

# SAFETY PLAN

## SB 187 Compliance Document

School Year: 2020-2021

School	Martin Murphy Middle School
CDS Code	43 69583 6100325
District	Morgan Hill Unified
Address	141 Avenida Espana
Date of Adoption	10/19/2020

### Approved By

Name	Title	Date
Jennifer Del Bono	Principal	August 14, 2020
Julie Duran	President	August 14, 2020
Lisa Moore	Vice President	August 14, 2020
Maren McEuen	Secretary	August 14, 2020
Cally Paredes	Student Voting Member	August 14, 2020
Deven Bene	Parent/Voting Member	August 14, 2020
Frank Lines	Teacher/Voting Member	August 14, 2020

### Senate Bill 187: Comprehensive School Safety Plan Purpose:

The California Education Code ([sections 32280-32288](#)) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:  
Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School-wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. By July of 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 (SARC).

A hard copy of the Comprehensive School Safety Plan is available for review in the Front Office. Links to school SARC and Safety Plans can be found in the district local control accountability plan (LCAP) as well as the school plan for student achievement (SPSA). Safety plans are also available on the school website.

### **MHUSD School Safety Plan Vision**

The purpose of the safety plan is to intentionally develop a safe and positive learning environment where all students feel secure and ready to learn. The safety plan communicates norms of behavior to allow all learners and teachers to thrive. It also delineates processes and procedures to efficiently and safely respond to emergent situations that require special routines to be learned.

### **The MHUSD Student Code of Conduct Handbook**

The district wants to ensure that all students are able to learn in a safe and conducive learning environment. The details of many of the policies listed in this plan can be found in the District Student and Parent Rights and Responsibilities Handbook linked here in [English](#) and in [Spanish](#).

### **The MHUSD Discrimination and Harassment policy**

The Governing Board of the Morgan Hill Unified School District is committed to equal opportunity for all individuals in education. Morgan Hill Unified School District programs and activities do not discriminate on the basis of gender, gender identity, age, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities. The policy can be found here: [Discrimination and Harassment Policy](#).

### **Assessment of School Safety**

The School Administration reviews the Safety Plan with the School Site Council annually. Administration consults with the School Resource Officer, Fire, and other emergency agencies to ensure that current protocols are available and communicated. Schools sites review Office referrals, attendance and suspensions and expulsions. That information can be found here: [Assessments data](#)

**Emergency Evacuation Map:** [Map Link](#)

**Alternative Sites for Off-Site Evacuations:** [Link](#)

### **Strategies and Programs to Provide and Maintain a high level of Safety ([EC 32281\(a\)1, items A-J](#))**

It is a priority of the administration and staff in the Morgan Hill School District that every student who attends our schools will have an environment that is physically safe with a positive school climate. This includes all venues and hours, inside or outside the classroom, coming or going to school, as well as at school-related activities.

Our administration and staff work to provide an orderly, caring, and nondiscriminatory learning environment where all students can feel comfortable and take pride in their school and their achievements. This includes teaching students the values of equality, human dignity, mutual respect, and to employ cooperative learning strategies that foster positive interactions among students from diverse backgrounds. Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school. Staff shall encourage and reward success, achievement, participation in community projects, and positive student conduct.

Our school district promotes nonviolent conflict resolution techniques to encourage attitudes and behaviors that foster harmonious relations. Staff shall receive training to implement and support conflict resolution (California Education Code Sections [32228 – 3228.6](#), [35160](#), [35160.1](#), [44806](#)).

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

All staff members are ‘mandated reporters’ and are required by law to report to County Child Protective Services when child abuse is suspected. Responsibilities include making an initial phone report followed by a written report within 36 hours. These duties may not be delegated to others. Our Board Policy and Administrative Regulations for Child Abuse Reporting can be found at [BP 5141.1](#) and [AR 5141.1](#)

**(B) Disaster Procedures ([EC 35295-35297](#))**

Morgan Hill Unified School District will take all necessary measures to keep students, staff, and visitors safe in the event of a disaster. Response incorporates strategies of the Incident Command System, the Standardized Emergency Management System and the National Incident Management System.

- Maps out specific evacuation procedures within the school building disaster plan.
- Provides guidance for emergency response to a variety of potential hazards and incidents, including duck and cover procedures following an earthquake.
- Identifies emergency response training and exercise opportunities for students and staff.

