

SAFETY PLAN

SB 187 Compliance Document

School Year: 2023-2024

School	Lewis H. Britton Middle School
CDS Code	43 69583 6095384
District	Morgan Hill Unified
Address	80 West Central Ave.
Date of Adoption	9/21/23

Approved By

Name	Title	Date/Signature
Nanette Donohue	Principal	10/20/2023
Alfonso Gallegos	Assistant Principal	10/20/2023
Andrea Reynolds	Administrative Secretary	10/9/2023
James Azar (parent)	School Site Council Representative	10/20/2023
Sierra Silva	School Site Council Representative	10/05/2023
Kelly Parker	School Site Council Representative	10/5/2023
Bryan Espiritu	School Site Council Representative	10/18/23
Richard Punches	School Site Council Representative	10/5/23
Michelle Murrish	School Site Council Representative	10/20/2023
Estefani Mondoza Santoyo	School Site Council Representative	10/18/2-23
Sendy Ramirez Moya	School Site Council Representative	10/20/2023

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 and in the Amplify after school program.

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:

- 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
- Assessment of school crime committed on school campuses and at school-related functions

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: [BP 5145.3](#) and [AR 5145.3](#)

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: [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 and our Amplify after-school program..

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 76033](#))

The Morgan Hill Unified School District 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:, [Link to site Student Handbook for specific dress codes for Britton](#).

(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.

Coronavirus (COVID-19) Safety Procedures:

- CDPH K-12 Guidance: [LINK](#)
- COVID District Website: [LINK](#)

(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	
Positive School Climate	A school-wide social emotional and behavioral (SEB) plan has been implemented.		Reinforcing expectations to students and staff, updating and systemizing SEB structures	
Objective	Action Step	Resources	Lead Person	Evaluation
Engaging students into campus life	- PBIS Rewards implementation -Michelle Murrish Climate and Culture Lead - Restorative Justice - BTV - Lunch activities - Golden Ticket (Lunch special activities) - Wellness Center and CBO referrals	District PBIS coordinator PBIS World PBIS Rewards PBIS Rewards Trainings	Alfonso Gallegos/ Culture/Climate Team	Quarterly- review behavioral and Satchel data
Improve Staff Culture and Cohesiveness	-Implement culture builders into staff meetings -Implement staff rewards - New teacher orientation - Buildings rearranged by departments - Wellness Center implementation	Staff and faculty PBIS Rewards App Culture Builders	Alfonso Gallegos/ Staff Climate Team	Staff Survey Data Review

	-SEB flowchart and system -Staff culture and climate meetings			
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Goal 2				
Component	Element		Opportunity for Improvement	
Safe Physical Environment	A safe school environment		Ensure facility is in safe working order	
Objective	Action Step	Resources	Lead Person	Evaluation
The school site will have procedures to ensure a safe campus	-Schoolwide assembly -Conduct quarterly drills (2 fire drills, 2 earthquake drills, one Run/Hide/Defend drill). Alert Britton Community about traffic/double parking. - Alert Students about bike laws/helmets.- Remind students and families about school gates (front and back) opening times.	Staff and Faculty MHPD Student Orientation What's App (Alert)	Alfonso Gallegos	Data review Drill forms
The school campus will be clean and orderly.	- Custodians sweep campus - Clean up after every break and lunch - Frequent bathroom clean up and soap refill as needed throughout the day	Custodial staff Students assigned to campus clean up	Armando Soto	Custodial reports

(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](#)

(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](#)

(K) Ensuring optimal air quality is of paramount importance for our safety plan. We will closely monitor air pollutants, minimize emission sources, educate individuals on potential health hazards, and comply with relevant regulations. These

measures will create a healthier and safer environment for all involved in our organization. Here is the link and guidance from the California Department of Education regarding Air quality: [LINK](#)

(L) Mental health is vital to our school safety plan as it directly impacts our students' well-being and academic success. We recognize that promoting positive mental health is essential for creating a safe and supportive learning environment. Our plan includes comprehensive measures to address mental health concerns, such as providing access to trained counselors, implementing mental health education programs, and fostering a culture of empathy and understanding. By prioritizing mental health support, we aim to identify and address potential issues early on, ensuring that all students feel supported, valued, and equipped with the necessary tools to navigate challenges and thrive academically and emotionally. To access all of our mental health services, [LINK](#).

