

COMPREHENSIVE SCHOOL SAFETY PLAN – EXECUTIVE SUMMARY

SCHOOL	Hillside High School
SCHOOL YEAR	2025-2026
PRINCIPAL	Hector Vasquez

In compliance with State law and Board policy, stakeholders at our school engaged in a systematic planning process for the purpose of reviewing and updating our comprehensive school safety plan. This process included gathering and analyzing crime and safety data in order to develop reasonable safety goals relevant to the needs and resources of our campus. This Executive Summary details the two data-driven safety goals that resulted from our planning process. The entire plan can be viewed by making an appointment with the Principal.

GOAL - 1

Hillside High School will reduce student referrals and suspensions to no more than 3.9%. This will be done by increasing student connectivity and engagement to the campus as evidenced by a 10% growth in the student School Climate Survey for the 2025-2026 school year.

GOAL - 2

Hillside High School will work to create ways to increase parent participation by 10%. This will be done by hosting more opportunities for parents to meet with site administration, school counselor and teachers. The site will also increase parent communication by sending our site updates via social media, school website and ParentsSquare.

FOR ADMINISTRATIVE USE ONLY

Procedure for Comprehensive Safe School Plans	See Policy #BP 0450
Plan adopted on 1/28/25	

Plan approved on	TBD
------------------	-----

COMPREHENSIVE SCHOOL SAFETY PLAN

SECTION ONE

This section details our systematic planning process, procedures for complying with safety laws, and safety goals for the upcoming school year.

ABOUT THIS TEMPLATE

“Safety” is a Process!

The Law

California Ed Codes 32280-32289.5, require every school in a district with more than 2501 average daily attendance to develop and maintain plans designed to address campus risks. The law also requires designated stakeholders at each school, along with local law enforcement, fire department, and other first responder agencies, to annually engage in a systematic planning process for the purpose of developing strategies to prevent and respond to potential incidents involving crimes and violence on campus.

The Template

This template was created by the Campus Safety Group on behalf of the Los Angeles County Office of Education, the California Department of Education, and the California Department of Justice.

Planning Due Dates

There are two mandatory due dates in Education Code:

- March 1 - The School must have “adopted” their school safety plan by March 1, and have forwarded it to the District for “approval.”
- October 15 – The District must approve the school’s plan by October 15. The District is required to report to CDE any individual schools that do not have approved plans by October 15. Non-compliance must be indicated on that schools’ SARC.

Planning Timeline

Schools should create a timeline to ensure compliance with the March 1, adoption date. An example of a compliance timeline:

- September/October
 - Step 1 - Identify Collaborative Comprehensive Safe School Planning Committee.
 - Step 2 - Create a vision of school as a safe place to learn.
 - Step 3 - Gather and assess school related crime and safety data.
- November/December
 - Step 4 – Identify data driven areas for desired change.
 - Step 5 – Select and implement strategies for safe and orderly environment.
- January/February
 - Step 6 – Share and then adopt the plan. Forward the adopted plan to the District.
- March through June
 - Step 7 – Implement the plan by achieving your data driven safety goals.

<u>Ed</u>	<u>Code</u>
<u>32280</u>	<u>A</u>
<i>“safety plan” means a plan to develop strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on the school campus.</i>	

School Name	Hillside High School
Principal	Hector Vasquez
School year Plan is for the upcoming school year	2025-2026

Our school engaged in the systematic planning process recommended in the law:

- Step One** We Identified our safety committee
- Step Two** We created a vision of a school as a safe place to learn.
- Our Mission Statement and existing safety practices.
- Step Three** We gathered and assessed school related crime and safety data.
- Specific data known to have an impact on campus safety.
- Step Four** We Identified areas of desired change.
- Data driven analysis towards improvement.
- Step Five** We developed strategies to maintain a safe and orderly environment.
- Two data driven safety goals that are meaningful to our unique campus circumstances and achievable through existing resources.
- Step Six** We shared and adopted the plan.
- A public meeting was held with invitations extended to campus and community stakeholders.
- Step Seven** We will continue to evaluate and revise the plan
- Stakeholders at our school will continue to monitor progress towards achieving our goals and revise strategies as necessary.

