

Los Gatos Union School District

**Daves Avenue Elementary School
17770 Daves Avenue
Monte Sereno, CA 95030
(408) 355-2200**

Comprehensive School Safety Plan 2020-21 School Year

*This Comprehensive School Safety Plan was developed collaboratively with members of
Daves Avenue School Safety Planning Committee on 1/27/2021.*

Daves Avenue Comprehensive School Safety Plan

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Comprehensive Safety Plan Purpose & Compliance

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades I 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 must include 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
- Procedures for conducting tactical responses to criminal incidents, including guns on campuses

The Comprehensive School Safety Plan will be reviewed and revised by school site Safety Planning Committee annually by March 1st. Each year the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

As defined in **LGUSD Board Policy 3516**, LGUSD recognizes the District will develop and maintain a District Emergency and Disaster Plan that conforms to State and local emergency/disaster plan regulations and procedures. The Superintendent shall annually

review and update the District plan, and establish procedures for the in-service of all District employees regarding their responsibility for its implementation. Each school principal shall be responsible for the development of a school plan which is school site specific and conforms to the District plan. Each school plan will include the assignment of staff responsibilities, the in-service training of staff and pupils, and provide pertinent and necessary information to parents and the school community. District and school in-services shall include drills and trial emergencies in order to determine process validity.

A copy of the comprehensive school safety plan shall be available for review at the Daves Avenue School administration offices and online at <https://daves.lgusd.org/>

Declaration regarding LGUSD Board Policy and Administrative Regulation references:

Except when specifically quoted, the LGUSD Board Policies and Administrative Regulations included in this safety plan are for reference only and may include only a summarized version of the official policy language. To review these policies and regulations in their entirety, please visit the LGUSD District Office during regular business hours or view them online at www.lgusd.org

Los Gatos Union School District Mission and Principles

Mission

Los Gatos Union School District educates all children to their unique potential by teaching, modeling, and supporting the skills and attitudes that contribute to their development as globally and socially responsible citizens.

Principles and Strategies for Comprehensive School Safety Plan (BP 0450) 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. 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.

Working together with our community partners, we will provide a safe campus environment by effectively identifying and addressing issues that may affect our schools' social and physical climate.

Components of the Comprehensive School Safety Plan

Site-specific procedures to implement the components of this plan will be included within the body or appendices of this document.

School Safety Planning Committee

The School Site Council is responsible for developing the school site safety plan or for delegating the responsibility to a School Safety Planning Committee. (Ed. Code 32281(b)(1))

The School Safety Planning Committee shall be composed of the following members: the principal or designee, one teacher who is a representative of the recognized certificated employee organization; one parent/guardian whose child attends the school; one classified employee who is a representative of the recognized classified employee organization; other members if desired. (Ed Code 32281(b)(2))

Local law enforcement and fire department has been consulted (Ed. Code 32281(b)(3))

Other members of the school or community may provide valuable insights as members of the School Safety Planning Committee. Additional members may include:


- A representative from the local law enforcement agency
- School Resource Officers
- Counselor
- Special Education Department Chairperson
- One or more key community service providers
- Student representative(s)
- Staff leaders
- Additional parent representatives

Daves Avenue School Safety Plan Signature Page 2020/2021

The undersigned members of the Daves Avenue School Safety Planning Committee certify that the requirements of the Comprehensive School Safety Plan have been met.


Jenna Mittleman (Mar 1, 2021 14:48 PST)

Principal- (Jenna Mittleman and Sign above)


Erin McAuley (Mar 4, 2021 14:33 PST)

School Site Council- (Erin McAuley and Sign above)


Keri Valouch (Mar 2, 2021 12:36 PST)

Teachers Association Representative- (Keri Valouch and Sign above)


Amy Garza (Mar 1, 2021 14:26 PST)

Classified Association Representative- (Amy Garza and Sign above)


Lani Harr (Mar 3, 2021 07:28 PST)

Parent Representative- (Lani Harr and Sign Above)


Law Enforcement Representative- (Officer Kimbal Stanley and Sign Above)
CAPTAIN CLINTON TADA

Fire Department Representative (_____ and Sign Above)

Assessment of School Safety

Education Code, Section 32282 (a) 1

An assessment of school safety among LGUSD schools was conducted and included a review of local survey data developed from the results of the Project Cornerstone and District specific culture/climate survey done the year before. Each school site evaluated the data around student perception of safety at school. In addition, we looked at other local measures such as truancy and discipline patterns. Additional input was received from school administrators, law enforcement partners, and our District Safety Team.

District/Campus Safety Strategies and Programs

Education Code 32282 (a) 2 (A)-(J)

As written in **Education Code 32282 (a) 2 (A)-(J)**, LGUSD recognizes the importance of providing a safe school environment that is conducive to learning and helps ensure student safety and the prevention of student injury. The Superintendent or designee shall implement appropriate practices to minimize the risk of harm to students, including, but not limited to, practices relative to school facilities and equipment, the outdoor environment, educational programs, and school-sponsored activities.

(A) Child Abuse and Neglect (Reporting Procedures)

Additional code references: Education Code 33308.1); Penal Code 11166

According to **LGUSD Board Policy 5141.4**, The Board of Trustees recognizes that with concern for each student's total well being, the Governing Board of Trustees directs the district's employees to report known 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.

This policy and its administrative guidelines apply to all certificated employees and any other district employees designated by law as a "child care custodian," or "health practitioner as defined by state law. (Penal Code 11165.7 and 11165.8) The Superintendent shall develop and implement regulations for identifying and reporting child abuse. The Superintendent shall provide training in child abuse identification and reporting of all certificated personnel, instructional and teacher aides, teacher assistants and other classified employees. (Penal Code 11165.7)

LGUSD Administrative Regulation 5141.4 provides additional detail including definitions of child abuse and procedures for reporting suspected incidents of child abuse.

A mandated reporter shall make a report using the procedures described below (with reference to the full text of AR 5141.4) whenever, in his/ her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The reporting duties of mandated reporters are individual and cannot be delegated to another person.

When reporting a witnessed or suspected case of child abuse, the following steps shall be taken by the appropriate personnel.

Step 1 - To report known or suspected child abuse, any employee shall report by telephone to the local child protective agency.

Child Protective Services
373 West Julian St.,
San Jose, CA 95110
(408) 299-2071

Step 2 - Within thirty-six (36) hours of making the telephone report, the mandated reporter will complete and mail to the local child protective agency a written report, which includes a completed Department of Justice form. (DOJ 558572) Mandated reporters may obtain copies of the Department of Justice form from either the school office.

Detailed instructions are included on the back of the form. Reporters may ask the site administrator for help completing and mailing the form; however, the mandated reporter is still responsible for ensuring that the written report is correctly filed.

One copy will be given to the principal for a child abuse confidential file (optional). The mandated reporter may keep a copy of the completed form.

Step 3 - Employees reporting child abuse to a child protective agency are encouraged, but not required, to notify the site administrator or designee as soon as possible after the initial verbal telephone report.

(B) Emergency and Disaster Preparedness Plan

Additional code references: Education Code 35295-35297; Government Code 8607 and 3100

In **LGUSD Board Policy 3516**, the Board of Trustees recognizes that in order to save lives and protect property, all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and events, which threaten to result in disaster. The Superintendent or designee shall develop and maintain a disaster preparedness plan that details provisions for handling all foreseeable emergencies and disasters. The Superintendent or designee may appoint a committee to regularly review the disaster preparedness plan and recommend changes. The principal or designee shall augment the district plan with working plans and procedures specific to each school. He/she shall present a copy of these site plans and procedures to the Superintendent.

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District and site plans shall address at least the following situations:

1. Fire on or off school grounds which endangers students
2. Natural or man-made disasters
3. Bomb threat or actual detonations
4. Attack or disturbance by individuals or groups

The Superintendent or designee should ensure that the plan includes:

1. Procedures for personal safety and security
2. Ways to ensure smooth administrative control of operations during a crisis
3. Procedures to establish a clear, effective communication system
4. Guidelines for law enforcement involvement, including specific steps for law enforcement intervention depending upon the intensity of the crisis

The Superintendent or designee shall use state approved Standard Emergency Management System guidelines when updating the Site Disaster Preparedness Plans. The Superintendent or designee may consult with town 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. Disaster preparedness exercises shall be held regularly at each school site and shall demonstrate how safety procedures may be applied to various types of emergencies. All students and employees shall receive instruction regarding emergency plans.

In accordance with Ed. Code 32282(a)(B)(ii) The Los Gatos Union School District has entered into a Facility Use Agreement with the American Red Cross to make designated facilities available for use during disasters or other emergencies affecting public health and welfare.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

Additional code reference: Education Code 48900, 48915 (d) and (c)

As stated in **LGUSD Board Policy 5144.1** The Board of Trustees recognizes that maintaining an environment which promotes learning and protects the health, safety, and welfare of all students may require the suspension or expulsion of a student from regular classroom instruction. District policies and school site rules shall clearly identify district behaviors standards.

