



LOS GATOS-SARATOGA UNION HIGH SCHOOL DISTRICT

2022-2023 Comprehensive District Safety Plan

Los Gatos High School • Saratoga High School

This Comprehensive School Safety Plan was developed collaboratively with all district schools and adopted by the Board of Trustees for Los Gatos-Saratoga Union High School District on March 22nd, 2022.

LGSUHSD Board Approval Confirmed by:

Name	Title	Signature	Date
<i>Katherine Tseng</i>	<i>Board President</i>		
<i>Michael Grove</i>	<i>Superintendent</i>		

This document is to be maintained for public inspection in the district 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
- Tactical procedures for responding to criminal incidents on campus

The Comprehensive School Safety Plan will be reviewed and updated by March of each year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

Small school districts (with an enrollment of 2,500 students or less) may develop a comprehensive district safety plan to encompass all schools within the district, which would fulfill each individual school's comprehensive safety plan requirement. It is not required that small school districts have their safety plans developed or approved by site councils or designated safety committees; the plans must only be approved by the district board of trustees. However, a district plan should be developed in cooperation with local law enforcement agencies, community leaders, parents, pupils, teachers, administrators, and others who may be interested in the prevention of campus crime and violence.

The School Safety Planning Committee, 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 35294.1

The school site safety 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 35294.1)

Local law enforcement has been consulted (Ed. Code 39294.1). Other local agencies, such as health care and emergency services, may be consulted if desired. (Ed. Code 39294.2)

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
- Guidance counselor
- Special Education Department Chairperson
- One or more key community service providers
- Student representative(s)
- Disciplinary team member
- Staff leaders
- Additional parent representatives
- CASSY

A copy of the comprehensive district safety plan shall be available for review at the LGSUHSD office.

Declaration regarding LGSUHSD board policy and administrative regulation references:

Except when specifically quoted, the LGSUHSD 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 see the district office during regular business hours or visit www.lgsuhd.org.

Assessment of School Safety

Education Code, Section 32282 (a) 1

The School Safety Planning Committee shall make an assessment of the current status of school crime committed on campus and at school-related functions and of appropriate strategies and programs that will provide or maintain a high level of school safety.

(Ed. Code 35924.2)

While the School Safety Planning Committee reviews school, district and community crime data trends such as the California Safe School Assessment, other data can bring value to the discussions. Such data may include:

- Mental Health Data
- State, District or Site Surveys
- Disciplinary Data
- Community Police Data

Data may be more valuable if disaggregated by gender, age, zip code, ethnicity, etc. Current trends should be reviewed as well.

Based on data analysis, the School Safety Planning Committee identifies one or two safety-related goals for the next school year as well as the strategies and/or programs that will be used to meet those goals. The objective is to provide meaningful goals in order to improve the campus climate.

The goals are reported, with the Safety Plan, to the Board of Trustees and are shared with the school staff and community.

In order to keep the goals as a safety focus for the school year, it is recommended that at least two meetings be held annually to review data and progress. The progress can be reported to the School Site Council, staff, parent groups and the Board of Trustees.

The year-end assessment should be completed by the School Site Council in May and reported upon.

Mandated Policies and Procedures

The School Safety Planning Committee has reviewed the site safety plan and made necessary updates and revision. The safety plan must include the following components: (Ed Code 35294.2)

- ❑ Child abuse reporting consistent with Penal Code 11164.
 - ❑ Policies pursuant to Education Code 48915 and other school-designated serious acts which would lead to suspension, expulsion or mandatory expulsion recommendations.
 - ❑ Procedures to notify teachers and counselors (amended Welfare and Institutions Code 827) of dangerous students pursuant to Education Code 49079.
 - ❑ A sexual harassment policy pursuant to Education Code 212.6. (i.e., BP/AR 4119.11, 4219.11, 4319.11, 5145.3, 5145.7).
 - ❑ Procedures for safe entrance and exit of students, parents/guardians and employees to and from the school.
 - ❑ The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5 (5411- discipline) in order to create a safe and orderly environment conducive to learning at school.
 - ❑ Routine and Emergency Disaster Procedures that include:
 - Emergency and Disaster Preparedness Plan
 - Fire Drills
 - Bomb Threats
 - Earthquake Emergency Procedure System
 - Transportation Safety and Emergencies
-