Step 1 – Identify the committee

Ed Codes 32280 & 32281 "In cooperation with local law enforcement, fire department, and other first responder agencies." "The schoolsite council...shall write and develop a comprehensive school safety plan relevant to the needs and resources of that particular school."

[illegible]

Step Two – Our school's vision of a safe place to learn School

Mission Statement

The mission of Hillside High School is to provide a safe environment where students can re-establish their academic, personal, and career goals necessary for success in a global society.

About our school, a safe place to learn

A brief description of our school's existing safety related programs, drills, staff, and partnership etc.

Hillside High School employs one proctor who roams the grounds during the day to monitor students. We are a closed campus that uses one entry and one exit gate located at the front of the school. Hillside HS has a working surveillance system with 18 cameras housed throughout the campus. These cameras are used to monitor student activity and investigate incidents on campus. We use an intercom system as well as handheld radios to communicate with staff, students and faculty. In addition, we have the capability to communicate with parents and inform them of arising issues via personal phone calls, Parentsquare communication and/or school-wide email.

The Hillside staff makes themselves readily available at all times to the student body, who are greeted by their teachers as they enter the classroom. Through being visible, students have developed a relationship with us and report concerns when they arise. 95% of Hillside students feel very safe at school. Besides the staff at HHS, we are lucky to have two SROs; Officer Jacso and Officer Andrade, who appear frequently on our campus as needed.

UUSD has implemented an Attendance matrix that is followed across the district to improve our overall attendance. Currently, we contact parents daily to inform them of attendance issues. We hold SART meetings on campus with parents, students, Principal, Counselor, Support Services Staff, and a Probation Officer. This is our attempt to get them back on track and explain the importance of coming to school and how it affects their education. At the SART meeting, parents and students sign a contract and are responsible for adhering to its guidelines. If they violate this contract they are referred to SARB at the Upland Unified School District Office

Step Three – Gather & assess school crime and safety data

3.1 - Safety Policies and Procedures

Ed Code 32282 establishes a list of required and recommended safety policies and procedures that must be included in the safety planning process. Check “included” indicating that you have attached a current PDF version of applicable policies and procedures to this plan. Remember, you can include other safety practices in your planning process that may not be mentioned in the law.

Required Safety Policies/Procedures	
Policy/Procedure	BP / AR
Child Abuse Reporting	BP / AR
Disaster Response Procedures	BP / AR
Suspension & Expulsion Policies	BP / AR
Procedure to notify teachers of dangerous pupils	BP / AR
Anti-Discrimination/Harassment Policy	BP / AR
Anti-Bullying Policy	BP / AR
School Dress Code re “anti-gang” apparel *	BP / AR
Procedure for safe ingress/egress	BP / AR
Rules for school discipline	BP / AR
Lockdown procedure	BP / AR
Tactical response procedure	BP / AR
Other Safety Policies/Procedures	
Haz-Mat with ¼ mile of campus *	BP / AR
Site Emergency Plan	
Site Evacuation Plan	
Bomb threat	BP / AR
Visitors on campus	BP / AR
Anti-sex abuse/trafficking procedures *	BP / AR
Guidelines for mental health and law enforcement contacts at school *	BP / AR
Procedures to address the mental health of students who have witnessed a violent act on campus, going to or headed from school, or at any other school related event *.	BP / AR

* Not required but HIGHLY recommended in law

Section 3.2 – Step Three Task Log.

Red numbers indicate the task is for the principal or designee.

