

Milpitas Unified School District

Milpitas High School
1285 Escuela Parkway
Milpitas, CA 95035
(408) 635-2800

Comprehensive School Safety Plan 2019-2020 School Year

This Comprehensive School Safety Plan was developed collaboratively with members of the Milpitas High School 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 Milpitas High School Administration office during regular business hours.

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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 Milpitas High Schools offices and online at ([School website here](#))

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
-

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

Principal-(Francis Rojas and Sign above)

School Site Council- (_____ and Sign above)

Teachers Association Representative- (_____ and Sign above)

Classified Association Representative- (_____ and Sign above)

Parent Representative (_____and Sign Above)

Law Enforcement Representative (_____and Sign Above)

Fire Department Representative (_____and Sign Above)

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.

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

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(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.

(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.

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 **MUSD Board Policy 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.

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 32210-322 / I, 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:					
Objectives	Action Steps	Resources	Project Lead(s)	Outcomes	

Safe Social Climate Goal:				
Objectives	Action Steps	Resources	Project Lead(s)	Outcomes

(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, 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

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 drill 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, 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,

The Milpitas High School Community 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. When possible, we take a restorative justice approach which aims to repair the harm that was done to the victim by the bully.

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 way to report bullying is to either send an email to the Administration or to come to the office directly to set up a meeting. This is a team effort and we all need to work together to end bullying. Anonymous reports can be made through the District Website.

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

Sincerely,

Milpitas High School Administration

[POLICIES & PROCEDURES](#) / Bullying

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 5145). When the circumstances involve cyber-bullying, individuals with information about the activity are encouraged to save and print any electronic or digital messages that may constitute cyber-bullying. This evidence will assist the administrator or supervisor in completing his/her investigation of the complaint.

Confidentiality

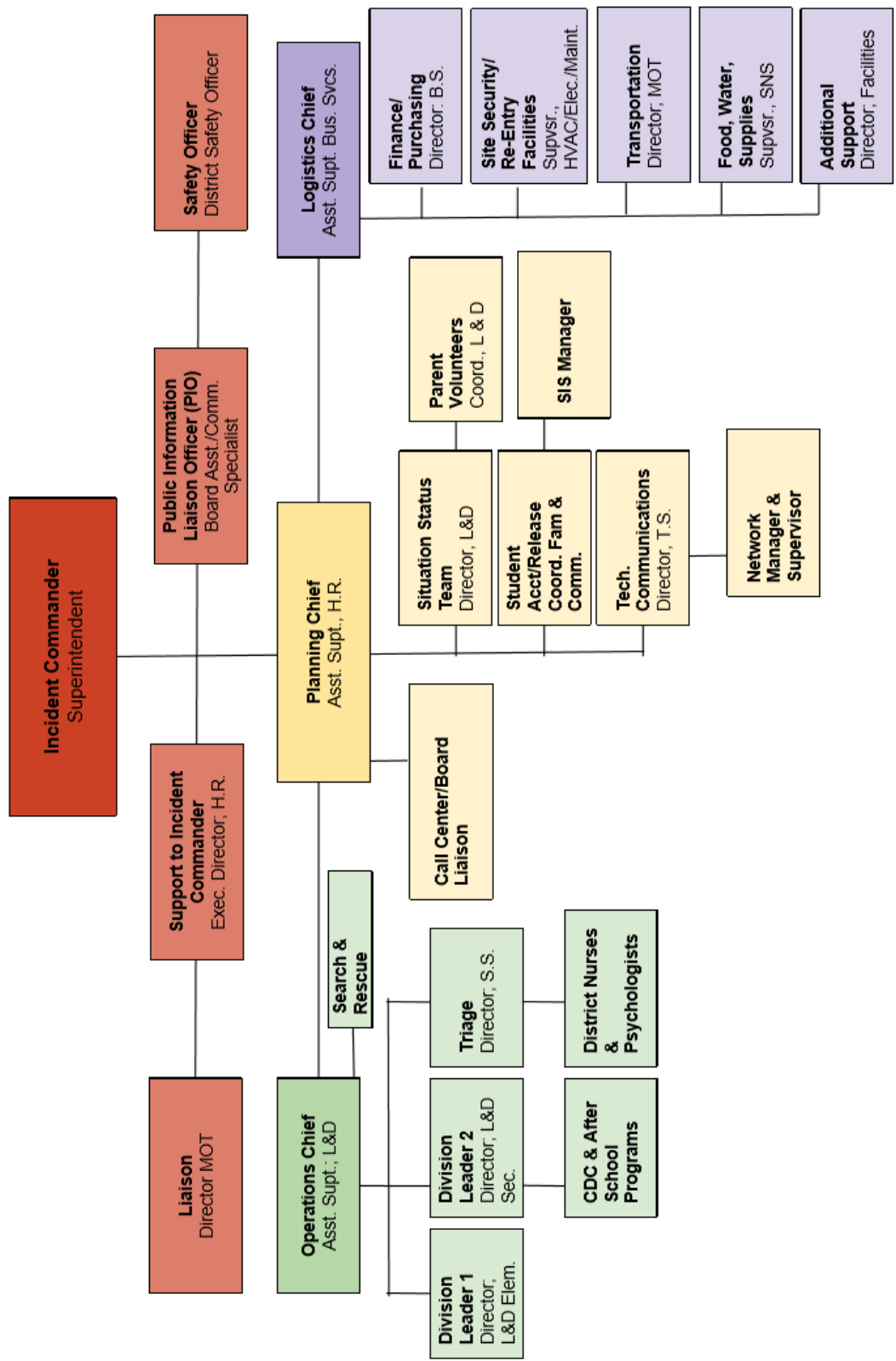
Reasonable efforts will be made to keep a report of bullying or harassment and the result of the investigation confidential. The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

Appendix C: Grab and go binder contents

Appendix C.1: Incident Command Structure

Appendix C.2 Campus Staff Emergency C

A. District Dedicated Numbers



<u>Site Name</u>	<u>Dedicated Number</u>	<u>Location</u>
Milpitas High School	635-2800 x 4120	Principal – Francis Rojas
Milpitas High School	635-2800 x 4125	Front Desk Secretary – Sandy Scrempo
Milpitas High School	635-2800 X 4122	Assistant Principal- Jennifer Hutchison (Safety)
Milpitas High School	635-2800 X 4152	Assistant Principal- Jonathan Mach (Safety)
Milpitas High School	635-2800 X 4121	Assistant Principal- Amanda Gross
Milpitas High School	635-2800 X 4124	Assistant Principal- Skyler Draeger
Milpitas High School	635-2800 X 4123	Assistant Principal- Cheryl Rivera
Milpitas High School	635-2800 X 4089	Assistant Principal- Karisa Scott
Milpitas High School	635-2800	School Safety Officers <ul style="list-style-type: none"> • Marcus Boone (Lead) • Aaron Faagau • Bryan Ramirez • Ghanie Soriano

