



# Comprehensive School Safety Plan SB 187 Compliance Document

## 2023-24 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:** September 2023

**Approved by:**

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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 the School's 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**

Lena Solis, Teacher

Jose Davila, Teacher

Mr. Steve Macias, Parent

Ms. Emma Godinez, Health Clerk

Melissa Jordan, Dean of Instruction

Melissa Brown, Assistant Principal

Michelle Torres, Principal

### **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 the 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 inspected regularly; 24-hour emergency personnel is 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 be buzzed onto campus through the main gate, and then 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 lunchtime. 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 security monitor activity and ensure student safety before school, during passing periods, at lunch, and after school.

There are school-wide rules and consequences that are communicated to students, staff, and parents periodically throughout the year. 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. Emergency 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.

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. School administration reports all emergencies to the district administration. The MVSD has provided staff development on Active Shooter Training. 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 in or around our schools.

The most recent California Dashboard data shows suspension rate and chronic absenteeism as areas in need of improvement. Under the state indicator of Chronic Absenteeism, 39.9% of Monte Vista students were considered chronically absent. Another area of need from our most current California Dashboard is the school's Suspension Rate with 2.8% of our students suspended at least once, however, it must be noted that our student enrollment dramatically increased in 2021 and the number of suspensions was increased.

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

Monte Vista incorporates different strategies and programs to help provide and maintain a high level of safety for our students, staff, and community. They include, but are not limited to:

- Ongoing campus monitors training - first aid, supervision, supporting the PBIS matrix, Playworks
- Trainings - Playworks (TK-8) helps students to stay active and build important socio-emotional life skills through the power of play; Anti-Bullying training
- Additional campus security personnel - two full-time staff members
- Positive Behavioral Interventions & Supports (PBIS) - tools to improve student behavior by setting expectations
- Having a motto students recite to remind them of the positive behavioral expectations on campus in the different educational settings (S.O.A.R. - Show Respect; Own your actions; Always show a positive attitude; Ready to Learn)
- Arrival and dismissal procedures
- Visitor Policies
- School resource officer - supports during emergency situations and promotes positive student behavior
- Student activities - Red Ribbon Week, Unity Day & Anti-Bullying Month, Kindness Week
- School Counselors - Anti-bullying lessons, small social groups, outside counseling referrals, and individual school-based counseling
- SEL Supports - Hazel Heart Teletherapy and Crossroads Student Mentors, and social worker intern

## 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 policy, 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

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 toward having a safe and secure campus. Monte Vista is a closed campus. The only access point for students, families, and visitors to the campus during the school day is through the front entrance which is monitored with the use of a security camera. There are security cameras throughout the campus in strategic locations that are monitored by office staff and administrators. During the school day, visitors are buzzed onto campus and need to check in through the office where they are to show identification. Visitors are to wear identification badges while on campus.

The school has school campus supervisors and two full-time campus security staff that monitor the ingress and the egress of students, parents, and staff during the onset and dismissal of the day respectively.

Staff enters the campus through the different gates connected to the different parking lots available to staff. All staff and district personnel are assigned gate keys to access the campus. All gates are to be closed and locked after entering the campus. Campus security personnel check the gates throughout the day, as well as the parking lot areas.



**(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
<p>Monte Vista School is continuing in its implementation process of PBIS, embedding the Peace Builders ideals, 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>Monte Vista formed a PBIS team (Principal, teachers, parents, and staff). PBIS 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)</p> <p>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.</p> <p>Acknowledge SOAR decision-making by giving students yellow tickets to celebrate and reinforce positive behaviors.</p> <p>Daily reading of the Peace Builder and SOAR pledge in classrooms.</p> <p>Continue to work with THINK Together to promote the Peace Builders program and PBIS framework in the extended day program.</p> <p>Continue to work with yard supervisors to</p>	<p>PBIS training materials and resources and Peace Builder curriculum, materials, resources such as certificates/awards/multi-colored tickets for recognition activities.</p> <p>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>

	<p>acknowledge Peace Builders and SOAR behaviors displayed on the playground or in school facilities by issuing yellow tickets of acknowledgment.</p> <p>Monthly meetings will be held with yard supervisors to revisit the principles and expected character traits of a Peace Builder and a PBIS school. Student conferences on correcting behavior are modeled, as well as the use of Office Discipline Referrals (ODRs)</p> <p>ODRs are being used by staff to document negative behavior and the corrective action given.</p> <p>Monthly recognition of Peace Builders via recognition assemblies.</p> <p>Weekly and trimester incentives for positive SOAR behavior.</p>			
<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.</p> <p>Campus monitors, staff, and parent volunteers will monitor lines and students exiting from campus.</p> <p>Friday announcements will remind students of campus rules.</p> <p>Positive incentives will be used to promote desired behaviors.</p>	<p>Post rules and incentives for students and classes. SOAR and Peace Builders Pledges are posted in classrooms and around the school.</p> <p>Periodic PowerPoint behavior 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 bi-monthly</p>	<p>Conduct school-wide bi-monthly emergency drills, including but not limited to, fire drills, earthquake drills,</p>	<p>Disaster Emergency Plan Emergency supplies Emergency / Disaster Drill District Report Form</p>	<p>Administration</p>	<p>Bi-Monthly disaster/emergency drills recorded on weekly and monthly bulletins. Copy of</p>

disaster drills that reflect on the effectiveness of the drills.	lockdown drills, and bomb threat drills. The school safety committee and staff reflect on monthly drills and make modifications to plan as required.			emergency/disaster drill District Report form on file in District Office
Support students' feeling of safety through the use of counselors	Provide comprehensive socio- emotional lessons and supports	Lessons and small group and individual counseling sessions and supports Crossroads Student Mentors Hazel Heart Teletherapy Foothill Family Social Worker Intern	Counselors/Administrati on	Staff and student surveys
Child Sexual Assault Prevention	Implement "Be Seen, Be Heard" Curriculum in all grade levels TK-8 Provide annual training to all teachers in the Fall.  Teach curriculum lessons 4 times per year (Fall, Winter, Early Spring, Late Spring) according to district-wide schedule.	Zoom and Digital lessons	History Teachers	Lesson plans
Elementary Sexual Assault Prevention	Implement KnowGo curriculum (grades 1-6) - educational awareness program to increase student awareness, knowledge, and skills designed to enhance student safety from child sexual abuse.	Classroom lessons	Counselors	Lesson Plans

