

Milpitas Unified School District

Marshall Pomeroy Elementary School

**1505 Escuela Parkway
Milpitas, CA 95035
(408) 635-2600**

Comprehensive School Safety Plan 2019-2020 School Year

This Comprehensive School Safety Plan was developed collaboratively with members of the Marshall Pomeroy Elementary School Safety Planning Committee and adopted by the Board of the Milpitas Unified School District on __/__/____.

MUSD Board Approval Confirmed by:

This document is to be maintained/or public inspection in the Marshall Pomeroy Elementary School Administration office during regular business hours.

Marshall Pomeroy 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 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 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 updated by March 1st of each year by the school site Safety Planning Committee. 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 **MUSD Board Policy 3516**, MUSD 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.

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.

The Board shall review the comprehensive district wide and/or school safety plan(s) in order to ensure compliance with state law, Board Policy and Administrative Regulation. Approval of the plan shall occur at a regularly scheduled meeting.

A copy of the comprehensive school safety plan shall be available for review at the Marshall Pomeroy Elementary School administration offices and online at <https://pomeroy.musd.org/>.

Declaration regarding MUSD Board Policy and Administrative Regulation references:

Except when specifically quoted, the MUSD 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 MUSD District Office during regular business hours or view them online at www.musd.org

Milpitas Unified School District Mission and Principles

Mission

Milpitas Unified 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

Marshall Pomeroy Elementary School Safety Plan Signature Page 2019/2020

The undersigned members of the Marshall Pomeroy Elementary School Safety Planning Committee certify that the requirements of the Comprehensive School Safety Plan have been met.

Assistant Principal-(Deanna Sainten and Sign above)

School Site Council- (_____ and Sign above)

Teachers Association Representative- (Diana Orlando and Sign above)

Classified Association Representative- (Virgil Valdez and Sign above)

Parent Representative (Nichol Klein and Sign Above)

Law Enforcement Representative (_____and Sign Above)

Fire Department Representative (_____and Sign Above)

Assessment of School Safety

Education Code, Section 32282 (a) 1

An assessment of school safety among MUSD 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)**, MUSD 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 **MUSD 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)

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

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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 **MUSD 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.

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.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

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

As stated in **MUSD 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)

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.

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(D) Procedures to Notify Teachers of Dangerous Pupils

Additional code reference: Education Code 49079

As described in **MUSD 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 **MUSD Board Policy 0410, 5145.3** Which states 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:

MUSD 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.

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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

Milpitas Unified School District

1331 E. Calaveras Blvd. Milpitas CA 95035

(408) 635-2600

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 **4119.11, 4319.11 (Employees)/5145.7 (Students)**, 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 review alongside this comprehensive safety plan at the MUSD District Office.

(F) School-wide Dress Code

Additional code reference: Education Code 35183

As described in **MUSD 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.

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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 Milpitas Unified 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 **MUSD 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 strategies presented in the handbook developed and distributed by the

School/Law Enforcement Partnership Program entitled "Safe Schools: 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:	At Marshall Pomeroy Elementary School, we work daily to ensure that the physical environment of our school campus fosters a safe, clean, and comfortable campus where students can learn and achieve high levels of success.			
Objectives	Action Steps	Resources	Project Lead(s)	Outcomes
Marshall Pomeroy students will enjoy and engage in a safe and clean environment for learning.	1. Classrooms attended to and cleaned every other day by the site custodian. 2. Daily cleaning in the classroom. 3. Student Valet Program. 4. Lunch protocols established to maintain hygienic conditions for our indoor and outdoor facilities. 5. Work orders/building maintenance are responded to quickly to ensure safe classroom conditions. 6. Compliance with Fire Marshal codes are quickly addressed. 7. Regular campus walks to establish if there are needed repairs or unsafe conditions.	1. Custodial supplies 2. Teacher supplies 3. Teacher adjunct 4. BEST program, custodial supplies 5. Reporting binder 6. Fire Marshall report 7. Rubric	1. Virgil Valez 2. Teachers/Staff 3. Kristi Woo 4. Deanna Sainten and Courtney Caglia-Hilty 5. Daisy Loo 6. Deanna Sainten 7. Deanna Sainten and Virgil Valdez	All currently in place and running effectively.
Marshall Pomeroy teachers and staff	1. Continue monitoring visitors on campus by requiring all visitors to sign in	1. Sign in sheets, stickers	1. Daisy Loo and Lordean Haro	All currently in place and running effectively.