Appendix C.3: Campus Search and Rescue zones

Appendix C.6: Campus Emergency Evacuation Plans

INCIDENT COMMANDER: *Admin/Visitor Parking Lot*
Francis Rojas

OPERATIONS:

Jenn Hutchison & Sandy Scrempo

LOGISTICS & SEARCH:

Skyler Draeger & Jonathan Mach

PLANNING:

Amanda Gross

TRANSPORTATION (Student Release):

Cheryl Rivera

DIVISION A: *Football Field*

Corinne Osborne

Elijah Liao

DIVISION B: *Basketball Courts*

Herm Wilson

James Williams

DIVISION C: *Baseball/Softball Field*

Denise Cosgrove

Charles Schletzbaum

Letta Meyer

DIVISION D: *Escuela Parkway (Sidewalk Near Creek)*

Dan Escobar

Liza Gable-Ferguson

DIVISION E: *Old Swimming Pool*

Brian Knitter

Amy Huddleston

Sanjit Roy

DIVISION F: *Escuela Parkway (Sidewalk in Front of H Building)*

Deana Querubin

Suzanne Moffett

Michael Cincotta

Andrea Hutchison

Teresita Romero

DIVISION G: *Escuela Parkway Lawn*

Jim Hollenback

Jeff Albrecht

DIVISION H: *Escuela Parkway (By Busstop)*

Beth Harke

Lori Louie

DIVISION I: *SJCC*

Kathy Downum

DIVISION A: *Football Field*

Leader: Corrinne Osborne

Elijah Liao

L1 Kelly King

L2 Edgar Chavarria

L3

L4 Jonathan Ho

L5 Elijah Liao

L6 Nick Pham

L7 Ivy Nguyen

L8

L9 Lab

L10 Benjamin Pang

L23 Chris Murphy

Corrine Osborne

Gym	Brett Burns
Gym	James Carter
Gym	Kristina Edwards
Gym	Lauren Bajtos
Gym	Corinne Osborne
Gym	Celina Reyes
Gym	Caseara Martinez
Gym	Jesus "Chuy" Zamudio

DIVISION B: Basketball Courts**Leader: Herm Wilson****Herm Wilson**

P01	Lucia Maria Camoes
P5	Kristina Edwards (Period 1)
P06	Jed Burkey
P07	Garry DeGuzman
P08	Herm Wilson
P09	Brook Douglas
P10	Kaila Schwartz
P11	Ricardo Lopez
P12	Joanna Butcher
P13	Margie Jackson
P14	_____

James Williams

P15	Wai Lan Tsang
P16	Jeanette Barnes-Vargas
P17	James Williams
P18	Martha Chen-Kang
P19	Soo Park
P20	Bill Conley
P21	SCCOE Classroom
P22	SCCOE Classroom

DIVISION C: Baseball/Softball Fields**Leader: Denise Cosgrove****Denise Cosgrove**

L12	Charles Castleman
L13	Olga Eidelman
L14	Denise Cosgrove
L15	Lam Le
L16	Annie Nguyen
L17	Mei-Hsiang Tseng
L18	John Hodges
L19	Charles Schletzbaum
L20	Unyoung Yi
L21	Carlen Tam
L22	Lab

Letta Meyer

L31	Roberto Alvelais
L32	Darra Cacao
L33	Kim Lind

L34	Letta Meyer
L35	Jason Marino
L36	Chris O'Connor
L41	Kenn Lewis
L42	Kieu Pham
L43	Rita Bento
L44	Karen Truesdell
L46	Sharon Diep
L47	April Hong

DIVISION D: Escuela Parkway Near Creek**Leader: Dan Escobar****Liza Gable-Ferguson**

F1	Casandra Parada-Reynoso
F2	Liza Gable-Ferguson
F3	Roy Huang
F4	Kathryn Peterson
F7	Paul Harrison
F8	Frank Castro
F9	Bridget Walsh
F10	Audrey Yang
F11	Greg Ducote
F12	Michelle Rawson
F13	Michael Macatangay

Dan Escobar

F14	Danilo Escobar
F15	Ian Moore
F17	Lesel Manson
F18	Michael Cummins
F19	Caitlin Bellotti
F20	Lauren Byler-Garcia
F22	Ravey, Benjamin

DIVISION E: Old Swimming Pool Area**Leader: Brian Knitter****Brian Knitter**

D2	Kaila Schwartz/ Moises Fagundes(Theater)
D4	John Gilchrist/Emily Moore/Moises Fagundes (Band Room)
E1	Nirmala George
E2	Tonichi Lorenzana
E3	Sharon Roth
E4	Brett Webber
E5	Brian Knitter
EConf	Noheli Guerrero

Amy Huddleston

E6	Lisa Samy
E7	Yeonsoo Kim
E8	Lynn Marozek
E9	Sanjit Roy
E10	Heidi Shannahan
E11	Amy Huddleston
E12	Sejee Kim

Sanjit Roy

E13	William Maples
E14	Kamalpreet Kaur
E15	Dorothy "Dottie" Nguyen
E16	Kent Mitchell
E17	Jeff Colburn
E18	Ginger Roy
E19	Suzanne Marple

DIVISION F: Escuela Parkway-South**Leader: Deana Querubin****Suzanne Moffett**

G1	Suzanne Moffett
G2	Eric Ames
G3	Lori Anderson-Day
G4	Shree Batta
G5	Tricia Brownstein

Michael Cincotta

G6	Mary Leggin
G7	Tricia Robinson
G8	Mimi Nguyen
G9	Michael Cincotta
G10	Deana Querubin
G11	Ana Pardo

Andrea Hutchison

G12	Kristdann Abad
G13	Wilene Chang
G14	Andrea Hutchison
G15	Elliott Terr
G16	Kathy Willinsky

Teresita Romero

H1	Natalya Selitser
H2	Champ Wrencher
H3	Lisa Topping
H4	Teresita Romero
H5	Carolyne Levin
H6	Kimberly Marion
H7	Michael Hua
H8	Monica Rivero
H9	Brian McGarry
H10	Olga Alonso