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
Alfonso Gallegos	Assistant Principal
Saundra Ozuna	Community Liaison
Stephen Ferrand	Student supervisor
Tony DeBenedetti	PE 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
Staff Site Goals Revised	9/29/23	Alfonso Gallegos	Assistant Principal
Staff Updated	9/29/23	Alfonso Gallegos	Assistant Principal
Plan Reviewed by Safety Task Force	Jan. 2024	Safety Task Force	STF Member
Plan Reviewed and R and R updated	10/1/23 & 1/24	Jessie Swift	Director of Student Services

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description <i>(i.e. review steps, meetings conducted, approvals, etc)</i>	Date and Time	Attached Document <i>(description and location)</i>
Review procedures with team	9/28/23 9/28/23	Reviewed procedures with staff during PD, included PDF version of plan in staff bulletin
School Site Council Approval	9/21/23	Signatures of School Site Council, approving Site Safety Plan LINK

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.

Training Topic	Person(s) or group(s) trained	Date Implemented	The activity provided or supervised by:	
			Name	Position
Safety Plan Review	All Teachers	9/29/2023	Alfonso Gallegos	Assistant Principal
Run, Hide, Defend Training	All Staff	9/27/2023	Greg Dini District	SRO
Run, Hide, Defend Training	Students	10/16/2023	Admin/ Homeroom teachers	Principal, AP and teachers
Mandated Training and Bloodborne Pathogens	All Staff	By 9/27/2023 and 10/14/2023 (Keenan Training)	Alfonso Gallegos	Assistant Principal
Fire Drill	Teacher and Staff	8/31/23	Alfonso Gallegos	Assistant Principal
Fire Drill	Teacher and Staff	8/31/23	Alfonso Gallegos	Assistant Principal
Great American Shakeout (earthquake drill)	All Students and staff	8/31/23	Alfonso Gallegos	Assistant Principal
Earthquake Drill	Teacher and Staff	8/31/23	Alfonso Gallegos	Assistant Principal
Shelter in place and Lockdown Procedural Drill	All Staff and Students	9/25/2023	Alfonso Gallegos	Assistant Principal
Shelter in place and Lockdown Drill	All Staff and Student	3/3024	Alfonso Gallegos	Assistant Principal
Intruder on Campus Drill (Run, Hide, Defend)	All Staff and Students	3/2024	Alfonso Gallegos/ Officer Dini	Assistant Principal/ SRO

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](#)