will participate in consistent practice and review of safety procedures to ensure preparedness in case of incidences and emergency situations.	at the office and receive a visitor sticker/badge (to be worn throughout the duration of their visit). 2. Maintain and update triage supplies annually. 3. Ensure SEMS binder is complete and current. 4. Triage drill and training annually. 5. Fire, earthquake, and intruder drills regularly throughout the school year. 6. Replacement of emergency water annually. 7. Check emergency food supply expiration dates. 8. Establish a Site Safety Team.	2. MOT, supply list 3. SEMS binder and site/district handouts/forms 4. Training procedures, scenarios, triage supplies 5. Schedule 6. MOT/City 7. MOT/City 8. Binders	2. Deanna Sainten 3. Deanna Sainten 4. Deanna Sainten 5. Deanna Sainten 6. Deanna Sainten and Nichol Klein 7. Deanna Sainten and Nichol Klein 8. Deanna Sainten	
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Safe Social Climate Goal: At Marshall Pomeroy, we work passionately to foster and inspire a love of academic and social learning in which all students can achieve their dreams and create a better world. Pomeroy's community develops engaged, accountable and adaptable students in preparation for a global society through: Collaboration, Communication, Critical Thinking, Creativity, and Caring.				
Objectives	Action Steps	Resources	Project Lead(s)	Outcomes
Positive Behavior Reinforcement	1. PRIDE character traits and monthly awards 2. PRIDE Matrices (school wide expectations and review rotations twice a year) 3. Reward System 4. Infraction documentation 5. School wide game rules 6. Restorative Justice Circles	1. Certificates, posters 2. Matrices, rotation lesson plans 3. Panther PRIDEs, PRIDE Cart, PRIDE Events 4. Major/Minor Docs 5. Posted rules, PPT 6. Think Sheets, Restorative Consequences Grid	Deanna Sainten	- School-wide consistency of expectations - Common language - One suspension in the last 8 years - Limited to no recess benching - Drastic decreases in office referrals
Social Emotional Learning	1. Soul Shoppe 2. Peacemakers 3. Class Chats 4. MFT (2-3 days a week) 5. Equity PDs	1. Workshops, posters, bookmarks 2. Trainings 3. Rubric, plans 4. Budget 5. PDT	Deanna Sainten	- Continued development of the whole student
Teacher	1. BEST Team	1. Binder and Drive	Deanna Sainten and	- Climate and culture

Collaboration and Leadership	2. BEST ROCI cycles and student reflections 3. Yearly surveys and reflections	Folder 2. ROCI cycle format 3. Surveys	Courtney Caglia-Hilty	positive shifts - Our work has spread district wide
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(I) School Discipline Rules and Consequences

Additional code references: Education Code 35291 and 35291.5

MUSD 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 consequences 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 signaling devices, including but not limited to cellular telephones, provided that such devices do not disrupt the educational program or school activity. Electronic signaling 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 signaling 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 Milpitas Unified 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. **MUSD 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,

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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. **MUSD Board Policy 6164.5**

(J) Procedures for Conducting Tactical Responses to Criminal Incidents

As written in **MUSD 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)

(K) Bullying Prevention

MUSD Board Policy 5131.2

In the review of **MUSD Board Policy 5131.2**, the Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

(L) Suicide Prevention and Awareness

In **MUSD Board Policy 5141.52**, the Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance to attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies, mental health professionals, and community organizations. One specific strategy is that staff will be provided professional development in this area.

Safety and Disaster Plan Review, Evaluation and Amendment Procedures

All Milpitas Unified 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 the goals for the Comprehensive Safety Plan will be reviewed and revised by school sites annually in January, and submitted to the School Board by March 1st.

Pursuant to Education Code Section 35294.6(a), the Milpitas Unified School District adopted this annual Comprehensive School Safety Plan at the regular meeting of the Board of Education as noted on the cover page. An opportunity for public comment was provided during this meeting, prior to the plan's adoption. Documentation of this meeting, which may include the meeting agenda, minutes and copies of materials provided for the plan presentation, will be filed alongside the plan and recorded in Appendix A: Documented Safety Planning Process.

An updated file containing all appropriate or required safety related plans and materials are available for public inspection in the Milpitas Unified School District Office.

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 MUSD Administrative Regulation 1340, the following items will be identified as **"Confidential"**, reviewed only in a closed session of the MUSD 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 MUSD 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)

Appendix A: Documented Safety Planning Process

Appendix B: Legal Notice for Pupils and Parent/Guardians-Bullying and Harassment

Appendix C: Grab and go binder contents

Appendix C.1 : Incident Command Structure

Appendix C.2: Campus Staff Emergency Contacts

Appendix C.3: Campus Search and Rescue zones

Appendix C.5: Campus Emergency Shutoff Locations

Appendix C.6: Campus Emergency Evacuation Plans

Appendix D: Disaster Preparedness Plan

Appendix E: Crisis Response/Community Emergency Contacts

Appendix F: Daily ingress and egress routes

Appendix A: Documented Safety Planning Process

MILPITAS UNIFIED SCHOOL DISTRICT SAFETY TRAINING INFORMATION 2019-2020

Type of Training	Personnel	Date/Time/Place
Blood Borne Pathogens	All Employees	Video at each site or through Keenan Safe Schools – c/o Safety Officer
Adult First Aid/CPR	Health Clerks and Site Secretaries	TBA – c/o Student Services & District Nurse
Infant/Child First Aid/CPR	Rose CDC & Sunnyhills CDC Staff	TBA/CDC
Adult First Aid/CPR	Athletic Coaches	TBA/Athletic Director

Drill Information		
Intruder Drill	Site and Teams	1 drill by Nov 20 th
Intruder at an Inconvenient Time	Site and Teams	1 drill by Feb 8 th
Additional Intruder Drills	Site and Teams	Minimum of 5 extra; completed every 4-6 weeks
Triage Drill	Site and Teams	1 drill by April 5 th . Can be combined with 1 Earthquake Drill
Earthquake Drill (Drop, Cover and Hold)	All Sites	1 drill every 3 months between Sept and June
Fire Drill	Elementary and Intermediate	Once Monthly
Fire Drill	Secondary	Not less than twice yearly