Except in cases where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct.

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is usually used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to other students.

The grounds for suspension and expulsion and the procedures for reconsidering, recommending and/or implementing suspension and expulsion shall be specified for individuals with exceptional needs.

For all occasions of suspension or expulsion, due process will be followed. The Board wishes to provide all the protection implied in "due process," and all staff members are expected to accord due process rights to all pupils.

Each principal shall annually inform all students and parent/guardians of the school discipline rules and procedures and of the availability of all district policies and regulations dealing with student discipline, suspension, and expulsion. (Education Code 35291, 35291.5)

Student Due Process

The Board shall provide for the fair treatment of students facing suspension and expulsion by affording them their due process rights under the law. The administration and staff shall comply with procedures for notices and appeals as specified in regulation. Procedures governing student due process shall conform in all aspects to provisions in law. (Education Code 48911, 48915, and 48915.5)

Whenever a student is suspended, school officials may (but are not required to) meet with the parent/guardian to discuss the causes and duration of the suspension, the school policy involved, and any other pertinent matters. (Education Code 48914)

On-Campus Suspension Program

The Superintendent or designee may establish a supervised in-house suspension program which meets the requirements of law for suspended students who pose no imminent danger or threat at school and for whom an expulsion action has not been initiated.

Required Parental Attendance

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The board expects that teachers will communicate with parents/guardians when behavior problems arise.

Whenever a student is suspended from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the student's parent/guardian may be required to attend a portion of a school day in the class from which the student was suspended. After completing the classroom visit and before leaving school premises, the parent/guardian shall meet with the principal or designee. (Education Code 48900.1)

Reasonable efforts to have the parents/guardians visit the class voluntarily shall be made before requiring parental attendance. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

Parental attendance may be required on the day the student returns to class or within one week thereafter. The principal or designee shall contact any parent/guardians who do not respond to the request to attend school.

The Board recognizes that parental compliance with this policy may be delayed, modified, or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get certain release time from work.

The teacher shall apply this policy uniformly to all students with the classroom. This policy shall apply only to a parent/guardian who lives with the student. (Education Code 48900.1)

District regulations and school site rules for student discipline shall include procedures for implementing parental attendance requirements. Parents/guardians shall be notified of this policy before it is implemented and at the beginning of each subsequent school year.

For campus-specific guidelines for suspension and expulsion of students, including behavior that may result in suspension or expulsion on the first offense, please refer to the school office and annual notices for information. Current versions will be available for review alongside this comprehensive school safety plan in the District Office.

(D) Procedures to Notify Teachers of Dangerous Pupils

Additional code reference: Education Code 49079

As described in **LGUSD Board Policy 4158**: The Governing Board desires to provide a safe and orderly work environment for all employees. As part of the district's comprehensive safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for providing necessary assistance and support when emergency situations occur.

Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. As appropriate, the Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace.

The Superintendent or designee also shall inform teachers, in accordance with law, of crimes and offenses committed by students who may pose a danger in the classroom. (Education Code 48201, 49079; Welfare and Institutions Code 827)

The Superintendent or designee may pursue legal action on behalf of an employee against a student or his/her parent/guardian to recover damages to the employee or his/her property caused by the student's willful misconduct that occurred on district property, at a school or district activity, or in retaliation for lawful acts of the employee in the performance of his/her duties. (Education Code 48904, 48905)

(E) Discrimination and Harassment Policies

Additional code reference: Education Code 200-262.4

A comprehensive prohibition of discrimination and harassment across all district programs and activities is identified in **LGUSD Board Policy 0410**, which states that the Governing Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on 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; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Among the policies included in this comprehensive set of anti-discrimination and harassment policies are two that clearly define the expectations and procedures regarding occurrences of discrimination and sexual harassment

LGUSD Board Policy 5145.3 states that The Governing Board 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.

The Board of Trustees shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges. Students who harass other students shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

The Board hereby designates the following position(s) as Coordinator(s) for Nondiscrimination:

Assistant Superintendent of Education Services and Human Resources

Los Gatos Union School District

17010 Roberts Road, CA 95032

(408) 335-2000

Any student who feels that he/she is being harassed should immediately contact either the nondiscrimination coordinator or the principal or designee. If a situation involving harassment is not promptly remedied by the nondiscrimination coordinator, principal or designee, a complaint may be filed with the superintendent or designee who shall determine which complaint procedure is appropriate.

As written in **LGUSD Board Policy 4219.11/5145.7**, it is the district's policy to provide a working and learning environment free from all unlawful discrimination. Sexual harassment is a form of illegal sex discrimination. The district prohibits sexual harassment.

Any district student or employee who harasses another student or employee through sex-based conduct or communication violates this policy.

The district will promptly investigate all sexual harassment complaints and will take remedial action reasonably calculated to end the harassment. If a student engages in sexual harassment, remedial action may include discipline, up to and including expulsion. If an employee engages in sexual harassment, remedial action may include discipline, up to and including termination.

The Governing Board directs the Superintendent to establish administrative guidelines to implement the district's policy to provide a sexual harassment-free working and learning environment.

For campus-specific bullying and cyberbullying policies, please refer to the District website. Current versions will be available for at the LGUSD District Office.

(F) School-wide Dress Code

Additional code reference: Education Code 35183

As described in **LGUSD Board Policy 5132**, The Board of Trustees believes that the development of attitudes and behavior patterns in dress and grooming should be a part of each student's total educational experience. Furthermore, the Board of Trustees expects that students will present themselves in an orderly manner conducive to the advancement of education. Their appearance should be neat and acceptable to the general society and in keeping with the activity of the particular school.

The Board of Trustees recognizes that specific school sites may request approval to implement a voluntary school-wide uniform dress policy. School sites may request approval from the Superintendent if such actions are warranted by demonstrated staff and parental involvement and support.

The Board of Trustees considers dress and grooming to be judgment area of the principal of the school. However, when a school site is requesting a school-wide uniform plan, the principal will follow Administrative Guidelines 5132.

(G) Procedure for Safe Ingress and Egress to and from School

Through a collection of Board Policies, The Los Gatos Union School District has established procedures to ensure the Safe Ingress and Egress of students, parents, and school employees to and from school. The list below shows applicable board policies and administrative regulations and how they contribute to this safety component:

- BP 5131: holds students accountable for conduct not only on campus but also going to or coming from school, at school activities, or using district transportation.
- BP 5131.7: prohibits the possession of weapons, imitation firearms or dangerous instruments of any kind with specific reference to times where students are on their way to or from school.

In addition to the safety measures defined above, student safety will also be ensured through the control of the ingress and egress of campus visitors as defined in **LGUSD Board Policy 1250**:

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during non instructional time.

For purposes of school safety and security, the principal or designee will develop and ensure use of a visible means of identification for visitors while on school premises.

Additional code references: Education Code 32210-32211, Penal Code 627

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

As intended by Education Code 32282(b) the action plans shown in the tables on the following pages were developed using the 7 step planning process for safe and effective schools adopted from the CA Department of Education publication Safe School: A Planning Guide for Action".

Each goal is supported by objectives, which will be accomplished through the defined action steps, using designated resources available, and coordinated or reported on by the designated lead person. Outcome measures are also listed and may be used to assess the progress in achieving the objectives

Safe Physical Climate Goal:				
Objectives	Action Steps	Resources	Project Lead(s)	Outcomes
Prepare for disaster situation involving activation of ICS and student release procedures	<p>Implement new “ICS For Schools protocols. Assign staff to ICS roles.</p> <p>Provide training for all staff in ICS4 Schools protocol</p> <p>Participate in district wide earthquake drill</p>	ICS4 Schools Joe Viramontez	<p>Principal</p> <p>Assistant Principals</p> <p>Director Facilities and Operations</p> <p>Joe Viramontez</p>	Successful training and drills utilizing the implementation of the ICS4 Schools protocol.
To educate and promote health and safety for students and staff.	<p>A. Victor Pacini Year 3 Presentation TK-8</p> <p>B. Mandated Trainings: Seth’s Law Training, Mandated Reporting, Blood Borne Pathogens</p> <p>C. Preparation for disaster situations involving activation of ICS and student release procedures</p> <p>D. Prior to reopening, assign and explain expectations around staff disaster roles</p> <p>E. Run drills as appropriate</p>	Keenan & Associates Mandated Trainings, ICS 4 Schools, Joe Viramontez	Site Administrators, Director of Facilities and Operations, Joe Viramontez.	Successful training updates and appropriate start of school drills.

