on official request.
4. May be directed to transport students by bus to a safe location.
5. Send students home.

Regulation approved: October 3, 1991

Gas Leak – Natural Gas

Discovering Party

1. In case of a natural gas leak, pull the fire alarm.
2. Evacuate the building and notify the Site Administrator/Principal of the location of the gas leak if it is safe to do so.
3. Do not investigate the source of the gas leak.
4. Login to Catapult EMS to report the leak.

Principal

1. Evacuate the building via the PA system and activate Catapult EMS to notify staff.
2. Direct the custodian to ensure that HVAC system is shut down.
3. Call 9-1-1 to report the gas leak. Tell the 9-1-1 operator that the alarm sounded in response to a natural gas leak. Stay calm and answer the 9-1-1 operator's questions.
4. Notify the District from OUTSIDE the building.
5. Have students and staff remain outside of the building until the Fire Department states it is safe to go back into the building. Once the Fire Department has been notified, the building is the legal responsibility of the Fire Department. They have the legal right to keep you out of the building until they deem it safe for you to return. Please cooperate with the Fire Department by following their instructions.
6. Do not silence the fire alarm at the fire alarm control panel. Do not reset the fire alarm control panel. Wait for the Fire Department or Facilities Department personnel to silence the alarm and reset the fire alarm control panel. You may accidentally reset the panel in attempting to silence the alarm. If the panel is reset, then the information pertaining to the location of the device that initiated the alarm will be lost, increasing the response time.

Hazardous Materials Release/Spill – Indoors

Discovering Party

1. Upon discovery of any hazardous material spill or release, do not touch, sniff, or taste the substance.
2. Leave the room and close the door or otherwise prevent access to the room.
3. Report the discovery to the Principal and through Catapult EMS when safe to do so.

Principal

1. If you are able to do so without endangering anyone, call 9-1-1. Activate Catapult EMS to notify staff of the release/spill and emergency actions to take.
2. Direct custodian to ensure that HVAC system is shut down.
3. Establish an Incident Command Post and report the incident to the Director of Maintenance & Operations and the Asst. Supt. Business Serv. You are the Incident Commander.
4. Ensure that an evacuation of the immediate area has been conducted and isolate the area. This may require a shelter-in-place if the air outside is contaminated and dangerous.
5. If the release is in a different area of the campus, direct staff to seal the HVAC vents with paper and tape and doors and windows with duct tape provided in the Lock Down buckets.
6. Make a list of all the people who were in the room or area of the spill and provide this list to the emergency response agencies investigating and/or responding to the incident.
7. Ensure that everyone who may have had contact with the hazardous material washes his/her hands and removes contaminated clothing and placed them within sealed plastic bags.
8. Ensure that all students and staff have been accounted for.
9. Direct media inquiries to the Public Information Officer (Assistant Superintendent Business Services or Unified Command PIO).
10. When emergency response agencies arrive, they will form a UNIFIED COMMAND, and you will be part of the Unified Command as Incident Commander for your school. site

All Personnel

1. Do not panic. Remain calm and follow instructions. Login to Catapult EMS if instructed by the Principal
2. Do not turn on any air conditioner/heater or fan.
3. Evacuate when instructed to do so. Take the emergency backpack and ensure it includes your class roster, pen and pencils. Use pre-planned evacuation routes (refer to Evacuation Map in Backpacks) if safe to do so; otherwise, use the safest route.
4. Activate buddy system and assume emergency response role.
5. Once in the assembly area, take roll, document absent, and or missing students on class attendance sheet. Turn attendance sheet in to the Student/Staff Accounting Team.

Hazardous Materials Release/Spill Outdoors – Shelter-In-Place

Shelter-In-Place

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere outdoors is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. Shelter-in-place means selecting a classroom, office, or any other location with no or few windows, and taking refuge there.

Principal

1. Upon learning of a Hazardous Materials release or spill affecting your school, announce over the PA for the school to go inside and Shelter-In-Place and activate Catapult EMS.
2. If you are able to do so without endangering anyone, call 9-1-1 and notify the District Office. The District Office EOC is immediately activated to monitor the situation and perform any other tasks you need done.
3. Establish the Incident Command Post. You are now the Incident Commander. Possible initial Incident Command System Activation: Operations Section (Student/Staff Accounting Team, Facilities/Security Team, and First-Aid/Medical Team) and the Logistics Section (Communications Unit, Transportation Unit).
4. Direct the Custodian to shut down the HVAC system.
5. Direct staff to seal the HVAC vents with paper and tape, and doors and windows with duct tape provided in the Lock Down buckets.
6. Ensure that all students and staff have been accounted for.
7. If an evacuation to another location is needed, liaise with the Logistics Section for transportation.
8. Upon arrival of emergency responders, form a UNIFIED COMMAND with them.

Teachers

1. Do not panic. Remain calm and follow instructions. Login to Catapult EMS if instructed by the Principal.
2. Unless otherwise instructed, assume that a "shelter-in-place" strategy is being utilized.
3. Keep all students indoors until it is determined to be safe.
4. Close and secure all doors and windows. Seal the HVAC vents with paper and tape, and doors and windows with duct tape provided in the Lock Down buckets.
5. Ensure that your heater/air conditioner is turned off.
6. Take roll of the students in your classroom. Document absent and/or missing students on the class attendance sheet and login to Catapult EMS to report you and your students status and receive valuable information.
7. Remain in this area until notified to leave or evacuate by Principal or emergency response agencies.

Immediately report any injuries or illnesses to the incident Commander and the First-Aid/Medical Team.

Do NOT rescue anyone from the area where the hazardous material has been released as you might jeopardize your own life. First responders will rescue anyone in the hazardous spill area.

Lock Down – Intruder on Campus

An Intruder or criminal activity on Campus Lock Down is a procedure used when an unauthorized or aggravated person is on campus. An Intruder on Campus Lock Down secures staff and students by limiting access to the school classroom, offices, and other buildings. As part of this procedure, everyone must remain inside until the situation has been declared safe and given the "All Clear" signal by an authorized person (e.g., the Principal or a law enforcement officer).

Discovering Party

1. Notify the Principal or Designee. If you are unable to reach the Principal or there is a threat of danger, call 9-1-1.
2. If safe to do so, report the incident with Catapult EMS.
3. Police/Sheriffs' Departments may contact the school and request the school to go into a Lock Down.

Teachers

When informed of a Lock Down, initiate the following Lock Down procedures and await further instructions via Catapult EMS, email or the PA system:

1. Open classroom doors and do a quick peek outside to gather outside students into your classroom.
2. Remain calm, lock all doors, close window blinds, turn off lights, and remain out of sight of windows and doors.
3. Silence all cell phones and if necessary turn off all computer monitors.
4. When safe to do so, login to Catapult EMS to report your status and account for students/staff & visitors you have with you. Use Catapult to communicate and keep informed or report emergencies.
5. Remain in Lock Down status until further instructions or an announcement is made. One type of announcement could allow you to continue classroom activities while the school is in Lock Out status. The Lock Down status could also be escalated to Active Shooter on Campus status.
6. If the intruder enters your classroom or area, do not provoke the intruder. Remain calm and attempt to defuse/deescalate any aggressive behavior by the intruder by using MOAB (Management of Aggressive Behavior) training.

Principal or Designee

1. Assess the situation to determine status level of threat.
2. Call 9-1-1 if there is an indication of danger to students or staff.
3. Activate Catapult EMS and use to communicate with staff & emergency responders throughout the incident.
4. Notify teachers and staff if there is a need for a Lock Out or a Lock Down.
5. Provide frequent updates with Catapult EMS.
6. Notify the both the Superintendent and/or District's Assistant Superintendent Business Services either by phone, email, or District radio.
7. Keep telephone lines open for emergency-related use.

District Office

1. Either the Superintendent and/or the District's Assistant Superintendent Business Services will send out a notice to the parents on its phone notification system of the following:
 - a) The need to release students immediately or if there will be a delay in dismissing the students.
 - b) If there is a need for them to pick up their children at a different time or location.
 - c) That there was a Lock Down, the reason for the Lock Down, and the steps taken to secure the students.
2. It is recommended that, if possible, at least two administrators or designated staff respond to the specific school site to assist with coordinating and assisting the school site Principal.
4. When other emergency response agencies arrive, a UNIFIED COMMAND is formed, and you will be part of that Unified Command as the Incident Commander of your school site.
5. Refer media to the Public Information Officer (Site Principal or Unified Command PIO).

Lock Out – Criminal activity in the area

A Lock Out is a procedure that prevents unauthorized persons from entering the school premises and is commonly used when the threat is general or an incident or criminal activity is occurring in the immediate area of the school. This procedure allows school activities to continue as normal during the outside disruption. Either the school site or notification by local law enforcement can initiate a Lock Out.

Teachers

1. When in a Lock Down status, you may receive notification from the Principal via the PA system or a Catapult EMS text or email alert message to change to a Lock Out status.
2. Gather students inside and lock all doors and windows and drapes. All classroom activities can resume as normal. Both staff and students are to remain in the classroom.
3. The Principal will notify you, via the PA system, that you cannot go outside the classroom. You can utilize the Lock Down buckets as needed while remaining in the classroom.
4. Based on updates from local law enforcement agencies, you may be authorized by the Principal to leave the classroom. The Principal will inform you to the extent of outside activities allowed (i.e. bathroom breaks or recess)
5. You will be notified by the Principal when you can resume all normal school activities.

Principal or Designee

1. You may be notified by the local law enforcement agency to go into Lock Down status.

2. When updated by the local law enforcement agency or when you contact the local law enforcement agency and it is determined that you can safely change from Lock Down status to a Lock Out status, make that notification to all staff via the PA system and activate Catapult EMS.
3. Keeping ongoing communications with the local law enforcement agency will allow you to determine the extent of outside activity for your students and staff.
4. Notify both the Superintendent and/or Assistant Superintendent Business Services either by Catapult EMS, phone, email, or District radio of your current status.
5. Keep telephone lines open for emergency-related use.

District Office

1. Either the Superintendent and/or the District's Assistant Superintendent Business Services will send out a notice to the parents on its phone notification system of the following:
 - a) The need to release students immediately or if there will be a delay in dismissing the students.
 - b) If there is a need for them to pick up their children at a different time or location.
 - c) That there was a Lock Down, the reason for the Lock Down, and the steps taken to secure the students.
2. It is recommended that, if possible, at least two administrators or designated staff respond will be available to assist the school site Principal as needed.

Loss or Failure Of Utilities

Administrative Regulation 6114.11 – Utility Failure

Warning Signal: Utility system stop.

Action: Continue programs.

Principal

1. Determine if area or buildings are safe. Insure further safety by having all power equipment and electrical switches off.
2. Notify district Maintenance Supervisor or staff.
3. Notify appropriate utility company.
4. Communicate as necessary with staff, using best available means of communication.
5. Assess effects of prolonged utility failure on school programs and operations.
6. Consult with district Superintendent regarding best contingent action to safeguard the health and welfare of students and staff. Keep school in operation if possible.
7. Open doors and windows to obtain light. Provide alternative place for students in classrooms without windows. This may be outside, weather permitting.

Regulation Approved: October 3, 1991

Motor Vehicle Crash

This procedure addresses situations involving a motor vehicle crash on or immediately adjacent to school property. If a crash results in a fuel or chemical spill on school property follow biological or chemical release procedures. If a crash results in a utility interruption, refer to loss of failure of utilities procedures.

The school administrator will initiate the appropriate response. Actions may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.

Call 911.

Psychological Trauma

Board Policy 6114.14

As an outgrowth of almost any disaster or tragic event, individuals who experienced the situation may suffer a variety of psychological reactions. Some events that might produce these reactions include the death of student or staff member, including suicides, an environmental problem affecting an entire school, an act of violence, an earthquake or any other natural disaster. The psychological needs of these persons should be assessed and psychological first-aid measures initiated, if necessary.