**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>The lead custodian monitors facilities and communicates with the office manager if repairs or maintenance concerns arise.</p> <p>The secretary or lead custodian 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 the campus meets safety codes and that all areas are safe and pose no safety concerns.</p> <p>The office manager 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 officers will patrol the middle school area, as well as support the elementary area by supervising student activity outside the classroom and ensuring all gates are locked and secured.</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>
<p>Monte Vista will maintain a secured campus with monitored access. All gates will be secured during school</p>	<p>All parents/visitors are notified that they must check-in/check-out of the school campus.</p> <p>Regularly monitor gates</p>	<p>School Bulletins, school communications, School Messenger</p>	<p>Administration and Office Staff, Community Liaison, Custodian, Campus Security</p>	<p>Sign-in logs, Report of Incidents, Secure Gate checks</p>

hours and all visitors will be required to check in the office and wear badges identifying them as visitors.	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 gates and doors to ensure that they are closed and locked at all times.			
Monte Vista will enhance campus safety through the use of technology	The front gate camera, as well as other cameras, located throughout the campus monitor students and visitors	campus cameras	principal and office staff	security reports
Monte Vista school reinforces school safety through visitor and volunteer check in procedures	All visitors and volunteers are to check in with the office upon entering the campus and show identification. Volunteers are to report to the community liaison before entering classrooms or other locations on campus Visitors and volunteers must wear id badges while on campus	visitor and volunteer logs	principal	visitor logs; volunteer logs
Monte Vista campus has renovated the campus fences/gates to increase safety on campus	Fences/Gates were replaced with higher, anti-climb fences	fences	principal	maintenance reports on theft and graffiti; security reports
Monte Vista and MVSD supports safe campuses through "Knowledge Saves Lives"	"Knowledge Saves Lives" staff training given to all staff TK-8  Provide annual training to all staff in the Fall.	Consultants	Principal/District	professional development sign-ins
Anti-Bullying School Strategies	Student Presentations  Anti-Bullying Month	Counseling Lessons & Posters/Signs	Admin/Counselors/Teachers	Student Referrals

**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
The Student Study Team (SST) consisting of an Admin, two teachers, school counselor, school psychologist, and the parent(s) of the referred children meet periodically to determine the best resources (academic, disciplinary, emotional, etc.) to meet the needs of identified students. A counselor and/or psychologist may attend as necessary.	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.	Computer, Student Study Team template  Teachers volunteer for this assignment as part of their school committee assignment	Dean of Instruction, Teacher Coordinator) (SST)	Student Study Team minutes.  SST meeting dates as documented on weekly/monthly bulletins.
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.	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.	Information on community resources  Mountain View School District Family Center	Principal	PAC/Parent presentation agendas and sign-in sheets
Continue executing the ACT (Abolish Chronic Truancy) Program in order to continue improve in-seat attendance of students at school.	Provide refresher training for the Attendance/Health Clerk on the ACT program.  At a staff meeting, review the ACT program in order to keep staff members aware of the philosophy and objectives of the ACT program.  Using the information	ACT Flyer/School Letter  ACT Handbook	Principal  Attendance Clerk  Health Clerk	Data on ACT Website (biweekly)



	flyer and/or school letter regarding the ACT program, keep parents informed of the school's expectations for school attendance.  Implement ACT program (See ACT Handbook).			
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.	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.	SART/SARB Letter	Principal, Attendance District Attorney Representative, Health/Attendance Clerk	Attendance Records

**(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

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.

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#### Corporal Punishment

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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**

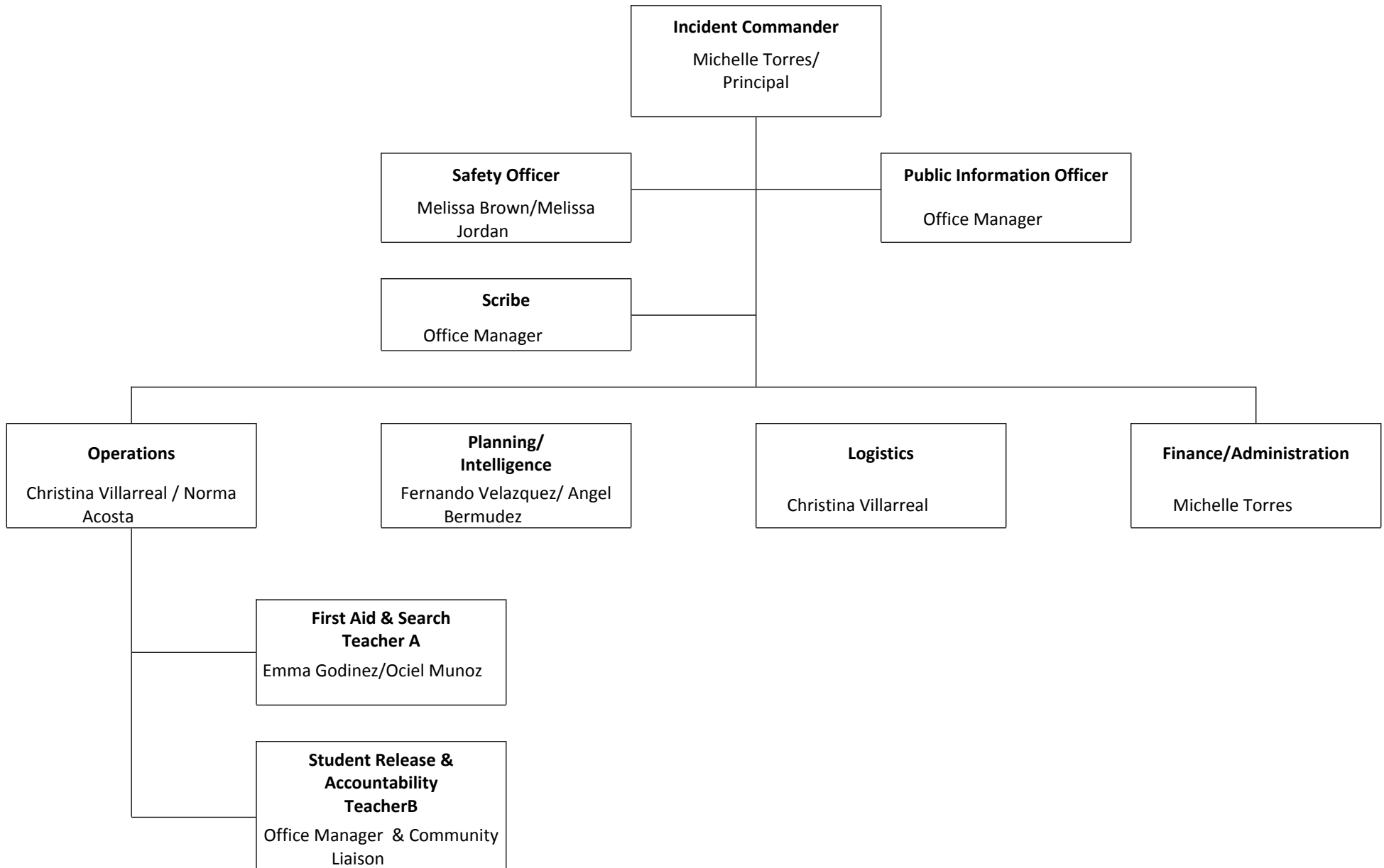
Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Temple City (Dispatcher)	626-285-7171	Temple City
Law Enforcement/Fire/Paramedic	L.A. County Sheriff	562-949-2421	Pico Rivera
Law Enforcement/Fire/Paramedic	El Monte Police Department	626-580-2100	El Monte
Law Enforcement/Fire/Paramedic	Fire 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"><b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)</p>	<p align="center"><b>Date and Time</b></p>	<p align="center"><b>Attached Document</b> (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 is readily available for inspection by the public. (Ed. Code 35294.2)</p>	<p>September 18th, 2023 at 3pm (Safety Committee) September 22, 2023 at 2:15 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:

#### **Step One**

Identify the type of emergency and respond accordingly.