DIVISION G: Escuela Parkway Lawn**Leader: Jim Hollenbeck****Hollenbeck, Jim**

J1	Dena Chavez
	Norma Morales
J2	Jim Hollenbeck (Bank)
	Veena Patni (Bank)
	Ann Tran (Textbooks)
J3	Liz Lewis (Library)
J4	Travis Blair
J5	Mark Mullins
J6	David Carter
J7	Fiona Walker
J8	Jerrell Maneja
J9	Mitch Yanoska
J11	Marianne Schlein
J12	Jennifer Garcia
J13	Marissa Canez (College Career Ctr)
J15	Aldine Dimmick (Computer Lab)
J16	Joanne Mollot
J17	Toby Anderson

Jeff Albrecht

K1	Mandalynn Cottengim
K2	Ian Danielson

K3 Janet Boyer
 K4 Jeff Albrecht
 K5 Annette Rodarte
 Jacqueline Adams

DIVISION H: Escuela Parkway Busstop

Area

Leader: Lori Louie

Lori Louie

Peggy Aguilar
 Marylynn Suarez
 Anna Brown
 Dianna Collier
 Yvonne Hunter
 Kita Inthasack (SRO)
 Lori Louie
 Nancy Marchesano
 Julie Martinez
 Ed Rios Pacheco

Joyce Pahimulin
 Stacey Ryan
 Nicole Steward
 Tiffany Chen
 Jennifer Ting
 Lea Labrador
 Traci Hollenback

Beth Harke

Julie Cler
 Cory Nakamoto
 Jenna Evarkiou
 Valerie Lamb
 Adrian Hernandez
 Alice Bui
 Irene Raquinio
 Deirdre Nagayama