So that staff and students may be aware of the availability of psychological assessments and psychological first-aid, staff shall be made aware of the Crisis Plan and procedure.

The Superintendent or designee shall establish a Crisis Plan to be followed once a crisis situation has subsided and the immediate physical safety needs have been met.

Policy adopted: October 3, 1991

Suspected Contamination of Food or Water

This procedure should be followed if school personnel suspect and report contamination of food or water. This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination. Indicators of contamination may include unusual color, taste, or multiple individuals with unexplained nausea, vomiting or other illnesses.

The contaminated food /water should be isolated to prevent further consumption.

Notify district office.

Call 911.

Apply first aid as appropriate.

Unlawful Demonstration or Walkout

Administrative Regulation 6114.9 – Riot or Civil Disorders

Warning Signal: Verbal.

Actions to be Taken: In the event of a riot or a civil disorder on or near the school where safety or welfare of the students is endangered, or where the destruction of property may result, the following steps shall be taken:

1. Maintain students in the classroom and await instructions from the principal.
2. Move students to other safe areas, if needed.

Principal

1. Notify El Monte Police Department 580-2110 (911)
or Temple City Sherriff's Station 285-7171

2. The principal will direct further action as required.

This could include:

a. Announce "all clear" if the disorder ceases and continue program.

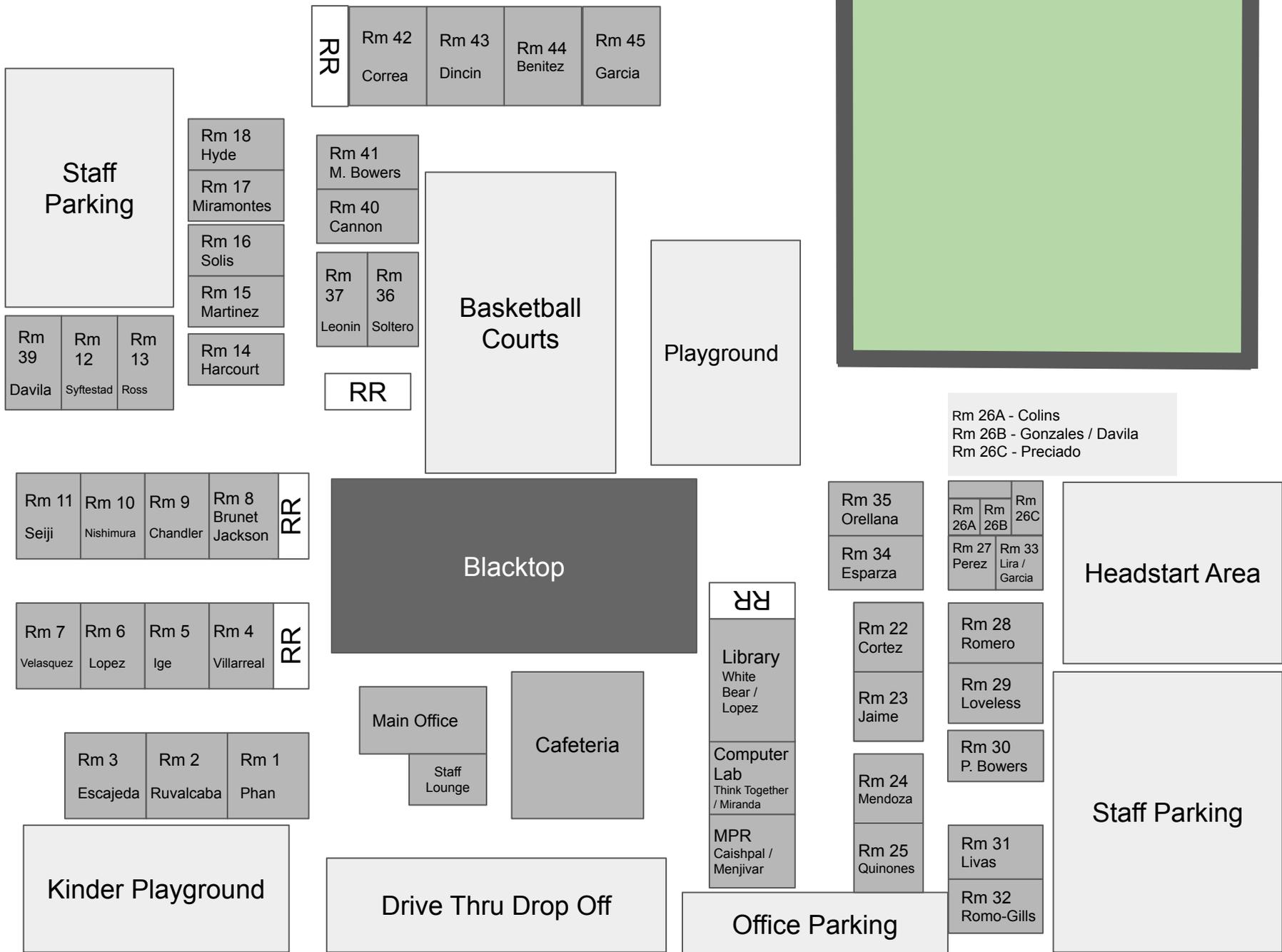
b. Send students home if deemed advisable.

3. Notify the District Emergency Command Center. 575-2155

Regulation approved: October 3, 1991

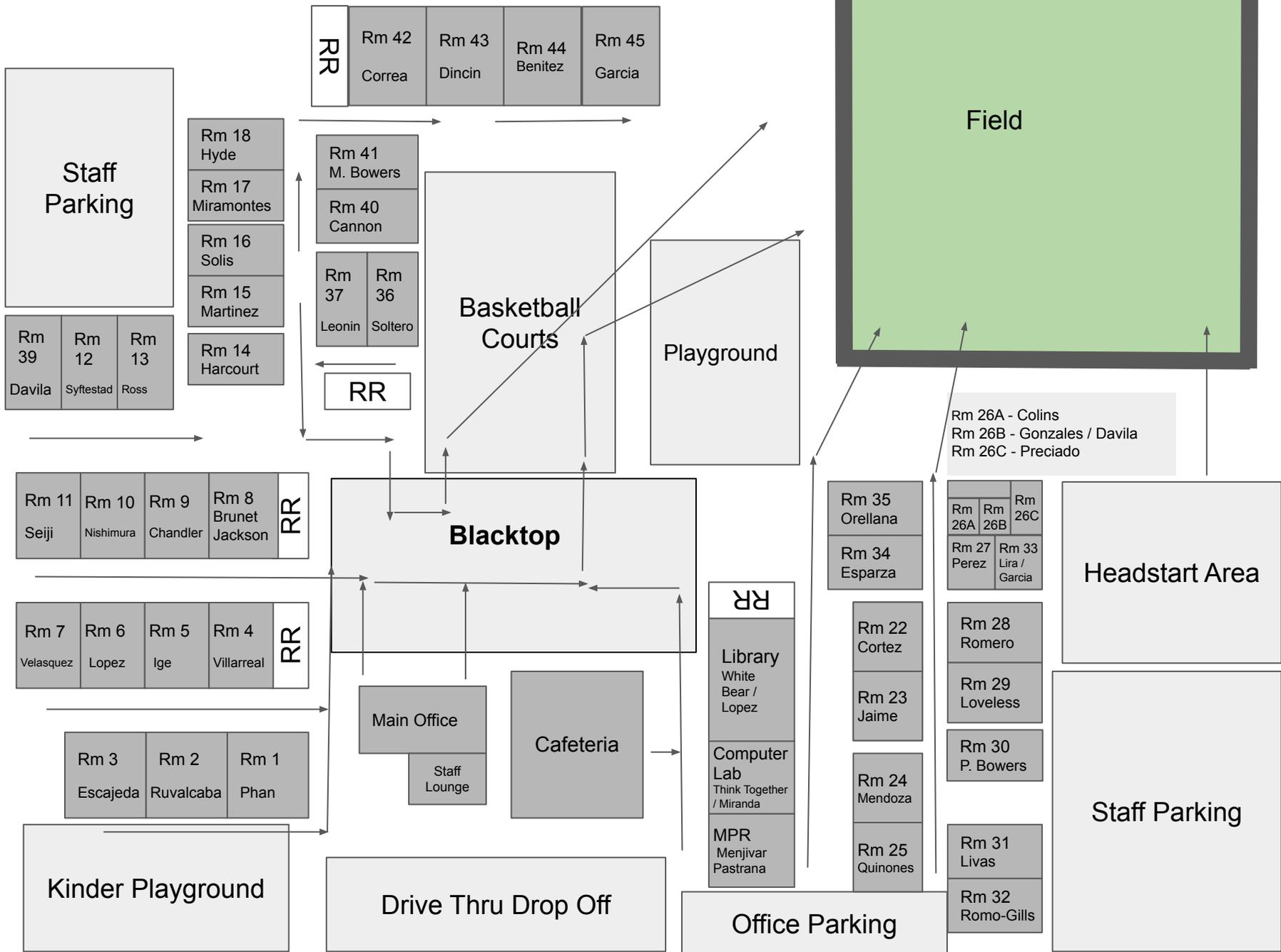
Emergency Evacuation Map

Monte Vista School Map



Thienes Ave.

Monte Vista Evacuation Route 2021 - 2022



Thienes Ave.



2021-2022 SCHOOL YEAR



MOUNTAIN VIEW SCHOOL DISTRICT FAMILY HANDBOOK

Turning the corner on the COVID-19 pandemic:
Guidelines for the 2021-2022 school year



This document is based on information MVSD has been provided from State, County and Public Health officials as of September 16, 2021. This is a fluid working document that may be adjusted as conditions and/or guidance changes.



A Message from the Superintendent

Mountain View School District is excited to fully reopen our schools for the 2021-2022 school year and safely provide our students with a wonderful year of successful learning. We are committed to ensuring our school communities are healthy and connected, and all students are receiving high-quality instruction that meets their needs.

The state of California has provided new guidance for schools regarding COVID-19 and the 2021-22 school year that the District is strictly following.

In Mountain View, the health and safety of everyone on our campuses is our top priority and we continue to take great measures to keep our students and employees safe. Our schools and classrooms are equipped with filtration devices and upgraded ventilation systems and additional hand washing and hand sanitation stations are placed around each campus. Cleaning and disinfecting protocols are in place, as well as effective contact tracing and quarantining processes. Additionally, each classroom is supplied with cleaning sprays, sanitation wipes, masks, and hand sanitizer designed especially for children, and we will continue to adapt to new safety guidance coming forth from the state and county health agencies.

Our transition back to in-person learning began in late April of 2021 when we welcomed back students in a hybrid format for the final weeks of the 2020-2021 school year. This summer we safely and successfully provided in-person summer programs for over 1,000 students in two, four-week sessions. Schools are the best place for students to learn and succeed, and we look forward to having our students in a physical classroom for the 2021-2022 school year, where they can make connections with their teachers and peers and build a sense of community with engaging, hands-on and collaborative interactions.

Thank you for your continued partnership as we move forward together and keep our schools safe and open by following all safety protocols and guidance.

Sincerely,
Lillian Maldonado French, EdD
Superintendent

PRIORITIES

Priorities for Fully Reopening Our Schools

- Health and safety of all students and staff
- Student learning and social-emotional well-being
- Supports for students, staff, and families
- Fiscal and operational viability



Student and staff health and safety are the main priorities in the Mountain View School District. A main goal of our plan for fully reopening is to minimize harm from and exposure to COVID-19. This handbook includes guidelines from public health, local/state agencies, the Centers for Disease Control (CDC), and Cal/OSHA, and will be adjusted as guidelines from these agencies change. A concentrated effort from everyone will help to achieve our goals for safe and healthy schools and we must work together to mitigate risk.