Form#	Primary Person Tasked
3.3 Crime assessment	Hector Vasquez
3.4 Tactical response	Plan Handled at District Level Lock-Down & evacuation procedure are school's responses
3.5 Lockdown procedure	Hector Vasquez
3.6 Disaster plan, incident commander	Hector Vasquez
3.7 Disaster plan, general	Hector Vasquez
3.8 Disaster plan, medical team	Aisha Perez
3.9 Disaster plan, search & rescue	Maria Hernandez
3.10 Disaster plan, reunification	Yolanda Powers
3.11 Anti-Bullying	Hector Vasquez
3.12 Expulsion/Suspension/Discipline	Hector Vasquez
3.13 Notify teachers of dangerous pupils	Hector Vasquez
3.14 Pesticide & harmful materials plan	Maria Hernandez
3.15 Visitors on campus	Hector Vasquez
3.16 Safe ingress/egress	Hector Vasquez
3.17 Anti-Harassment procedure	Hector Vasquez
3.18 Dress code, gang related apparel	Hector Vasquez
3.19 Child abuse reporting procedures	Hector Vasquez
3.20 Existing resources	Hector Vasquez

3.3 – Assessment of Campus Crime

This assessment to be completed by the school principal or designee.

Assessment performed by The listed name must be the person who does the assessment.	Date
Hector Vasquez	1/15/25

The purpose of this assessment is to assure the school is aware of criminal behavior or dangerous trends occurring on campus or at school related functions. Consult with local law enforcement to be certain all relevant information is gathered.

Number of crimes reported on campus or at school related events.

These numbers are from the previous school year and will come from your local law enforcement agency as well as crimes that might not have been reported to the police such as significant vandalism or reported thefts. Internal data sources include work orders and insurance claims.

Type of crime

Avoid using code sections. For example, enter vandalism instead of 594 PC.

Type	Number	Type	Number
5150	1		

What are we doing well? Where can we improve?

What we are doing well:

Our families and students report that Hillside High School is a welcoming, caring and safe environment. Students make connections with their teachers and as a result gain the self-confidence and drive necessary to reach their graduation goals.

What can we improve: We are refining our PBIS School Wide Expectations, including phone usage during instructional time. We are reviewing integration of Social Emotional Learning into our lessons and daily routine.

3.4 – Tactical Response Plan

This assessment to be completed by the school principal or designee.

Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

Assessment performed by The listed name must be the person who does the assessment.	Date
Hector Vasquez	1/15/25

The purpose of this assessment is to assure that the campus has a “Tactical Response Plan” for dangerous criminal incidents occurring on campus, including incidents involving firearms, and that those plans support first responder efforts.

Does your local law enforcement agency have a “tactical response” plan for your school? Most modern first responder agencies do have tactical response plans in place for schools within their jurisdiction. If you do not know, it is your job to make sure.	Yes
Does your school have a plan for responding to dangerous criminal events on campus, including events involving firearms? Generally, such plans involve preparing for, initiating, maintaining, ending, and recovering from a lock-down or rapid evacuation. If you do not have this plan, skip the next question and add “Develop a Tactical Response Plan” as a suggested action plan.	Yes
Is your school plan coordinated with the law enforcement plan? The purpose of this assessment is to facilitate continual communications between the school and local first responder agencies. DON’T accept a District level “we’re working with local law enforcement” statement. It’s your job insure the school’s efforts are coordinated with responder efforts.	Yes

What are we doing well? Where can we improve?

A brief statement to highlight assets and/or area(s) of desired change regarding this assessment

What are we doing well?

In accordance with AB 1858 Hillside High School does not hold armed assailant drills.

The tactical response plan for schools employing the run/hide/fight protocol prioritizes swift action and decisive decision-making in the face of an active threat. In the event of an emergency, individuals are instructed to assess their surroundings and, if safe to do so, evacuate the premises (run). If evacuation is not possible, individuals should seek refuge in a secure location, locking doors and barricading entry points (hide). As a last resort, if confronted directly by the threat and unable to escape or hide, individuals are empowered to defend themselves using any available means (fight). Our school coordinates with Upland PD to provide training in the tactical response plan once a year. Teachers deliver this information to students in an age-appropriate manner. In addition, school resource officers deliver an in-person training to all students at the secondary level once per year.