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

#### **Step Two**

Once a type of emergency has been identified follow scenario protocols to ensure the safety and well being of the school community.

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**

Based on the type of emergency respond accordingly based on pre-agreed protocols and procedures i.e. lockdown, earthquake, fire. 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 the classroom and once the incident has subsided evacuate the building and assemble in the 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 the designated zone. In case of an intruder, lockdown 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 with the district in a timely manner.

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 the 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, the school will be notified via intercom system or phone informing them and staff will follow prescribed protocols and await further direction.

### **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.

For students with mobility concerns:

1. Give the "Duck (if able), Cover (their heads with their arms), and Hold On" command.
2. Determine if an 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 the student roster. Make sure to include any important medications and supplies. Leave lights on and doors locked if everyone is accounted for.
4. Have assigned staff accompany students to the designated safe area that does not impede or obstruct their passage. Staff is to wheel any wheelchair-bound students to the designated location provided on the Evacuation Map. Staff is to remain with students.
4. Activate the buddy system and your emergency response role, if applicable.
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

# 2023-24 Monte Vista School Map

**Staff Parking**

Rm 45 Solis
Rm 44 J. Torres
Rm 43 Dincin
Rm 42 Correa
<b>RR</b>
Rm 18 L. Jimenez (sub)
Rm 17 Assessment
Rm 16 Miramontes (Sub)
Rm 15 Robles- Rocha
Rm 14 Jimenez

Rm 39 Davila	Rm 12 Gaspar- Hagen	Rm 13 Ross
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Rm 46 Nagata Ha	Rm 47 Garcia	Rm 48 Benitez (Sub)
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Rm 41 M. Bowers	
Rm 40 Cannon	
Rm 37 Lira/ Garcia	Rm 36 Soltero

**Basketball Courts**



**FIRE LANE**

Rm 11 Miramontes	Rm 10 SDC TK-3 Aguila	Rm 9 SDC 3-6 Rodriguez	Rm 8 Urbina- Corona/ Jimenez	<b>RR</b>
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Rm 7 Velasquez	Rm 6 Lopez	Rm 5 Chi	Rm 4 Villarreal	<b>RR</b>
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Rm 3 Escajeda	Rm 2 Gutierrez	Rm 1 Phan
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**Blacktop**

Main Office
Staff Lounge
Cafeteria

Canopies

**RR**

Library

Morrow / IMC

Think Together

MPR  
Community  
Liaisons

Rm 35 Orellana
Rm 34 Chandler

Rm 26 Speech	Rm 33 Psych
Rm 27 Perez	Rogers

Rm 22 Esparza
Rm 23 Alvarez

Rm 28 Romero
Rm 29 Loveless

Rm 30 Bradshaw
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Rm 24 Nevarez
Rm 25 Tech

Rm 31 Livas
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Rm 32 Romo
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**Headstart Area**