Safety Presentations		
School Bus Evacuation	All SDC Students (Preschool through 6 th Grade)	Scheduled per Site with Rona in MOT between October 1 and November 2

Fire Prevention	All 1 st Grade Students (including SDC)	All Elementary Schools during October, scheduled per Site through Rona in MOT w/MFD
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Site Safety Officer Meetings		
Date	Time	Location
Thursday, October 10, 2019	3:30 pm – 4:30 pm	Adult Ed./Room TBD
Thursday, January 16, 2020	3:30 pm – 4:30 pm	Adult Ed./Room TBD
Thursday, April 2, 2020	3:30 pm – 4:30 pm	Adult Ed./Room TBD

Milpitas Unified School District Site Safety Drill Information 2019/2020

- Site Safety Officers are responsible for scheduling triage and intruder drills. Individual site triage drills and intruder dates and times should be arranged with Milton Quezada.
- Site Safety Officers are responsible for conducting fire drills. The date and time sequence of each drill needs to be called in or emailed to the secretary in Maintenance, Operations, and Transportation, 408-6352888 ext. 6521 (Rona Tolentino), and entered onto the shared drill Google Doc form after the drill. The Fire Alarm shall be signaled not less than once every calendar month at the elementary and intermediate levels; and not less than twice yearly at the secondary level.
- Site Safety Officers are also responsible for earthquake drills, also known as “Drop, Cover and Hold”. Three (3) of these drills shall be conducted each year. They will be done separately from all other drills with the exception of one, if desired. It may be done in conjunction with a triage drill, thus only requiring two (2) additional earthquake drills.
- One (1) Intruder drill in early Fall (by Nov. 19th). One (1) Intruder drill at an inconvenient time in late Winter (by Feb. 7th) and one (1) Triage drill in early Spring (by Apr. 3rd).
- Mass Triage and Feeding evacuation drill in conjunction with the City of Milpitas has been canceled until further notice, effective January 2012.

Appendix B: Legal Notice for Pupils and Parent/Guardians- Bullying and Harassment

March 2, 2020

Dear Parent/Guardian,

Marshall Pomeroy Elementary is dedicated to addressing the issue of bullying in our school. We take any report of bullying seriously by conducting a thorough investigation in a timely manner, providing support for the victim and taking action to prevent future incidents. We utilize a restorative justice approach which aims to repair the harm that was done to the victim and community by the student struggling with our PRIDE expectations.

One challenge we have as a school, is that bullying is often underreported. As a result, we are not aware that there is a problem and bullying may continue much longer as a result. We encourage you - the families - to notify the administration if you hear of any bullying immediately. The best ways to report bullying is to communicate with your child's teacher, send an email to administration, to come to the office directly to set up a meeting, and/or encourage your child advocate for themselves in reporting bullying to a trusted adult on campus. This is a team effort and we all need to work together to end bullying and harmful actions in our community.

Finally, you can read the detailed district anti-bullying/antidiscrimination policy below.

Sincerely,

Nichol Klein
Principal
NKlein@musd.org

Deanna Sainten
Assistant Principal
DSainten@musd.org

BULLYING**Report Bullying****Anti-Bullying Policy/Nondiscrimination Policy:**

The Milpitas Unified School District prohibits any discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the 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.

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above 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 the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

What Bullying Is:

Repeated aggressive behavior that might include the following:

- Intended to cause harm (physical or emotional)
- An attempt by one or more individuals to gain power over another
- Physical: Hitting, kicking, pushing, destroying property
- Verbal/Written: Threatening, name-calling, teasing, taunting
- Social/Emotional: Terrorizing, spreading rumors, intimidating, humiliating, blackmailing, isolating
- Cyber-bullying: Using technology to bully others verbally, emotionally and/or socially

What Isn't Bullying:

- Not liking someone
- Accidentally bumping into someone
- A single act of telling a joke about someone
- Expression of unpleasant thoughts or feelings regarding others
- Arguments or disagreements
- Being excluded from a game or group on the playground (unless being done regularly and with intention to hurt the feelings of another)
- Isolated acts of harassment, aggressive behavior, intimidation or meanness

Filing a Report

Students, parents, and community members are encouraged to notify school staff, the assistant principal(s) or principal when they are being bullied or have witnessed another student being bullied or harassed. Complaints may be filed with the site principal or supervisor, or the appropriate Title IX coordinator:

The Uniform Complaint Procedures shall govern the process for investigating and resolving a complaint of bullying, harassment, and sexual harassment. The Uniform Complaint Procedures Board Policy 1312 and Administration Regulations 1312.3 may be found in the MUSD Parent Student Handbook, the MUSD website, and at each school or department site. Students may submit complaints on the MUSD Student Discrimination / Harassment / Assault Complaint

and Title IX Grievance Form (AR circumstances involve cyber-bullying, information about the activity are encouraged to save or digital messages that may constitute This evidence will assist the supervisor in completing his/her complaint.