Safe Social Climate Goal:				
Objectives	Action Steps	Resources	Project Lead(s)	Outcomes
Explore technology that supports a more physically safe school climate by screening visitors.	Pilot Raptor security system for screening visitors to campus.	HSC Funds Admin	Principal Assistant Principals	Raptor system piloted and a determination is made to see if this tool will be used long-term.
To support the development of the attribute “Empathy” which is aligned to our LGUSD Student Success Profile.	A. LGUSD Counselors provide weekly SEL lessons for all students B. MS incorporation of Character Strong curriculum in support of student SEL	LGUSD Counselors, Character Strong curriculum.	LGUSD Counselors, RJF Teachers	Curriculum delivered to target audiences

Safe COVID Practices Goal:				
Objectives	Action Steps	Resources	Project Lead(s)	Outcomes
Plan and prepare for a safe return to campus for staff and students following the county and state guidance regarding Covid-19.	A. LGUSD Teacher In-Person Checklists B. LGUSD Safety Checklist C. Covid-19 Prepared School Plan (w/ apple on school windows) D. Social Distancing Protocol & Covid-19 Site Specific Protection Plan (w/ check mark on school windows) E. Health Training Videos for Staff F. Back to Campus in 2021 Education Videos for Students G. Curative Covid Testing for Staff and Students H. Review ICS and conduct regular fire and earthquake drills	State and County Guidelines which can be found here in addition to LGUSD District and School Site Funds.	District Office Administration, Site Administrators, Site Administrative Assistants, and Custodial Staff	A safe and successful return to campus for staff and students.
To provide every family choice while maintaining classroom communities when reopening schools.	A. Reopening workgroups meeting weekly B. Conduct research regarding successful models in supporting a safe return to school C. Parent and staff input surveys D. Teacher volunteers to pilot a “Roomer & Zoomer” model E. Professional Development F. Office hours available for staff to meet with District Nurse, Director of Curriculum & Instruction, and 1:1	Pilot teacher survey feedback and LGUSD funding to support preparation, professional development, personnel, and more.	District Office Administration, Site Administrators, Reopening Workgroup, Teacher Leaders, and other site staff.	

	meetings with Technology Department in addition to office hours G. Upgrade of District technology infrastructure and purchase of TV, monitor, iPad, Juno Audio and web camera to enhance the Teacher Technology Toolkit H. Survey parents and create stable cohorts for the Roomers I. Create “On-Ramp” dates where parents have an opportunity to have their child join in- person instruction J. Additional Classified and Certificated support staff hired to support implementation of the model K. A renewed Technology Plan for 1:1 Chromebook usage in grades 3-5 L. Implementation of the Roomer & Zoomer Model			
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(I) School Discipline Rules and Consequences

Additional code references: Education Code 35291 and 35291.5

LGUSD Board Policy 5144 identifies district-wide standards for student discipline and conduct:

The Board believes that a peaceful, orderly school environment is essential to quality education. In order to ensure an optimum learning climate, school site expectations for pupil discipline are to be enforced fairly, uniformly, and consistently.

All reasonable means shall be taken to protect against invoking disciplinary action against pupils on the basis of unfounded charges. School District personnel shall not inflict, or cause to be inflicted, corporal punishment or physical pain upon a pupil attending any school in the District. The privacy rights and other due process rights of pupils shall be adhered to as described by Federal and State law.

All school site rules, expectations, and consequence shall be strictly based on District policy, regulation, and existing law.

Procedures for the development of such expectations shall be established by the Superintendent. Special care shall be taken to solicit the views of the school community. The adoption of each school's discipline expectations are the responsibility of the school principal and the school site council.

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law.

Students may possess or use electronic devices, including but not limited to cellular telephones, provided that such devices do not disrupt the educational program or school activity. Electronic devices shall be turned off during class time and at any other time directed by a district employee. If disruption occurs, the employee may direct the student to turn off the device and/or confiscate the device until the end of the class period, school day, or activity.

No student shall be prohibited from possessing or using an electronic devices that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health- related purposes. (Ed Code 48901.5)

For campus-specific rules and comprehensive description of conduct and student behavior expectations please refer to school website or office.

Additional Board Policies are listed below, which describe overarching discipline standards for specific areas of concern. Violation of these items will result in student referral to campus administration at the minimum and may lead to suspension or expulsion. These include:

- The Los Gatos Union School District Board desires students and staff to be free from the fear and danger presented by firearms and other weapons. The Board therefore prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitations firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, at school related or school-sponsored activities away from school, or while going to or coming from school. **LGUSD Board Policy 5131.7**
- The Board of Trustees desires to keep district schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence, disruptive behavior or defacement of property with graffiti. The Board therefore prohibits all gang related activity on all school campuses and during all school sponsored events. Additionally, the presence of any apparel, jewelry, accessory, notebook, symbols, or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute denotes membership in such a group or gang, is prohibited. In addition, the Board realizes that many students become involved in gangs without understanding the consequences of gang membership. Early intervention is a key component of efforts to break the cycle of gang membership. Therefore, cooperation with Law Enforcement including Police and Probation Officers and participating agencies is essential. A strong Student Study Team for support and prevention is recommended. **LGUSD Board Policy 5132**

(J) Procedures for Conducting Tactical Responses to Criminal Incidents

As written in **LGUSD Board Policy 0450** any portion of a comprehensive safety plan that includes tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall 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)

Safety and Disaster Plan Review, Evaluation and Amendment Procedures

All Los Gatos Union School District Disaster Preparedness Plans will be reviewed and amended (if necessary) by the school site's principal or designee in September of each school year. In addition, pursuant to Education Code Section 32286(a), the Comprehensive School Safety Plan will be reviewed and revised by school site Safety Planning Committee annually by March 1st.

Pursuant to Education Code Section 32288(a)(1) In order to ensure compliance with this article, each school shall forward its comprehensive school safety plan to the District Office for approval.

In accordance with **LGUSD Board Policy 0450** 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.

Pursuant to Education Code Section 32286(b), Commencing in July 2000, and every July thereafter, each school shall report on the status of its school safety plan, including a description of its key elements in the annual school accountability report card prepared pursuant to Sections 33126 and 35256.

Safety Plan Appendices

Protected Information

The preceding Comprehensive School Safety Plan is a public document to be available for review in the school site administrative offices at any time during regular business hours, as mandated by Education Code 32282 (e). However, some appendices within this section may include proprietary information that shall not be released to the general public including personal contact information for staff members, detailed security procedures for campus crisis response and campus vulnerability assessment information.

As protected under the California Public Records Act (Government Code 6254 parts c and aa) and prescribed by LGUSD Administrative Regulation 1340, the following items will be identified as "**Confidential**", reviewed only in a closed session of the LGUSD Board of Education and withheld from public release of the Comprehensive School Safety Plan:

- Any appendices containing personnel information that the disclosure of which would constitute an unwarranted invasion of personal privacy.
(Further detail on protected information is also defined in GC 6254.3.)
- Any appendices prepared to assess District Office and/or school site vulnerabilities to terrorist or other criminal acts intended to disrupt School District operations.

According to the procedures developed by the Department of Homeland Security and defined in OHS Management Directive 11042.1, the following items will be designated "**For Official Use Only (FOUO)**", reviewed only in a closed session of the LGUSD Board of Education and released only for official safety assurance or crisis response use: Any appendices containing detailed crisis response information that, if disclosed, would undermine plans or procedures designed to protect students from harm by revealing safety strategies such as but not limited to critical communications systems, crisis response facilities (i.e. command post, staging areas, etc), and emergency supplies storage.