All schools utilize a threat assessment process for any threat made to persons or property. The threat assessment team consists of consultation with, at minimum, administration, a school mental health professional, and law enforcement.”

Where can we improve?

Review procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at the school, at an activity sponsored by the school, or on a schoolbus serving the school.

3.5 – Lockdown Plan

This assessment to be completed by the school principal or designee.

Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

Assessment performed by The listed name must be the person who does the assessment.	Date
Hector Vasquez	1/15/25

The purpose of this assessment is to assure the school is taking all reasonable steps to be prepared for a lock-down scenario.

Does the school have a lockdown procedure? If no, add create procedure as a suggested action plan. If yes, review the procedure and proceed to the next questions.	Yes
Does the procedure include redundant announcements? Redundant announcements refer to multiple ways of signaling a lockdown, such as bells, PA systems, flashing lights and any other means of campus mass communications. If the answer is no, suggest adding redundant announcements as an action plan.	Yes
Does the procedure include documentation and reviews of the drills? Dates/times of drills must be documented. A drill review would include information from staff visitors, and when age-appropriate, from students and include information related on how effective the drill was. If the answer is no, suggest adding an after-drill review.	Yes

What are we doing well? Where can we improve?

A brief statement to highlight assets and/or area(s) of desired change regarding this assessment

What are we doing well?

We have written procedures that are up to date and shared with staff.

Where can we improve?

We need additional practice to ensure that all staff/students understand and can follow the emergency procedures.

3.6 - Disaster Plan – Incident Commander

This form to be completed by the school principal or designated Incident Commander

Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

Assessment performed by The listed name must be the person who does the assessment.	Date
Hector Vasquez	1/15/25

The purpose of this assessment to assure the Campus Incident Commander (IC) has the requisite training and supplies to manage the school during a disaster or other unusual occurrence requiring an Incident Command Post.

Do the IC & alternate IC have NIMS/SEMS training? This includes ICS 100 & NIMS 700. If no, add training as a suggested action plan. Additional trainings for safety teams	Yes
Is there a list of IC forms & supplies? If no, add creating a list as a suggested action plan.	Yes
Are all required forms & supplies in place and serviceable? If no, add updating forms & supplies to suggested action plans.	Yes

What are we doing well? Where can we improve?

A brief statement to highlight assets and/or area(s) of desired change regarding this assessment

What are we doing well?

We have written procedures that are up to date and shared with staff.

Where can we improve?

We need additional practice to ensure that all staff understand the location of forms, the procedure for completing, and what the response would be in an actual emergency.

3.7 - Disaster Plan – General

Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

Assessment performed by	Date
The listed name must be the person who does the assessment.	
Hector Vasquez	1/15/25

The purpose of this assessment is to assure the school is taking all reasonable steps to be prepared for a disaster.

Is there an earthquake procedure in compliance with state law? (See Ed Code 32282 B(i)-(IV)(ii)) If no, add create procedures as a suggested action plan.	Yes
Is there a map of the school showing the location of gas and water meters? If no, add create maps as a suggested action plan. If yes, when was it last updated?	Yes
Is there a list of classroom disaster supplies? If no, add “create a list of classroom disaster supplies” as a suggested action plan. If yes, answer the next questions.	Yes
Are classroom supplies in place and serviceable? If no, add updating supplies as a suggested action plan.	Yes
Is there a procedure to routinely check for non-structural dangers? Non-structural dangers include, but are not limited to, heavy objects in high places, untethered bookcases/shelving, and other situations presenting otherwise avoidable injuries.	Yes

What are we doing well? Where can we improve?

A brief statement to highlight assets and/or area(s) of desired change regarding this assessment

What are we doing well?

We have written procedures that are up to date and shared with staff.

[Developed Instructional Continuity Plan \(link\)](#)

Where can we improve?