Confidentiality

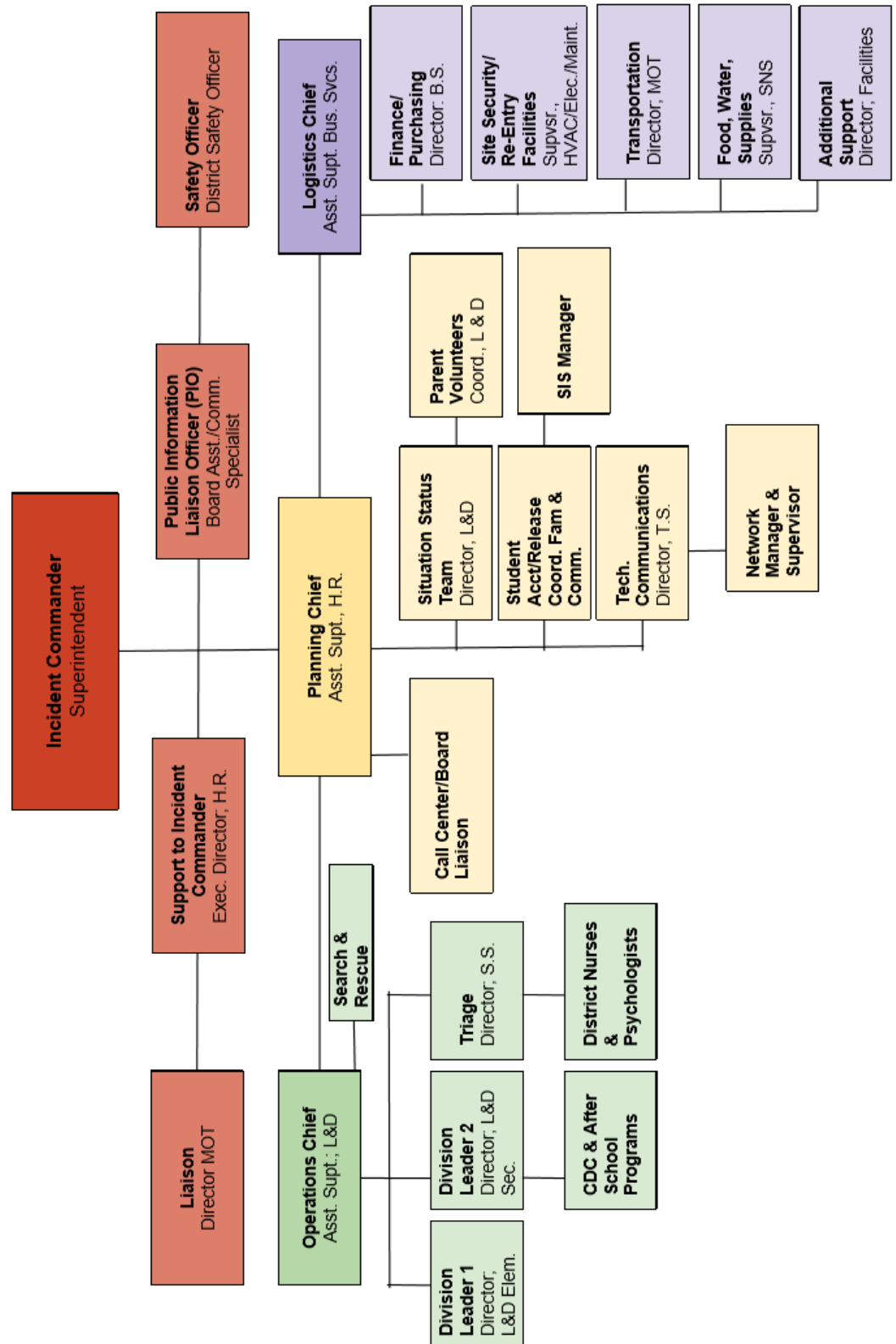
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Appendix C: G Appendix C.1: 1 Structure