**Staff Parking**

**Kinder Playground**

**Drive Thru Drop Off**

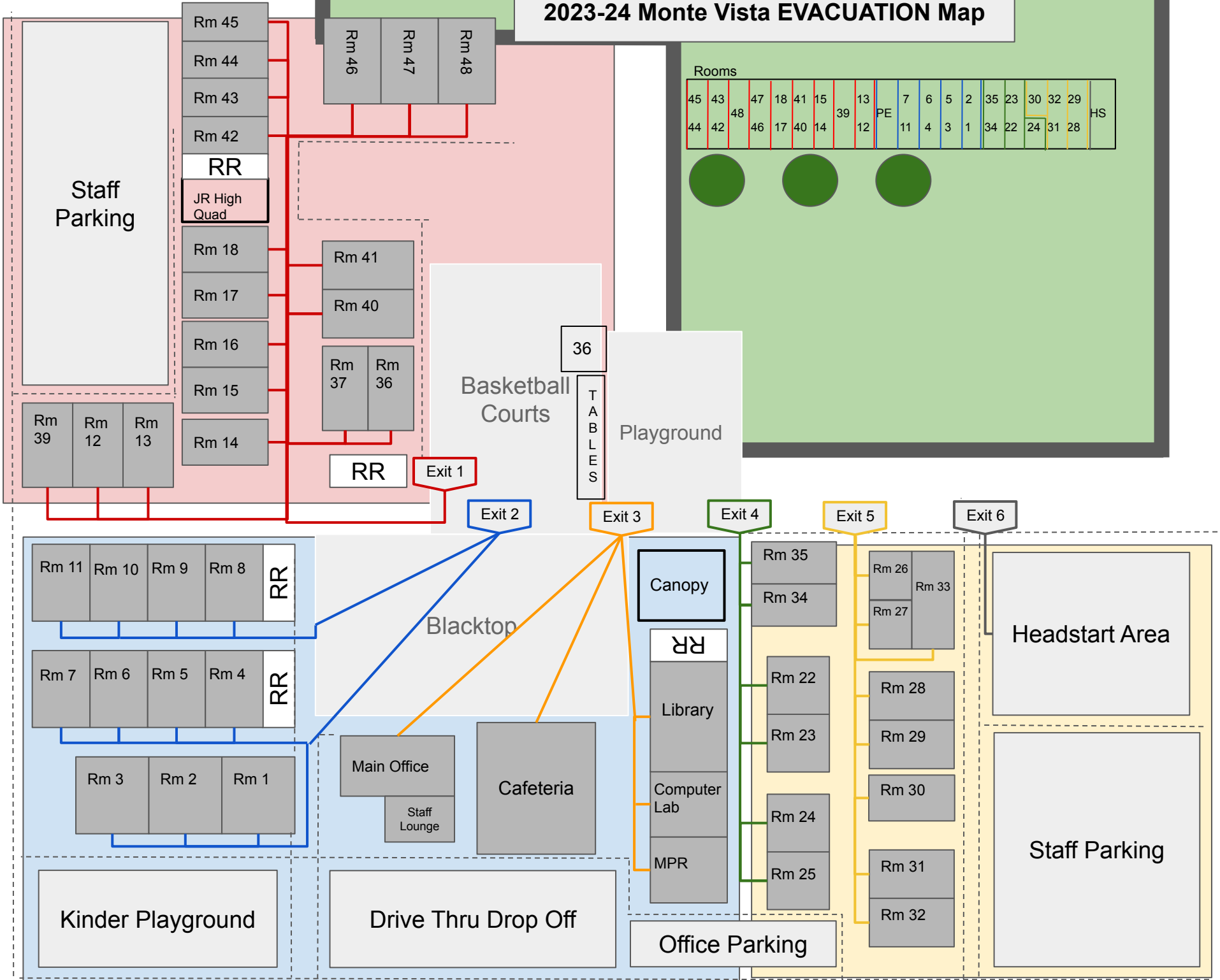
**Office Parking**

8.28.23mt

# 2023-24 Monte Vista EVACUATION Map

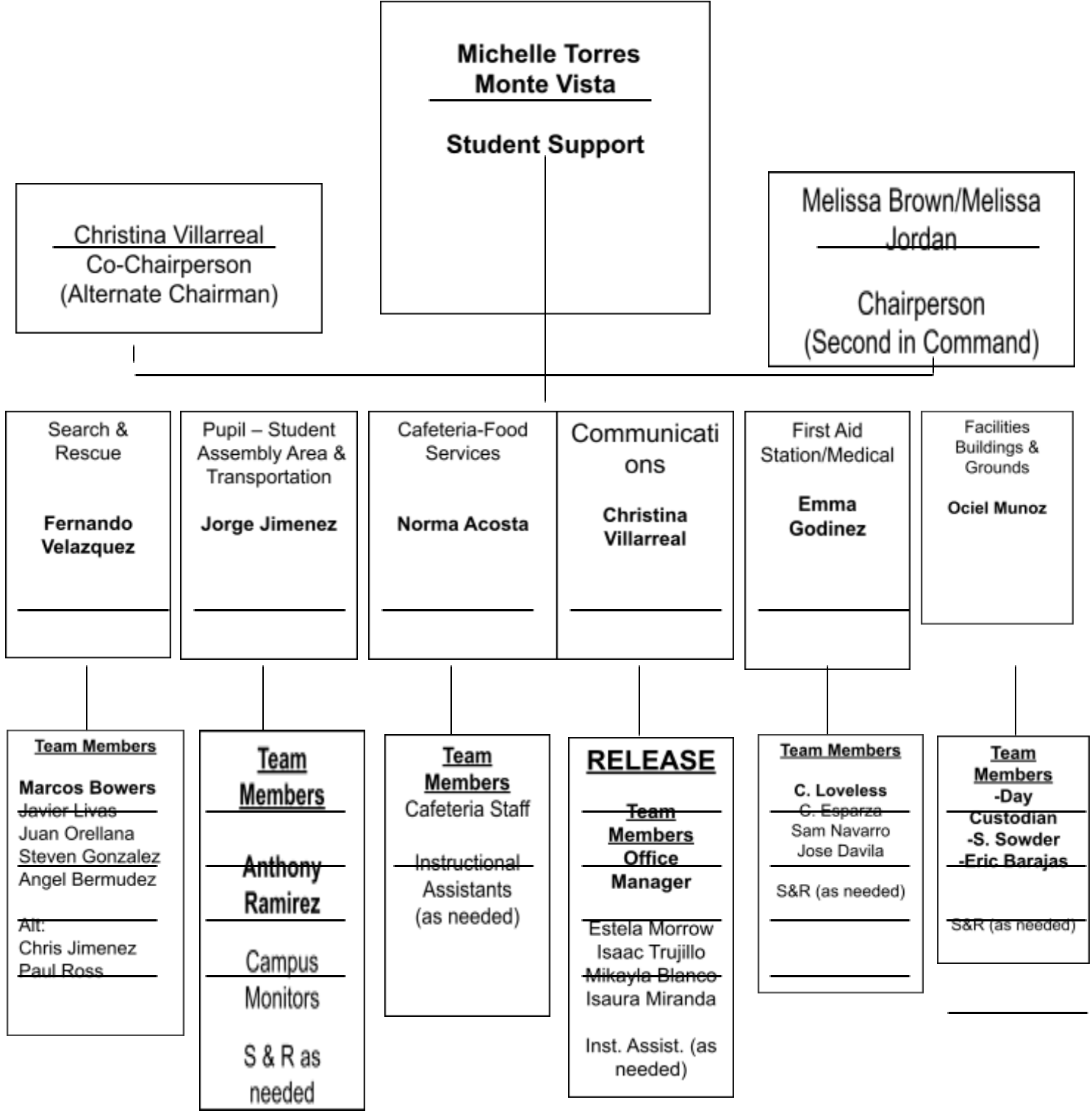
Rooms

45	43	47	18	41	15	13	7	6	5	2	35	23	30	32	29				
44	42	48	46	17	40	14	39	12	PE	11	4	3	1	34	22	24	31	28	HS



Thienes Ave.

**MOUNTAIN VIEW SCHOOL DISTRICT**  
**2023-2024 Monte Vista School Incident Preparedness Organizational Chart**



Principal's Signature \_\_\_\_\_

Date: \_\_\_\_\_

# Monte Vista School

## Disaster Preparedness – Team Leaders 2023-2024

ASSIGNMENT	ASSIGNED	PARTNER(s)	LOCATION
<b><u>Command Post</u></b> Radio: Districtwide 3 (Channel 5)	Michelle Torres	Melissa Brown	Command Post Grass Area in front of Assembly Area
<b><u>Operations/ Communications</u></b>	Christina Villarreal	Melissa Jordan Office Manager	Command Post Grass Area in front of Assembly Area
<b><u>Search and Rescue</u></b>	Fernando Velazquez	Marcos Bowers Javier Livas Juan Orellana Steven Gonzalez Angel Bermudez <b>Alt.: Chris Jimenez</b> <b>Alt: Paul Ross</b>	Command Post Grass Area in front of Assembly Area
<b><u>Medical</u></b>	Isabel Santiago	Cindy Loveless Cassandra Esparza Sam Navarro Jose Davila S&R (as needed)	First Aid Station  Basketball Courts Near concrete tables
<b><u>Care and Supervision</u></b>	Cynthia Lira/ Llasmin Garcia/ Counselors	Campus Monitors RSP aides (as needed) S&R (as needed)	Assembly Area- North Field
<b><u>Release</u></b>	Office Manager  Community Liaison	Estela Morrow Isaura Miranda Isaac Trujillo Mikayla Blanco (Instructional Assistants as needed)	Communication Station Main Entrance/Exit
<b><u>Facilities/ Maintenance</u></b>	Ociel Munoz	Day Custodian Eric Barajas S. Sowder S&R (as needed)	Command Post Whitetop
<b><u>Other:</u></b>			



**Cafeteria/Food Services (Loc: Command Post/Basketball Courts)****Assignments/Actions**

Norma Acosta	<ul style="list-style-type: none"> <li>• Check for gas leaks and inform custodian ASAP (shut off in necessary)</li> <li>• Check and report structural damage in kitchen area</li> <li>• Kitchen Staff Accountability</li> <li>• Send available cafeteria worker to report to Command Post on Kitchen status and personnel</li> <li>• Other duties as assigned by Command Center</li> </ul>
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**Search/Rescue Team (Loc: Command Post/Basketball Courts)****Assignments/Actions**

Fernando Velazquez and TEAM # 1 (Leader)	<ul style="list-style-type: none"> <li>• Each team will pick up a Search and Rescue back pack that contains: 2 nylon utility cords, 2 orange vests, 2 headlamps, 2 pairs of goggles, 2 pairs of utility gloves, one utility knife, one crow bar, one bolt cutter, one hacksaw, one first aid unit, one collapsible shovel, one clip board, one roll of tape, one radio, 2 hard hats and a set of master keys from the Command Center</li> <li>• Each team will be assigned an area to conduct search/rescue operations by the Command Center. <b>Please wait on the black top and monitor your radio for assignment/notification to deploy</b></li> <li>• Each Team will report the name and grade of all injuries and fatalities to the Command Center</li> <li>• Once a room is searched or a person rescued place an “X” on the wall or area next to the room opening</li> <li>• Once all students and rooms are accounted for, the Command Center will release the Search/Rescue team members to return their back packs to the emergency bin, their radio and keys to the command center and return to their classrooms. It is possible that members of the Search and Rescue team may be used for other duties as assigned by the Incident Commander.</li> </ul>
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**Medical Team/First Aid (Loc: Basketball Court area, near concrete tables)****Assignments/Actions**