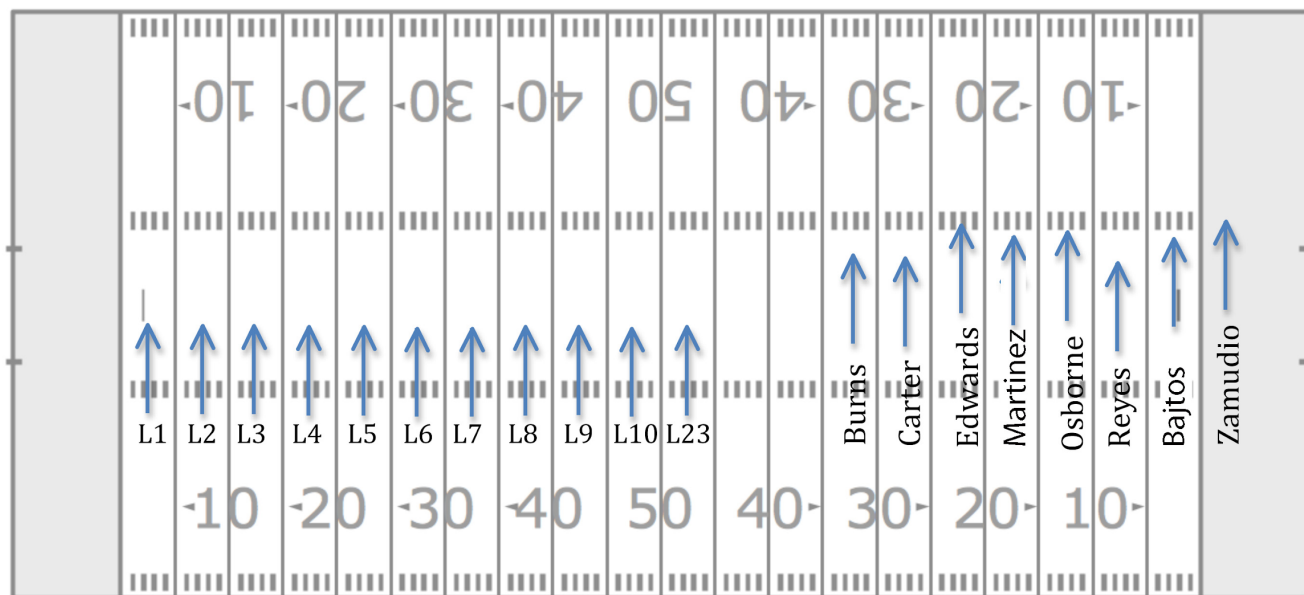
DIVISION I: SJCC

Leader: Kathy Downum
 Kathy Downum

Kristina Tao

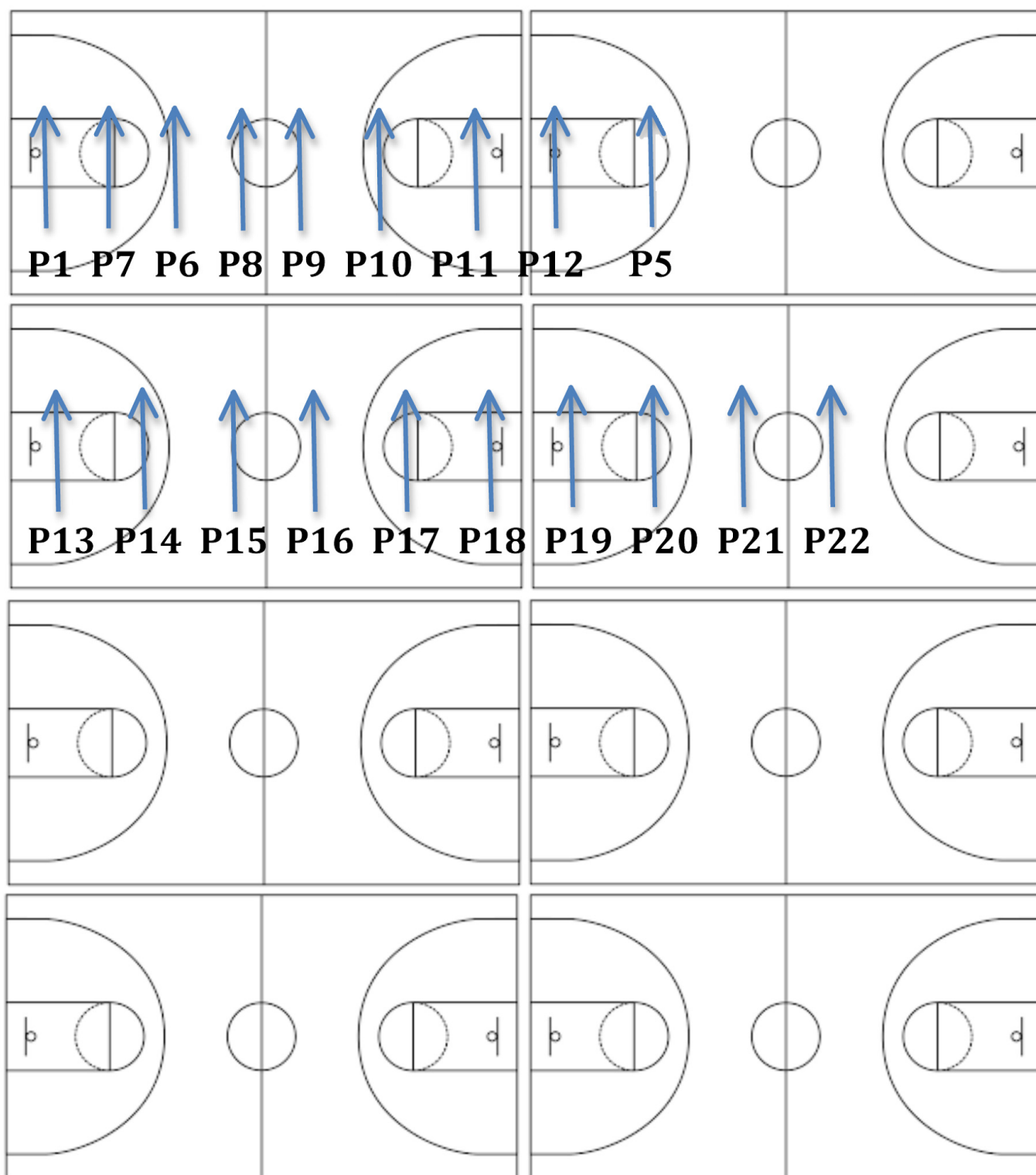
- Floating
 - Nhuy Nguyen
 - Veena Patni
- Day Custodians:
 - Jesse Vega
 - Kenneth Bigornia
- Night Custodians
 - Rodel Hebron
 - Victor Martinez
 - Zenaïdo Alvarez
 - Grashan Austin
 - Jaymar Yee
 - Eddie Edjan
 - Alvaro Montes
- Sped Paras
- 1:1s

Division A: Football Field



**Teachers, please stand on
 your classroom number
 with students lined up
 behind you in one or two
 straight lines, as indicated
 by the arrows.**

Division B: Basketball Courts

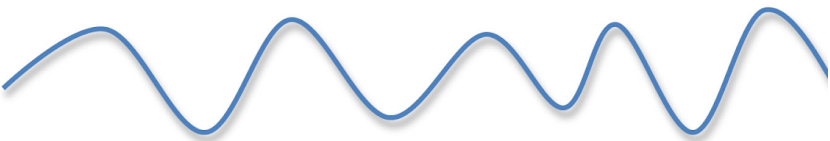


Teachers, please stand on your classroom number with students lined up behind you in one or two straight lines, as indicated by the arrows.