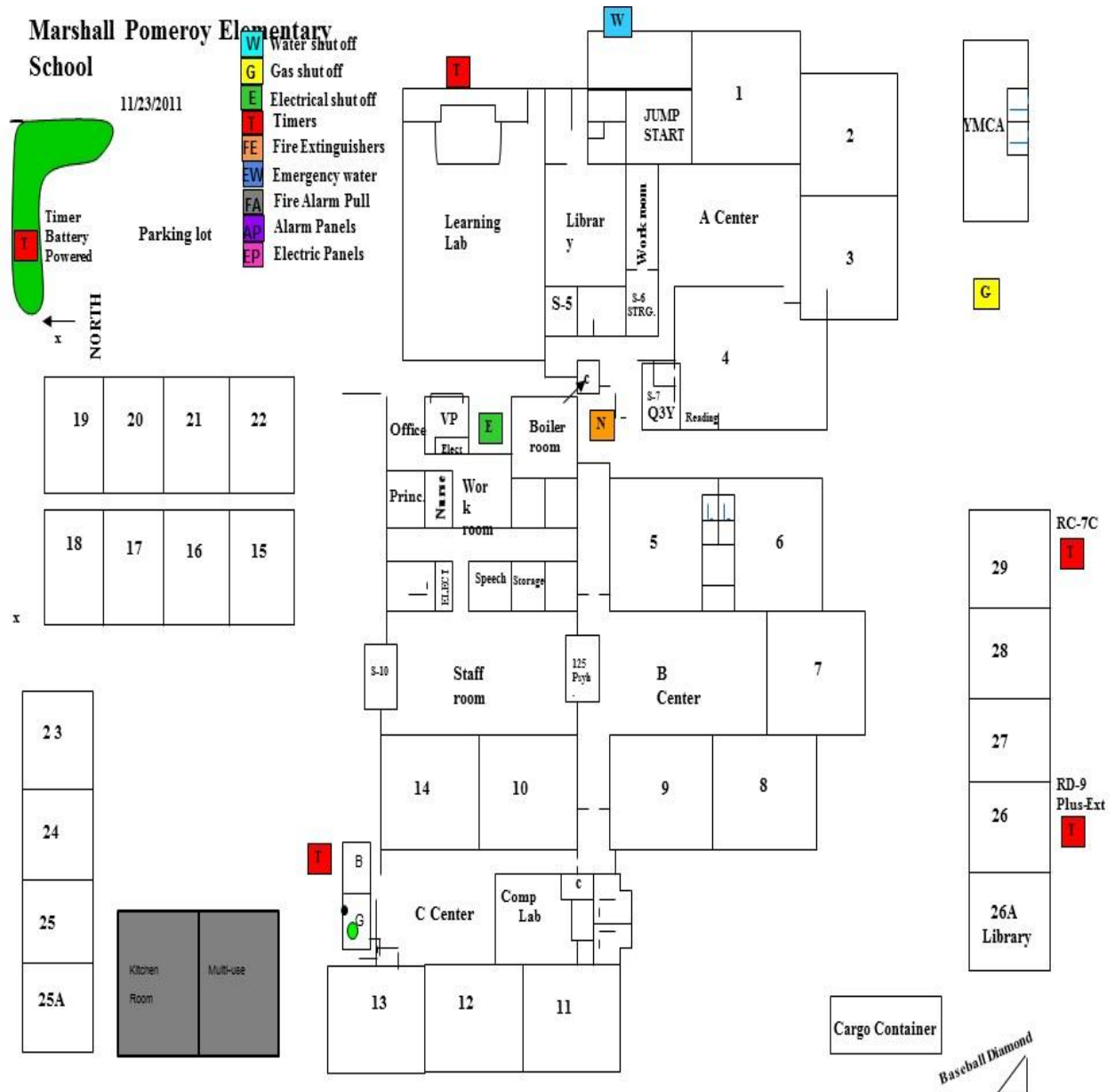
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Appendix C.2: Campus Staff Emergency Contacts

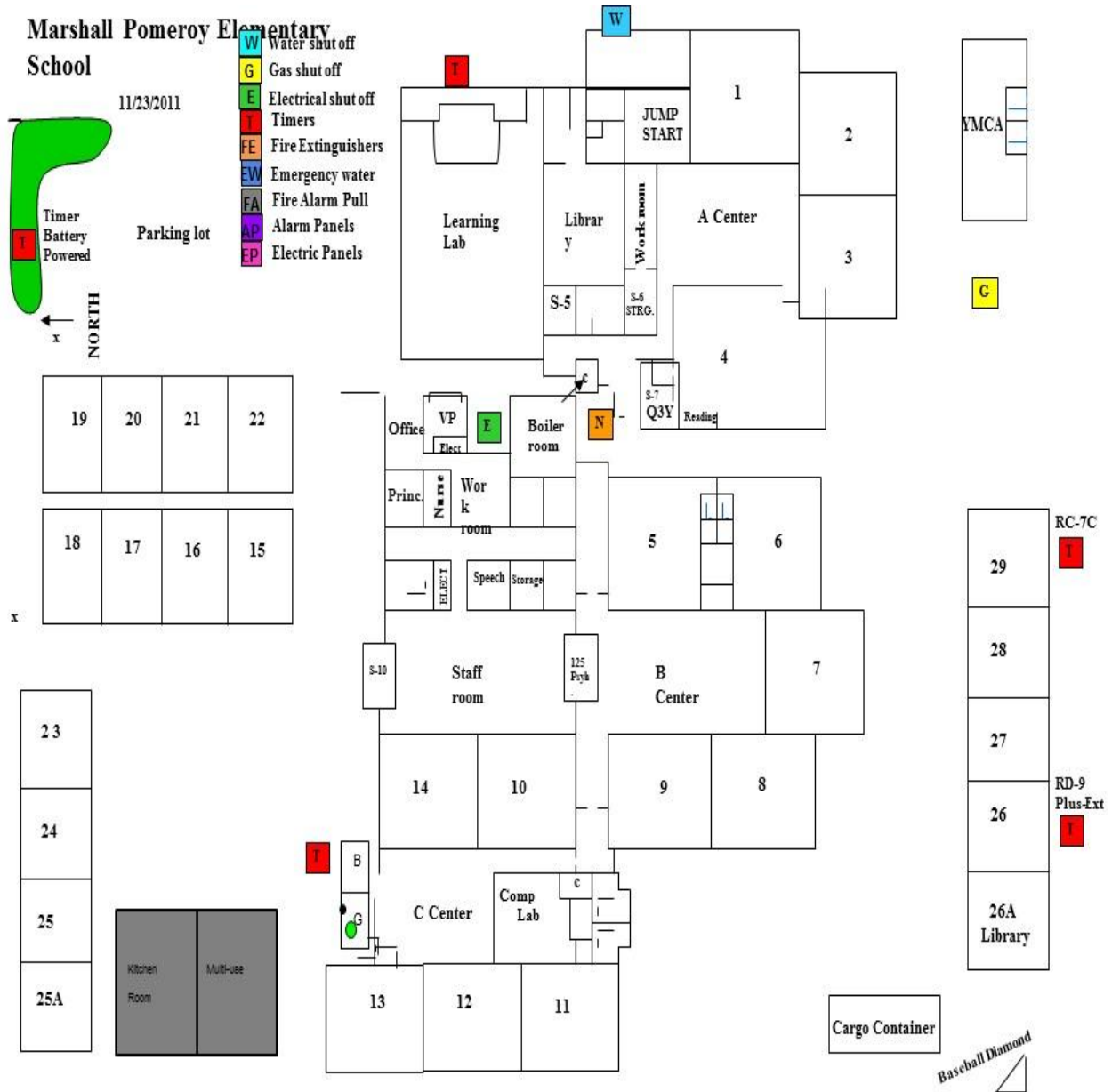
<u>Site Name</u>	<u>Dedicated Number</u>	<u>Location</u>
Marshall Pomeroy Elementary School	(408) 635-2858 x1805 (408) 635-2858 x1806	Principal – Nichol Klein Assistant Principal- Deanna Sainten Main Office
Marshall Pomeroy Elementary School	(408) 635-2858 x1807 (408) 635-2858 x1808 (408) 635-2858 x1802	Principal’s Secretary – Daisy Loo Attendance Clerk- Loridean Haro Health Clerk- Anita Matheson Main Office