COVID-19 is an air-borne illness, contracted by breathing in air-borne droplets, and less commonly transmitted by touching surfaces. The best prevention strategies are:

- Get vaccinated
- Wear a mask indoors and/or crowded areas
- Layer in protection - High quality air filtration, hand-washing and hand sanitizing

This handbook, along with the District's COVID-19 Containment Plan and other resources are available on the MVSD website www.mtvviewschools.com and will be updated as needed.

MVSD Executive Order - Vaccine Mandate for All Employees, Contractors and Volunteers

In an effort to protect the health and safety of students and employees, all MVSD employees, contractors and volunteers will be required to be vaccinated against COVID-19.

The executive order signed by Superintendent, Dr. French on August 23, 2021, follows the proclamation of the existence of a local emergency due to the Novel Coronavirus COVID-19, and in the interest of public health and safety, the mandatory vaccination policy was established, requiring all District employees, contractors and volunteers to provide proof of full vaccination, including any required additional doses, by October 15, 2021.

MVSD's vaccine mandate goes one step further than the August 11, 2021 California Department of Public Health Order which requires public schools to verify that teachers, administrators and support staff are fully vaccinated or tested regularly. Unvaccinated or incompletely vaccinated workers are required to undergo COVID-19 diagnostic screening testing at least once weekly. Unvaccinated or incompletely vaccinated workers must also observe all other infection control requirements, and are not exempted from the testing requirement even if they have a medical contraindication to vaccination. As mandated by the public health order, MVSD will track test results of unvaccinated staff and conduct workplace contact tracing, and report results to the local health department.

INSTRUCTIONAL PROGRAM OPTIONS

While we are ready to enthusiastically welcome back all students for full, in-person instruction five-days a week, MVSD is required to offer an Independent Study option to students whose health would be put at risk by in-person instruction, as determined by the parent or guardian.

MOUNTAIN VIEW INDEPENDENT STUDY VIRTUAL ACADEMY - AB 130

Parent Responsibility

Parents/guardians are responsible for providing a learning environment that allows their student to focus on independent work and engage in live virtual interactions with teachers, support staff, and other students. Parents/guardians should closely monitor their child to ensure they are actively engaged in live instruction, completing independent work, and turning assignments in on time.

INDEPENDENT STUDY PROGRAM SCHEDULES

TK-6th Grade

With Teacher On Zoom

- Daily synchronous instructions for 2 1/2 hours Monday - Friday
 - Language Arts
 - Social Studies
 - Math
 - Science
 - Language Development

At Home With Parent

- Asynchronous assignments equal to 17 1/2 hours to be completed each week
 - Independent assignments
 - Physical Education Requirements
 - Support provided by parent

7th-8th Grade

With Teacher On Zoom

- 4 hours of synchronous instructions 2 times each week
 - Language Arts
 - Social Studies
 - Math
 - Science

At Home With Parent

- Asynchronous assignments equal to 24 1/2 hours to be completed each week
 - Independent assignments
 - Physical Education Requirements
 - Support provided by parent

Live interaction 3 days a week for 1 hour

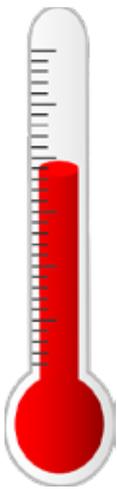
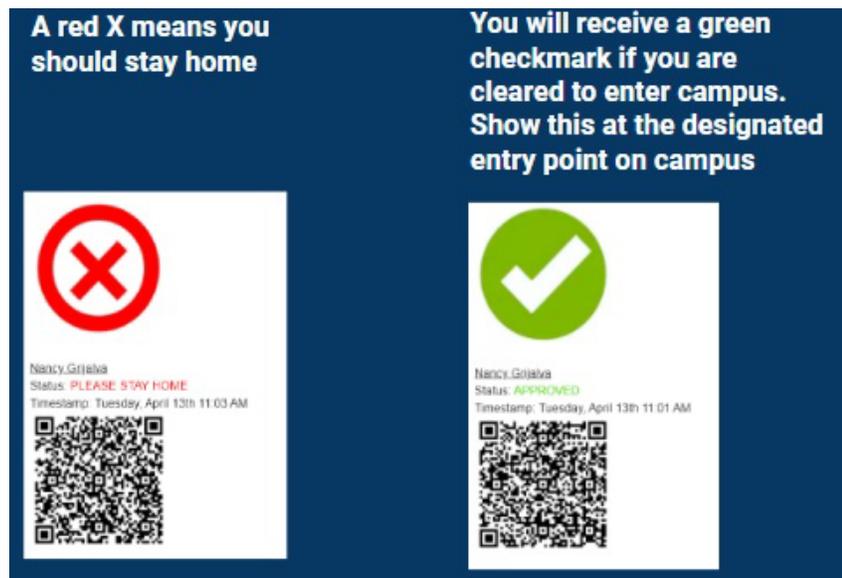
Under AB 130, "satisfactory educational progress" must be maintained including:

- completion within one week of assignment.
- evidence of working on assignments
- cannot miss more than 3 assignments
- maintain satisfactory academic progress
- maintain satisfactory attendance

For more information on the Independent Study Program Contact the Pupil Personnel Services Department at (626) 652-4982.

DAILY HEALTH SCREENING

- The Qualtrics Daily Health Screener will be emailed or sent via text and must be completed by parent/guardian for their child/children before each school day
- The Qualtrics Daily Health Screener must be completed by all staff regardless of vaccination status
- Employees, students and visitors who do not complete the Daily Health Screener prior to arriving at school will be required to complete it and have their temperature taken before entering any school or district facility
- You will receive a green check mark if you are cleared to enter campus.
- If you receive a red X, please stay home. Students receiving a red X will not be allowed on campus and will be sent home. If a parent is not available, the student will be escorted to the school's designated isolation area where they will be supervised by a staff member until they are able to be picked up.



SCREENING AT HOME:

- Families are recommended to take temperatures daily before going to school. Anyone with a fever of 100.4 or higher should not go to a school site. Personal illness, quarantine, and COVID-19 illness or symptom related absences will be excused.
- Students and adults are recommended to self screen for respiratory symptoms such as cough and shortness of breath prior to coming to school each day. Students and adults experiencing those symptoms should not attend school.

FACE MASKS & PPE

In accordance with the California Department of Public Health's (CDPH) Guidance for Face Coverings, face masks are required for everyone while indoors.

- ✓ All students, teachers and staff members will be required to wear masks at all times when indoors, regardless of vaccine status, unless exempted.
- ✓ Masks are required outdoors for students on the playground.
- ✓ Masks are required outdoors for adults supervising students at a close distance, and in any location where students may be encountered, such as hallways, walkways, near classrooms, etc.
- ✓ Masks are not required for students or staff during outdoor supervised instructional time when engaged in activities that allow for physical distancing. Staff must remain at least 10 feet apart from students at all times when unmasked outdoors.
- ✓ Masks are not required for adults outdoors with at least 6 ft. physical distance from others and where no students are present
- ✓ Masks must be worn properly to fully cover the nose and mouth
- ✓ Personal face coverings will be allowed and must fit properly
- ✓ Face masks and Personal Protective Equipment (PPE) will be available for students and staff
- ✓ Teachers and identified staff members will receive a reusable face shield



OTHER SAFETY CONSIDERATIONS

- Campuses will follow guidelines developed by the CDPH for cleaning, disinfection, and ventilation of school campuses.
- Common touch surfaces such as counter tops, door handles, light switches, restrooms, keyboards, student desks, student chairs, lunch tables, etc. will be cleaned regularly.
- Plexi-glass physical barriers will remain up in front office areas where face-to-face interaction with the public occurs.
- Staff and students will be expected to wash their hands regularly, including before entering the classroom, before lunch time, after recess, and /or when hands are soiled.
- Every classroom and workstation will be provided hand sanitizer to use.
- Schools will limit sharing of supplies between students to the extent possible and encourage students to take home personal items for cleaning daily.
- Signage throughout campuses continues promote healthy hygiene practices and reminders to stay home when ill.
- Water bottle filling stations are located throughout the campuses and students are encouraged to bring a refillable water bottle to school each day.
- Group activities will be limited wherever practicable – such as assemblies, award

ON CAMPUS AND IN THE CLASSROOM

PHYSICAL DISTANCING

Though minimum distancing measures are no longer required by the State at this time, MVSD will continue to recommend distancing when possible including:

- when transitioning students from classrooms
- in hallways
- when going to and from recess
- when walking in line



PLAYGROUND PROTOCOLS



- Masks are required outdoors by students on the playground
- Masks are required outdoors for adults supervising students on the playground
- Physical distancing for all is highly encouraged when outdoors
- For sport-related situations like basketball and soccer or any close proximity activities, when physical distance may not be possible, masks must be worn
- Masks are not required for students or staff during outdoor supervised instructional time when engaged in activities that allow for physical distancing. Staff must remain at least 10 feet apart from students at all times when unmasked outdoors.

RESTROOMS

- Masks are required at all times in the restroom
- No capacity restrictions
- Physical distancing is encouraged
- Students will wash their hands for 20 seconds with water and soap
- Regular cleaning and disinfecting will be completed once a day

BREAKFAST AND LUNCH

- All students will be provided free breakfast and lunch throughout the 2021-22 school year. Nutrition Services will serve individually packaged or boxed meals which will be prepared and served onsite. Students may eat meals in designated eating areas outside or inside with limited capacity.
 - Social distancing is critical during meals since students are not wearing masks
 - Masks are required for students when walking in line
 - Maintain physical distancing while in line for lunch distribution
- Students in the Independent Study program may register for free “Grab and Go” meal kits each week. Five-day meal kits will be distributed at your neighborhood school on Thursdays from 2 to 3 p.m. [Click here to pre-order meals](#). Please contact Nutrition Services at 626-652-4082 with any questions.



SAFETY CONSIDERATIONS FOR STUDENTS WITH DISABILITIES

- Alternative protective strategies may be adopted to accommodate special needs students who are unable to comply with wearing cloth face coverings, such as being worked with on a one-to-one basis.
(It is strongly recommended that such students be tested for COVID-19 at least twice weekly)
- Students with sensory/cognitive/behavioral needs will not be required to wear facial coverings, but are encouraged to utilize a face shield or covering as possible.
- Students who are deaf/hard of hearing will not be required to wear facial coverings.
- Students who are on IEPs will have access to Independent Study if student's family deems necessary.
- School personnel will work closely with families of students who are immunocompromised regarding specific needs.



CONSIDERATIONS FOR STAFF WORKING STUDENTS WITH DISABILITIES

- Staff will be given a choice as to type of face covering which is most conducive to addressing their specific student needs.
- IEP services will be delivered with adherence to the wearing of facial coverings, social distancing as practicable, increased hand washing, and sanitizing.
- All staff who work with students who require more hands on services such as diapering, catheterization, feeding, etc. will utilize face shields and gloves.
- Staff who work with students who require modeling of oral tasks to complete work will be issued face shields so students are able to view their instructor.

CLEANING PROCEDURES

- MVSD uses enhanced cleaning products approved for use against COVID-19 by the Environmental Protection Agency (EPA)
- Classrooms and office areas will be cleaned once a day using disinfectant cleaners
- Restrooms will be cleaned and disinfected once a day
- Staff rooms, restrooms, classrooms, and other common areas used or visited by staff are fogged at least three times a week



PARENTS & VISITORS TO THE SCHOOL

- Parents/visitors to school will adhere to the established protocol prior to entering campus.
- Parents/visitors must wear a face covering at all times while indoors and while outdoors where physical distancing is not possible
- Visitors will be limited
- Parents/visitors must be screened using the MVSD Building Entry Check-In Screening attesting to being symptom free and having not been recently exposed to anyone known with COVID-19.
- Parents/visitors will be registered in a visitor log that includes the visitor's name, phone number and email address in case this information is needed in the future for contact tracing purposes. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information should also be captured in the visitor log.
- Movement of visitors within the school is best limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public restrooms to the extent feasible, in order to reduce unnecessary interaction with any stable learning groups.
- School office staff will maintain current parent contact information.