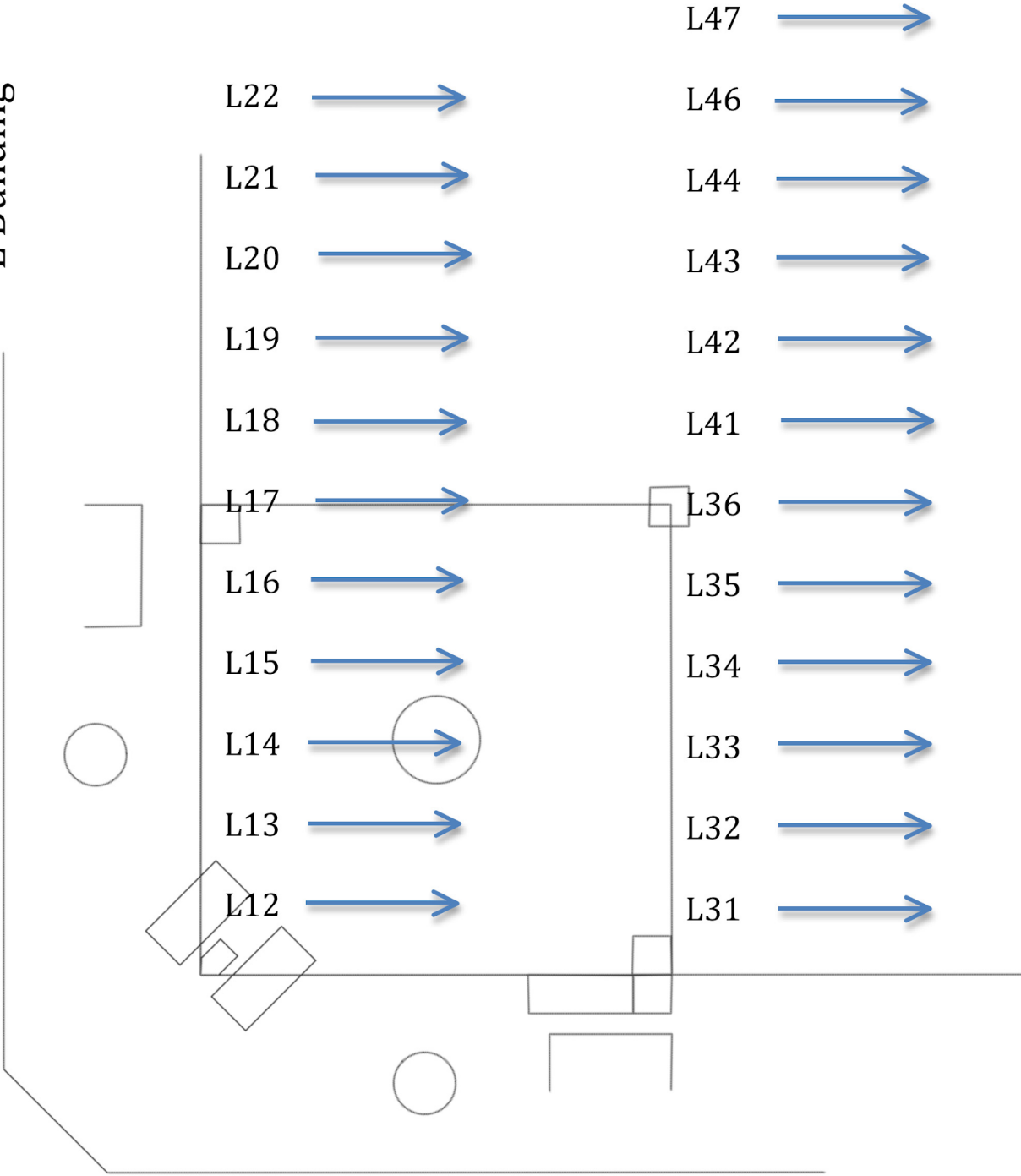
Division C: Baseball/Softball Fields

The Creek

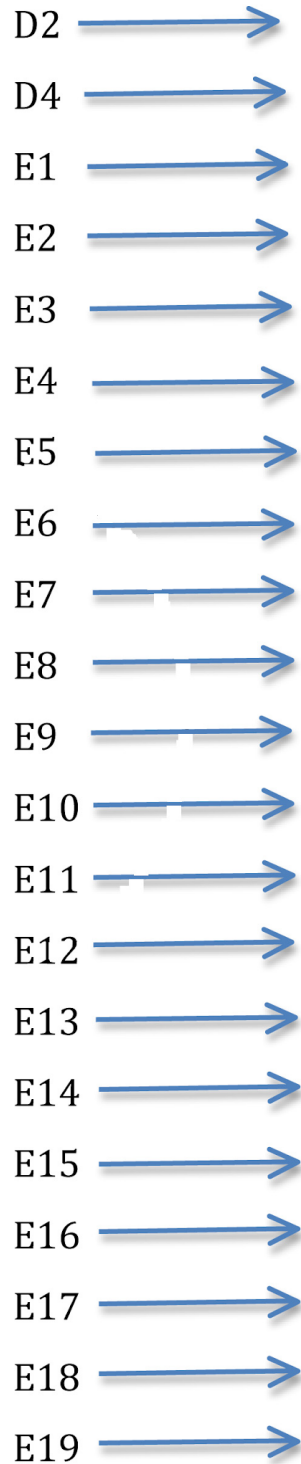
Teachers, please stand on your classroom number with students lined up behind you in one or two straight lines, as indicated by the arrows.



L Building

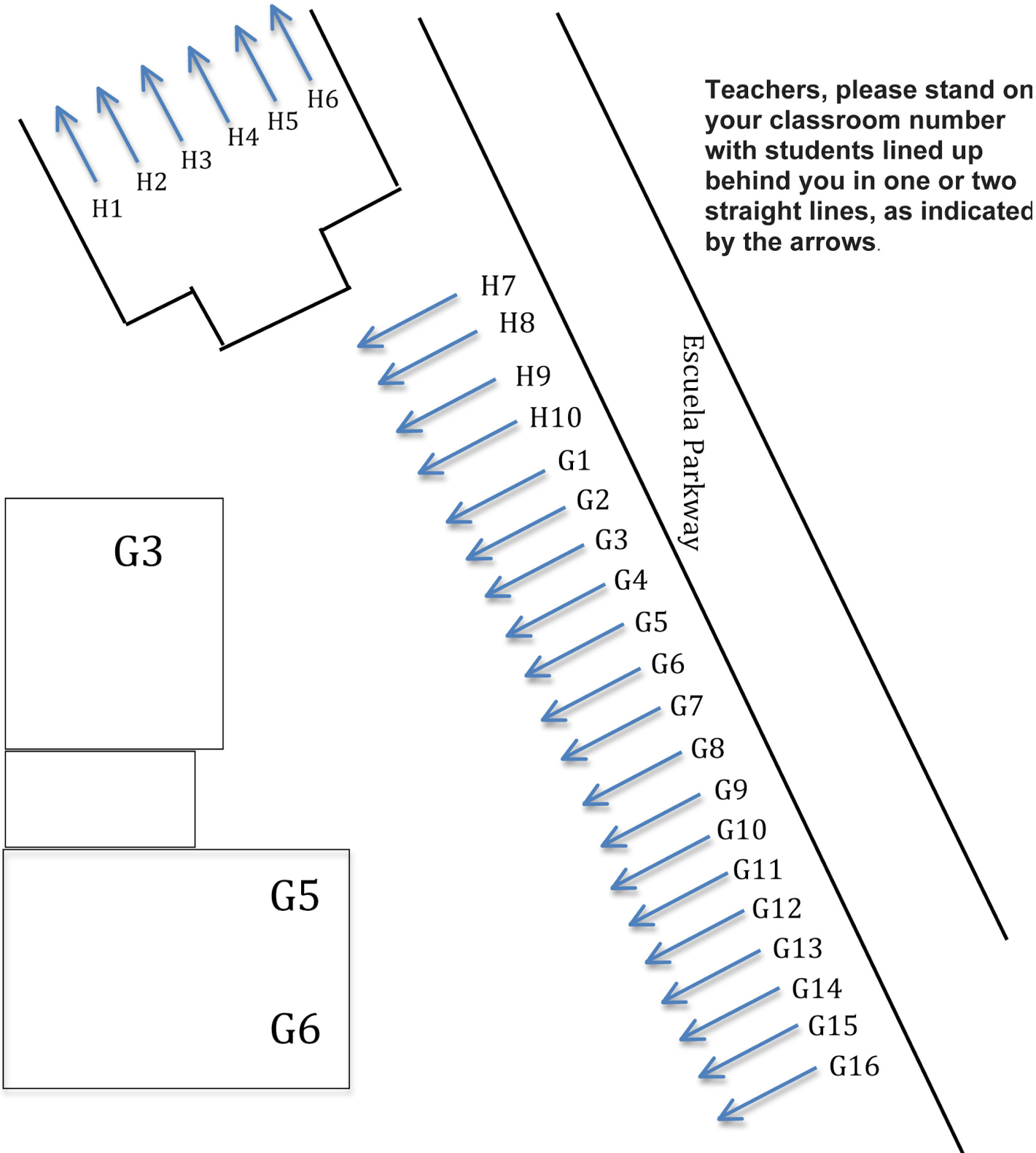


Division E: Old Swimming Pool



Teachers, please stand on your classroom number with students lined up behind you in one or two straight lines, as indicated by the arrows.