Appendix C.3: Campus Search and Rescue zones



Appendix C.5: Campus Emergency Shutoff Locations

W	Water Shut Off
G	Gas Shut Off
E	Electrical Shut Off

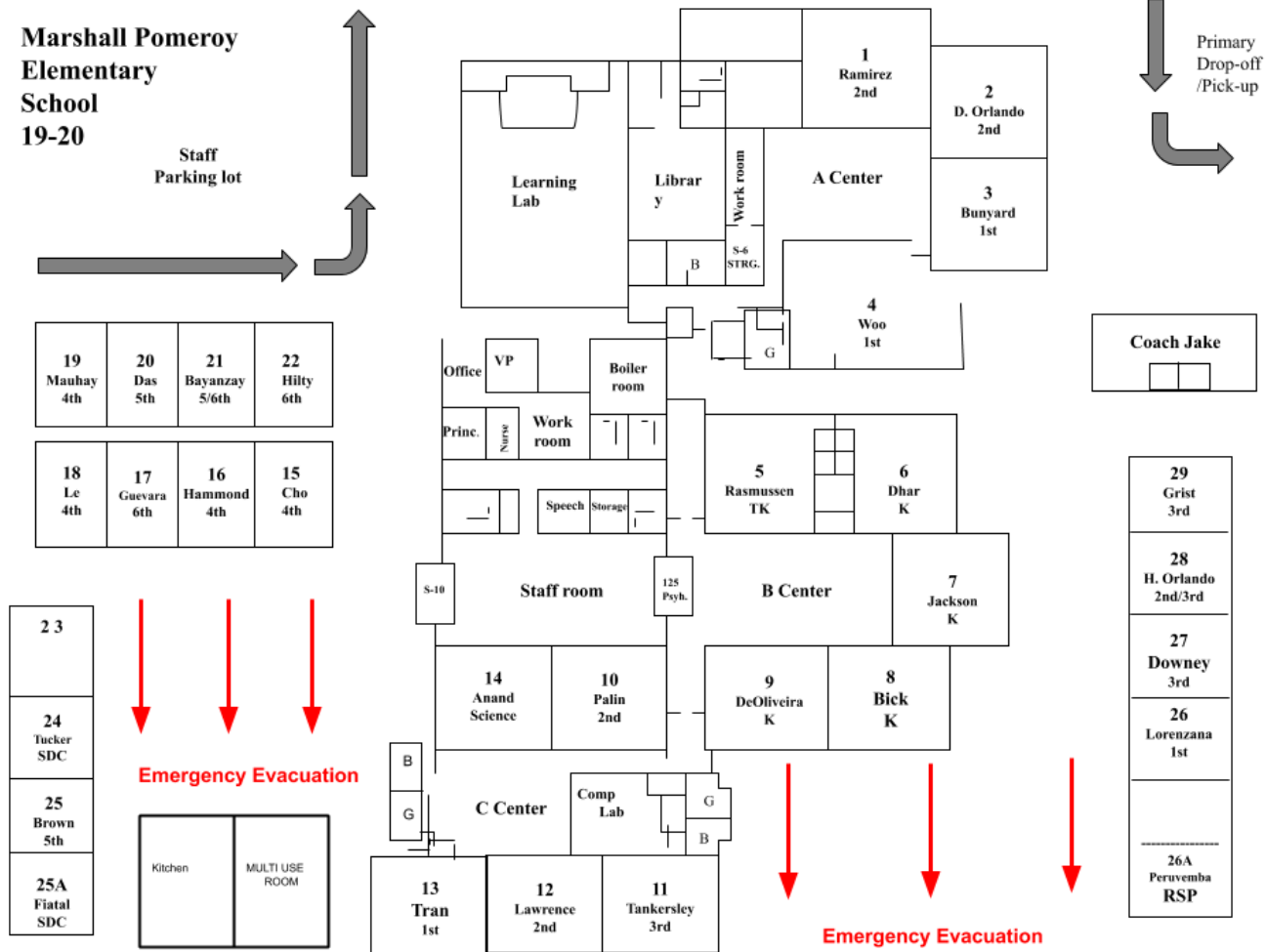


Appendix C.6: Campus Emergency Evacuation Plans

**Marshall Pomeroy
Elementary
School
19-20**

Staff
Parking lot

Primary
Drop-off
/Pick-up



Appendix D: Disaster Preparedness Plan

MARSHALL POMEROY ELEMENTARY SCHOOL DRILL PROCEDURES

FIRE DRILL

Drill Procedure

1. Admin will announce, **“We are having a Fire Drill.”** Then the alarm will be activated.
2. Upon hearing the fire alarm, EVACUATE the building and walk to your designated safety location. DO NOT RUN.
3. Make sure to take the Emergency Backpack.
4. Close your door.
5. All students must stand in their straight line SILENTLY. Take roll to ensure that all students are present.
6. Have one student at the end of your line hold up the correct room number card:
 - a. GREEN = all students that were accounted for the current roster of students that are under your instruction (ex. WIN, Buddy, current class).
 - b. RED = student(s) are missing, injured, or are at another location on campus.
 - c. BLUE = extra students or adults are present in your line. If it is an entire Buddy class, list the room number instead of each individual.
 - d. RSP → If you have students in your line, you must hold up the BLUE card.
7. All students should remain calm and quiet, waiting for further instructions during this attendance check.
8. DO NOT return back to the buildings until you have received the “ALL CLEAR” announcement.

* If you are on prep or PLC planning time, you must report to the Command Station (blue tables near the office) and then go to where your students are located and lined up.

Real Life Situation Procedure

- * All procedures remain the same except for #1.
1. Alarm will sound (**without Admin notification**).

EARTHQUAKE DRILL

Drill Procedure

1. Admin will announce, **“We are having an Earthquake Drill.”**
2. Students and staff should DROP to the ground. It is not safe to try to remain standing, getting to the ground will prevent being thrown to the ground.
3. Students and adults should seek protective COVER under or near desks, tables, or chairs in a kneeling or sitting position.
4. Everyone should HOLD onto the table or chair legs. Holding onto the legs will prevent it from moving away from you during the earthquake. Protect eyes from flying glass and debris with your arm covering your eyes.
5. **Everyone MUST stay in their classrooms while the Admin checks each classroom for drill compliance.**
6. When admin announce “ALL CLEAR”, EVACUATE the building and walk to your designated safety location. DO NOT RUN.

7. Make sure to take the Emergency Backpack.
8. Leave students that cannot walk to the evacuation area, if you are injured and cannot walk, direct students to the evacuation area and to look for our room number.