**Public Agency Use of School Buildings for Emergency Shelters**

Morgan Hill Unified School District coordinates with the Santa Clara County American Red Cross through the local interagency Incident Command Center located at the Morgan Hill Police station. School facilities may be used as mass care and welfare shelters during an emergency.

**(C) School Suspension, Expulsion, and Mandatory Expulsion Guidelines**

The Morgan Hill Unified School District’s Suspension/Due Process Policy is consistent with the California Education Code. Schools have jurisdiction at school, at school activities, or coming or going to school activities and will provide students the opportunity to relate their “side of the story” and have it investigated prior to disciplinary action. Disciplinary policies and procedures can be referenced here: [Board Policy 5144.1](#) and [AR 5144.1](#) or [EC 48900-48927](#)

**(D) Procedures to prepare employees for emergency response and to notify teachers of dangerous pupils ([EC 49079](#))**

The Morgan Hill Unified School District’s policies for emergency training and the notification of teachers of dangerous students are consistent with education code and can be referenced here: [BP 4158](#), [BP 4258](#), and [BP 4358](#))

**(E) Sexual Harassment Policies ([EC 212.6 \(b\)](#))**

The Morgan Hill Unified School District’s prohibits sexual harassment, policies can be found here: [BP 41119.11](#) and [AR 41119.11](#).

**(F) School-wide dress code Relating to gang-related apparel ([EC 35183](#)):**

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present or promote a health or safety hazard or a distraction which would interfere with the educational process. References: [Board policy 5132](#), [Link to site Student Handbook for specific dress codes for your site](#).

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

Morgan Hill Unified takes pride in our mission to provide a safe environment for all students, parents, and school employees. Our School will ensure safe ingress and egress to and from the school for pupils, parents, and school employees. Safe ingress and egress will be maintained by periodic reviews of the procedures for ingress and egress. The school will ensure that all passageways to and from school buildings, corridors within school buildings and emergency exits remain clear of all obstruction to allow the flow of pedestrian and vehicular traffic. The school will also ensure that

potential obstructions and hazards are removed from such areas. To achieve this goal, the school works closely with local law enforcement, fire, and city agencies to ensure safe access.

A large majority of students arrive and leave school in private vehicles. Students arriving or departing from school must use the designated loading and unloading zone(s). A crosswalk is provided for access to the parking areas.

COVID-19 Ingress and Egress procedures:

- As part of our ongoing safety measures, District buildings will **NOT** be open to visitors or walk-ins. Front doors will remain locked and access will be restricted to those employees who report to and work within that building.
- Each building manager/principal will create a list of phone numbers of departments or personnel to post on the front door. The list of posted phone numbers will allow visitors to call designated representatives within the building to have their questions answered via phone call or to contact someone within the building who can meet the visitor outside the front door in the fresh air environment to assist - “curbside customer service”
- Most meetings will be conducted via phone, Google Meets or Chat, or Zoom - even for employees in the same building - as the District’s adapted “new normal.”
- Collaboration and staff/department meetings will be conducted virtually or outdoors with adequate spacing. At employees’ discretion, they may choose to collaborate in small groups indoors ensuring appropriate spacing and ventilation.
- Employees are encouraged to call ahead to schedule a meeting with an employee in a different work area or building to arrange to meet in a public meeting space. Walking around the building without a scheduled meeting is discouraged.
- Murphy Teachers will enter and exit through their outside door and remain in their rooms whenever feasible.

**Coronavirus (COVID-19) Safety Procedures: [Link](#)**

- [COVID Transmission reporting Flow Chart](#)
- [Safety Measures for Returning to sites](#)
- [MHUSD Site Reopening Check List](#)

**(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2).** School goals are set to have continual improvement in school physical and social-emotional safety.