TRANSPORTATION

- Students will fill the bus from back to front and disembark the bus from the front to the back.
- Hand sanitizer and masks will be available on all buses.
- A dose of hand sanitizer will be made available for each rider as they enter the bus.
- All individuals must wear face masks at all times while on buses. Drivers may remove face covering to ensure safe operation of the bus.
- All buses must be operated with air purification systems running or with windows rolled down to increase air circulation.
- All seats may be occupied at this time, but physical distancing is encouraged if possible.
- Plexiglass and other types of physical dividers should not be used for safety reasons
- Buses will be fogged at the end of the day.
- Should a student become ill while in transit, they will be isolated in a dedicated seat directly behind the driver.



SCHOOL BELL SCHEDULES

Baker School (TK-6)

Monday-Wednesday 8:05 - 2:40
Thursday & Friday 8:05 - 1:55

La Primaria School (K-5)

Monday-Wednesday 8:05 - 2:40
Thursday & Friday 8:05 - 1:55

Maxson School (K-6)

Monday-Wednesday 8:00 - 2:35
Thursday & Friday 8:00 - 1:50

Miramonte School (TK-6)

Monday-Wednesday 8:00 - 2:35
Thursday & Friday 8:00 - 1:50

Monte Vista School (TK-8)

TK-6 Monday-Wednesday 8:20 - 2:55
Thursday & Friday 8:20 - 2:10
7-8 Monday-Friday 8:23 - 2:43

Parkview School (TK-8)

TK-6 Monday-Wednesday 8:20 - 2:55
Thursday & Friday 8:20 - 2:10
7-8 Monday-Friday 8:23 - 2:43

Payne School (TK-6)

Monday-Wednesday 8:00 - 2:35
Thursday & Friday 8:00 - 1:50

Twin Lakes School (K-8)

K-6 Monday-Wednesday 8:20 - 2:55
Thursday & Friday 8:20 - 2:10
7-8 Monday-Friday 8:23 - 2:43

**Modified Days for 7th & 8th are determined by the school site and will be 8:23 - 1:55*



COVID-19 PROTOCOLS AND PROCEDURES

STUDENTS WHO SHOW SYMPTOMS AT SCHOOL

If your child tests positive for COVID-19 it is absolutely critical that:

1. They do not come to school.
2. You immediately notify your school office.

STUDENTS WHO SHOW SYMPTOMS AT SCHOOL

- Students who screen positive or display symptoms of COVID-19 will be given a medical-grade mask and accompanied by a designated staff member to the designated isolation space where they can remain while arrangements are made for their return home
- The student will be supervised by a staff member until they are picked up by a parent/guardian emergency contact provided by parent, or released to another healthcare facility. It is essential the school have up-to-date contact information for every student
- Per State guidelines, MVSD will recommend that the individual experiencing symptoms get a COVID-19 test

ISOLATION AREA

- Each school will identify an isolation area separate from the health office
- Students who may have COVID-19 symptoms will wait in this area until picked up by parent/guardian, emergency contact provided by parent, or released to another healthcare facility
- All students in the isolation area will be supervised by a staff member
- Social distancing of six feet or greater will be maintained in the isolation area
- A separate bathroom will be designated for use by anyone in the isolation area

STUDENTS WITH A CONFIRMED COVID-19 INFECTION

- If a student who has been physically on campus receives a confirmed diagnosis of COVID-19, the Los Angeles County Department of Public Health will be notified immediately
- Site administrators will identify those in close contact, and follow State notification and quarantine guidance for those individuals (see Quarantine/Close Contacts).
- The student cannot come onto campus for 10-days from symptom onset or test date; and at least 24-hours with no fever without fever-reducing medication; and symptoms have improved
- If an individual tests positive, but has had no symptoms, they may return to campus after 10-days have passed since receiving the test results
- School work will be provided to students during this time

STUDENTS RETURNING TO SCHOOL AFTER A COVID-19 DIAGNOSIS

- Per State guidelines, students may return to school if the following is met:
 - o At least 24-hours have passed since resolution of fever without the use of fever-reducing medications; AND
 - o Other symptoms have improved; AND
 - o Individual has a negative COVID-19 test, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma), OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Cocksackie virus), OR at least 10- days have passed since symptom onset

CONTACT TRACING AND QUARANTINE AS REQUIRED FOR TK-12 INDOOR SETTINGS

**Close Contact is defined by the CDC as anyone who was within 6 feet of an infected person for a total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes).*

District Contact Tracers

- The District Contact Tracer or Risk Manager is responsible for identifying and providing the County Public Health Department with contact tracing information for students exposed to a positive COVID-19 case
- Identified school/District team members are responsible for notifying individuals who were exposed to a positive COVID-19 case.
- All identification and contact tracing pertaining to staff members will be handled by the District's Risk Management and Personnel Department

Students or staff that have close contact with a confirmed COVID-19 Case:

- Unless vaccinated, students and staff should not come to campus if they knowingly had close contact* with a confirmed COVID-19 case until they have spoken with the school/District Contact Tracer to determine their quarantine plan.

Who must quarantine and for how long?

• Fully vaccinated students and staff

Fully vaccinated individuals who are close contacts to a confirmed case are NOT required to quarantine. They should monitor themselves for the onset of COVID-19 symptoms for a full 14 days after the date of last exposure. They are strongly recommended to obtain a COVID-19 test around 3-5 days after the date of last exposure.

• Staff who are unvaccinated or not fully vaccinated

Staff who are close contacts and not fully vaccinated are required to quarantine for 10 days from the date of last exposure. For days 11 – 14 they are required to wear a mask whenever they are around others and should continue to monitor themselves for the onset of COVID-19 symptoms. They are strongly recommended to obtain a COVID-19 test around 3-5 days after the date of last exposure. A negative test does NOT release them from quarantine or alter the length of quarantine.

• Students who are unvaccinated or not fully vaccinated

Students who are close contacts and not fully vaccinated are required to quarantine as follows:

- ✓ If a negative test is performed after day 5 (on day 6 or later) and the contact remains asymptomatic, they may end their quarantine after day 7 (on day 8 or later). This shortened quarantine option is available to K-12 students regardless of where their exposure event has occurred (in school settings or elsewhere in the community).
- ✓ If no test is performed, quarantine must continue for 10 days.
- ✓ After release from quarantine, contacts are required to wear a mask whenever they are around others and should continue to monitor themselves for the onset of COVID-19 symptoms for 14 days after the date of last exposure.

2021-2022 PARENT CALENDAR

August 19	First Day of School
September 6	Labor Day Holiday
October 13	Parent/Teacher Conferences (<i>student free day</i>)
November 1	Staff Development Day (<i>student free day</i>)
November 11	Veterans Day Holiday
November 19	End of First Trimester
November 22	Thanksgiving Break - Schools Closed
November 23	Thanksgiving Break - Schools Closed
November 24	Thanksgiving Break - Schools Closed
November 25	Thanksgiving Holiday
November 26	Local Holiday
December 20 to January 4, 2022	Winter Break
January 5	Students Return from Winter Break
January 17	Martin Luther King Holiday
February 1	Parent Conferences TK-8 (Modified day)
February 14	Lincoln's Birthday
February 21	Washington's Birthday
March 7	Staff Development Day (<i>student free day</i>)
March 11	End of Second Trimester
April 15	Local Holiday
April 18 to April 22	Spring Break
May 30	Memorial Day Holiday
June 6 to June 9	Modified Days for grades TK-6
June 10	Last Day of School, Modified Day TK-8

Community Resources

Law Enforcement Resources

El Monte Police Department
626-580-2100

Temple City Sheriff Department
626-285-7171

Mental Health Hotlines

Youth Hotline
877-968-8491

Crisis Text Line
Text HOME to 741741

National Suicide Prevention Hotline
800-273-8255

National Domestic Violence Hotline
800-799-7233

Child Abuse Hotline
800-540-4000

Help Centers

Didi Hirsch Suicide Prevention Center
877-727-4747

Mental Health Access Line
800-854-7771

Domestic Violence LA County
800-978-3600

LA County Social Service Helpline
Phone #211

Substance Abuse & Mental Health Services Administration (SAMHSA)
800-662-43-57
<http://www.samhsa.gov>

Local Mental Health Resources

Pacific Cinics
626-453-3399

Foothill Family Clinic
626-993-3000

Asian Pacific Clinic
626-287-2988

Care Solace
888-515-0595 or access through
www.mtviewschools.com

Mountain View School District



COVID-19 Employee Guidelines and Procedures Handbook

This document is based on information MVSD has been provided from State, County and Public Health officials as of January 21, 2021.

This is a fluid working document that may be adjusted as conditions and/or guidance change.

Revised: January 25, 2021

Dear Team Mountain View,

I would like to welcome all of our employees to the reopening of schools. The Mountain View School District is committed to each student attaining academic success. During these extraordinary times, it is vital that the Mountain View School District provide employees and the community the safest work environment in order for the District to meet our mission in supporting our students' academic and socio-emotional needs.

The purpose of this handbook is to provide information that will help employees transition back to work during the COVID-19 Pandemic. The safety and well-being of all faculty, staff, and visitors are top priority for the Mountain View School District. As we begin to transition back to working at a campus or department, various guidelines and procedures must be followed to ensure that all employees and visitors in the district feel safe and secure to effectively navigate the complexities of a "new normal" in our district. Keeping everyone safe will allow the district to continue the work effectively and meet the needs of our students and families.

The handbook is also a resource for employees. The handbook provides information on leaves of absence for employees experiencing hardships due to COVID-19 that impact their ability to work. Also contained in the handbook, is valuable information on measures to take if an employee develops symptoms, tests positive for COVID-19, or is exposed to the virus.

This handbook is not a contract, an amendment of any written employment contract, or a substitute for the official district policies. It provides employees with guidance on re-entry into the workplace and outlines the current best practices provided by federal, state, and local health authorities for removing or preventing COVID-19 in the workplace. The District will update this handbook as additional information becomes available.

We thank you, in advance, for your commitment and partnership in creating a safe environment where our exceptional staff can provide outstanding services to the community of El Monte.

Sincerely,

Dr. John Lovato
Assistant Superintendent of Personnel Services

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How COVID-19 Spreads

COVID-19 is thought to spread mainly through close contact from person to person, including between people who are physically near each other (within about 6 feet). People who are infected but do not show symptoms can also spread the virus to others. [Cases of reinfection with COVID-19 have been reported but are rare](#). We are still learning about how the virus spreads and the severity of illness it causes.

COVID-19 spreads very easily from person to person

How easily a virus spreads from person to person can vary. The virus that causes COVID-19 appears to spread more efficiently than influenza but not as efficiently as measles, which is among the most contagious viruses known to affect people.

COVID-19 most commonly spreads during close contact

- People who are physically near (within 6 feet) of a person with COVID-19 or have direct contact with that person are at greatest risk of infection.
- When people with COVID-19 cough, sneeze, sing, talk, or breathe they produce **respiratory droplets**. These droplets can range in size from larger droplets (some of which are visible) to smaller droplets. Small droplets can also form particles when they dry very quickly in the airstream.
- Infections occur mainly through exposure to respiratory droplets when a person is in close contact with someone who has COVID-19.
- Respiratory droplets cause infection when they are inhaled or deposited on mucous membranes, such as those that line the inside of the nose and mouth.
- As the respiratory droplets travel further from the person with COVID-19, the concentration of these droplets decreases. Larger droplets fall out of the air due to gravity. Smaller droplets and particles spread apart in the air.
- With passing time, the amount of infectious virus in respiratory droplets also decreases.