Safety Plan Appendices (Confidential)

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Compliance Checklist for a Comprehensive School Safety Plan – CA Education Code: Sections 32280-32289

School: _____ **Date:** _____

Required Components for a Comprehensive School Safety Plan	Requirement Met (date, initials, plan ref.)	Additional Comments or Detail (resource information, pending activities, etc.)
Section 32281		
(b)(1) Plan is written and developed by a school site council (SSC) or a safety planning committee. (2) <i>The school safety planning committee is made up principal/designee, teacher, parent of child who attends the school, classified employee, others.</i>		<i>Include planning committee roster in the documentation of the safety plan development.</i>
(b)(3) SSC/planning committee consulted with a representative from a law enforcement and fire agency in the writing and development of the comprehensive school safety plan.		
Section 32282		
(a) The comprehensive school safety plan includes, but is not limited to all of the following:		

Appendix A: Documented Safety Planning Process

Required Components for a Comprehensive School Safety Plan	Requirement Met <i>(date, initials, plan ref.)</i>	Additional Comments or Detail <i>(resource information, pending activities, etc.)</i>
<p>(1) An assessment of the current status of school crime at the school and at school-related functions. You may accomplish this by reviewing the following types of information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reviewed UMIRS data <input type="checkbox"/> Office Referrals <input type="checkbox"/> Attendance rates/SARB data <input type="checkbox"/> Suspension/Expulsion data <input type="checkbox"/> Local law enforcement juvenile crime data <input type="checkbox"/> California Healthy Kids Survey data <input type="checkbox"/> School Improvement Plan <input type="checkbox"/> Property Damage data <input type="checkbox"/> Other: _____ 		<p><i>Describe the data reviewed and the key analysis points using a narrative report, bulleted list or table of findings in the safety plan. Document how this information was shared with member of the planning committee.</i></p>
<p>(2) Identify appropriate strategies and programs that provide and maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including but not limited to the following:</p>		<p><i>Additional items to consider:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Campus access/visitation policies <input type="checkbox"/> Lock Down procedures <input type="checkbox"/> Threat Assessment <input type="checkbox"/> Fire Drills (CA Admin Code, Title 5 s550)
<p>(A) Child Abuse Reporting procedures</p>		<p><i>Reference board policy</i></p>
<p>(B) Disaster procedures, routine and emergency, including adaptations for pupils with disabilities and the following:</p>		<p><i>Reference Disaster Preparedness Plan and Emergency Preparedness Guide</i></p>
<p>(i) Earthquake emergency procedures that include:</p>		<p><i>I: Evacuation map at least II: classroom procedures for students III: emergency operations/tactical strategy</i></p>

Appendix A: Documented Safety Planning Process

Required Components for a Comprehensive School Safety Plan	Requirement Met (date, initials, plan ref.)	Additional Comments or Detail (resource information, pending activities, etc.)
(I) a school building disaster plan (II) a drop procedure (students & staff take cover) <i>dates/times of drop procedure drills held once each quarter in elementary; once each semester in secondary schools</i> (III) protective measures to be taken before, during, and after an earthquake (IV) a program to ensure that pupils and staff are aware of and are trained in the earthquake emergency procedure system		<i>IV: any mention of training, fire drills count</i>
(ii) Establish procedures to allow a public agency to use school buildings, grounds, and equipment for mass care and welfare shelters during an emergency		<i>Reference board policy, possible Red Cross MOU</i>
(C) Suspension/Expulsion procedures		<i>Reference board policy</i>
(D) Teacher notification of dangerous students		<i>Reference board policy</i>
(E) Discrimination and Harassment policy		<i>Reference board policy</i>
(F) Dress Code, including prohibition of gang-related apparel		<i>Reference board policy</i>
(G) Procedures for safe ingress and egress		<i>Crossing guard program, safe routes to school,</i>

Appendix A: Documented Safety Planning Process

Required Components for a Comprehensive School Safety Plan	Requirement Met (date, initials, plan ref.)	Additional Comments or Detail (resource information, pending activities, etc.)
of pupils, parents, and employees to and from school site		<i>pedestrian policies, traffic safety, etc</i>
(H) A safe and orderly environment conducive to learning at the school, including the two Safe School Components defined in Safe Schools: A Planning Guide for Action (see <i>the Seven-Step Planning Process handout and the goals, objectives and strategies description on page 4</i>)		<i>Refer to the Safety Plan Prep Workbook, originally distributed with this checklist.</i>
(I) Rules and procedures for School discipline		<i>Reference board policy.</i>
(J) Procedures for conducting tactical responses to criminal incidents including procedures related to individuals with guns on school campuses		<i>Reference board policy</i>
(d) When practical, consult, cooperate and coordinate with other school site councils or school safety planning committees.		<i>Evidence of training, safety committees, district correspondence, etc.</i>
(e) Evaluate and amend the plan as needed and at least once each year, to ensure the plan is properly implemented. Also keep an updated file of all safety-related plans and materials readily available for inspection by the public.	<i>Review, update and approve by Mar 1</i>	<i>Demonstrate annually approved plan with board signature page.</i>
Section 32288		

Appendix A: Documented Safety Planning Process

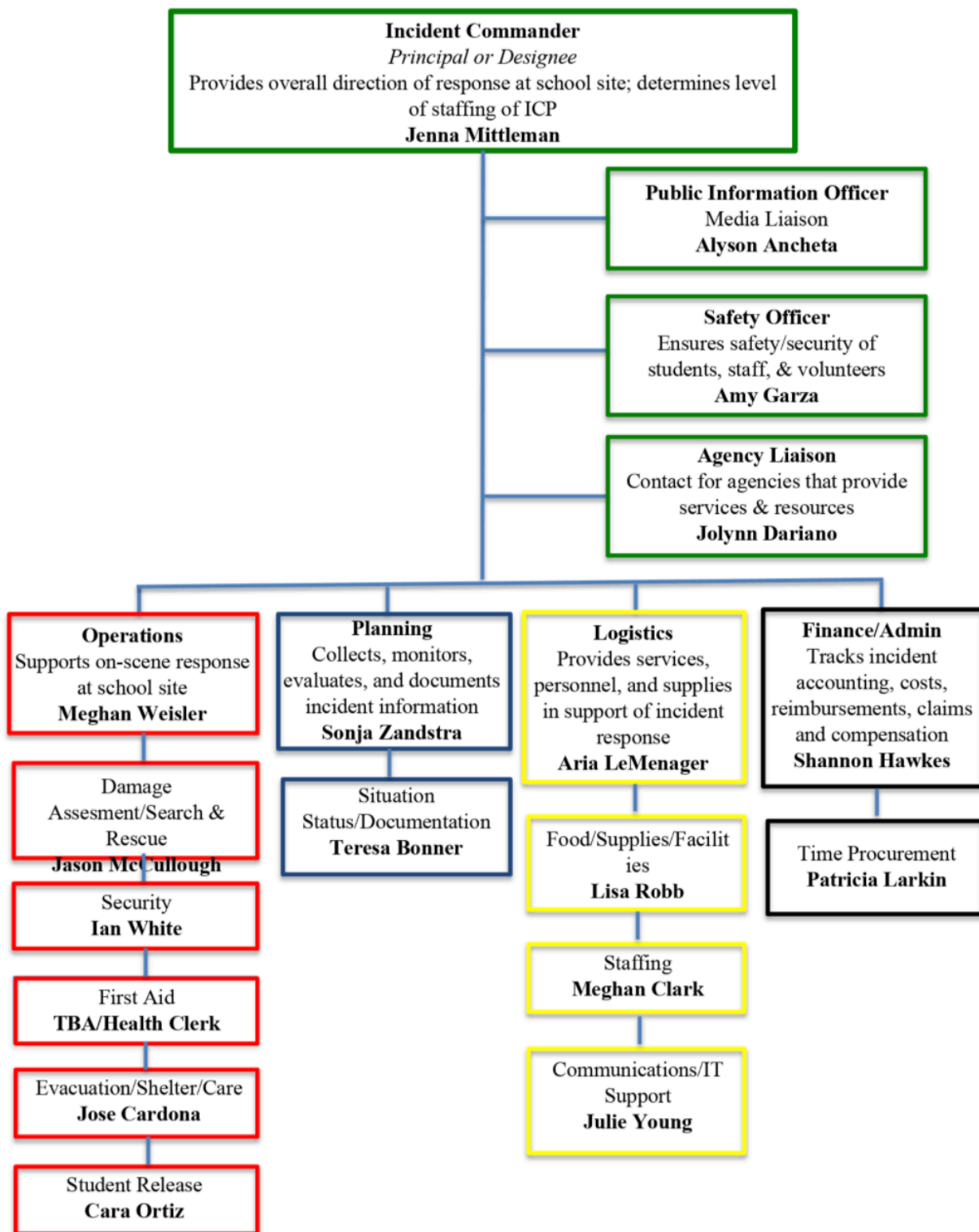
Required Components for a Comprehensive School Safety Plan	Requirement Met <i>(date, initials, plan ref.)</i>	Additional Comments or Detail <i>(resource information, pending activities, etc.)</i>
(a) Submit the plan to school district office for approval		<i>Board signature, district office approval page.</i>
(b)(1) SSC/Planning Committee communicated the school safety plan to the public at a public meeting at the school site	<i>Public meeting announcements, etc.,</i>	<i>If board signed, then compliant</i>