DIVISION F: Escuela Parkway South Lawn



Division G: Escuela Parkway Lawn

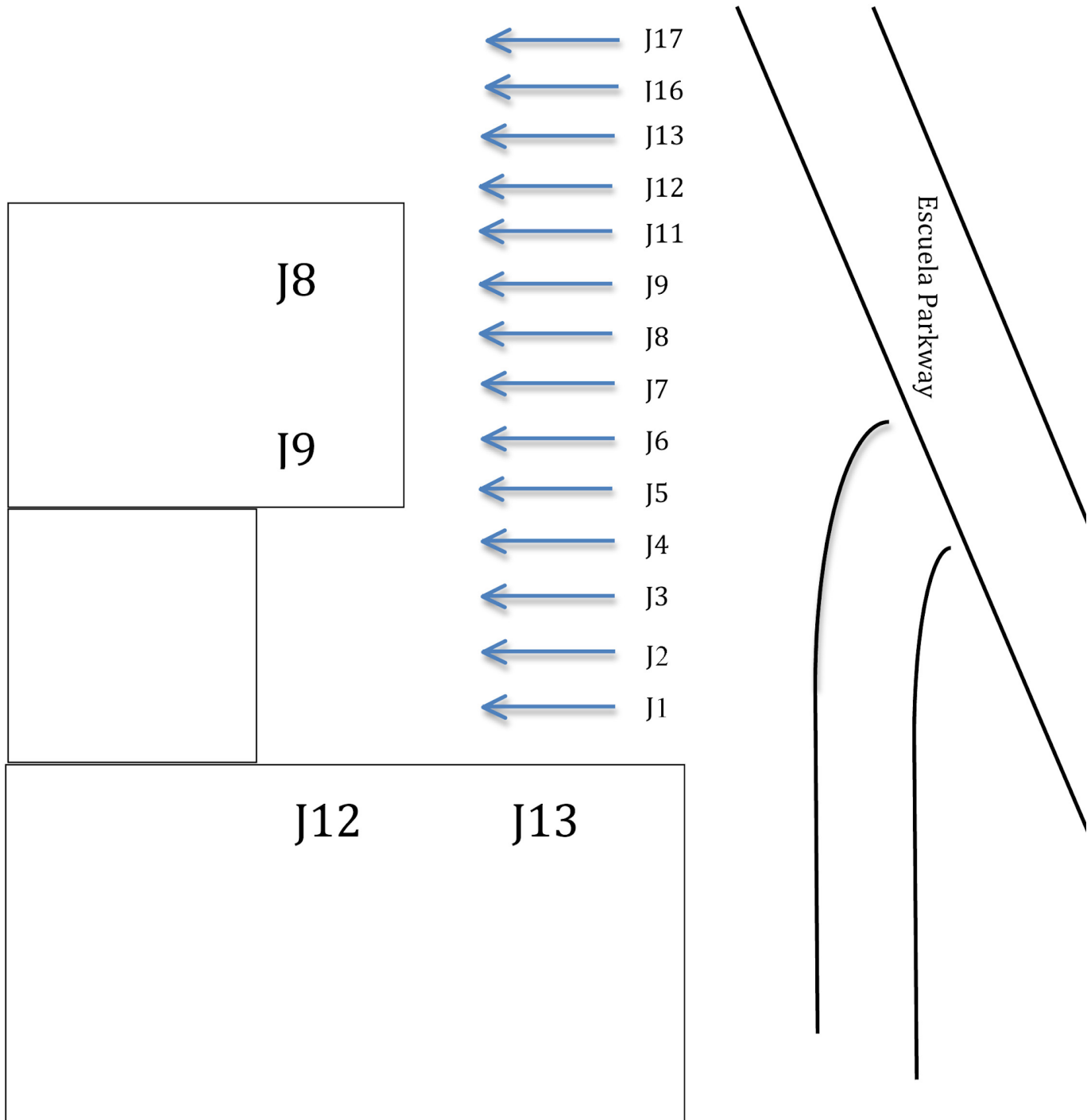


K5 K4 K3 K2 K1



Food
Services

**Teachers, please stand on
your classroom number
with students lined up
behind you in one or two
straight lines, as indicated
by the arrows.**



Division H: Escuela Parkway Bus Stop

Bus Stop

Office staff and counseling department will meet here. Please check-in students who report out of classes.

Escuela Parkway

Appendix D: Disaster Preparedness Plan

Triage Drill Procedures

In the case of a natural disaster and triage is necessary, we will follow the following procedures:

- Evacuation of students to safe area
- Teachers take roll to make sure all students are accounted for. Red or green cards will be held up to signal whether all students are present and Division Leaders will report number of students that are missing to Incident Command Center.
- If students and/or adults are reported missing, Search team will report to the Incident Command Center. They will put on glasses, hard hat, and vest. Each team will also carry a two-way radio for communication and a flashlight. Teams will first go out to the rooms where missing students and/or adults were last seen. If missing persons are not found in those rooms then Search team will leapfrog to each room until all rooms have been swept and/or all persons have been found.
- Search team will survey the scene and make sure it is safe to enter. If any found person has the ability to walk, the Search team will guide him/her to the Triage area. If any person is found and cannot physically walk out but is responsive, Search team will put person on to rolling chairs and roll him/her to the Triage area.
- Triage team will assess victims and then report to Fire and Rescue when they arrive.

BOMB THREAT

BOMB THREAT

In the event of a threat of a bomb within the site, the following will be accomplished:

1. PERSON RECEIVING THREAT - KEEP THE CALLER ON THE LINE. Delay the caller with such statements as, "I'm sorry, I did not understand you. What did you say?"
2. (a) Get as much information as possible from the caller. Ask caller where bomb is located, time scheduled to explode, why he/she has placed the bomb at the site and what the bomb looks like. SEE EXHIBIT A, PAGE 20 FOR CHECK LIST.

NOTE: Sex of caller, approximate age, man, woman, boy, girl, voice quality, accent, peculiar speech mannerisms, nervous, exact time call was received, background noises (e.g., music (type), motors, traffic.)

(b) Immediately after caller hangs up report all information to Site Incident Commander who will relay it to the police.

3. If you have a credible threat, do not search the area, rather vacate!
4. PRINCIPAL'S SECRETARY - Check the clock and bell system. The public address system will be used when necessary. Immediately instruct the head custodian to search the play area and field areas. Students will be evacuated to the playground/field area if evacuation is ordered.

If the school maintains early/late classes, specific instructions must be given to staff regarding procedures to be followed in the event the site administrator is not at the site.