COVID-19 can sometimes be spread by airborne transmission

- Some infections can be spread by exposure to the virus in small droplets and particles that can linger in the air for minutes to hours. These viruses may be able to infect people who are further than 6 feet away from the person who is infected or after that person has left the space.
- This kind of spread is referred to as **airborne transmission** and is an important way that infections like tuberculosis, measles, and chicken pox are spread.
- There is evidence that under certain conditions, people with COVID-19 seem to have infected others who were more than 6 feet away. These transmissions occurred within enclosed spaces that had inadequate ventilation. Sometimes the infected person was breathing heavily, for example while singing or exercising.
 - Under these circumstances, scientists believe that the amount of infectious smaller droplet and particles produced by the people with COVID-19 became concentrated enough to spread the virus to other people. The people who were infected were in the same space during the same time or shortly after the person with COVID-19 had left.

- Available data indicate that it is much more common for the virus that causes COVID-19 to spread through close contact with a person who has COVID-19 than through airborne transmission. [\[1\]](#)

COVID-19 spreads less commonly through contact with contaminated surfaces

- Respiratory droplets can also land on surfaces and objects. It is possible that a person could get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes.
- Spread from touching surfaces is not thought to be a common way that COVID-19 spreads

COVID-19 rarely spreads between people and animals

- It appears that the virus that causes COVID-19 can spread **from people to animals** in some situations. CDC is aware of a small number of pets worldwide, including cats and dogs, reported to be infected with the virus that causes COVID-19, mostly after close contact with people with COVID-19. Learn what you should do [if you have pets](#).
- At this time, the risk of COVID-19 spreading **from animals to people** is considered to be low. Learn about [COVID-19 and pets and other animals](#).

[Source: CDC](#)

COVID-19 Self-Screening Guidelines

You will be asked to complete the following form when you arrive at your worksite. Please complete the form and place it in the designated box or electronically using a QR code. Please read the questions carefully. If you answer yes to any of the questions, please do not enter your worksite. Contact your supervisor immediately for further direction.

If you do not have the symptoms listed, use hand sanitizer provided, and take your temperature with the hand-held thermometer located next to the forms. If the thermometer indicates a high reading by flashing red, please contact your supervisor immediately.



MVSD Building Entry Symptom Checker Form (Qualtrics Survey form)

First and Last Name

Contact Number (xxx-xxx-xxxx)

Are you a visitor or employee?

- Visitor
- Employee

Site/Location

- | | | | |
|---|-----------------------------------|-----------------------------------|---|
| <input type="radio"/> District Office | <input type="radio"/> Baker | <input type="radio"/> Monte Vista | <input type="radio"/> Kranz |
| <input type="radio"/> Ed Services | <input type="radio"/> Cogswell | <input type="radio"/> Parkview | <input type="radio"/> Madrid |
| <input type="radio"/> Personnel | <input type="radio"/> La Primaria | <input type="radio"/> Payne | <input type="radio"/> Children's Center |
| <input type="radio"/> Business | <input type="radio"/> Maxson | <input type="radio"/> Twin Lakes | <input type="radio"/> Warehouse |
| <input type="radio"/> Superintendent's Office | <input type="radio"/> Miramonte | <input type="radio"/> Voorhis | <input type="radio"/> Maintenance |
| | | | <input type="radio"/> Transportation |

SYMPTOM CHECKER

Have you had a fever and/or cough while sick, and/or difficulty breathing in the last 72 hours?

- Yes
- No

Have you taken fever-reducing medications (like, but not limited to Tylenol, Advil, or Motrin) while having a fever in the last 72 hours?

- Yes
- No

Are you currently experiencing chills, headache, sore throat, or pneumonia-like symptoms?

- Yes
- No

Are you currently experiencing a new loss of taste or smell?

- Yes
- No

Are you currently waiting on the results of a COVID-19 test?

- Yes
- No

To the best of your knowledge, have you been exposed to anyone tested or confirmed with Coronavirus in the last 14 days?

- Yes
- No

Face Coverings / Personal Protective Equipment (PPE)

LAPHD guidance provides that people should wear face coverings in public settings to reduce the spread of COVID-19 where other social distancing measures are difficult to maintain. Everyone (visitors, vendors, parents, employees, etc.) approved to enter a district facility will be required to wear face covering in public areas and shared spaces, unless medically not possible, or if this may pose a risk to the teachers and staff.

Employees are required to wear their face coverings (over the nose and mouth) to work.

What is a face covering?

- Face coverings are one tool utilized for preventing the spread of disease. They may also be called dental, isolation, laser, medical, procedure, or surgical masks. Face coverings are loose-fitting masks that cover the nose and mouth, and have ear loops or ties or bands at the back of the head. There are many different brands and they come in different colors. It is important to use a face covering.
- Gaiters that pull up from the neck are **not** permitted as face coverings.
- Bandanas are **not** permitted as face coverings.
- Masks with one-way valves should **not** be used.

Personal Face Covering

- Must cover the nose and mouth to maintain effectiveness.
- Must be secured to minimize the need to adjust frequently.
 - Must be work-appropriate, non-offensive, not considered derogatory or otherwise disrespectful to team members or visitors. Logos, graphics, and designs must be professionally appropriate as outlined in the district's dress code policy.
- Should not be loose material that could get caught in machinery or cause injury.
- Does not need to be medical grade.
- Need be worn prior to entering the building and in shared areas of the building at all times.
- Face coverings outdoors are required, unless you are working alone, with at least 15 feet of distance from another person.
- Employees need not wear a face covering when the employee is alone in a private office or a cubicle with a solid partition that exceeds the height of the employee when standing.

How to Put on and Remove a Face Covering

- Wash your hands with soap and water or hand sanitizer before touching the face covering.
 - **Avoid touching the front of the face covering.** Assume the front of the face covering is contaminated. Only touch the ear loops/ties/band. If you are frequently needing to touch the face covering to adjust it, it is the wrong size and you need to change the face covering or adjust the ties.
- Follow the instructions below for the type of mask you are using.
- Face covering with Ear Loops: Hold both ear loops and gently lift and remove the mask.
 - Face Covering with Ties: Untie the bottom bow first, then untie the top bow and pull the face covering away from you as the ties are loosened.
 - Face covering with Bands: First, lift the bottom strap over your head, and then pull the top strap over your head.
- Throw disposable face coverings in the trash. Wash your hands with soap and water or hand sanitizer.



As a reminder, face masks do not replace the need to maintain social distancing and frequent handwashing.

Please Note: Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. Please contact Personnel for further information.

Gloves

Workers or other persons handling or serving food must use gloves in addition to face coverings. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

A How-To Guide for the Removal (Doffing) of Disposable Gloves:

1. Pinch and hold the **outside** of the glove near the wrist area.
2. Peel downwards, away from the wrist, turning the glove inside out.
3. Pull the glove away until it is removed from the hand and **hold the inside-out glove with the gloved hand**.
4. With your ungloved hand, slide your finger/s **under the wrist** of the remaining glove, **taking care not to touch the outside of the glove**.
5. Again, peel downwards, away from the wrist, turning the glove inside out.
6. Continue to pull the glove down and over the inside-out glove being held in your gloved hand.
7. This will ensure that both gloves are inside out, one glove enveloped inside the other, with no contaminant on the bare hands.



Hand Washing

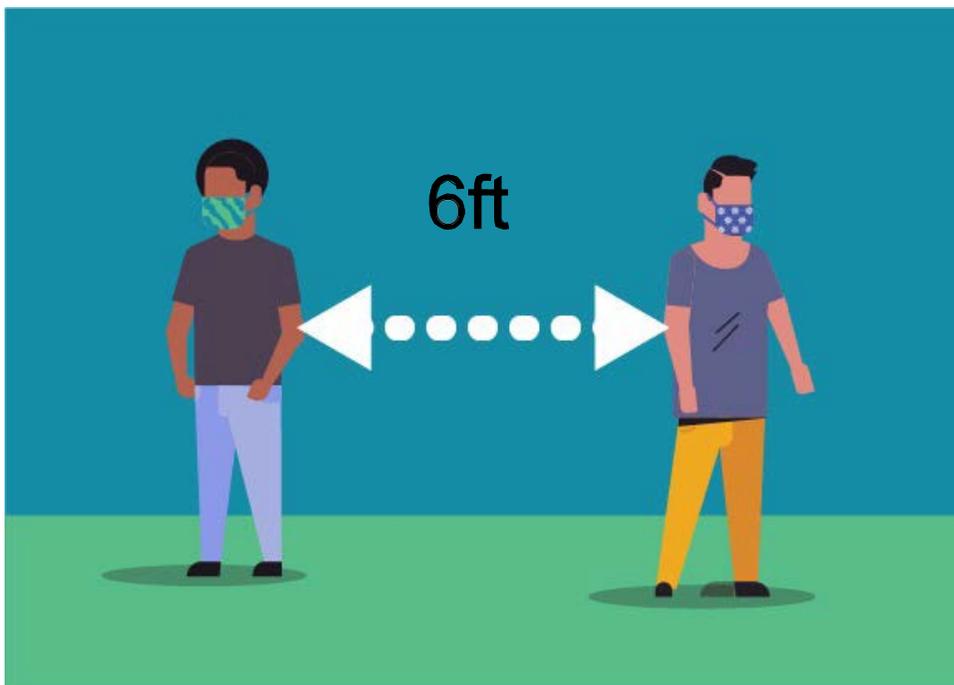
Employees should wash their hands often for at least 20 seconds with soap and water or use hand sanitizer that contains at least 60% alcohol. Employees are encouraged to wash hands frequently and avoid touching their face.

Water Fountains

Water fountains will be shut down or taped off. Employees are encouraged to bring their own water bottles.

Physical Distancing

The District has implemented social distancing protocols within buildings. Individuals should keep a six-foot minimum distance.



In addition to [everyday steps to prevent COVID-19](#), keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally, and across the country and world.

Physical distancing, also called “social distancing,” means keeping space between yourself and other people outside of your home. To practice physical or social distancing stay at least six feet (about two arms’ length) from other people.

Do not enter confined spaces with anyone, smaller than 10 x 10 feet. Wait to enter small spaces until the area is empty of other people. Ride elevators alone. Limit close contact with others outside your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay

away from others when possible, even if you—or they—have no symptoms. Social distancing is especially important for [people who are at higher risk](#) for severe illness from COVID-19.

Main Lobby/Office/Hallways

No loitering or congregating will be allowed in any lobby/office/hallway areas. Stay 6 ft. apart from others when walking in hallways or in any space.

Elevators

Avoid using elevators, if possible. Only one person per elevator at a time. Please wait for the elevator away from the door to allow riders to exit.

Stairwells

Staff or visitors may use the stairwells. They are to wear face coverings, use a paper towel, tissue, disinfectant wipe, or gloves when touching the railing, and follow the six-foot social distancing.

Parking

Be aware of your surroundings when entering/exiting your vehicle to ensure that social distancing is being practiced. Wear your face covering when entering/exiting your vehicle.

Meals and Break Rooms

An added precautionary measure to prevent community spread of COVID-19, the District will no longer allow any staff to eat lunch together, even if physically distanced. The District is concerned about the safety issues related to having groups of individuals congregating together. This measure is going into effect immediately.

Staff who have a workstation assigned and **are alone in a private office/classroom** may have lunch there. Staff members who do not have a workstation should see their supervisor to be assigned a lunch location.

Break rooms may be used to store food in refrigerators and for microwave use, but this will depend on the worksite. Some worksites may need to use their break room as a work station. Please ask about this when returning to your work site.

Restroom Use

1. **Only one person in a restroom at a time.**
2. Employees **required** to wear face covering while they are in restrooms.
3. Employees must wash their hands **before** to using the restroom.
4. It is recommended that employees use a paper towel or tissue to touch any high touch items. Do not flush paper towels or Kleenex tissue in the toilets.
5. Employees must wash their hands **after** using the restroom.
6. Specific restrooms may be assigned to employees based on their worksite location on campus. Please check with your supervisor about assignments.