Emma Godinez (Leader)	<ul style="list-style-type: none"> <li>• The team will provide basic First Aid attention to the injured</li> <li>• The team will report the name, grade, extent of injury and status of the individual to the Command Center</li> </ul>
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**Care and Supervision Team (Loc: Assembly Area)****Assignments/Actions**

Cynthia Lira & Llasmin Garcia (Leaders)/ Counselors	<ul style="list-style-type: none"> <li>• Interacts with students/staff and identifies those who need emotional/psychological assistance</li> <li>• Makes her/himself available for assistance</li> </ul>
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- Reports to the Command Center any emotional/psychological breakdowns

**Release Team (Loc: Main gate)**

**Assignments/Actions**

Office Manager (Leader) Community Liaison (Co-lead)	<ul style="list-style-type: none"> <li>• Releases students to parent/guardian that have appropriate identification and whose name is on the School Emergency Card</li> <li>• Reports to the Command Center the name(s) and grade of student(s) released. Records the name of the guardian who picked up child</li> <li>• Has parent/guardian sign students out</li> <li>• Runs a student locator report every trimester and keeps the locator binder up to date.</li> <li>• Keeps an up to date student locator binder in the Emergency Bin</li> </ul>
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**Operations Team (Loc: Command Post/Basketball Courts)**

**Assignments/Actions**

Christina Villarreal (Leader)	<ul style="list-style-type: none"> <li>• Communicates with all teams, deploys teams to areas of need, reports to the Incident Commander and interfaces with outside agencies</li> <li>• Carries through with decisions from the Incident Commander and local fire/rescue/police agency</li> </ul>
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**Command Post (Loc: Command Post/Basketball Courts)**

**Assignments/Actions**

(Chief)- <u>Michelle Torres</u> (Communications) - Office Manager	<ul style="list-style-type: none"> <li>• Monitors all radio traffic and communication among all teams</li> <li>• Highlights on the map areas of destruction and damage as well as location of gas and water shut off valves</li> <li>• Makes direct contact with fire/rescue/police agency and gives direct orders to the Operation Team</li> <li>• Communicates with the District Office</li> <li>• Is the Information Officer that communicates with the Media</li> </ul>
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## Class Coverage

<b>BUDDY TEACHER</b>	<b>REPORTING STAFF</b>	
Insert teacher name/room #	Covers for:	Insert teacher name and room #
Daphne Romero (28)	Covers for C. Loveless (29)	Cindy Loveless (29)
S. Chandler (34)	Covers for C. Esparza (22)	C. Esparza
Sandy Cannon (40)	Covers for M. Bowers (41)	M. Bowers (41)
Yolanda Romo (32)	Covers for J. Livas (31)	J.Livas (31)
Marie Perez (27)	Covers for J. Orellana (35)	J. Orellana (35)
Michelle Urbina Corona (8)	Covers for J. Jimenez (PE)	J. Jimenez (PE)
Maria Robles Rocha (15)	Covers for C. Jimenez (alt.) (14)	C. Jimenez (14)
Jeanett Huerta (13)	Covers for P. Ross (alt.) (13)	P. Ross (13)
Jessica Aparicio Gaines (39)	Covers for J. Davila (39)	J. Davila (39)
Teresa Lopez (6)	Christina Villarreal (4)	

**No team member is to report to their assignment until their class attendance has been taken and proper paperwork completed and sent to the Command Center.**

Teachers who do not show up to their assigned line need to be covered by their buddy who is either on the left or right of the class.

If a staff member who is assigned to a team is absent or injured or does not show then one or all of the following will be asked to cover their assignment.

Plan this for each team:

**Alternates for Search and Rescue Team:**

- C. Jimenez and room #14 (Class covered by Maria Robles Rocha, room 15)
- P. Ross and room #13 (class covered by Diana Gaspar-Hagen, room 12)

**Alternates for Medical Team:**

- Jose Davila and room #39 (Class covered by Jessica Aparicio Gaines, room 39)

# MONTE VISTA SCHOOL

## Lock Down Procedures

### During School Hours

Lock downs can occur at any time in the day and for a variety of reasons. During a Lock Down no staff or students are to walk around on campus. Everyone must be in a secure and locked location. No one is to walk around and close doors or gates.

Below are steps that are to be followed:

1. A verbal command by the front office or school administration will say the following: “Attention, we are on lock down. This is not a drill” This will be repeated several times.
2. Immediately have all students drop and cover, close and lock doors, and turn off lights and stay away from windows.
3. Students that are out in PE, as the verbal command is announced are to run into the locker room or the closest safe building as quickly as possible.
4. During a lock down doors are to remain shut and locked, and are not to be opened or opened for any one, including door knocks or screams for help. The safety of all students and their survival is dependent on you.

Our Lock Down Phone procedure will commence. You will be called by the office and asked a number of questions. **Do NOT CALL THE FRONT OFFICE UNLESS YOU HAVE AN EMERGENCY.** You may be in a room filled with students that are not yours. Pass out a sign in sheet asking students for their Name, Grade Level and I.D. Number.

Lock Down Phone Tree Procedures  
2022-2023

**OFFICE MANAGER CALLS THE FOLLOWING ROOMS**

TEACHER/Extension	Room Number	Count
Escajeda (ext: 3603)	Room #3	
Gutierrez (ext: 3602)	Room #2	
Phan (ext: 3601)	Room #1	
Villarreal (ext: 3604)	Room #4	
Chi-Kang (ext: 3605)	Room #5	
Lopez (ext: 3606)	Room #6	
Velazquez (ext: 3607)	Room #7	
Urbina-Corona/Jimenez (ext: 3608)	Room #8	
A.Rodriguez (ext: 3609)	Room #9	
S. Saldana (ext: 3610)	Room #10	
Miramontes (ext: 3611)	Room #11	

**HEALTH CLERK CALLS THE FOLLOWING ROOMS**

TEACHER/Extension	Room Number	Count
Jose Davila (ext: 3639)	Room #39	
Diana Gaspar Hagen (ext: 3612)	Room #12	
Paul Ross (ext: 3613)	Room #13	
Chris Jimenez (ext: 3614)	Room #14	
Maria Robles Rocha (ext: 3615)	Room #15	
Richard Miramontes (Ext: 3616)	Room #16	
Luis Jimenez (Ext: 3618)	Room #18	
Cynthia Lira/Llasmin Garcia (ext: 3637/4633)	Room #37	
Alex Soltero (ext: 3636)	Room #36	
Sandy Cannon (ext: 3640)	Room #40	
Marcos Bowers (ext: 3641)	Room #41	
Marie Perez (ext: 4669)	Room #27	
Kristen Moreno/Sam Navarro (Speech) (ext: 4666)	Room #26	
School Psychologist (ext: 4688)	Room #33	