9. All students must stand in their straight line SILENTLY. Take roll to ensure that all students are present.
10. Have one student at the end of your line hold up the correct room number card:
 - a. GREEN = all students that were accounted for the current roster of students that are under your instruction (ex. WIN, Buddy, current class).
 - b. RED = student(s) are missing, injured, or are at another location on campus.
 - c. BLUE = extra students or adults are present in your line. If it is an entire Buddy class, list the room number instead of each individual.
 - d. RSP → If you have students in your line, you must hold up the BLUE card.
11. All students should remain calm and quiet, waiting for further instructions during this attendance check.

While outside:

1. At the first indication of ground movement, move away from overhead hazards such as power lines, trees, and buildings. DROP to the ground and COVER the back of your neck with your hands. Be aware of aftershocks. Do not enter buildings until it is determined safe to do so.

* If you are on prep or PLC planning time, you must report to the Command Station (blue tables near the office) and then go to where your students are located and lined up (when safe to do so).

Real Life Situation Procedure

* All procedures remain the same except for #1, 5, and 6.

1. Earth will begin shaking, earthquake has begun (**without Admin notification**).
5. and 6. When the earthquake is over and the ground has stopped shaking, EVACUATE the building and walk to your designated safety location. DO NOT RUN. (**NO Admin notification will occur**)

INTRUDER DRILL (LOCKDOWN)

Drill Procedure

The term is used to announce a present or pending assault on students or school personnel by an armed person.

1. Admin will announce, **“We are having an Intruder Drill.”**
2. Upon hearing the alert from the office, teachers shall order students to DROP, COVER, and HOLD FLAT ON THE FLOOR, attempting not to be visible. ABSOLUTE QUIET IS ESSENTIAL! Teachers will briefly check outside of the door and pull in any student they see, close and lock their doors and windows, turn off lights, and draw the drapes.
3. **Do not open the door to anyone.** Admin will be walking from room to room to open doors and check to make sure that no students or adults are visible in the path of the doorway.
4. Staff members not teaching a class or who do not have an specific assignment are to report to the nearest classroom or building. Once inside, they will close and lock the door behind them.
5. When admin announce “ALL CLEAR,” classroom instruction shall resume and any student not in their

designated classroom will return to their class.

* If an Intruder Drill occurs before school, during recess, or after school, students and adults must enter the closest classroom or building and then follow the above procedures.