Appendix B.1 : Incident Command Structure

Appendix B.1 : Incident Command Structure

Incident Command Post (ICP) Organizational Chart for Schools

Incident Command Site Specific Only



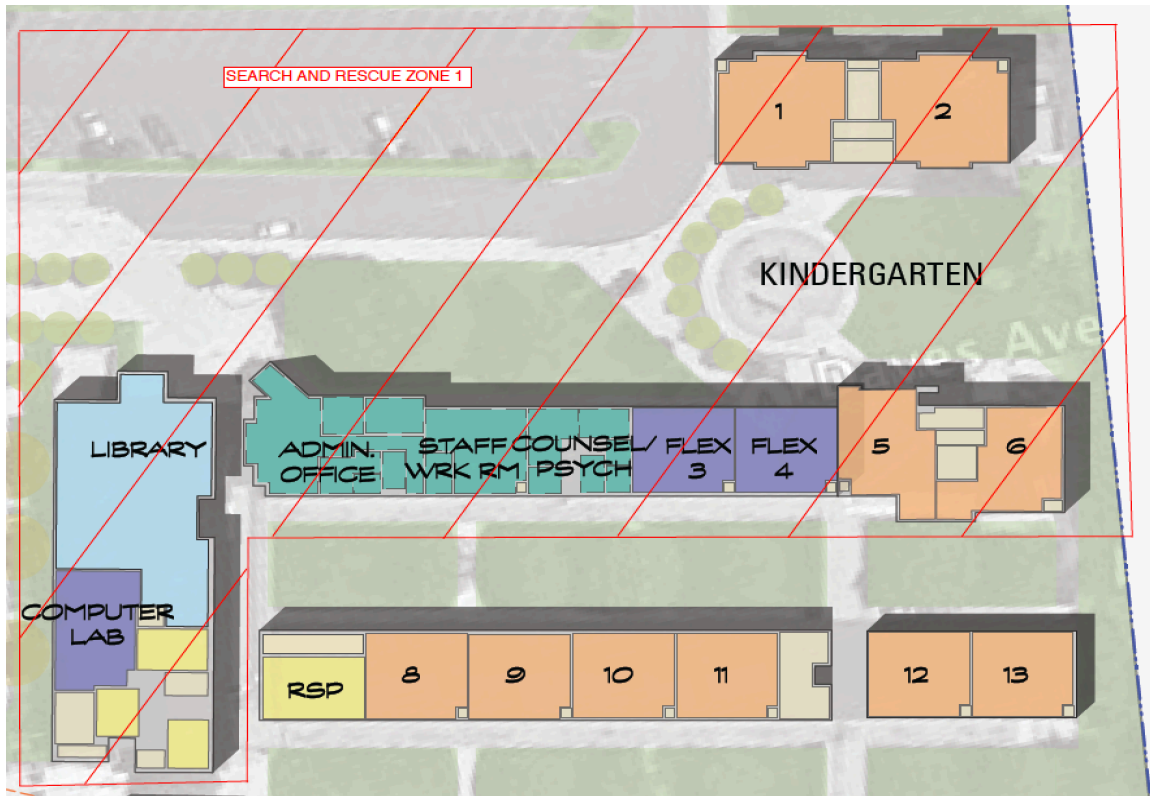
Appendix B.2: Staff Emergency Response Team Assignments

Appendix B.3 Daves Avenue School Search and Rescue Zone Map

Zone 1

Check off space after inspection

- | | |
|---|---|
| <input type="checkbox"/> Library | <input type="checkbox"/> Workroom |
| <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Psych/Counselor Office |
| <input type="checkbox"/> Library Conference | <input type="checkbox"/> Room 1 |
| <input type="checkbox"/> Math Specialist | <input type="checkbox"/> Room 2 |
| <input type="checkbox"/> Speech Specialist | <input type="checkbox"/> Room 3 |
| <input type="checkbox"/> Admin Office | <input type="checkbox"/> Room 4 |
| <input type="checkbox"/> Principal Office | <input type="checkbox"/> Restrooms Room 5 |
| <input type="checkbox"/> Conference Room | <input type="checkbox"/> Restrooms Room 6 |



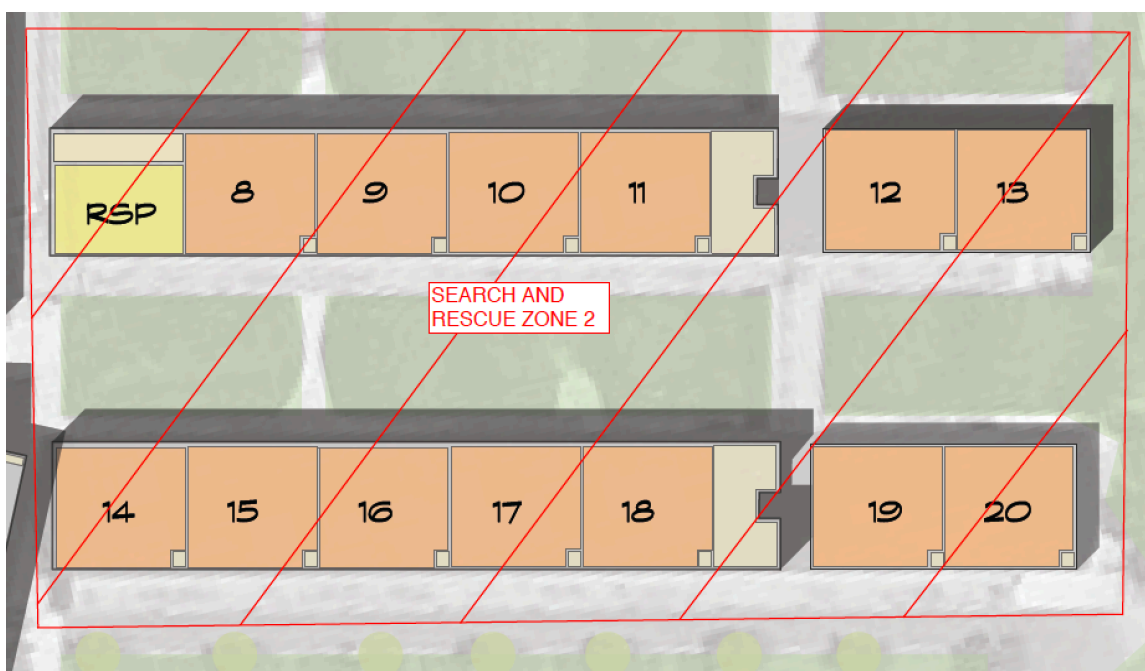
Notes: _____

Appendix B.3 Daves Avenue School Search and Rescue Zone Map

Zone 2

Check off space after inspection

- | | |
|----------------------------------|--|
| <input type="checkbox"/> Room 7 | <input type="checkbox"/> Room 15 |
| <input type="checkbox"/> Room 8 | <input type="checkbox"/> Room 16 |
| <input type="checkbox"/> Room 9 | <input type="checkbox"/> Room 17 |
| <input type="checkbox"/> Room 10 | <input type="checkbox"/> Room 18 |
| <input type="checkbox"/> Room 11 | <input type="checkbox"/> Room 19 |
| <input type="checkbox"/> Room 12 | <input type="checkbox"/> Room 20 |
| <input type="checkbox"/> Room 13 | <input type="checkbox"/> Restrooms Room 11 |
| <input type="checkbox"/> Room 14 | <input type="checkbox"/> Restrooms Room 18 |