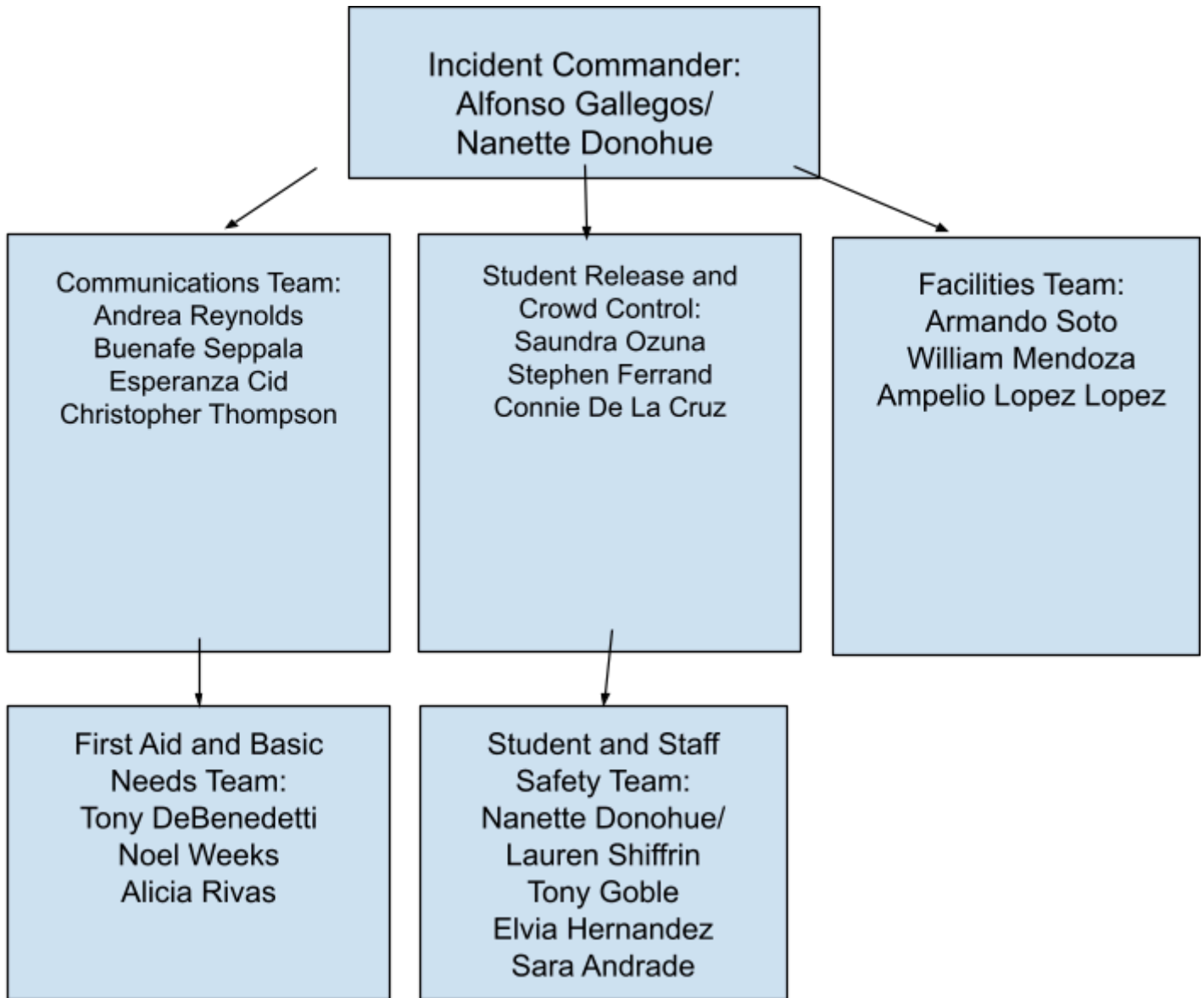
School Staff Emergency Contacts

Position	Name	Contact
Principal	Nanette Donohue	408-201-6160 Ext. 30002
Assistant/Vice Principal	Alfonso Gallegos	408-201-6160 Ext. 30004
Administrative Secretary	Andrea Reynolds	408-201-6160 Ext. 30008
Community Liaison	Saundra Ozuna	408-201-6160 Ext. 30011
Custodian	Armando Soto	408-201-6160

District Emergency Contacts

Position	Name	Contact
Superintendent	Dr. Carmen Garcia	408-201-6001 Ext. 51001
Secretary to the Superintendent	Kelly Schriefer	408-201-6001 Ext. 51001
Secretary to the Asst. Superintendent of HR	Ashley Rowan	408-201-6018 Ext. 51018
Secretary to the Deputy Superintendent and CFO	Allison Murray	408-201-6052 Ext. 51052
Secretary to the Asst. Superintendent of Educational Services	Claudia Estrada	408-201-6073 Ext. 51073
Director of Grounds and Maintenance	Ricky Carillo	408-201- 6087 Ext. 51087

Incident Command System (ICS) for schools



Incident Command System (ICS) for Schools

	Name	Position	Location
Incident Commander (Description)	Alfonso Gallegos/ Nanette Donohue	Assistant Principal/ Principal	Black top or westfield
Communication Team (Description)	Andrea Reynolds	Administrative Assistant	Office or Gym
	Esperanza Cid	CARE	
	Buenafe Seppala	Attendance	
	Christopher Thompson	English Teacher/Union Rep	
Student Release and Crowd Control Team (Description)	Sandra Ozuna	Community Liaison	Office or Gym
	Stephen Ferrand	Student Supervisor	
	Connie De La Cruz	Registrar	
Facilities Team (Description)	Armando Soto	Custodian	Janitor's room or blacktop
	William Mendoza	Custodian	
	Ampelio Lopez Lopez	Custodian	
First Aid and Basic Needs (Description)	Tony DeBenedetti	PE Teacher	Locker room or blacktop
	Noel Weeks	District nurse	
	Alicia Rivas	Health Clerk	
Student and Staff Safety Team (Description)	Nanette Donohue/ Alfonso Gallegos	Principal/ Assistant Principal	Gym or the blacktop
	Tony Goble	Teacher	
	Elvia Hernandez	Counselor	
	Sara Andrade	Wellness Counselor	

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.

Medical incidents:

Emergency First Aid Guidelines for California Schools: [LINK](#)

MHUSD School Incident Documents: [LINK](#) (to be filled out by the nurse or health clerk)

Quick Reference Guides for Specific Emergencies are linked here: [LINK](#)

[Run, Hide, Defend Informational Video](#) (Santa Clara County Police Chiefs Association, Public Access)