Real Life Situation Procedure

ACTION: Immediately upon observing suspicious individuals whose presence and actions are deemed to be inimical or hazardous to the safety and welfare of students and school personnel, notify the office by phone or messenger. Teachers are to make every attempt to keep students in their classrooms. The following steps are to be taken to assure maximum safety:

1. Admin will announce, **“GET INSIDE AND LOCKDOWN IMMEDIATELY.”**
2. Upon hearing the alert from the office, teachers shall order students to DROP, COVER, and HOLD FLAT ON THE FLOOR, attempting not to be visible. ABSOLUTE QUIET IS ESSENTIAL! Teachers will briefly check outside of the door and pull in any student they see, close and lock their doors and windows, turn off lights, and draw the drapes.
3. **Do not open the door to anyone.**
4. Staff members not teaching a class or who do not have an specific assignment are to report to the nearest classroom or building. Once inside, they will close and lock the door behind them.
5. Admin will announce “ALL CLEAR” if safe to do so. If no all clear signal is given, only the Site Incident Commander or the police will come to evacuate classrooms. They will open the door with a key. If a teacher’s classroom is evacuated, the police or Site Incident Commander will lead the students to the evacuation site with the teacher being the last to leave the classroom to make sure all students have evacuated.
6. Use of telephones is restricted.

* If an Intruder Drill occurs before school, during recess, or after school, students and adults must enter the closest classroom or building and then follow the above procedures.

BOMB THREAT

Upon receipt of a threat:

- Stall the caller and obtain as much information as possible.
- *If a message was left on phone with a threat begin here.*
- If possible, avoid telling students or alarming students
 - Notify 911 and the Superintendent’s office, **District Incident Commander**
 - In the event of a bomb threat, the principal, **Campus Incident Commander**, may implement “Leave Building” procedure. Caution all personnel against picking up any strange object; it could be a bomb
 - If students are evacuated, teachers need to take roll and report any missing students to the Principal, **Campus Incident Commander**.
 - Resume school after buildings and grounds have been inspected and determined to be safe.
 - Avoid publicizing a “scare”. Initiate Crisis Intervention Plan, if necessary.

Appendix E: Crisis Response/Community Emergency Contacts

In case of an evacuation of the Sunnyhills CDC Center, each of the CDC and SDC class teachers/paras will carry with them a file of the emergency contact numbers for each of the students. The site

administrative assistant will carry with her a file of the emergency contact numbers for the center's staff members.

The following numbers will be contacted to convey information about the current situation to district staff, departments or school sites.

District Dedicated Telephone Numbers

<u>Site Name</u>	<u>Dedicated Number</u>	<u>Location</u>
District Office	635-2600 x 6076 635-2600 x 6022 635-2600 x 6031 635-2600 x 6077 635-2600 x 6042 635-2600 x 6008	Front Desk – Maria Elena Business Office – Secretary - Naomi Superintendent's Office – Communication Specialist - Scott Personnel Office – Secretary - Lori Learning & Development Office – Secretary – Michelle Technology Dept. – Secretary - Monique
Corporation Yard – Radio-Monitor receiver	635-2888 x6521	Front Desk – Rona
Burnett Elementary School	635-2650	Secretary's Desk (Julie)- 1407 Principal's Office (Hanna) - 1405
Curtner Elementary School	635-2852	Secretary's Desk (Patti) - 1507 Principal's Office (Maria) - 1505
Mattos Elementary School	635-2695	Secretary's Desk (Marian) – 2107 Principal's Office (Jackie) - 2105
Pomeroy Elementary School	635-2858	Secretary's Desk (Daisy) - 1807 Principal's Office (Nichol) - 1805
Randall Elementary School	635-2662	Secretary's Desk (Claudia) – 1607 Principal's Office (Olivia/Kristan) -1605

Rose Elementary School	635-2668	Secretary's Desk (Valerie) – 1207 Principal's Office (Nanci) - 1205
Sinnott Elementary School	635-2674	Secretary's Desk (Jessica) – 1907 Principal's Office (Laurie) – 1905
Spangler Elementary School	635-2870	Secretary's Desk (Tana) – 1007 Principal's Office (Luis) - 1005
Weller Elementary School	635-2876	Secretary's Desk (David) – 1106 Principal's Office (Alicia) -1105
Zanker Elementary School	635-2882	Secretary's Desk (Sally) -2006 Principal's Office (Shangrila) - 2005
Rancho Middle School	635-2656	Secretary's Desk (Kumi) - 3109 Principal's Office (Casey) - 3106
Russell Middle School	635-2864	Secretary's Desk (Samantha) – 3207 Principal's Desk (Sean) - 3205
Milpitas High School	635-2800	Secretary's Desk (Sandy) – 4125 Principal's Desk (Francis) - 4120
Cal Hills High School	635-2690	Secretary's Desk (Kimi) - 4211 Principal's Desk (Carl) – 4210
Adult Education Elmwood	635-2692 957-5484	Secretary's Desk (Melanie) – 4550 Secretary's Desk (Machelle) – 957-5484 Principal's Desk (Giuliana) - 4556
Rose Child Development Center Sunnyhills CDC	635-2686 635-2686	Secretary's Desk (Ayako) – 5507 Secretary's Desk (Jennifer) – 5508 Principal's Desk (Gerry) – 5505

Student Nutrition/
Warehouse

635-2894

Secretary's Desk (Silvia) – 6506
Director's Desk (Sandy) – 6505

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Appendix F: Daily ingress and egress routes