(A) Child Abuse Reporting Procedures

Additional code references: Education Code 35294.2 (a) (2); Penal Code 11166

A. Definition of Child Abuse (Section 11165.6)

“Child abuse” means a physical injury which is inflicted by other than accidental means on a child by another person. “Child abuse” also means the sexual abuse of a child or any act or omission (willful cruelty or unjustifiable punishment of a child, or unlawful corporal punishment or injury). “Child abuse” also means the physical or emotional neglect of a child or abuse in out-of-home care. (Source: California Child Abuse and Neglect Reporting Act, Penal Code, Article 2.5)

1. Child Abuse to be reported:
 - a. Injury inflicted by another person
 - b. Sexual abuse.
 - c. Neglect of child's physical health and emotional needs
 - d. Unusual and willful cruelty; unjustifiable punishment
 - e. Unlawful corporal punishment.

2. Situations not considered child abuse for the purposes of the Child Abuse and Neglect Reporting Act:
 - a. Children fighting. Injuries caused by children fighting by mutual consent.
 - b. Injuries caused by reasonable and necessary force used by a peace officer acting within the scope of his or her employment.
 - c. Injuries caused by reasonable and necessary force used by public school personnel:
 - to quell a disturbance threatening physical injury to someone or damage to property
 - for purposes of self-defense; or
 - to obtain possession of weapons or other dangerous objects within the control of a child.

B. Mandated Child Abuse Reporting

- a. Mandated child abuse reporting is governed by the Child Abuse and Neglect Reporting Act, Penal Code 11164.
- b. Any child care custodian, teacher or aide, school employee, health practitioner or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to the child protective agency by telephone or by written report:
 - **The telephone call must be made immediately or as soon as practically possible by telephone.**
 - **A written report must be sent within 36 hours of the telephone call to the child protective agency.**
- c. Any child care custodian, teacher or aide, school employee, health practitioner, or employee of a child protective agency who has knowledge of or who reasonably suspects mental suffering has been inflicted on a child or his or her emotional well-being is endangered in any other way, may report such known or suspected instance of child abuse to a child protective agency.
- d. When two or more mandated reporters are present in a situation and jointly become aware of a known or suspected instance of child abuse, they may, by mutual agreement, designate one of themselves to make the required telephone and written reports. However, if a mandated reporter becomes aware that the designated individual failed to report, he or she must then report.
- e. Failure to report by telephone immediately or as soon as practically possible or in writing within 36 hours is a misdemeanor “punishable by confinement in the county jail for a term not to exceed six months or by a fine of not more than \$1,000.”
- f. The intent and purpose of the law is to protect children from abuse. The definition of a child is any person under 18 years of age.
- g. This section on Child Abuse was taken from *California Laws Relating to Minors* manual and the Santa Clara County Social Services Agency website (www.sccgov.org/portal/site/childabuse).

C. Sexual Activity

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood; and uncles and nieces or aunts and nephews. (Family Code § 2200).
- c. Voluntary sexual activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship and this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Mandatory Reports:

Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older.
- c. Lewd and lascivious acts committed by a partner of any age, or partner is alleged spouse and over 14 years of age.

Sexual Activity if a Child is 14 or 15 Years of Age and:

- a. Partner is less than 14 years old.
- b. Unlawful sexual intercourse with a partner older than 21 years.
- c. Lewd and lascivious acts committed by a partner more than 10 years older than the child.
- d. Partner is the alleged spouse and over 21 years of age. The appropriate authority will determine the legality of the marriage.

Sexual Activity if a Child is 16 or 17 Years of Age and:

- a. Partner is less than 14 years old.

- b. Unlawful sexual intercourse with a partner older than 14 years and there is evidence of an exploitive relationship.
- c. Partner is the alleged spouse and there is evidence of an exploitive relationship.