Goal 1				
Component	Element		Opportunity for Improvement	
Social-Emotional	Increase the use of MTSS to promote pro- social behaviors/prevention activities to reduce risks associated with suicide		The MTSS team has been established and protocols will be implemented to review data.	
Objective	Action Step	Resources	Lead Person	Evaluation
Create a system, informed by data to plan prevention strategies	Use a universal referral form and TIPS meeting tool	Jessie Swift CBOs School Link Services	Mari King (Counselor)	Meet at least quarterly
Create a system, informed by data to	Use internal resources and CBOs	Jessie Swift CBOs	Mari King (Counselor)	Meet at least quarterly

plan intervention strategies	to provide interventions for SEL needs.	School Link Services		
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Goal 2				
Component	Element		Opportunity for Improvement	
Positive School Climate	Implement PBIS to reduce incidents of bullying and increase positive behaviors.		The expectations for students and staff are enforced on a daily basis.	
Objective	Action Step	Resources	Lead Person	Evaluation
All schools will maintain or move up by one level in PBIS	Maintain current PBIS practices and improve by one level	Jessie Swift	Jennifer Del Bono (Principal)	Meet at least quarterly
All schools will participate in safety drills.	Complete quarterly fire drills.		Aubrie Dimas (Assistant Principal)	Google form evaluation document

**(I) School Discipline Rules and Consequence ([EC 35291](#) and [EC 35291.5](#))**

School rules exist for the purpose of facilitating a safe learning environment. To review the school's code of conduct please visit: [Code of Conduct \(English, Spanish\)](#)

**(J) Hate Crime Reporting Procedures and Policies**

MHUSD is committed to providing a safe learning environment that protects students from discrimination, harassment, intimidation, bullying, and other behavior motivated by a person's hostility towards another person's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristics. The Morgan Hill Unified School District's Hate crime policies can be found here: [BP 5145.9](#)

**Safety Plan Review, Evaluation and Amendment Procedures**

**Safety Plan evaluation and revision record**

To be effective, emergency plans need to be updated frequently and consistently. Site principals are required to assign personnel to update this Emergency Operations Plan on at least an annual basis.

*Safety Plan Committee Members*

Name	Title
Jennifer Del Bono	Principal
Tammy Keck	Campus Supervisor
Aubrie Dimas	Assistant Principal
Steve Fager	Teacher
Kate Berryhill	Teacher
Celina Echavarria	Principal's Secretary
Frank Lines	Teacher

*Revisions or Updates on Plan*

Section(s) of the plan that has been revised or updated	Date	Recorded by (who made the changes)	
		Name	Position
Full Plan review	8/10/2020	Jennifer Del Bono	Principal

*Safety Plan Review, Evaluation and Amendment Procedures*

<b>Activity Description</b> <i>(i.e. review steps, meetings conducted, approvals, etc)</i>	<b>Date and Time</b>	<b>Attached Document</b> <i>(description and location)</i>
School Site Council Approval	8/14/20	Presentation
English Language Advisory Committee	8/14/20	Presentation
Safety Team Meeting	8/14/20	Presentation
Staff Meeting	8/17/20	Presentation

### **Record of Emergency Response Training**

It is the responsibility of the principal to ensure adequate training of staff, students and parents, using resources provided by the District, the community and/or the school itself.

<b>Training Topic</b>	<b>Person(s) or group(s) trained</b>	<b>Date Implemented</b>	<b>The activity provided or supervised by:</b>	
			<b>Name</b>	<b>Position</b>
Safety Plan Review	All Staff	8/10/20	Jennifer Del Bono	Principal
Run, hide Defend Training	All Staff	TBD		
Great American Shakeout (earthquake drill)	Students and Staff	TBD		
Active Shooter drill	All Staff	TBD		
Mandated trainings, bloodborne pathogens, sexual harassment	All staff	8/10/20	Jennifer Del Bono	Principal
Be seen and heard training	All students	11/14/20	Jennifer Del Bono	Principal
Trauma Informed Practices	Classified Staff	8/11/20	Jessie Swift	Coordinator SS
Fire Drill	Students & Staff	TBD		
Month:	Students & Staff			
Month:	Students & Staff			
Month:	Students & Staff			
Month:	Students & Staff			
2 <sup>nd</sup> Earthquake Drill	Students & Staff	TBD		

### **Emergency Contact Information**

#### **Communication with schools and facilities:**

In the event the threat is immediate or imminent, personnel should be directed to follow emergency procedures established in this plan and located here: [Communicating with parents and community](#), [Local Emergency Numbers](#)