Checking Personal Mailboxes

- US Mail and other package deliveries will be left at a specified location, and will not be taken into the office.
- District mail to be left at a specified location and the Delivery person will notify the office staff when it arrives.
- Personal mailboxes will **not** be located in the office. A temporary mailbox location, such as the staff lounge will be designated by the site administrator.
- Only one person at a time may stand in front of the mailboxes.

Vulnerable Employees

Vulnerable employees (those above age 65, and those with chronic health conditions that would place them at high risk if infected) will be assigned work that can be done from home whenever possible. Employees in this category should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace. Please contact Dr. John Lovato, Assistant Superintendent of Personnel Services, if you believe this applies to you.

- [CDC Underlying Medical Conditions List](#)

COVID-19 District-wide Office Protocols

PHASE ONE

The Phase 1 Protocol covers: (1) Workplace policies and practices to protect employee and student health (2) Measures to ensure physical distancing (3) Measures to ensure infection control (4) Communication with employees, students and families of students and the community.

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT STAFF

1. Staff rooms, restrooms, classrooms, and other common areas used or visited by staff are disinfected and adequately stocked at least three times per day, on the following schedule:
 - a. Staff rooms _____
 - b. Restrooms _____
 - c. Nurse's office _____
 - d. Front office _____
 - e. Other offices _____
2. High touch areas in staff rooms are disinfected at least twice a day, and commonly shared items are replaced with single use items. **ALL STAFF ARE ENCOURAGED TO USE THEIR OWN PERSONAL ITEMS.**
3. Disinfectant and related supplies are available to employees at the following location(s):

4. Hand sanitizer effective against COVID-19 is available to all main office employees in or near the following locations (check all that apply) Building entrance/s, exit/s
 - a. Front office
 - b. Staff Room
 - c. Nurse's Office
 - d. Supply or Work Room
 - e. Office Building Hallways
 - f. Near copy machines
5. Soap and water are available to all employees at the following location(s):

6. Office staff are offered frequent opportunities to wash their hands (CDC recommends every 30 minutes).
7. Each employee is assigned their own tools, supplies, equipment and defined workspace.
8. Sharing of workspaces and hand-held items is eliminated.

9. Substitute teachers must be informed and trained about office protocols when employed by MVSD.
10. Copies of this Protocol have been distributed to all employees.

B. MEASURES TO ENSURE PHYSICAL DISTANCING BY STAFF, STUDENTS AND VISITORS

1. Maximum number of employees (excluding office staff) permitted in the main office building to maximize physical distancing is: 1.
 - a. Work stations of office personnel have been arranged to limit one individual per office space. Site administrator and office staff will work together to identify alternative work station locations in order to maintain physical distancing.
2. Measures are in place to permit physical distancing in administrative areas of the school.
 - a. Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel.
 - b. Tape or other markings are used to define a 6-foot radius around reception desks or counters.
3. All staff have been informed not to enter the main office building except in the event of an emergency.
 - a. All communication between the office staff and other staff will be done by phone, email, or zoom.
4. A table will be placed near the front gate of the school for parents to drop off documents that need to be returned to the school. Parents can use the buzzer or call the office to have someone come out to collect the materials. **ONLY MVSD STAFF OR VISITORS ESSENTIAL FOR THE SCHOOL'S OPERATION WILL BE PERMITTED ON CAMPUS.**
 - a. Parents can inform the office staff by phone of materials left at a table at the front gate.
 - b. Tables will be set up for parents that need in person interaction with staff.
 - c. A desk will be set up outside the front gate or the entrance to the main office for parents that need to interact with the front office staff.
 - i. All visitors must wear face masks properly covering their nose and mouth.
 - ii. Office staff will ask visitors to leave if face covering is not worn.
 - d. US Mail and other package deliveries will be left at the front gate.
 - e. Parents will be encouraged to use their own writing utensils when needed. Schools will provide writing utensils when needed and a

process for one-time use only. Used writing utensils will be placed in a separate box that will be disinfected at the end of the day.

C. MEASURES TO ENSURE INFECTION CONTROL

- 1. Screening is conducted before staff may enter the school. Employees will receive a daily email with survey questions. They will be asked questions concerning cough, shortness of breath or experience fever and any other symptoms the employee is experiencing. A temperature check with a no-touch thermometer will be self-administered at entry.**
- 2. Stay home when not feeling well. (Teachers must have an extra schedule and set of plans in the classroom).**
- 3. Must follow a schedule for making copies. DESIGNATED STAFF WILL MAKE COPIES FOR STAFF TO ENSURE INFECTION CONTROL.**
- 4. Modify mail delivery system. Cubbies should not be used for general pick-up. MAXIMUM NUMBER OF STAFF BY MAIL CUBBIES IS: 1.**
- 5. Staff will not congregate or eat in the staff lounge.**
- 6. Staff will not be allowed to visit the front office.**
- 7. Only one person in a restroom at a time.**
- 8. Measures are in place to limit risk of infection due to visits by individuals other than staff. These may include:**
 - a. Visits to the school by individuals other than staff and students are avoided whenever feasible.**
 - b. Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible.**
 - c. Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operation.**
 - d. Visitors are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address.**
 - e. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information is captured in the visitor log.**
 - f. Visitors arriving at the school with non-enrolled children (e.g. younger siblings of students) must ensure that these children stay next to an adult, avoid touching any other person or any item that does not belong to them, and are masked if 2 or older and not at risk due to a respiratory condition.**
 - g. Movement of visitors within the school is limited to a designated area at or near the front gate to the extent feasible.**

- h. **Visitors are instructed that they must wear face coverings at all times while in the school.**

D. MEASURES THAT COMMUNICATE TO THE CAMPUS COMMUNITY AND THE PUBLIC

Information was sent to staff prior to the start of school concerning school policies related to:

_____ Family Handbook

- **Description of instructional options**

_____ Office/Worksite Protocols and Procedures

- **Workplace policies to protect staff**
- **Measures to ensure physical distancing by staff, students and visitors**
- **Measures to ensure infection control**
- **School policies concerning parent visits to school and advisability of contacting the school remotely**
- **Measures that communicate to the campus community and the public**

_____ Employee Handbook

- **Required use of face coverings**
- **Importance of staff compliance with physical distancing and infection control policies**
- **Physical distancing requirements**
- **Daily wellness check**
- **Fact sheets and other informational materials**

_____ COVID-19 Containment, Response and Control Plan

- **COVID-19 Compliance Team**
- **Flow chart explaining the protocols for steps to take if exposed to or test positive for COVID-19**
- **Options for COVID-19 testing if the employee has symptoms or has been exposed to COVID-19**
- **Process for employees to report symptoms or exposure to COVID-19**

A copy of this protocol is posted at all public entrances to the school and distributed to all staff via email.

COVID-19 Containment, Response, and Control Plan

Each school site has a COVID-19 Containment, Response and Control Plan that describes the school's comprehensive approach to preventing and containing the spread of COVID-19 on campus. These plans will be available by August 31, 2020.

The Plan includes, but is not limited to the following elements:

A designated COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. One member of this team is designated as a liaison to Los Angeles Department of Public Health (LADPH) in the event of an outbreak on campus.

A plan or protocol, for steps that will be taken immediately upon notification of school officials that any member of the school community (faculty, staff, student or visitor) tests positive for, or has symptoms consistent with COVID-19. The plan addresses:

- Immediate separation of the case from the school community to self-isolation at home if notification occurs while the case is on-site. The plan must allow for temporary, on-site isolation of the case if arrangements are needed for the person's return to their home.
- Fact-sheets or other informational materials that are to be given to the case (or appropriate family member/s if the case is a child) covering regulations governing self-isolation and links to sites with further information.
- A plan or protocol to initiate a School Exposure Management Plan consistent with LADPH guidance that outlines procedures for:
 - Isolation of case(s);
 - Identification of persons exposed to cases at school;
 - Immediate quarantine of exposed employees and/or students; and
 - Assurance of access to testing for all exposed individuals within the school as the basis for further control measures.

Contingency plans for full or partial closure of in-person school operations if that should become necessary based on an outbreak in the school or community.

Possible Exposure Procedures

What steps should I take if I have been in contact with someone who tests positive for COVID-19 and I have been on campus or at my worksite?

- Notify your supervisor and Dr. Lovato. Depending on your level of contact, you may be asked to stay home until you are cleared to return.

Where can I get tested if I am exposed or potentially exposed to COVID-19?

- Find a Los Angeles County [Community Testing Site](https://covid19.lacounty.gov/testing/) (<https://covid19.lacounty.gov/testing/>) or call the L.A. County Information Line at 2-1-1 available 24/7
- El Monte Comprehensive Health Center DHS
10953 Ramona Blvd.
El Monte
- DPH – Monrovia Health Center
330 W Maple Avenue
Monrovia
- San Gabriel Valley Airport
4233 Santa Anita Ave
El Monte
- ChapCare Vacco Health Center
10408 Vacco Street, Suite A
South El Monte
- East Valley Community Health Center – West Covina
420 S. Glendora Ave.
West Covina
- Montebello Civic Center
1600 W. Beverly Blvd.
Montebello

What steps should I take if I test positive for COVID-19 and I have been on campus or at my worksite?

- If you develop symptoms, you should contact your physician and get tested for COVID-19. Notify your supervisor and Dr. Lovato; you will be asked to stay home until you are cleared to return.
- If you test positive for COVID-19 and have been at your worksite within the last 14 days, contact your supervisor and Dr. Lovato immediately.
- You will be asked the following questions:
 - When were you last at work?
 - With whom did you come in contact while at work for more than 15 minutes?
 - What areas of the workplace did you visit while working?
 - Were you wearing a protective mask or face covering?

When will the district notify employees of positive COVID-19 cases?

- The district will notify all employees who may have come in direct contact with an employee who has tested positive for COVID-19.
- Additionally, the district will notify all employees in the district of the positive case, including dates and locations the employee frequented. Employees who suspect they may have been in contact with the employee are directed to notify Dr. Lovato immediately.

What is the definition of “close contact”?

- According to the Los Angeles Department Public Health (LADPH), the term “close contact” applies to all household members, intimate contacts, caregivers outside of a healthcare setting, and all individuals with any of the following exposures to a person diagnosed with or likely to have COVID-19 (“infected person”) while they were infectious*:
 - Presence of fewer than 6 feet with an infected person for more than 15 minutes.
 - Unprotected contact with an infected person’s body fluids and/or secretions, for example, being coughed or sneezed on, sharing utensils or saliva, or providing care without wearing appropriate protective equipment.

How long are employees who test positive for COVID-19 required to remain home from work?

- According to the LADPH, all individuals who have been diagnosed with or are likely to have COVID-19, must immediately isolate themselves and take the following actions:
 - a. Isolate themselves in their home or another residence until they are no longer at risk for spreading COVID-19, based on the following criteria:
 - Individuals with COVID-19 symptoms must isolate themselves until:
 - (i) at least 3 days (72 hours) after they have recovered, meaning that their fever has gone without the use of fever-reducing medications and their respiratory symptoms (e.g., cough, shortness of breath) have improved, AND (ii) at least 10 days from when their symptoms first appeared.
 - Individuals without COVID-19 symptoms, who had a positive COVID-19 lab test, must isolate themselves for 10 days from the date of the positive lab test.
 - b. Until this time, they may not leave their place of isolation or enter any other public or private place, except to receive necessary medical care.

How long must an employee who has come in “close contact” with an individual testing positive for COVID-19 self-quarantine?

- According to the LADPH, employees who come in “close contact” with an individual that tests positive need to self-quarantine for 14 days after their last contact with them.

How does the LADPH classify a person to be diagnosed with or likely to have COVID-19?