Sexual Activity if a Child is under 18 Years of Age and:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Mandated reports of sexual activity must be reported to either the Department of Family & Children's Services (DFCS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

A. Failure to Report Known or Suspected Child Abuse

Failure to report known or reasonable suspicion of child abuse, including sexual abuse, is a misdemeanor. Mandated reporters are provided with immunity from civil or criminal liability as a result of making a mandated report of child abuse.

This information has been taken directly from the Santa Clara County Child Abuse Council Informational Handout.

B. Child Abuse Reporting Number, San Jose Area: (408) 299-2071

C. Staff Training

Los Gatos-Saratoga Union High School District has a Board Regulation and Policy regarding Child Abuse reporting. Those and the information in this safety plan are reviewed periodically at a staff meeting.

(B) Emergency Preparedness and Crisis Response Plan

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

The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters and which shall be included in the district's comprehensive school safety plan. These plans will be developed in compliance with the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). School employees are considered disaster service workers and are subject to disaster service activities assigned to them.

The Los Gatos-Saratoga Joint Union High School District Crisis Response plan is included in the appendices, and accomplishes the following:

- **Appendix B:** District Crisis Response Plan, incorporates strategies of the Incident Command System (ICS), SEMS and NIMS.

- Provides emergency contact information for district staff in Appendix B.1: District Staff Emergency Contacts – Confidential.
- Provides emergency contact information for school site staff in Appendix B.2: Campus Staff Emergency Contacts – Confidential.
- Describes the ICS structure for the district crisis response team in Appendix B.4: LGSUHSD Incident Command System.
- Defines specific evacuation procedures for the district office and school sites developed with considerations for students with physical disabilities in Appendix B.5: Site(s) Incident Command System.
- Provides guidance for emergency response to a variety of potential hazards and incidents, including duck and cover procedures following an earthquake in **Appendix C: Emergency Response Guidelines** and **Appendix D: Types of Emergencies & General Procedures**.

Earthquake and Multi-hazard Emergency Procedure System

The emergency procedure system describes the district’s policies for establishing an earthquake emergency procedure system and defines several key procedures including alignment with SEMS and NIMS, a definition of drop procedures and a list of response activities to occur during and immediately following an earthquake.

Use of School Buildings for Emergency Shelters

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community’s needs.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

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

Through **LGSUHSD Board Policy 5144.1 and AR 5144.1** the Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction. Except 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.

The policy also describes disciplinary guidelines in accordance with state and federal law, Student Due Process, Supervised Suspension Classroom, and the Decision to Not Enforce Expulsion Order available to the school board.

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 student and parent handbooks distributed to all students at the start of each school year. Current versions will be available for review alongside this comprehensive safety plan in the district office.

(D) Procedures to Notify Teachers of Dangerous Pupils

Additional code reference: Education Code 49079

Staff Notification of Dangerous Students

A. Definition Notification of Dangerous Students

EDUCATION CODE SECTIONS 48900 – 48926

In addition, Education Code 49079 outlines the circumstances under which staff are to be notified when a student has “or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7.”

B. Staff Training

The Los Gatos-Saratoga Union High School district staff is notified confidentially at the beginning of the year by the Assistant Principals in charge of discipline. In addition, notations in Aeries are flagged and available for review by individual teachers as appropriate.

(E) Discrimination, Harassment and Bullying Policies

Additional code reference: Education Code 200-262.4

Bullying / Cyberbullying

The Board of Trustees recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

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.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3 - Uniform Complaint Procedures.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

A. Definition of Bullying

1. “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students or staff that has or can reasonably be predicted to have the effect of placing a reasonable person in fear of harm to himself/herself or his/her property; cause the person to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school.
2. Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 that has any of the effects described above on a reasonable student.
3. Electronic act means the transmission of a communication, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.
4. Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))

B. Student Outreach

1. Conduct an annual training for freshmen on Bullying/Cyberbullying.
2. SCHOOL RESOURCE OFFICER facilitates annual presentations on Bullying/Cyberbullying legislation and consequences.