#### *School Staff Emergency Contacts*

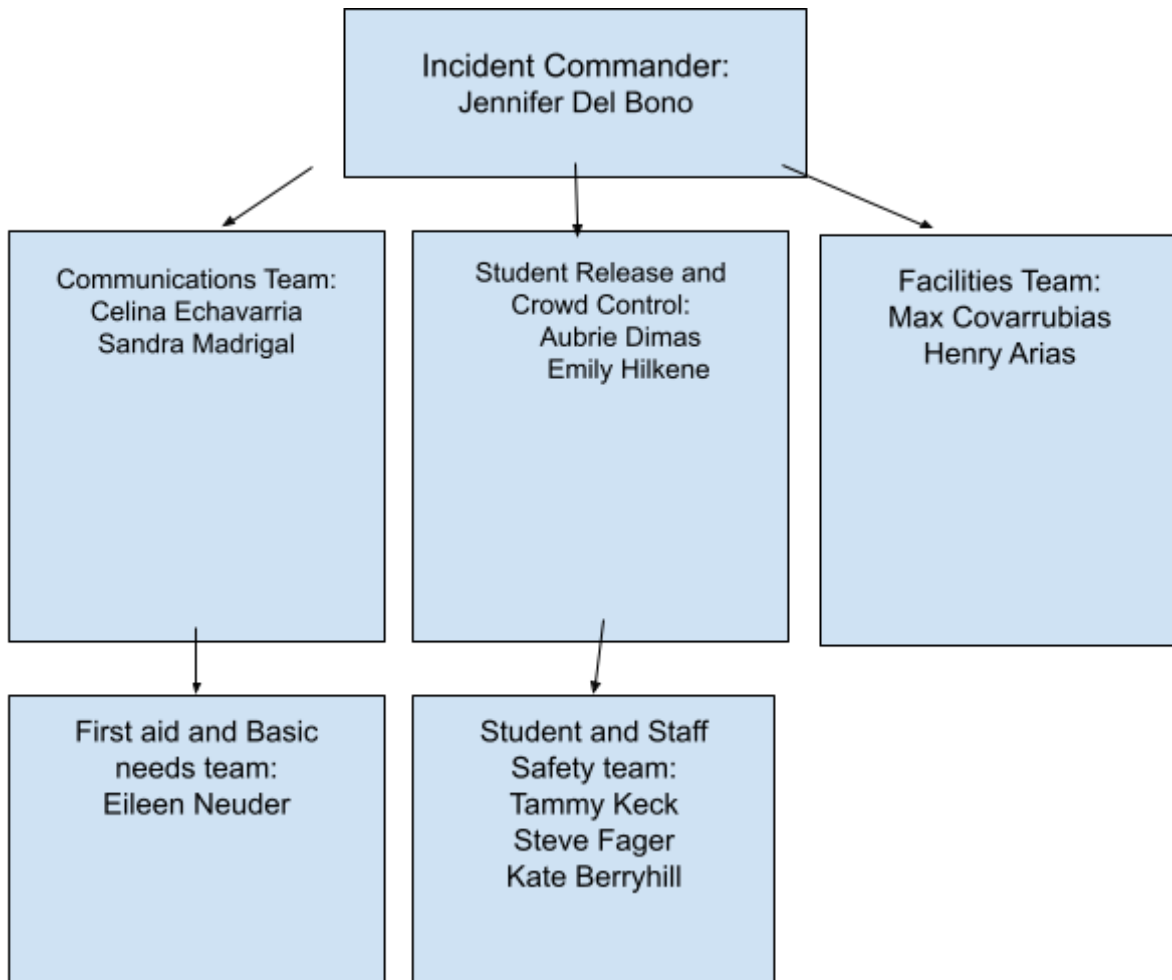
<b>Position</b>	<b>Name</b>	<b>Contact</b>
Principal	Jennifer Del Bono	408-201-6260 ext. 31102
Assistant/Vice Principal	Aubrie Dimas	408-201-6260 ext. 31104
Assistant/Vice Principal		
Principal's Secretary	Celina Echavarria	408-201-6260 ext. 31101
Campus Supervisor	Tammy Keck	408-201-6260
Custodian	Max Covarrubias	408-201-6260