- According to the LADPH, If the person has:
 - Received a positive lab test for COVID-19, and/or been informed by a physician that they are likely to have COVID-19, and/or
 - Signs and symptoms that are consistent with COVID-19 (i.e., fever, cough, shortness of breath, or trouble breathing).

COVID-19 Confirmed Case Protocol

Employees will be quarantined if:

- The employee tested positive for COVID-19.
- The employee is currently exhibiting symptoms related to COVID-19 and is awaiting test results.
- The employee has come in “close contact” with a person who has tested positive for COVID-19.
- Employees have any COVID-19 symptoms

Employees will not be quarantined if:

- The employee did not come in “close contact” with an infected employee.
- The employee was not in “close contact” for more than 15 minutes.

The definition of “close contact”

- According to the Los Angeles Department Public Health (LADPH), the term “close contact” applies to all household members, intimate contacts, caregivers outside of a healthcare setting, and all individuals with any of the following exposures to a person diagnosed with or likely to have COVID-19 (“infected person”) while they were infectious*:
 - Presence of fewer than 6 feet with an infected person for more than 15 minutes.
 - Unprotected contact with an infected person’s body fluids and/or secretions, for example, being coughed or sneezed on, sharing utensils or saliva, or providing care without wearing appropriate protective equipment.

Employees that test positive for COVID-19

- If you test positive, but never have symptoms, according to the LADPH - *Home Isolation Instructions for People with COVID-19*, you must stay home for 10 calendar days after the test was taken
- If you test positive and develop symptoms, you must stay home until:
 - You have had no fever for at least 72 hours (without the use of medicine that reduces fevers) AND
 - Your respiratory symptoms have improved (for example, cough or

shortness of breath) AND

- At least 10 days have passed since your symptoms first appeared
- Infected employees that cannot report to work due to COVID-19, and cannot telework (due to job duties) will be required to take a leave of absence using one of the following qualified leaves:
 - Personal accrued sick time
 - Paid sick leave under the Families First Coronavirus Response Act.
- Employees whose job duties allow them to telework will be allowed to work from home during their normal work hours and receive full pay.

Employees who come in “close contact” with an infected co-worker while at work

- All employees who came in “close contact” with the employee will be placed on quarantine from work for 14 calendar days.
- If you develop symptoms during the quarantine period, you should contact your physician to get tested and remain at home for at least 10 calendar days after your symptoms first appeared.
- Employees that cannot report to work due to exposure while at work, and cannot telework (due to job duties), will be placed on paid administrative leave.
- Employees whose job duties allow them to telework will be allowed to work from home during their normal work hours and receive full pay.
- Employees that may have been at the same site, but did not come in “close contact” with the infected employee will not be quarantined.

Employees or members of the community who are exposed to an individual that tested positive for COVID-19, outside the work environment

- All employees who came in “close contact” with someone outside of work will be placed on quarantine from work for 14 calendar days following their exposure.
- Employees whose job duties allow them to telework will be allowed to work from home during their normal work hours and receive full pay.
- Employees that cannot report to work due to exposure outside work, and cannot telework (due to job duties), will be required to take a leave of absence using one of the following qualified leaves:
 - Personal accrued sick time
 - Paid sick leave under the Families First Coronavirus Response Act
- No other employee will be quarantined because they did not come in “close contact” with the outside individual that tested positive for COVID-19.
- If quarantined employee tests positive within 14 calendar days of last contact with other employees, those employees will be notified to determine the level of contact.

How do you calculate the quarantine period?

- The LADPH’s - *Home Isolation Instructions for People with COVID-19* recommends the quarantine periods for the following scenarios:

I. YOU HAVE NO FURTHER CONTACT WITH THE INFECTED PERSON

A. Your last day of quarantine is 14 days from the date when you last had close contact with them.

Example:



II. YOU CONTINUE TO HAVE CONTACT WITH THE INFECTED PERSON

For example, you live with and/or care for the person with COVID-19

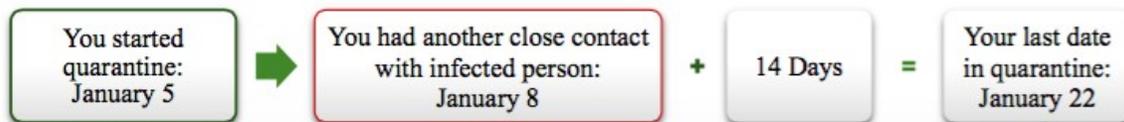
A. If you can avoid close contact (see [definition](#) on page 1), your last day of quarantine is 14 days from the date the infected person(s) in your household started to follow [Home Isolation Instructions for People with COVID-19](#).

Example:



If you have close contact (see [definition](#) on page 1) with that person at any point, the 14-day quarantine period will have to restart from the last day that you had close contact.

Example:



B. If you cannot avoid close contact (see [definition](#) on page 1), your last day of quarantine is 14 days from the date that the infected person was told that they are “cleared” to stop their isolation.

Example:



III. YOU RECEIVED A QUARANTINE ORDER BUT DON'T KNOW WHEN YOU WERE EXPOSED

A. Your last day of quarantine is 14 days from the date of issue on the Order.

Example:



Doctor or licensed health professional verification

- Employees will need to provide the district with verification from a licensed physician or health care professional indicating a diagnosis or exposure to the

COVID-19 in order to be eligible for telework or any leave under the Families First Coronavirus Response Act. All documentation must include reasons related to COVID-19.

Information on the Families First Coronavirus Response Act (Leaves)

The County of Los Angeles has now entered Phase III of their COVID-19 reopening, called Safer At Work, which includes schools, daycare centers and day camps. The school dismissal period, therefore, has ended in the Mountain View School District. Effective July 1, 2020, all employees that require time off due to reasons related to COVID-19 can utilize leaves under the Families First Coronavirus Response Act.

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. **This is an expansion of FMLA and the total number of weeks does not change. Employees are eligible for a single 12-week allotment of leave.** These provisions will apply through December 31, 2020 for all Mountain View School District employees (Department of Labor, 2019).

There are two types of leave that employees can utilize for COVID-19 related reasons: 1) Paid Sick Leave and 2) Paid Extended Family Leave.

1. **Paid Sick Leave (H.R. 6201)**

This leave is separate from your allocated accrued sick and personal leave or vacation.

- *Two weeks (up to 80 hours) of paid sick leave at the **employee's regular rate of pay** where **the employee is unable to work because the employee is quarantined** (pursuant to Federal, State, or local government order or advice of a healthcare provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or*
- *Two weeks (up to 80 hours) of paid sick leave at **two-thirds the employee's regular rate of pay** because **the employee is unable to work because of a bona-fide need to care for an individual subject to quarantine** (pursuant to Federal, State, or local government order or advice of a healthcare provider), **or care for a child** (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.*

- Part-time employees are entitled to pro-rated leave based on the average hours they would normally have worked in a two-week period.
- Employees are not required to have been employed for 30 days to be eligible for emergency paid sick leave.

2. **Paid Extended Family Leave (H.R. 6201)**

- The first ten days of this leave may be unpaid. An employee can use accrued sick time, vacation time, or other paid time off, during the 10 unpaid days. The employer cannot require an employee to use existing paid leave before taking leave under the Act. The employee may also elect to use the **Paid Sick Leave** under the Emergency **Paid Sick Leave Act** during this 10-day period (See Item #1 above).
- Up to an additional **10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay** where an employee is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.
- A covered employer must provide to employees that it has been employed for at least 30 days.

Qualifying Reasons for Leave (Department of Labor, 2019)

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Has been advised by a health care provider to self-quarantine related to COVID-19;
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. Is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. Is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Duration of Leave (Department of Labor, 2019)

- For reasons (1)-(4) and (6): A full-time employee is eligible for up to 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.
- For reason (5): A full-time employee is eligible for up to 12 weeks of leave at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Calculation of Pay (Department of Labor, 2019)

- For leave reasons (1), (2), or (3): employees taking leave shall be paid at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).
- For leave reasons (4) or (6): employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).
- For leave reason (5): employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period—two weeks of paid sick leave followed by up to 10 weeks of paid expanded family and medical leave).

Employee Notification Requirements (Department of Labor, 2019)

- Illness or Quarantine:
 - Name;
 - Dates for which the leave is requested;
 - Qualifying reason for leave; and
 - A statement that the employee is unable to work (including unable to telework) because of the qualifying reason.
 - Name of the government entity that issued the quarantine or isolation order or name of health care provider who gave advice to self-quarantine.
- Child Care:
 - Child's name;
 - Name of school, place of care, or child care provider that has closed or become unavailable.
 - A statement that no other suitable person is available to care for the child during the time the leave is to be taken.

Frequently Asked Questions

Leaves for a COVID-19 Related Reason

- 1. Do I qualify for leave for a COVID-19 related reason even if I have already used some or all of my leave under the Family and Medical Leave Act (FMLA)?**

You are entitled to paid sick leave under the Emergency Paid Sick Leave Act regardless of how much leave you have taken under the FMLA.

However, you may take a total of 12 workweeks for FMLA or expanded family and medical leave reasons during a 12-month period. If you have taken some, but not all, 12 workweeks of your leave under FMLA you may take the remaining portion of leave available.

- 2. I become ill with COVID-19 symptoms, decide to quarantine myself for two weeks, and then return to work. I do not seek a medical diagnosis or the advice of a health care provider. Can I get paid for those two weeks under the Families First Coronavirus Response Act (FFCRA or Act)?**

No. If you become ill with COVID-19 symptoms, you may take paid sick leave under the FFCRA only to seek a medical diagnosis or if a health care provider otherwise advises you to self-quarantine. If you test positive for the virus associated with COVID-19 or are advised by a health care provider to self-quarantine, you may continue to take paid sick leave.

You may not take paid sick leave under the FFCRA if you unilaterally decide to self-quarantine for an illness without medical advice, even if you have COVID-19 symptoms.

- 3. My child's school or place of care has moved to online instruction or to another model in which children are expected or required to complete assignments at home. Is it considered a "closed" school?**

Yes. If the physical location where your child received instruction or care is now closed, the school or place of care is "closed" for purposes of paid sick leave and expanded family and medical leave. This is true even if some or all instruction is being provided online or whether, through another format such as "distance learning," your child is still expected or required to complete assignments. Hybrid models, where some instruction is face to face and some is through distance learning, is not considered a school closure.

- 4. If I used my 12 weeks of FMLA-qualifying leave, do I receive another 12 weeks?**

No. Employees continue to have one single allotment of leave. Employees can use personal accrued time, such as vacation, sick time and personal necessity.

5. Do all employees in my school district qualify for federal paid leave?

Yes. All local and state government employees—including teachers, administrators, staff, and other school employees—are eligible.

6. Does federal paid leave cancel out sick leave I already have through my employer, or my union's collective-bargaining agreement?

No. Your employer will supplement your accrued sick leave, personal leave, or vacation time benefits with these provisions.

7. I'm a salaried school employee, and I'm sick. I don't have children. What am I eligible for?

80 hours of sick leave, paid at your normal salary rate, up to \$511 per day.

8. I'm a salaried school employee, I'm not sick and my child is sick. What am I eligible for?

Federal sick leave and family medical leave. You'll get up to 80 hours of sick leave, paid at two-thirds of your normal salary rate, up to \$200 per day. Then you'll get up to 10 weeks of family leave, paid at two-thirds of your normal salary rate.

9. I'm a salaried school employee, I'm not sick and I am caring for an individual who is sick.

Federal sick leave. You'll get up to 80 hours of sick leave, paid at two-thirds of your normal salary rate, up to \$200 per day.

10. I'm a salaried employee. I'm not sick, and my child is not sick but is home from school due to the COVID-19 outbreak. What am I eligible for?

Federal sick leave and family medical leave. You'll get up to 80 hours of sick leave, paid at two-thirds of your normal salary rate, up to \$200 per day. Then you'll get up to 10 weeks of family leave, paid at two-thirds of your normal salary rate, as long as your child's school or day care remains closed.