C. Consequences for Harassment / Bullying / Cyberbullying

1. First Infraction:

Depending on the level of severity, counseling remediation with the possibility of up to five (5) days of suspension

2. Second Infraction:

Up to five (5) days of suspension with the possible recommendation for expulsion

3. Third Infraction:

Recommendation for expulsion

Sexual Harassment Policy

A. Definition

"Sexual Harassment" includes 'unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature,' when **any of four conditions** are met:

1. Submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining education;
2. Submission or rejection of the conduct or communication is used as a factor in decisions affecting that person's education;
3. The conduct or communication has either the purpose or effect of 'substantially interfering' with a person's education;
4. The conduct or communication creates an 'intimidating, hostile, or offensive' educational environment."

B. Policy Pertaining to Sexual Harassment

Los Gatos-Saratoga Union High School District has Board Policy and Administrative Regulations regarding Sexual Harassment (i.e., 4119.11, 4219.11, 4319.11, 5145.3, 5145.7). All Board regulations and Policies are available for reference from the website. (<http://www.lgsuhd.org>)

C. Staff Training

Los Gatos-Saratoga Union High School District has Board Policy and Administrative Regulations regarding Sexual Harassment (i.e., 4119.11, 4219.11, 4319.11, 5145.3, 5145.7). Those and the information in this safety plan are reviewed periodically with all staff.

D. Complaints

All complaints regarding Sexual Harassment should be reported to the Title IX officer at the district level. The LGSUHSD Title IX officer is Megan Farrell.

(F) School-wide Dress Code

Additional code reference: Education Code 35183

As described in **LGSUHSD Board Policy 5132**, the Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard that would interfere with the educational process.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

The principal, staff and parents/guardians at a school may establish a reasonable dress code that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

For campus-specific detailed dress code requirements, please refer to the student and parent handbooks that are distributed to all students at the start of each school year. Current versions will be available for review alongside this comprehensive safety plan in the district office.

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

Beyond planning for daily ingress/egress routes and emergency evacuation routes, Schools must plan for assisting students, staff and visitors with disabilities. Under the Americans with Disabilities Act of 1990, individuals who are deaf/hard of hearing, blind/partially sighted, mobility impaired and/or cognitively/emotionally impaired must be assisted.

A. Evacuation routes

- Evacuation routes are identified and posted in all rooms on the campus.
- On-campus evacuation/assembly areas are identified.
- For those disabled persons, "areas of rescue" are also identified.
- Off-campus assembly locations identified in case this is necessary in an emergency. Memorandums of understanding shall be updated annually for these locations.

Maps and identification of off-campus assembly areas are contained in the appendices to this plan.

B. Lock Down or Shelter in Place

In the event of an airborne chemical or biological release, it is safest for students and staff to remain indoors at the school site and follow the posted “Shelter-in-Place” procedures.

In the event of a dangerous person, it is necessary for students and staff to remain indoors at the school site and follow the posted “Lockdown” procedures.

C. Staff Training

Los Gatos-Saratoga Union High School District policy is to familiarize new staff with safety procedures as well as curricular information. All information in this safety plan is reviewed with all staff at a staff meeting. The district is in compliance with the state requirements for drills and all staff is given updated training and briefed in advance.

Each school site will also identify emergency evacuation routes identifying locations where students may assemble in response to fire, earthquake, bomb threats or other similar hazards. A map showing emergency evacuation procedures for each campus is included in Appendix B.6 and B.7.

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.

To ensure the safety of students and staff and avoid potential disruptions, any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session.

For purposes of school safety and security, the principal or designee may provide a visible means of identification for all individuals who are not students or staff members while on school premises.