## ATTENDANCE CLERK CALLS THE FOLLOWING ROOMS

TEACHER/Extension	Room Number	Count
Juan Orellana (ext: 3635)	Room #35	
Silvia Chandler (ext: 3634)	Room #34	
Cassandra Esparza (ext: 3622)	Room #22	
Marlene Alvarez (ext: 3623)	Room #23	
Brianna Nevarez (ext: 3624)	Room #24	
Daphne Romero (ext: 3628)	Room #28	
Cindy Loveless (ext: 3629)	Room #29	
Casey Bradshaw (ext: 3630)	Room #30	
Javier Livas (ext: 3631)	Room #31	
Yolanda Romo (ext: 3632)	Room #32	
Head Start (ext: 4671/4674)	Room #39	

## ADMINISTRATION CALLS THE FOLLOWING ROOMS

TEACHER/Extension	Room Number	Count
Think Together - Liz Rael (ext: 4689)	Old Computer Lab	
Estela Morrow (ext: 4660)	Library	
Community Liaison (ext: 4659)	MPR	
Christina Correa (ext: 3642)	Room #42	
Bernadette Dincin (ext: 3643)	Room #43	
Jalissa Torres (ext: 3644)	Room #44	
Lena Solis (ext: 3645)	Room #45	
Nancy Nagata Ha (ext: 3646)	Room #46	
Christina Garcia (ext: 3647)	Room #47	
Emmanuel Benitez (ext: 3648)	Room #48	
Lead/Day Custodian (Walkie)	N/A	
Tech - I. Miranda/J. Trejo (ext: 4662)	Room #25	
Michelle Urbina Corona (ext: 3617 )	Room #17	

# Monte Vista School

## Lock Down Procedures

### After Hours

2:00pm – Campus Shutdown

**Lockdown:** No staff or students are to walk around on campus; everyone must be in a secure and locked location. Do not walk the campus to close gates or rooms. Do not open any doors, even if someone knocks.

### Contact Numbers

Javier Rodriguez - (626) 705-5522  
Custodial Supervisor

Jeff Truschel – (626) 705-5926  
Director of Maintenance and Operations

Michelle Torres - (626) 705-9515, Principal

Melissa Brown - (626) 545-1353, Assistant Principal

Melissa Jordan - (626) 949-5059, Dean

El Monte Police Department – (626) 580-2100

S. El Monte Sheriffs – (626) 285-7171

Elizabeth Rael – (626) 354-1940 (THINK Together School Site Coordinator)

**Step 1:** Secure all persons on campus

- Verbally yell the following phrase if you see staff or students from your location.
  - o **“This is a campus lockdown, this is not a drill. Get to any classroom now”**
- **Dial 8387, password 5115#** from any campus phone to make a school wide announcement
  - o **“This is a campus lockdown, this is not a drill. Get to any classroom now”** read this phrase 3 times.
- Second All call announcement **“All staff and students on lockdown use the classroom phone to call extension 4654”** Read 3 times. Wait by phone for calls to come in.
- Document who is on campus.
- Staff reports location and number of students with them.

**Step 2:** Admin - Call El Monte PD (626) 580-2100 to determine the severity of the situation or to inform them of the situation. Provide them with a call back number if you are to remain on lockdown.

**Step 3:** Call the persons listed above to notify them of the situation.

**Step 4:** Remain on lockdown until the campus has been verified clear by the police department. Announce **“ALL CLEAR CAMPUS IS SAFE TO RETURN TO NORMAL ACTIVITY”**

# Monte Vista School

## Fire Evacuation Procedures

In the event of a drill or actual fire situation it will be necessary to evacuate all buildings in a quick and safe manner. An intermittent bell may sound or verbal commands be given through megaphones. Classrooms situated in the following wings will evacuate as follows:

<u>Room Number</u>	<u>Evacuation Route</u>
1-13, 39	Head toward Blacktop onto field
Rooms 26-32	Gate by room 26 leading onto the field
Rooms 35-25	Head onto field
Head Start	HS Gate leading onto the field
Office, Library, MPR, TT, Café	Through the blacktop onto the field
Rooms 46-48	Toward the office onto blacktop, then onto field
Rooms 42-45	Toward MS Bathrooms, toward office, then onto field

### STEPS

1. Take your backpack, class roster and clipboard with you out to the field.
2. Take roll and send a **student** with your Student Accounting form to the command center and wait for further instructions.
3. The green/red laminated construction paper is to be used in the following way:  
Holding up the green side means that all students/adults are accounted for.  
Holding up the red side means that a student/adult is missing.
4. Please have students sit and gather in an area where you can supervise them making sure they are not running around or bothering other classes
5. It may be necessary to move students as far away from the buildings due to smoke, explosions, or per fire/police department's orders.
6. Keep students calm and away from any dangerous area.
7. It may be necessary to evacuate the campus. The safest method/route will be determined at that time.

## **Bomb Threat Procedures**

If you encounter a suspicious device, backpack, or receive a Bomb threat please do the following:

Get a good, clear description of the device or object. Keep students away from the infected area and evacuate them to a safe location. Report your findings to the front office immediately.

If you receive a phone call with a bomb threat ask the caller to describe the object and ask for its location. Keep the caller calm and positive. Determine if the device or object is located near other evacuation routes or areas that may impede the entrance of the police department. Report the information to the front office immediately. If the office cannot be reached then call 911 and give the operator all of the information.

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## **Earthquake Drop and Cover Drill**

In the event of an Earthquake you are to immediately drop to the ground, seek shelter under a table or sturdy structure and cover you head and close your eyes. If necessary and if you are able to, grab a hold of the table's leg. Once the earth stops shaking and your feel that it is safe to evacuate the building, do so in an orderly manner remembering the evacuation procedures.



# LINE UP - FIELD AREAS

## \*Students line up away from CONCRETE FENCE (EAST, behind Head Start)

- Room 36 - evacuation location - last concrete table. Please reference the Evacuation Map.
  - Students in RSP/Speech/Intervention/Library/PE are to line up with their home teacher (RSP/Speech/Intervention/Librarian/PE teachers are to walk students to class location on the field, then report to assignment)
  - Reference MV Evacuation Map ([Evacuation Map Link](#)) Hard copy available in this packet.
- 

## BACK FENCE

44/ 45	43/ 42	48	46/ 47	18/ 16	41/ 40	15/ 14	39	PE	7/ 11	6/ 4	5/ 3	2/ 1	35/ 34	23/ 22	30/ 24	32/ 31	29/ 28	HS	HS
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## TREES

Command Center
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\*\*\*Classes are to line up next to each other, NOT behind each other.