We need additional practice to ensure that all staff/students understand and can follow the emergency procedures

3.8 - Disaster Plan – Medical Team

This form should be completed by the school Medical Unit Leader. If no such position exists, consider the school nurse or other person who would be assigned to the Medical Unit in a disaster.

Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

Assessment performed by The listed name must be the person who does the assessment.	Date
Aisha Perez	1/15/25

The purpose of this assessment is to assure the campus medical team is prepared for a disaster.

Is there a written procedure for the campus medical team? If no, add "prepare written medical team procedure as suggested action plan. If yes, go to the next question.	Yes
Are there training requirements in the procedure? If no, add training requirements to the suggested action plans. If yes, go to the next question	Yes
Are medical team members trained to the procedure? If no, add training to suggested action plans.	Yes
Is there a list of medical team forms and supplies? If no, add create a list of medical team forms and supplies as a suggested action plan. If yes, go to the next question.	Yes
Are all forms and supplies in place and serviceable? If no, add obtaining required forms and supplies as a suggested action plan.	Yes

What are we doing well? Where can we improve?

A brief statement to highlight assets and/or area(s) of desired change regarding this assessment

What are we doing well?

Pursuant to Ed Code 32282 "a comprehensive school safety plan, and the school safety plan of a charter school, for a school serving pupils in any of grades 7 to 12, inclusive, to include the development of a protocol in the event a pupil is suffering or is reasonably believed to be suffering from an opioid overdose."

UUSD Board Policy states any trained District staff member shall make naloxone hydrochloride or another opioid antagonist available for emergency medical aid to any person suffering, or reasonably believed to be suffering, from an opioid overdose. (Education Code 49414.3)

Superintendent or designee shall train and distribute Narcan Kits to District staff and replace them if used or expired.

The following individuals are trained:

- Aisha Perez, Nancy Butler
- Front office
- 1 two pack box

Where can we improve?

We need train campus proctor, administrator and admin designees.

3.9 – Disaster Plan – Search and Rescue

This form should be completed by the school Search & Rescue Team Leader. If no such position exists, consider a person who would be assigned to the Search & Rescue Unit in a disaster. Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

Assessment performed by	Date
The listed name must be the person who does the assessment.	
Maria Hernandez	1/15/25

The purpose of this assessment to assure the Campus Search & Rescue Team (S&R) has the requisite training and supplies to manage the school during a disaster.

Are there written procedures for the S&R unit? If no, add, "Create Search & Rescue procedures" as a suggested action plan. If yes, answer the next question.	Yes
Are there training recommendations? If no, add creating training recommendations to the suggested action plans. If yes, answer the next question.	Yes
Are S&R team members trained? If no, add obtain training to the suggested action plans.	Yes
Is there a list of S&R forms & supplies? If no, add creating a list to the suggested action plans. If yes, answer the next questions.	Yes
Are forms and supplies in place and serviceable? If no, add search & rescue supplies to the suggested action plans.	Yes

What are we doing well? Where can we improve?

A brief statement to highlight assets and/or area(s) of desired change regarding this assessment

<p>What are we doing well?</p> <p>We have written procedures that are up to date and shared with staff.</p> <p>Where can we improve?</p> <p>We need additional practice to ensure that all staff/students understand and can follow the emergency procedures.</p>

3.10 – Disaster Plan – Reunification Team

This form should be completed by the school Reunification Team Leader. If no such position exists, consider a person who would be assigned to the Reunification Unit in a disaster. Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

Assessment performed by The listed name must be the person who does the assessment.	Date
Yolanda Powers	1/15/25

The purpose of this assessment is to assure the Reunification Team has the requisite training and supplies to manage the school during a disaster or other unusual occurrence.

Is there a procedure for reunification? If no, add, "Create reunification procedures" as a suggested action plan. If yes, answer the next question.	Yes
Is there a list of reunification forms & supplies? If no, add creating a list to the suggested action plans. If yes, answer the next question.	Yes
Are all forms & supplies in place and serviceable? If no, add reunification supplies to the suggested action plans.	Yes

What are we doing well? Where can we improve?