5. Site Incident Commander (PRINCIPAL/SITE ADMINISTRATOR) Coordinate the activities of the administration, faculty and staff. Make necessary reports to the police, fire department, and other agencies involved, as well as the District administration. Direct the search of the office complex and give necessary orders for the evacuation of all or selected school buildings. Announce the following: This is NOT a drill, I repeat this is NOT a drill. All teachers and students are to evacuate the building. Teachers please report anything in your classrooms to the principal as soon as you assemble outside. Contact maintenance for a search of the roof areas, no search is to take place without a police officer accompanying the employee. Searchers are to identify any unusual objects. The police will decide the disposition of the object. Do not touch anything. Principal/Site Administrator will declare school safe and order the return of students and staff to class.

SITE SAFETY OFFICER (ASSISTANT PRINCIPAL) - In the absence of the principal/site administrator, the assistant principal will assume the responsibilities of the principal/site administrator. Report to the Principal/Site Administrator's office for a brief meeting to examine information. Direct the search of the classrooms and site grounds and notify the principal/site administrator when the search is completed. Direct the activities of faculty members who are assigned to assist fire and law enforcement personnel. Make sure all restrooms are cleared. Assist the principal/site administrator as directed. Direct the evacuation of students to the playground/ field area and, with the assistance of assigned personnel, maintain control of students until danger has passed.

BOMB THREAT (continued)

6. **TEACHERS** - when the fire drill signal is sounded, conduct students to the usual fire drill assembly areas. Teachers will remain with the pupils. Personnel who are assigned to search teams will report to the principal/site administrator for briefing.

If notification of a threat is received and immediate evacuation is not ordered, teachers will search their classrooms for any unidentifiable objects. If nothing is found, resume instruction until the evacuation order is received.

EVACUATION OF BUILDING(S)

In the event of a decision to evacuate the building(s), the following announcement will be made over the public address system: **CODE RED**

All teachers and students are to evacuate the building. Teachers please report anything unusual in your classrooms to the principal as soon as you assemble outside.

Upon receipt of such an announcement, each teacher should first instruct his/her students as to the proper exit to use in leaving the building. The teacher will then conduct a visual search of his/her classroom in the manner described above. Those personnel with special assignments, identified above, should follow through accordingly. Upon completion of these assignments, personnel will report findings to the main office. Teachers will rejoin their students in the safe area and await further instructions. Staff personnel will report to the Command Center for further instructions or assignments.

COMMAND CENTER

The Command Center will be established at the communications center of the school. It will be manned by the following:

1. Site Incident Commander, Operations, Planning and Logistics
2. Site Safety Officer
3. School Secretary

All decisions and directions will be given from this location.

The Command Center will communicate all decisions and information regarding search techniques and evacuation. Accordingly, all search information from sweep teams will be transmitted back to the Command Center.

EVACUATION NOTICE AND PROCEDURES

Should an evacuation notice be necessary, the following procedures will be adhered to:

1. Leave room/building by designated route.
2. Assemble in a pre-inspected designated area.
3. Note and report any suspicious items to the Command Post.

After the return of the faculty and students to the classrooms, classes will resume normally and continue on the regular daily schedule.

EXHIBIT A
BOMB THREAT CHECK LIST

Time and Date Reported: _____

How Reported: _____

Exact Words of Caller: _____

Questions to ask:

1. When is the bomb going to explode? _____

2. Where is the bomb right now? _____

3. What kinds of bomb is it? _____

4. What does it look like? _____

5. Why did you place the bomb? _____

6. Where are you calling from? _____

Description of Caller's Voice: _____

Male _____ Female _____ Young _____ Middle Age _____ Old _____ Accent _____

Tone of Voice: _____ Background Noise: _____ Is Voice Familiar? _____

If so, who did it sound like? _____

Other Voice Characteristics: _____

Time Caller Hung Up: _____ Remarks: _____

Name, Address, Telephone of Recipient: _____

Run, Hide, Defend Drill Procedures

Alternate Intruder on Campus Protocol (LOCKDOWN) (At inconvenient time, i.e. lunch, recess, break)

- A. **WARNING:** observation of suspicious individuals whose presence and actions are deemed to be inimical or hazardous to the safety and welfare of students and school personnel.
- B. **ACTION:** Immediately upon observing such individuals, the office is to be notified by phone, if not working, by messenger. Teachers to make every attempt to keep students in their classrooms. The following steps are to be taken to assure maximum safety:
 - 1. Same as #1 for Lockdown Intruder on Campus. Office staff are to sound the alarm through the Bogen System. Hit the Speaker button, then enter 915 (SPKR+915). Alarm will sound. Office staff will immediately notify police via 911 and Superintendent's Office or Designee.
 - 2. Staff are to open any door they are adjacent to and is safe to do so. This will allow students and staff outside to enter the location they are closest to.
 - 3. If entering building is not an option, run away from threat and identify a safe place. If possible keep buildings, cars or other objects between you and the threat.
 - 4. After the last person enters, the staff member will close and lock the door (ABSOLUTE QUIET IS ESSENTIAL.) As much as possible, stay out of view, close the blinds, turn off lights and wait for further instructions.
 - 5. The All Clear Signal shall be (THE DRILL IS OVER).

UNWANTED INTRUSIONS (LOCKDOWN) ATTACK UPON STUDENTS AND SCHOOL PERSONNEL

- A. **WARNING:** Observation of suspicious individuals whose presence and actions are deemed to be inimical or hazardous to the safety and welfare of students and school personnel.
- B. **ACTION:** Immediately upon observing such individuals, the office is to be notified by phone, if not working, by 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. After obtaining details from the reporting teachers(s), the Site Incident Commander (Principal) shall announce by intercom or bullhorn: **LOCKDOWN, INTRUDER ON CAMPUS**, followed by immediate notification of the police, phone 911 and the District EOC Commander's Office (Superintendent). The all clear signal shall be **THE DRILL IS OVER**.
 2. Do not open the door to anyone. 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.
 3. Upon hearing the alert from the office, teachers shall order students to **DROP COVER & HOLD FLAT ON THE FLOOR**, attempting not to be visible. **ABSOLUTE QUIET IS ESSENTIAL!** Teachers will then check in the hallway outside the door and pull in any student they see, close and lock their doors and windows, and draw the drapes.
 4. If everything is ok in the classroom the teacher then puts the triage white card in the window. If the intruder is in the classroom no card will be put in the window.
 5. Staff members not teaching a class or who do not have a specific assignment are to report to their own classroom or the nearest classroom and close and lock the door behind them.
 6. Use of telephones is restricted only to Site Incident Commander and his/her designee(s).