## Monte Vista Schoolwide Attendance Accounting Form

34, 35, 22, 23, 24, 30, 31, 32, 28, 29, HS

<b>Subteam in Charge: Marie Perez &amp; Campus Monitors</b>
---

School: Monte Vista

Date: \_\_\_\_\_

Person completing this report: \_\_\_\_\_

Teacher	Room	Form Received	Comments
Orellana	35		
Chandler	34		
Esparza	22		
Alvarez	23		
Nevarez	24		
Bradshaw	30		
Loveless	29		
Romero	28		
Livas	31		
Romo	32		
Leticia Gutierrez	HS		
Maria Aguilar	HS		
Veronica Gonzalez	HS		
Paulette Jacques	HS		

## Monte Vista Schoolwide Attendance Accounting Form

45, 44, 43, 42, 48, 47, 46, 18, 17, 41, 40, 15, 14, 39, 12, 13, PE/8, 36

**Subteam in Charge: Maria Robles-Rocha & Campus Monitors**

School: Monte Vista

Date: \_\_\_\_\_

Person completing this report: \_\_\_\_\_

Teacher	Room	Form Received	Comments
Solis	45		
J. Torres	44		
Dincin	43		
Correa	42		
Benitez (sub)	48		
Garcia	47		
Nagata Ha	46		
Urbina-Corona (P6)	17		
Miramontes (Sub)	16		
Bowers	41		
Cannon	40		
Robles-Rocha	15		
C. Jimenez	14		
Davila	39		
Gaspar-Hagen	12		
Ross	13		
J. Jimenez	PE/8		
Soltero	36		

## Schoolwide Attendance Accounting Form

1, 2, 3, 4, 5, 6, 7, 9, 10, 11

<b>Subteam in Charge: <u>Linh Phan</u> &amp; Campus Monitors</b>
--

School: Monte Vista

Date: \_\_\_\_\_

Person completing this report: \_\_\_\_\_

Teacher	Room	Form Received	Comments
Phan	1		
Gutierrez	2		
Escajeda	3		
CHi- Kang	5		
Villarreal	4		
Lopez	6		
Velazquez	7		
Miramontes	11		
A. Rodriguez	9		
S. Saldana	10		

MOUNTAIN VIEW SCHOOL DISTRICT  
EMERGENCY OPERATIONS

# Accounting Form

THIS FORM IS TO BE COMPLETED AND SENT TO SCHOOL COMMAND CENTER

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Room Number: \_\_\_\_\_

**All students and classroom adults are present and with teacher: YES NO**

**MISSING ONLY- If all students and classroom adults are not present and with teacher:**

Student/Adult Name

Last Known Location

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

List students/adults from this class needing first aid:

NAME	LOCATION	PROBLEM

Additional Comments: (report fire, gas/water leak, blocked exits, structural damage, suspicious packages or materials, etc.)

\_\_\_\_\_

\_\_\_\_\_

## School Site Council (SSC) Consejo Directivo Escolar

### Monte Vista Tk-8 School

**Agenda** for SSC Meeting of September 22<sup>nd</sup>, 2023 at 2:15 pm in MPR

**Agenda** para la reunión de SSC del 22 de septiembre del 2023 a las 2:15 pm en Salon MPR

**MEMBERS PRESENT/Miembros presente:**

\_X\_ Quorum was met/Quórum se cumplió

School/Escuela		Parents/Community - Padres/Comunidad	
	Michelle Torres, Principal/Directora (ex officio)		Steve Macias, Parent ( _2_ yr.)
	Javier Livas, Teacher ( _2nd_ yr.)		Amber Garcia, Parent ( __2__yr.)
	Juan Orellana, Teacher ( _2nd_ yr.)		Vanessa Graciano, Parent ( __2__yr.)
	Maria Robles-Rocha, Teacher (2nd yr.)		Adriana Valdez, Parent ( _2_ yr.)
	Myra Lomeli, Other – school (2nd_ yr.)		Mireya Velasquez, Parent ( __2+_ yr.)

### Legal Requirements/Requisitos Legales

	SSC Training/Entrenamiento de SSC		Develop/Revise School Parent Involvement Policy/Desarrollar y Repasar la Póliza de la escuela del Involucramiento de Padres
	Review Dist. Parent Involvement Policy/Repasar la Póliza del distrito del Involucramiento de Padres		SPSA Development/Desarrollo de SPSA
	Uniform Complaint Procedures/Procedimientos Uniforme para Presentar Quejas		SPSA Budget Development/Desarrollo del presupuesto del SPSA
	Parent Education Opportunities/Oportunidades de Educacion para Padres	X	<b>SPSA Budget Review/Approval/Repasar y Aprobar el presupuesto de SPSA</b>
	Consolidated Programs Overview/Repaso de los Programas Consolidados		SPSA Review/Approval/Repasar y Aprobar el SPSA
	Assessment & Curriculum Asesoramiento y el Plan de Estudios		Monitoring SPSA/Monitorear el SPSA
	Annual Evaluation of the Effectiveness of Various School Programs/Evaluación anual de la eficacia de los diferentes programas escolares		Title I Home-School Compact/Titulo I Compañerismo Entre el Hogar y la Escuela
X	<b>Safety Plan/Plan de Seguridad</b>		Review Local Control Accountability Plan goals and Direct Site Funding Allocations/Repasar las metas y fondos del Plan de Rendición de Cuentas y Control Local
	Other/Otro: Review and Approve SSC By-Laws		Other/Otro:Election of SSC Officers

**School Site Council (SSC) Consejo Directivo Escolar  
Monte Vista Tk-8 School**

**I. Welcome/Bienvenida**

**II. Call to Order/Llamada al orden-**

\_\_\_\_\_ opened the meeting at \_\_\_\_\_ pm.

\_\_\_\_\_ abrió la junta a las \_\_\_\_\_

- Approval of Minutes from:

- **Motion to approve:**

- **Second:**

- **In Favor:   Opposed:**

B. Approval of Proposed Agenda

a. **Motion to approve:**

b. **Second:**

c. **In Favor: \_\_\_\_\_ Opposed: \_\_\_\_\_**

**III. Public Comments/Comentarios Publicos**

**IV. Committee Reports/Reportes de los comités**

**V. Legal Requirements/Requisitos legales**

- **Safety Plan/Plan de Seguridad - Review/Approve and /y Repasar/Aprobar**

- **SPSA Budget Review/Approval/Repasar y Aprobar el presupuesto de SPSA**

- **Poster maker needed to support AVID/SEAL/ELD/EL/Parent Engagement - Necesitamos una nueva maquina para hacer carteles para AVID/SEAL/ELD/SEL/Involucramiento de Padres**

- **Motion to approve:**

- **Second:**

- **In Favor:                                   Opposed:**

**VI. Unfinished Business/Asuntos pendientes**

**VII. New Business/Asuntos nuevos**

**VIII. Adjournment/El aplazamiento**

**Motion to adjourn:**

- **Motion to approve:**

- **Second:**

- **In Favor:   Opposed:**

**Meeting adjourned:**

## School Site Council (SSC) Consejo Directivo Escolar

### Monte Vista Tk-8 School

**Agenda** for SSC Meeting of September 22<sup>nd</sup>, 2023 at 2:15 pm in MPR

**Agenda** para la reunión de SSC del 22 de septiembre del 2023 a las 2:15 pm en Salon MPR

**MEMBERS PRESENT/Miembros presente:**

\_X\_ Quorum was met/Quórum se cumplió

School/Escuela		Parents/Community - Padres/Comunidad	
X	Michelle Torres, Principal/Directora (ex officio)	X	Steve Macias, Parent ( _2_ yr.)
X	Javier Livas, Teacher ( _2nd_ yr.)	X	Amber Garcia, Parent ( __2__yr.)
X	Juan Orellana, Teacher ( _2nd_ yr.)	X	Vanessa Graciano, Parent ( __2__yr.)
X	Maria Robles-Rocha, Teacher (2nd yr.)		Adriana Valdez, Parent ( _2_ yr.)
	Myra Lomeli, Other – school (2nd_ yr.)	X	Mireya Velasquez, Parent ( __2+_ yr.)