#### *District Emergency Contacts*

<b>Position</b>	<b>Name</b>	<b>Contact</b>
Superintendent	Steve Betando	1-408-201-6001 Ext. 51001
Secretary to the Superintendent	Kelly Schriefer	1-408-201-6001 Ext. 51001
Secretary to the Asst. Superintendent of HR	Jazmin Contreras	1-408-201-6018 Ext. 51018

Secretary to the Asst. Superintendent of Business	Allison Murray	1-408-201-6052 Ext. 51052
Secretary to the Asst. Superintendent of Educational Services	Tricia Campbell	1-408-201-6073 Ext. 51073
Director of Maintenance and Operations	Anessa Espinosa	1-408-201- 6087 Ext. 51087

Incident Command System (ICS) for schools



Incident

Command System (ICS) for schools

	Name	Position	Location
Incident Commander <a href="#">(Description)</a>	Jennifer Del Bono	Principal	Front office or track and field area
Communication Team <a href="#">(Description)</a>	Celina Echavarria	Secretary	Principal's secretary's office or track and field area
	Jenni Burkholder	Attendance Clerk	

Student Release and Crowd Control Team <a href="#">(Description)</a>	Aubrie Dimas	Assistant Principal	Center or track and field area
	Emily Hilkene	CARE team member	
Facilities Team <a href="#">(Description)</a>	Max Covarrubias	Lead Custodian	Front office or track and field area
	Henry Arias	Custodian	
First Aid and Basic Needs <a href="#">(Description)</a>	Eileen Neuder	Health Clerk	Nurses office or track and field area near containers
Student and Staff Safety Team <a href="#">(Description)</a>	Tammy Keck	Campus Supervisor	Front office or track and field area
	Steve Fager	Teacher	
	Kate Berryhill	Teacher	

**Types of Emergencies and Specific Procedures:**

Morgan Hill Unified School District takes all safety concerns seriously and wants to ensure that every school site is prepared for a variety of emergencies and disasters.

**HOW TO ASSIST THOSE WITH DISABILITIES DURING AN EVACUATION**

The needs and preferences of non-ambulatory individuals will vary. Those at ground floor locations may be able to exit without help. Others may have minimal ability to move, and lifting may be dangerous. Some non-ambulatory people also have respiratory complications. Remove them from smoke and vapors immediately. For students with specific needs and have an IEP (individual Education Plan) safety evacuations will be addressed in the IEP.

To alert visually-impaired individuals

- Announce the type of emergency.
- Offer your arm for guidance.
- Tell the person where you are going, obstacles you encounter.
- When you reach safety, ask if further help is needed.

To alert individuals with hearing limitations

- Turn lights on/off to gain person’s attention -OR-
- Indicate directions with gestures -OR-
- Write a note with evacuation directions.

To evacuate individuals using crutches, canes or walkers

- Evacuate these individuals as injured persons.
- Assist and accompany to evacuation site, if possible -OR-
- Use a sturdy chair (or one with wheels) to move person -OR-
- Help carry individuals to safety.

To evacuate individuals using wheelchairs

- Give priority assistance to wheelchair users with electrical respirators



- Most wheelchairs are too heavy to take downstairs; consult with the person to determine the best carry options.
- Reunite a person with a wheelchair as soon as it is safe to do so.

**Quick Reference Guides for Specific Emergencies** are linked here:

<a href="#">Aircraft Disaster</a>	<a href="#">Civil Disturbance, Riot, and Demonstrations</a>	<a href="#">Fire</a>	<a href="#">Hostage Emergencies</a>
<a href="#">Biological and Chemical Emergencies</a>	<a href="#">Crime in progress</a>	<a href="#">Flood</a>	<a href="#">Hostile Intruder</a>
<a href="#">Bomb Emergencies</a>	<a href="#">Drive by Shooting</a>	<a href="#">Gas, Power, Water System Failure</a>	<a href="#">Missing Child/Kidnapping</a>
<a href="#">Child Abuse</a>	<a href="#">Earthquake</a>	<a href="#">Hazardous Materials, Toxic Spills</a>	<a href="#">Pandemic Flu</a>
<p>Active Shooter: <a href="#">Run, Hide, Defend Protocol Quick Reference</a> (Link Available to MHUSD Employees Only)  <a href="#">Run Hide Defend Informational Video</a> (Santa Clara County Police Chiefs Association, Public Access)</p>			