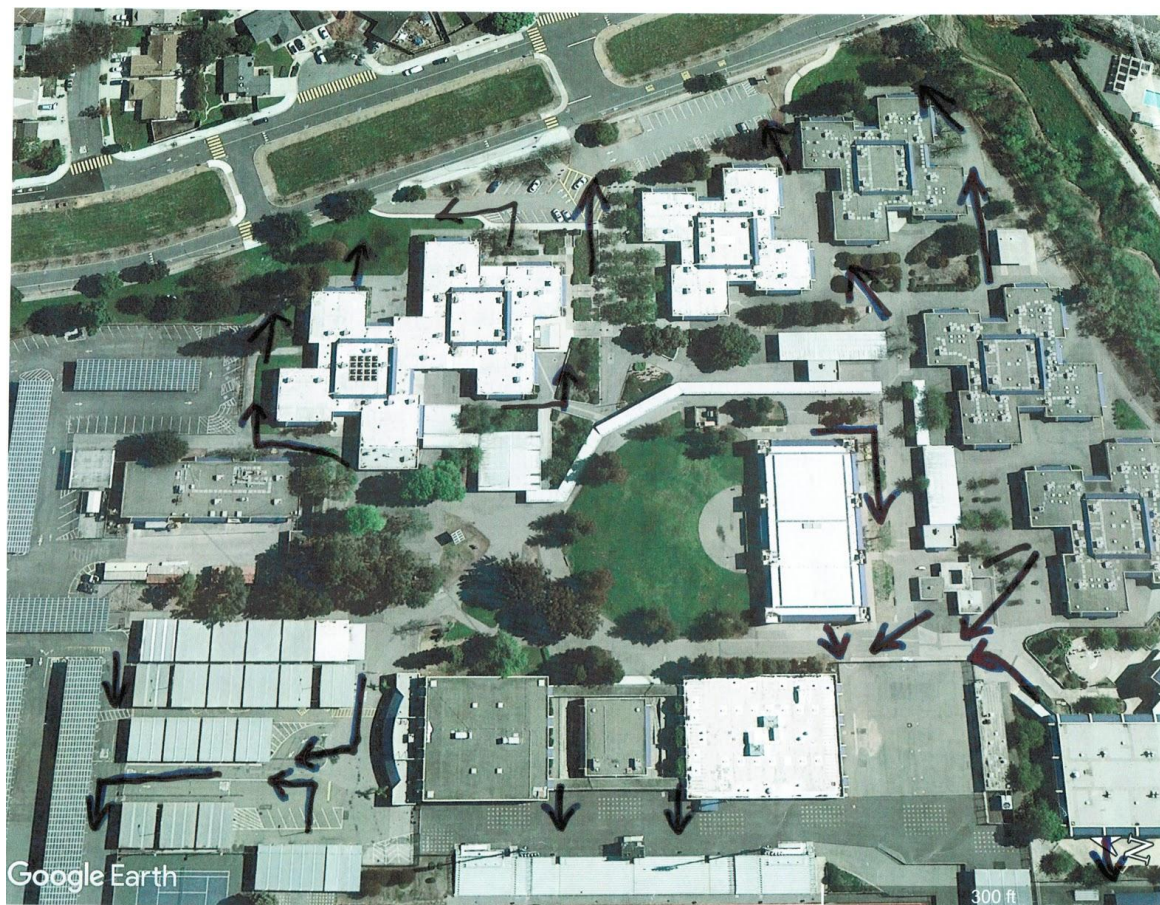
District Public Information Officer shall be the only representative of the District responsible for communications with the media after conferring with the police.

Fire Drill Procedures

If a fire is detected within a school building:

1. Sound the school fire alarm
2. After assessing the situation by listening, watching, smelling, evacuate the building and assemble students at the designated evacuation area
3. Take roll
4. Maintain control of students at a safe distance from the fire and fire fighting equipment
5. Render first aid as necessary
6. Fight incipient fires without endangering life

The principal shall determine whether “Student Release” procedure or any further action shall be implemented. Students and staff shall not return to the school buildings until Fire Department officials declare the area safe.



Earthquake / Triage Procedures

EARTHQUAKE

Earthquakes strike without warning. In the event of an earthquake, the Standardized Emergency Management System (SEMS) and Incident Command System (ICS) will be enacted. The following actions, as time permits, will be accomplished:

A. INSIDE SCHOOL BUILDING:

1. The teacher, or other person in authority, implements action DROP, COVER & HOLD.*
2. Try to avoid glass and falling objects. Move away from windows where there are large panes of glass and out from under heavy suspended light fixtures.
3. If in a corridor, DROP, COVER & HOLD next to a wall.
4. Implement action LEAVE BUILDING when the earthquake is over. Special consideration should be given to exit routes that are safe from falling or fallen objects. DO NOT RUN. Exit and close doors behind you.
5. Do not light any fires after the earthquake.
6. Avoid touching electrical wires that may have fallen.
7. Render first aid if necessary.
8. Take roll.
9. Request assistance as needed through 911.
10. Custodian will check utilities and turn off gas if necessary.
11. Notify utility companies of any break or suspected break.
12. Wait for the DO to contact your site unless you have a life hazard situation.
13. The Site Incident Commander will determine the advisability of closing the school. If necessary, he/she will try to procure the advice of competent authority about the safety of the building.
 - (a) In most parts of California the initial earth shock is the most severe, and subsequent shocks are less intense.
 - (b) In a few areas of California, there is a historical pattern that indicates subsequent shocks may be more severe than the initial tremor. In areas where this pattern has been noted, it should be considered in determining how long the building should remain unoccupied.

B. ON SCHOOL GROUNDS:

1. The teacher, or other person in authority, implements action DROP, COVER & HOLD*
2. The safest place is in the open. Stay there until the earthquake is over.
3. Move away from buildings, trees and exposed wires.
4. DO NOT RUN!
5. Follow procedures 5 through 8 under INSIDE SCHOOL BUILDING above.

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	635-2692	Secretary's Desk (Melanie) – 4550
Elmwood	957-5484	Secretary's Desk (Machelle) – 957-5484 Principal's Desk (Giuliana) - 4556
Rose Child Development Center	635-2686	Secretary's Desk (Ayako) – 5507
Sunnyhills CDC	635-2686	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

Appendix F: Daily ingress and egress routes