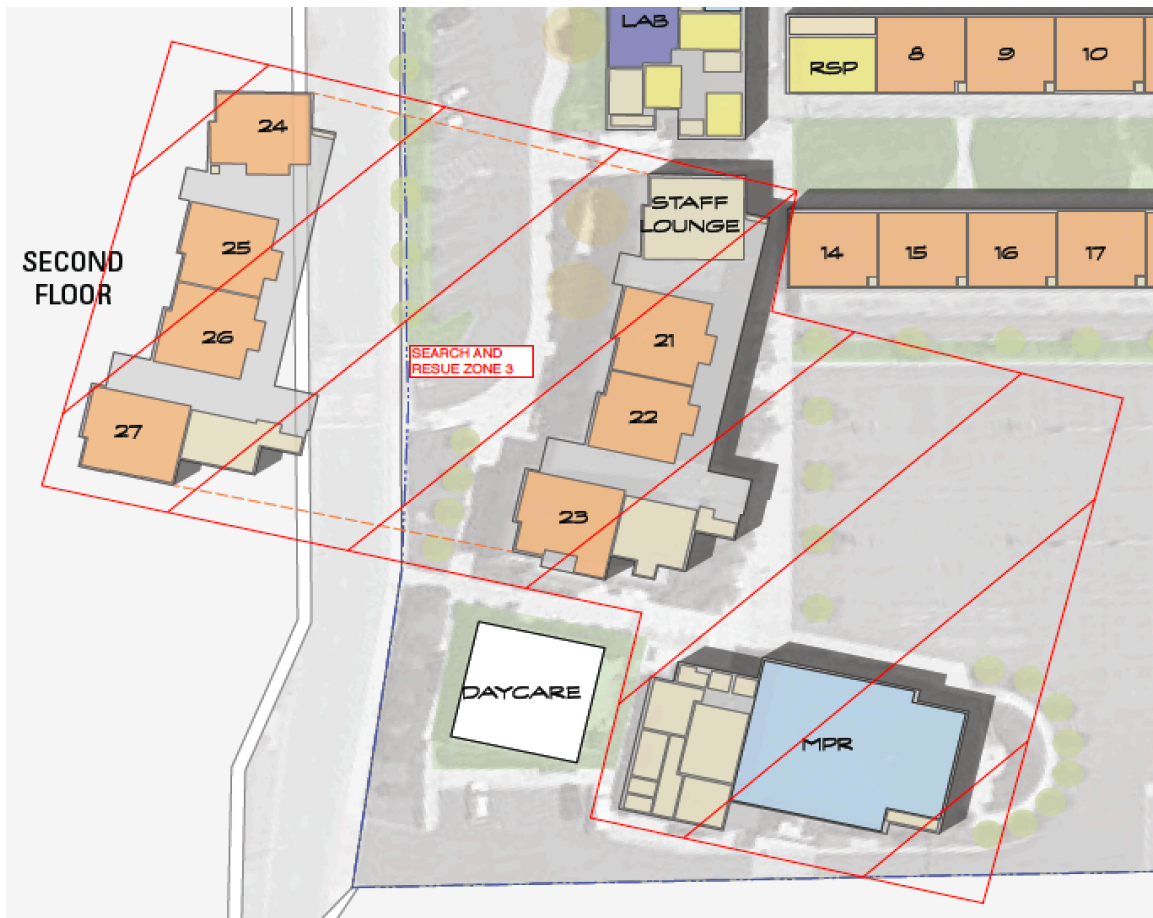
Notes: _____

Appendix B.3 Daves Avenue School Search and Rescue Zone Map

Zone 3

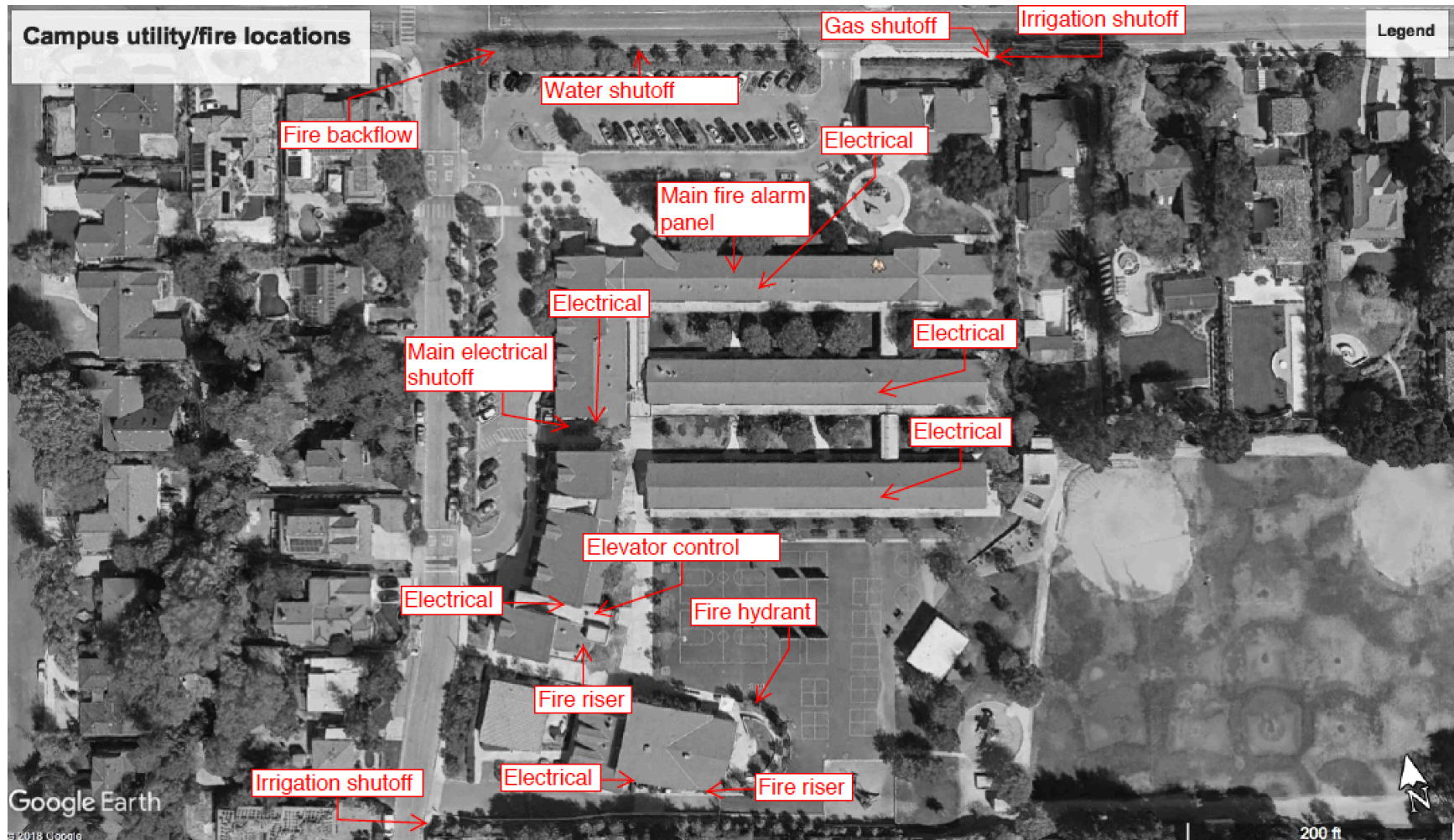
Check off room/space after inspection

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Room 21 | <input type="checkbox"/> T Building Upstairs |
| <input type="checkbox"/> Room 22 | Restrooms |
| <input type="checkbox"/> Room 23 | <input type="checkbox"/> T Building Downstairs |
| <input type="checkbox"/> Room 24 | Restrooms |
| <input type="checkbox"/> Room 25 | <input type="checkbox"/> MPR |
| <input type="checkbox"/> Room 26 | <input type="checkbox"/> MPR Restrooms |
| <input type="checkbox"/> Room 27 | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Staffroom | |



Notes: _____

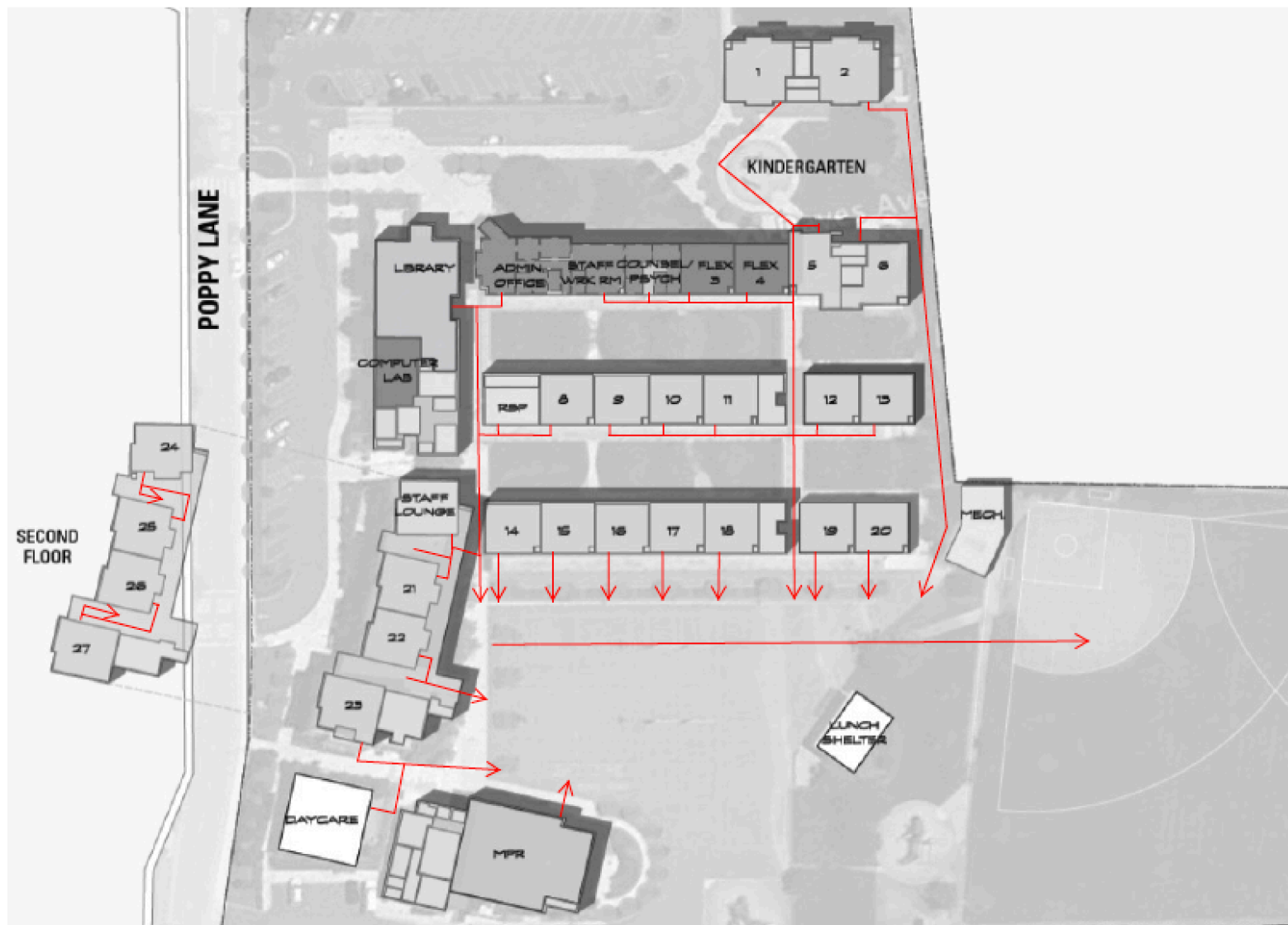
Appendix B.4: Campus Utility / Fire Safety Location Map