11. I'm a part-time, hourly school worker. Am I eligible for federal paid leave?

Yes. You are eligible in the same way as salaried full-time employees, except that each week of leave for you will consist of the number of hours you usually work in a single week.

12. I'm a part-time, hourly school worker who works different hours depending on the week. How do I calculate my eligibility for federal paid leave?

Hourly workers with irregular schedules are eligible for paid leave for the average number of hours they work in a two-week period over the last six months.

MOUNTAIN VIEW SCHOOL DISTRICT
School Site Council (SSC)/English Learner Advisory Council (ELAC)

Monte Vista Elementary School

Agenda for **X SSC** • ELAC Meeting of **February 3, 2022 at 3:15 p.m.**

Zoom link: <https://mtviewschools.zoom.us/j/81674540042>

Legal Requirements (Check topics to be covered at *this* meeting.)

	1a. School Plan Development – Needs Assessment and Data Analysis
	1b. School Plan Development – School Goals & Improvement Activities
	1c. School Plan – Monitoring & Evaluation
	1d. School Plan – Budget Development & Monitoring
	1e. School Plan Approval
	1f. Title I Program Description, Purpose, Schoolwide Program
X	1h. Effective Communication w/Parents
	1i. Title I Parent Involvement Policy & School-Parent Compact
	1j. Annual Review & Update of Bylaws
	1k. Advisory Committees Involvement

	2a. EL Program Design/Development
	2b. EL – Needs Assessment & Data Analysis
	2c. EL – Monitoring & Evaluation
	2d. EL – Budget Development & Monitoring
X	2e. EL - Reclassification
	2f. EL – Parent Training
	2g. R30 Language Census Discussion
	2h. Helping Students at Home (Academic & Social Skills)
	2i. Parent Input on Title I, III
X	2j. School Attendance

X	3a. School Safety Plan Development & Approval
X	3b. School Attendance Discussion
	3c. Training – Roles and Responsibilities
	3d. Election of SSC/ELAC/DELAC Members
	3g. Academic Standards
	3h. Academic Achievement, Benchmarks, Common and Diagnostic Assessments
X	3i. Uniform Complaint Procedures
	3j. Health, Nutrition, and Physical Activity Updates (for Alliance Application)

MEMBERS PRESENT:

___ Michelle Torres, Principal (ex officio)

___ Carmen Cortez, Classroom Teacher (2nd yr.)

___ Juan Orellana, Classroom Teacher (1st yr.)

___ Javier Livas, Classroom Teacher (1st yr.)

___ Isabel Santiago, Classified (2nd yr.)

___ Steve Macias, Parent (2nd yr.)

___ Patricia Fierros - (2nd yr.)

___ Isamar Cordero, Parent (2nd yr.)

___ Mireya Velazquez, Parent (1st yr.)

___ Elizabeth Lopez, Parent (1st yr.)

___ **Quorum was met**

___ , Parent (Alternate)

ITEM	DESCRIPTION/ACTIONS	MEETING SUMMARY
I. Welcome and Introductions		
a. Call to Order	<p><i>(Open the meeting and state the time. Count the members present. Indicate if a quorum is met. A quorum is 51% of the total School Site Council membership. If a quorum is not met, the meeting can proceed as an informational meeting only; items may not be voted on.)</i></p> <p>A. Approval of Minutes <i>(The minutes are both approved and seconded as read or as corrected.)</i></p> <p>B. Approval of Proposed Agenda <i>(The agenda is both approved and seconded, or members may vote to add items.)</i></p>	Steve Macias -
II. Committee Reports	<i>(This section includes correspondence and various committee or advisory committee reports. Each report could conclude with a motion that the Council must address.)</i>	
III. Legal Requirements	<p><i>(List the topic to be addressed from the numbered list above. If no items are to be addressed, delete this section.)</i></p> <ul style="list-style-type: none"> ● 1h. Effective Communication w/ Parents ● 2e. EL - Reclassification ● 2j. School Attendance ● 3a. School Safety Plan Development & Approval ● 3b. School attendance Discussion ● 3i. Uniform Complaint Procedure 	
IV. Unfinished Business	<i>(This section includes any issue that was not concluded, postponed, or tabled during the prior meeting. The chairperson and principal would add these items to this section of the agenda.)</i>	

V. New Business	<i>(This section identifies any new issues before the Council. Include any announcements in this section.)</i> <ul style="list-style-type: none"> ● No new business 	
VI. Adjournment	<i>(A motion to adjourn may be made at any time of the meeting. The Council should establish a timeline for its meetings. If the business cannot be completed, a special meeting of the Council should be called to address the remaining agenda items.)</i>	

Meeting adjourned at
Minutes recorded by
Minutes translated into Spanish by _____

Comprehensive School Safety Plan SB 187 Compliance Document

**2021-2022
School Year**

School: Monte Vista School
CDS Code: 19-64816-6020762
District: Mountain View School District
Address: 11111 Thienes Avenue
 South El Monte, CA 91733
Date of Adoption: March 2022

Approved by:

Name	Title	Signature	Date
Michelle Torres	Principal		2/3/22
Steve Macias	Parent/SSC President	Approved via Chat during SSC meeting held on 2.3.22	
Elizabeth Lopez	Parent/SSC		
Mireya Velazquez	Parent/SSC		
Isamar Cordero	Parent/SSC		
Patricia Fierros	Parent/SSC		
Isabel Santiago	Other School Staff/SSC	↓	
Javier Livas	Classroom Teacher/SSC		
Juan Orellana	Classroom Teacher/SSC		
Carmen Cortez	Classroom Teacher/SSC		

MOUNTAIN VIEW SCHOOL DISTRICT
School Site Council (SSC)/English Learner Advisory Council (ELAC)

Monte Vista Elementary School

Agenda for **X SSC** • ELAC Meeting of **February 3, 2022 at 3:15 p.m.**

Zoom link: <https://mtviewschools.zoom.us/j/81674540042>

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	1a. School Plan Development – Needs Assessment and Data Analysis
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	1f. Title I Program Description, Purpose, Schoolwide Program
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	1i. Title I Parent Involvement Policy & School-Parent Compact
	1j. Annual Review & Update of Bylaws
	1k. Advisory Committees Involvement

	2a. EL Program Design/Development
	2b. EL – Needs Assessment & Data Analysis
	2c. EL – Monitoring & Evaluation
	2d. EL – Budget Development & Monitoring
X	2e. EL - Reclassification
	2f. EL – Parent Training
	2g. R30 Language Census Discussion
	2h. Helping Students at Home (Academic & Social Skills)
	2i. Parent Input on Title I, III
X	2j. School Attendance

X	3a. School Safety Plan Development & Approval
X	3b. School Attendance Discussion
	3c. Training – Roles and Responsibilities
	3d. Election of SSC/ELAC/DELAC Members
	3g. Academic Standards
	3h. Academic Achievement, Benchmarks, Common and Diagnostic Assessments
X	3i. Uniform Complaint Procedures
	3j. Health, Nutrition, and Physical Activity Updates (for Alliance Application)

MEMBERS PRESENT:

Quorum was met

PRESENT Michelle Torres, Principal (ex officio)

PRESENT Steve Macias, Parent (2nd yr.)

___ Carmen Cortez, Classroom Teacher (2nd yr.)

PRESENT Patricia Fierros - (2nd yr.)

PRESENT Juan Orellana, Classroom Teacher (1st yr.)

___ Isamar Cordero, Parent (2nd yr.) ___, Parent (Alternate)

PRESENT Javier Livas, Classroom Teacher (1st yr.)

PRESENT Mireya Velazquez, Parent (1st yr.)

PRESENT Isabel Santiago, Classified (2nd yr.)

___ Elizabeth Lopez, Parent (1st yr.)

ITEM	DESCRIPTION/ACTIONS	MEETING SUMMARY
I. Welcome and Introductions		Meeting started at 3:32 p.m. First motion - S. Macias Second Motion - I. Santiago Quorum was met
a. Call to Order	<i>(Open the meeting and state the time. Count the members present. Indicate if a quorum is met. A quorum is 51% of the total School Site Council membership. If a quorum is not met, the meeting can proceed as an informational meeting only; items may not be voted on.)</i> A. Approval of Minutes <i>(The minutes are both approved and seconded as read or as corrected.)</i> B. Approval of Proposed Agenda <i>(The agenda is both approved and seconded, or members may vote to add items.)</i>	Minutes presented and approved First Motion - Steve Macias Second Motion - M. Velazquez Agenda approved First Motion - Steve Macias Second Motion - M. Velazquez
II. Committee Reports	<i>(This section includes correspondence and various committee or advisory committee reports. Each report could conclude with a motion that the Council must address.)</i>	No committee reports were given
III. Legal Requirements	<i>(List the topic to be addressed from the numbered list above. If no items are to be addressed, delete this section.)</i> <ul style="list-style-type: none"> ● 1h. Effective Communication w/ Parents ● 2e. EL - Reclassification ● 2j. School Attendance ● 3a. School Safety Plan Development & Approval ● 3b. School attendance Discussion ● 3i. Uniform Complaint Procedures 	2j./3b. - School attendance presentation given by I. Trujillo; discussion regarding what qualifies as school attendance procedures; attendance procedures during COVID, and what defines “excessive” absences. Importance of parents calling office when a child is absent reviewed. 2e. EL - Reclassification numbers and criteria given by Ms. Torres 1h. Strategies discussed regarding home-school communication; SSC felt school is doing a good job with

		<p>parent communication, many different ways to sending home school information, like the Sunday Message</p> <p>3a. School Safety Plan Development & Approval Safety Plan was shared with SSC via email and shared screen during the meeting; Informed that the majority of the plan was ed code and school board policies, as well as emergency procedures; Ingress/Egress was discussed; Safe School Component 1/2/3 presented and discussed with SSC; M. Velazquez wanted added to Component 2 - mention of the campus security officer; All SSC members present approved the plan via Chat</p> <p>3i. Uniform Complaint Procedures - Purpose of Procedures presented to SSC and procedures and information on brochures, programs, and forms presented; SSC showed where they can find it on the MVSD website and the languages available</p>
IV. Unfinished Business	<i>(This section includes any issue that was not concluded, postponed, or tabled during the prior meeting. The chairperson and principal would add these items to this section of the agenda.)</i>	No Unfinished business
V. New Business	<i>(This section identifies any new issues before the Council. Include any announcements in this section.)</i> <ul style="list-style-type: none"> ● No new business 	No new business
VI. Adjournment	<i>(A motion to adjourn may be made at any time of the meeting. The Council should establish a timeline for its meetings. If the business cannot be completed, a special meeting of the Council should be called to address the remaining agenda items.)</i>	<p>First motion - S. Macias Second motion - P. Fierros</p> <p>Meeting adjourned at 4:29 p.m.</p>

**Meeting adjourned at 4:29 p.m.
Minutes recorded by M. Torres**

Chat

15:31:37 From Steve Macias to Everyone:

hello

15:34:32 From Mireya Velazquez to Michelle Torres(Direct Message):

Mireya Velazquez/ Eiza Medina

15:47:31 From Javier Livas to Everyone:

Thank you

16:13:01 From Michelle Torres to Everyone:

Michelle Torres - I approve the Safety Plan

16:13:06 From Javier Livas to Everyone:

Javier Livas- I approve the safety plan.

16:13:09 From Mr. Orellana to Everyone:

Juan Orellana. I approve the safety plan.

16:13:24 From Isabel Santiago to Everyone:

Isabel Santiago - I approve the safety plan.

16:13:26 From Steve Macias to Everyone:

Steve Macias I approve the safety plan.

16:13:48 From Mireya Velazquez to Michelle Torres(Direct Message):

Mireya Velazquez I approve the safety plan.

16:14:36 From Patty to Everyone:

Patricia Fierros I approve the safety plan.