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

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

As intended by Educational Code 32282 (b) the action plans shown in the table on the following page 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:	Our schools are a source of pride in our community with safe, clean and healthy facilities where our students can learn, achieve and thrive.			
Objectives	Action Steps	Resources	Project Lead	Output Measure
1) Identify and address/secure critical facility vulnerabilities and hazards	<p>Evaluate effectiveness of alarms and school bell systems and address identified weaknesses</p> <hr/> <p>Review needs for perimeter security, identify priority areas to address and install security measures as resources allow.</p>	<p>After-action Reports developed from Staff Surveys</p>	<p>Director of M&O Plant Managers Site Administrators</p>	<p>Concerns will be reviewed and strategies developed to address each concern.</p>
2) Review, strengthen and train staff on crisis response plans	<p>Collaborate with local public safety and emergency response agencies to assess and revise campus crisis response plans, especially to add a campus intruder or active shooter response</p> <p>In coordination with public safety partners, review and update campus crisis response plans and develop emergency response protocols.</p> <p>Provide site staff and faculty training on crisis response procedures</p>	<p>Online training .</p> <p>Crisis Mgmt and Safety training at SCCOE.</p> <p>On-site training with SRO.</p> <p>On-site inspection & consultations with Fire Marshal</p>	<p>Superintendent, site administrators</p> <p>Key Partners: Law Enforcement & Fire Department</p>	<p>Annual review and update of site plans and district safety plan, to include evacuation maps, ICS facility locations and response teams</p> <p>Development and installation of emergency response flip-charts or similar resource for classrooms</p> <p>Fire drills and lock-down exercises will be logged by site administration</p>

(I) School Discipline Rules and Consequences

Additional code references: Education Code 35291 and 35291.5

The Board of Trustees believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation.

Conduct is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful toward their teachers, other staff, students, and volunteers.

The Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with district policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

- 1) Prohibited student conduct includes but is not limited to:
 - i) Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats.
 - ii) Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption.
 - iii) Cyberbullying includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships.
 - iv) Conduct that disrupts the orderly classroom or school environment.
 - v) Willful defiance of staff's authority.
 - vi) Damage to or theft of property belonging to students, staff, or the district. The district shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.
 - vii) Obscene acts or use of profane, vulgar, or abusive language.
 - viii) Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs.
 - ix) Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose (Penal Code 417.27)
 - (1) Prior to bringing a laser pointer on school premises for a valid instructional or school-related purpose, a student shall obtain permission from the principal or designee.
 - x) Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time.

- (1) Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs in accordance with Board policy and administrative regulation, and contact with local law enforcement as appropriate.

Students also may be subject to discipline in accordance with law, Board policy, and administrative regulation for any off-campus conduct during non-school hours that poses a threat or danger to the safety of students, staff, or district property or disrupts the orderly delivery of the educational program.

For campus-specific rules and comprehensive description of conduct and student behavior expectations, please refer to student and parent handbooks distributed to all students at the start of each school year. Current versions will be available for review alongside this comprehensive safety plan in the district office.

(J) Tactical Responses to Criminal Incidents

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

1. Upon discovery or witness of a criminal incident, all students will immediately notify a staff member or other adult on campus. Adults will immediately notify the front office at the school where the incident occurred.
2. The administrator or administrator designee will initiate one of the following processes:
 - a. If there is an existing or imminent threat to the safety of students, call 911 and the district office, then immediately activate an appropriate emergency response procedure like lockdown or secure school.
 - b. Await the arrival of emergency responders and follow their instructions as they will have incident command during these types of incidents.
 - c. If there is no longer an immediate threat but a criminal incident (or non-violent criminal incident) has recently occurred while students are on campus then contact the Sheriff's Office using the non-emergency dispatch number and request assistance with an in-person response.
 - d. Notify the district office, including maintenance if any facility repair is necessary.

- e. Await the arrival of emergency responders and coordinate a unified command to ensure the safety of students and school personnel, property and the environment.
3. If the criminal incident occurred while no students were present, such as but not limited to vandalism on the weekend, then notify the Sheriff's Office using the non-emergency dispatch number to request support.
 - a. Notify the district office, including maintenance if any facility repair is necessary.
 - b. Follow the instructions of the dispatch operator or other law enforcement representative. This could include filing a criminal report by phone or using an online system.

Safety Plan Review, Evaluation and Amendment Procedures

The Los Gatos-Saratoga Unified School District comprehensive safety plan will be reviewed, evaluated and amended (if necessary) in March of each school year.

Pursuant to Education Code Section 35294.6(a), the Los Gatos-Saratoga Unified School District adopted this annual comprehensive school safety plan at the regular meeting of the Board of Trustees referenced on the cover page of the plan. An opportunity for public comment was provided during this meeting, prior to the plan's adoption.

An updated file containing all safety related plans and materials are available for public inspection in the Los Gatos-Saratoga Unified School District Office. 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: Safety Planning Process.