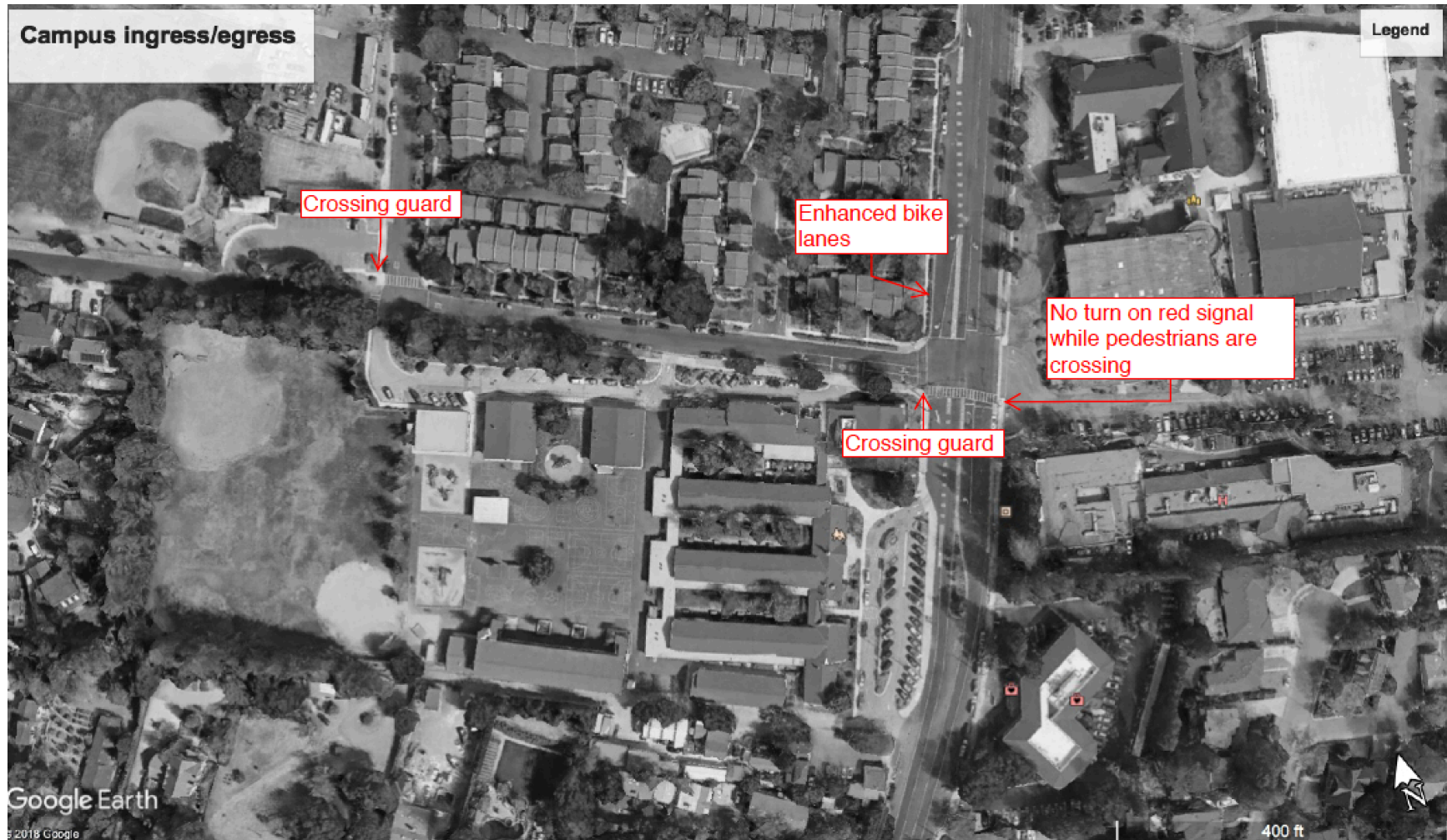
Appendix B.5: Campus Emergency Evacuation Map



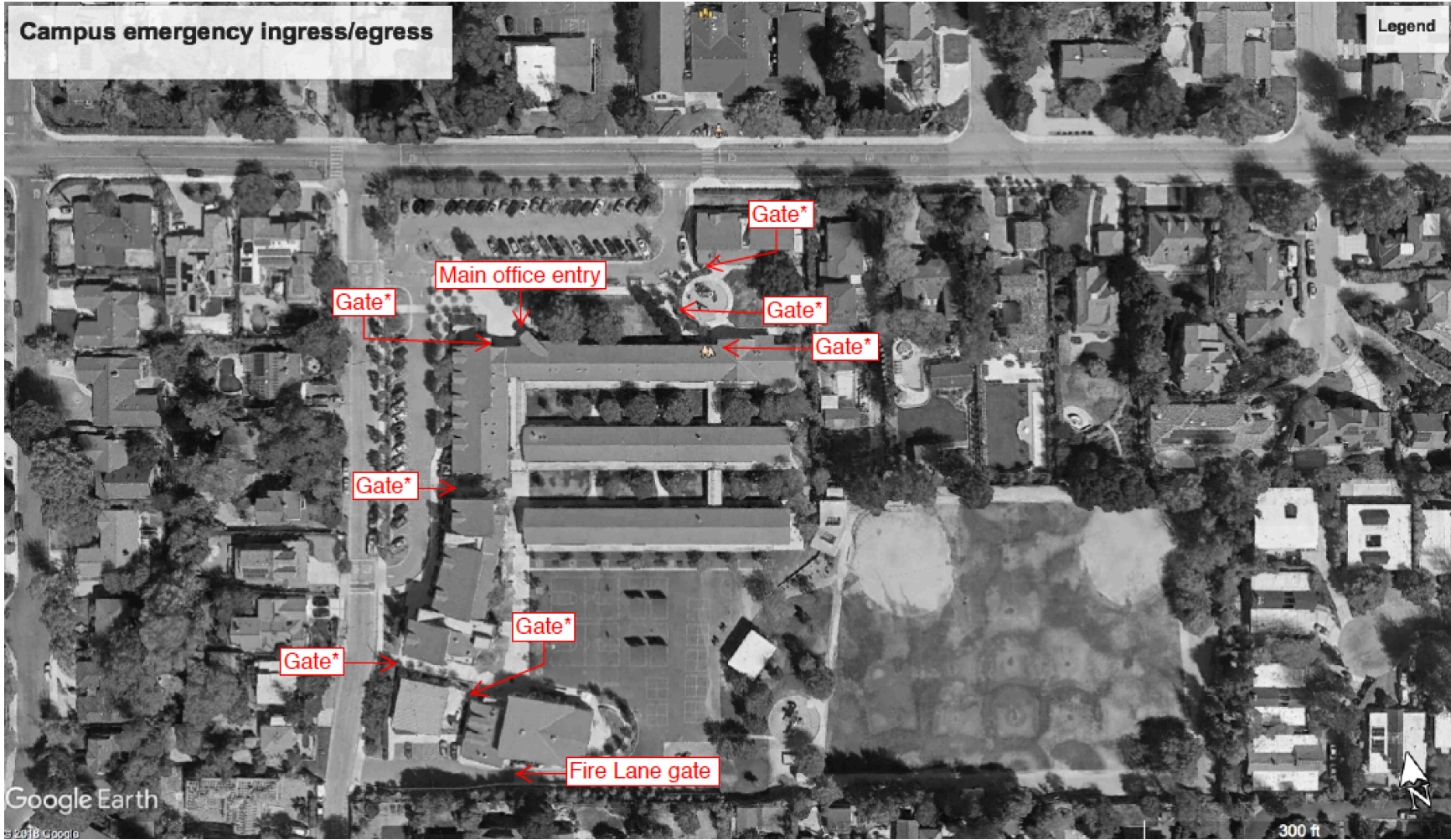
Appendix B.6: Classroom Evacuation Map



Appendix C: Daily ingress and egress routes



Appendix D: Campus ingress and Egress



Appendix E: Types of Emergencies and General Procedures

Types of Emergencies & General Procedures

AIRCRAFT CRASH

The administrator or designee will initiate appropriate actions, which may include Duck & Cover, Shelter-in-Place, Evacuate Building, or Evacuate Campus depending on the nature of the accident, the location of damage, and the existence of any chemical and/or fuel spills.