### Legal Requirements/Requisitos Legales

	SSC Training/Entrenamiento de SSC		Develop/Revise School Parent Involvement Policy/Desarrollar y Repasar la Póliza de la escuela del Involucramiento de Padres
	Review Dist. Parent Involvement Policy/Repasar la Póliza del distrito del Involucramiento de Padres		SPSA Development/Desarrollo de SPSA
	Uniform Complaint Procedures/Procedimientos Uniforme para Presentar Quejas		SPSA Budget Development/Desarrollo del presupuesto del SPSA
	Parent Education Opportunities/Oportunidades de Educacion para Padres	X	<b>SPSA Budget Review/Approval/Repasar y Aprobar el presupuesto de SPSA</b>
	Consolidated Programs Overview/Repaso de los Programas Consolidados		SPSA Review/Approval/Repasar y Aprobar el SPSA
	Assessment & Curriculum Asesoramiento y el Plan de Estudios		Monitoring SPSA/Monitorear el SPSA
	Annual Evaluation of the Effectiveness of Various School Programs/Evaluación anual de la eficacia de los diferentes programas escolares		Title I Home-School Compact/Titulo I Compañerismo Entre el Hogar y la Escuela
X	<b>Safety Plan/Plan de Seguridad</b>		Review Local Control Accountability Plan goals and Direct Site Funding Allocations/Repasar las metas y fondos del Plan de Rendición de Cuentas y Control Local
	Other/Otro: Review and Approve SSC By-Laws		Other/Otro:Election of SSC Officers



# School Site Council (SSC) Consejo Directivo Escolar

## Monte Vista Tk-8 School

### I. Welcome/Bienvenida

### II. Call to Order/Llamada al orden-

Juan Orellana opened the meeting at 2:26 pm.

*Juan Orellana abrió la junta a las 2:26 p.m.*

- Approval of Minutes from: **NO MINUTES TO APPROVE**

- **Motion to approve:**

- **Second:**

- **In Favor: Opposed:**

### B. Approval of Proposed Agenda

a. **Motion to approve: Maria Robles Rocha**

b. **Second: Amber Garcia**

c. **In Favor: \_\_\_Y\_\_\_ Opposed: \_\_\_none\_\_\_**

### III. Public Comments/Comentarios Publicos

**NO PUBLIC COMENTS**

### IV. Committee Reports/Reportes de los comités

**NO COMMITTEE REPORTS**

### V. Legal Requirements/Requisitos legales

- **Safety Plan/Plan de Seguridad - Review/Approve and /y Repasar/Aprobar**

- Safety Plan reviewed by Mrs. Torres, Principal, noting any changes in the plan

- All changes were minor, only new services or personnel were noted

- two full time campus security officers

- Hazel Heart Teletherapy

- Crossroads Student Mentors

- Know Go curriculum explained - handout given

- Motion to approve: Mireya Velazquez

- Second: Steve Macias

- 23-24 Safety Plan approved

### **SPANISH**

- Plan DE SEGURIDAD revisado por la Sra. Torres, directora, señalando cualquier cambio en el plan

- Todos los cambios fueron menores, solo se observaron nuevos servicios o personal

- Dos oficiales de seguridad de campus de tiempo completo

- Hazel Heart Teleterapia

- Crossroads Mentores Estudiantiles

- Know Go plan de estudios Explicó - pagina de informacion dada

- La Moción para Aprobar: Mireya Velázquez

- Segundo: aprobado el plan de seguridad de Steve Macías

- 23-24 Plan de Seguridad aprobado

- **SPSA Budget Review/Approval/Repasar y Aprobar el presupuesto de SPSA**

## School Site Council (SSC) Consejo Directivo Escolar

### Monte Vista Tk-8 School

#### Poster maker needed to support AVID/SEAL/ELD/EL/Parent Engagement - Necesitamos una nueva maquina para hacer carteles para AVID/SEAL/ELD/SEL/Involucramiento de Padres

- Need presented by Mrs. Torres - a new poster maker was needed due to the old one being broken
- Two quotes presented, as well as the need for additional funds for paper, ink and additional materials that may be needed for the poster maker
- Poster Maker can be used for SEAL, AVID, Writing charts, Parent Engagement posters, as well as ELD
  
- *Necesidad presentada por la Sra. Torres - Se necesitaba un nuevo creador de carteles debido a que el viejo estaba roto*
- *Dos citas presentadas, así como la necesidad de fondos adicionales para papel, tinta y materiales adicionales que pueden ser necesarios para el creador de carteles*
- *Creador de carteles se pueden utilizar para SEAL, AVID, Folletos de Escribir, Carteles de Involucramiento de Padres, así como ELD*

#### Questions/Comments - Preguntas/Comentarios

- Javier Livas: Why the additional price for the second model? Is it only because of the one color?
  - Quotes and services examined based by group and compared
- Javier Livas: How much for additional ink? Are there reviews on the machines?
  - Based on the quote, the additional ink is \$82, but not sure if it is a one time price
  - Reviews were not provided
- Steve Macias: What is the warranty on the machine?
  - On site service for one year
- Maria Robles Rocha - Shared, from her experience at Madrid, the quality has to be better on the more expensive model and the price difference is minimal, \$400
- Javier asked Maria for her experience with a poster maker at Madrid and she pointed out what could be done in and out of class
- A vote was led by Steve Macias
  
- *Javier Livas: ¿Por qué el precio adicional para el segundo modelo? ¿Es solo por el color único?*
- *Cotizaciones y servicios examinados en base a grupo y comparados*
- *Javier Livas: ¿Cuánto por tinta adicional? ¿Hay revisiones sobre las máquinas?*
- *Basado en la cotización, la tinta adicional es de \$ 82, pero no estoy seguro si es un precio único*
- *Las reseñas no fueron proporcionadas*
- *STEVE Macías: ¿Cuál es la garantía en la máquina?*
- *Servio en la escuela durante un año*
- *Maria Robles Rocha - Compartio, segun su experiencia en Madrid, la calidad tiene que ser mejor en el modelo más caro y la diferencia de precio es mínima, \$400*
- *Javier le preguntó a María por su experiencia con un creador de carteles en Madrid y señaló lo que se podía hacer dentro y fuera de clase*
- *Una votación fue dirigida por Steve Macías*

**School Site Council (SSC) Consejo Directivo Escolar  
Monte Vista Tk-8 School**

- Motion to approve: Maria Robles Rocha
- Second: Steve Macias
- In Favor: ALL in favor                      Opposed: none

**VI.      Unfinished Business/*Asuntos pendientes*  
          NO UNFNISHED BUSINESS**

**VII.     New Business/*Asuntos nuevos*  
          NO NEW BUSINESS**

**VIII.    Adjournment/*El aplazamiento*  
          Motion to adjourn: Steve Macias**

- Motion to approve: Mireya Velazquez
- Second: Amber Garcia
- In Favor: ALL in favor Opposed: None

**Meeting adjourned: 2:56 p.m.**