ANIMAL DISTURBANCE

This procedure should be implemented when the presence of a coyote, mountain lion, or any other wild animal threatens the safety of students and staff. The administrator or designee will initiate appropriate actions, which may include Lock Down or Evacuate Building.

ARMED ASSAULT ON CAMPUS

This involves one or more individuals who attempt to take hostages or cause physical harm to students and staff. Such an incident may involve individuals who possess a gun, a knife or other harmful item. The administrator or designee will decide the appropriate response, which may include Shelter-in-Place, Lock Down, Evacuate Building, or Evacuate Campus.

BIOLOGICAL OR CHEMICAL RELEASE

This is an incident involving the discharge of a biological or chemical substance in a solid, liquid, or gaseous state. Such incidents may also include the release of radioactive materials. Common chemical threats within or adjacent to schools include the discharge of acid in a school laboratory, an overturned truck of hazardous materials in proximity of the school, or an explosion at a nearby oil refinery or other chemical plant. The following indicators may suggest the release of a biological or chemical substance: Multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing. Other indicators may include the presence of distressed animals or dead birds. The administrator or designee will initiate appropriate actions, which may include Shelter-in-Place or Evacuate Building.

BOMB THREAT / THREAT OF VIOLENCE

This occurs upon the discovery of a suspicious package on campus grounds or receipt of a threatening phone call that may or may not present a risk of an explosion. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to **call 911**. The person answering the threat call should ask the questions listed on the "Bomb Threat Checklist". In coordination with law enforcement, the administrator or designee will initiate appropriate actions, which may include Duck & Cover, Lock Down, or Evacuation.

DISORDERLY CONDUCT

This involves a student or staff member exhibiting threatening or irrational behavior who does not have a weapon. The administrator or designee will initiate appropriate actions, which may include Shelter-in-Place, Lock Down, Evacuate Building, or Evacuate Campus.

EARTHQUAKE

Earthquakes occur without warning and may cause minor to serious ground shaking, damage to buildings, and injuries. It is important to note that even a

Appendix E: Types of Emergencies and General Procedures

mild tremor can create a potentially hazardous situation. The administrator or designee will initiate appropriate actions, which may include Duck & Cover, Evacuate Building, or Evacuate Campus.

EXPLOSION OR RISK OF EXPLOSION

This involves an explosion on school property, the risk of an explosion on school property, an explosion or risk of explosion near the school, or a nuclear explosion involving radio active materials. The administrator or designee will initiate appropriate actions, which may include Duck & Cover, Shelter-in-Place, Evacuate Building, or Evacuate Campus.

FIRE IN SURROUNDING AREA

This procedure addresses the situation where a fire is discovered in an area adjoining the school. The initiated response actions should take into consideration the location and size of the fire, its proximity to the school and the likelihood that the fire may affect the school. After calling the local fire department in an effort to determine the seriousness of the fire, the administrator or designee will initiate appropriate actions, which may include Shelter-in-Place, Lock Down, Evacuate Building, or Evacuate Campus.

FIRE ON SCHOOL GROUNDS

This procedure addresses situations where a fire is discovered on school grounds. A quick response to this situation is very important to prevent injuries and further property damage. Upon discovery of a fire, teachers or staff will direct all occupants out of the building, signal the fire alarm, and report the fire to the administrator or designee. The administrator or designee will immediately initiate the Evacuate Building action. If the size of the fire is beyond the control of staff on site, call 911 for immediate assistance from the fire department.

FLOODING

This applies whenever storm water or other sources of water inundate or threaten to inundate school grounds or buildings. Flooding may occur as a result of prolonged periods of rainfall, where the school would have sufficient time to prepare. Alternatively, flooding may occur without warning, as a result of damage to water distribution systems, or a failure of a nearby man-made dam. The administrator or designee will initiate appropriate actions, which may include Shelter-in-Place, Evacuate Building, or Evacuate Campus.

LOSS OR FAILURE OF UTILITIES

This addresses situations involving a loss of water, power or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines. The administrator or designee will initiate appropriate actions, which may include Shelter-in-Place or Evacuate Building.

MOTOR VEHICLE CRASH

This procedure addresses situations involving a motor vehicle crash on or immediately adjacent to school property. Given the nature of the crash, there may also be a danger from a fuel spill, which should be considered when deciding which action(s) to take. The administrator or designee will initiate appropriate actions, which may include Duck & Cover, Shelter-in-Place, Evacuate Building, or Evacuate Campus.

PSYCHOLOGICAL TRAUMA

Appendix E: Types of Emergencies and General Procedures

When the administrator or designee feels that there has been an event that causes a psychological impact on students and/or staff, such as an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions, he or she should contact the director of student services at the district office to request the services of the HUSD School Resource Chaplains. Emergencies like these usually produce one or more of the following conditions: temporary disruption of regular school functions and routines, significant interference with the ability of students and staff to focus on learning, physical and/or psychological injury to students and staff, and concentrated attention from the community and news media. As a result of such emergencies, students and staff may exhibit a variety of psychological reactions. As soon as the physical safety of those involved has been insured, attention must turn to meeting emotional and psychological needs of others.

SUSPECTED 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 by central District staff or local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple employees with unexplained nausea, vomiting, or other illnesses. The administrator or designee will isolate the suspected contaminated food/water to prevent consumption, and will restrict access to the area. Second, the administrator or designee will notify the district safety coordinator of the problem and await further instructions. Meanwhile, a list will be made of all potentially affected students and staff, which will be provided to responding authorities. Law enforcement should be contacted if there is evidence of individuals purposefully contaminating the food or water source.

Appendix F: Tactical Procedures for Responding to Criminal Incident

Strategies and Programs to Provide and Maintain a High Level of Safety

(EC 32281(a)1, items A-J)

Tactical Procedures for Responding to Criminal Incidents

Los Gatos Union School District places the highest priority on the safety of students, visitors and school personnel. A key part of ensuring this safety is the quick and coordinated response to criminal incidents that may occur on campus. To effectively and efficiently respond to such incidents, Los Gatos Union School District staff will follow these steps:

- 1) Upon discovery or witness of a criminal incident, all students will immediately notify a staff member or other adult on campus. Adults will immediately notify the front office at the school where the incident occurred.
- 2) The administrator or administrator designee will initiate one of the following processes:
 - a) If there is an existing or imminent threat to the safety of students, call 911 and the district office, then immediately activate an appropriate emergency response procedure like lockdown or secure school.
 - i) Await the arrival of emergency responders and follow their instructions as they will have incident command during these types of incidents.
 - b) If there is no longer an immediate threat but a criminal incident (or non-violent criminal incident) has recently occurred while students are on campus then contact the Los Gatos Police Department using the non-emergency dispatch number (408) 354-8600, and request assistance with an in-person response.
 - i) Notify the District Office.
 - ii) Await the arrival of emergency responders and coordinate a unified command to ensure the safety of students and school personnel, property and the environment.
 - c) If the criminal incident occurred while no students were present, such as but not limited to vandalism on the weekend, then notify the Los Gatos Police Department using the non-emergency dispatch number to request support.
 - i) Notify the District Office, including maintenance if any facility repair is necessary
 - ii) Follow the instructions of the dispatch operator or other law enforcement representative. This could include filing a criminal report.

APPENDIX G

FOR ALL EMEGENCIES CALL 911

Public Health and Safety

Agency	Number	Notes
Los Gatos Monte Sereno Police Department	(408) 354-8600	Non Emergency
Santa Clara County Sheriff Department	(408) 808-4400	Non Emergency
Santa Clara County Fire Department	(408) 378-4010	Non Emergency
California Highway Patrol	(408) 467-5400	Non Emergency
Animal Control	(408) 794-7297	
American Red Cross	(877) 727-6771	
Santa Clara County Child Protective Services	(408) 299-2071	

Public Utilities

PG&E	1-(800) 743-5000	Gas leaks
	1-(800) 743-5002	Electrical outages
San Jose Water Company	(408) 279-7900	

Media – Radio stations that broadcast emergency information

KCBS	AM 740 / FM 106.9
KGO	AM 810
KQED	FM 88.5

APPENDIX G