A brief statement to highlight assets and/or area(s) of desired change regarding this assessment

<p>What are we doing well?</p> <p>We have written procedures that are up to date and shared with staff.</p> <p>Where can we improve?</p> <p>We need additional practice to ensure that all staff/students understand and can follow the emergency procedures.</p>

3.11 – Anti-Bullying Procedure

This form to be completed by the school principal or designee.

Assessment performed by The listed name must be the person who does the assessment.	Date
Hector Vasquez	1/15/25

The purpose of this assessment is to assure all staff have met minimum training requirements and to look for trends. Prior to this assessment, review school and school district policy on bullying. Also, when was the last time the school/school district performed a bullying survey? Is it time for a new one?

Is staff sufficiently trained in recognizing/responding to bullying? If “no,” suggest training as an action plan.	Yes
Compare the numbers for the previous three years of bullying reports. Compare reports against survey bullying numbers (if any).	0
Is there an identified trend in bullying reports? Identify trends and consider action plans designed to promote what is working or where improvements can be made.	0

What are we doing well? Where can we improve?

A brief statement to highlight assets and/or area(s) of desired change regarding this assessment

<p>What are we doing well? Staff Bullying training provided through Alludo.</p> <p>According to the Kelvin student survey, 54% of students feel school is a place at which they feel safe.</p> <p>Where can we improve?</p> <p>Consistent identification of students during Tier 2/SST meetings and referral to the wellness center.</p>
--

3.12 –Procedures for Expulsion, Suspension, and School Discipline

This form to be completed by the school principal or designee.

Assessment performed by The listed name must be the person who does the assessment.	Date
Hector Vasquez	1/15/25

Review the numbers/reasons for the previous two years of expulsions.

22/23 = 1 23/24 = 0

Review the numbers/reasons for the previous two years of suspensions.

22/23 = 1 23/24 = 0

Review the numbers/reasons for the previous two years of disciplinary office referrals.

22/23 = 19 23/24 = 10

Do any of these comparisons suggest a trend?

If so, assess what you are doing well or what the challenges are and consider an action plan(s) to promote what is working or address the challenges.

What are we doing well? Where can we improve?

A brief statement to highlight assets and/or area(s) of desired change regarding this assessment.

What are we doing well?

School is working hard at implementing systems and procedures that ensure student safety and a positive school culture.

Where can we improve?

Need to fully implement Ron Clark Academy systems of positive rewards.

Section 3.13 – Procedure to Notify Teachers of Dangerous Students

This form to be completed by the school principal or designee.

Assessment performed by The listed name must be the person who does the assessment.	Date
Hector Vasquez	1/15/25

State law requires teachers of record be notified of students who have been suspended or convicted of any felony and certain misdemeanors. This assessment is to assure you are complying with that law. Review the law here. [\(Link to law\)](#)

Is your school compliant with the law? If these notifications are not happening it is likely that the “fix” needs to come from a level above the school. If you are not making these notifications you should be specific that the District office has been made aware of the matter.	Yes
---	-----

What are we doing well? Where can we improve?

A brief statement to highlight assets and/or area(s) of desired change regarding this assessment

<p>What are we doing well? Standard Operating Procedure for notifying staff using Aeries (asterisks on roster)</p> <p>What can we improve?: Inform staff of the reason for the Aeries notifications at beginning of school year.</p>
--

Section 3.14 – Procedures for Pesticide or Other Harmful Material Spill

All related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

Assessment performed by The listed name must be the person who does the assessment.	Date
Maria Hernandez	1/15/25

The purpose of this assessment is to assure the school is aware of, and taking all reasonable steps to be prepared for, a Hazardous Materials (HAZMAT) incident.

Is there a potential pesticide or harmful material concern within ¼ mile of the school? This information should be provided by the local fire department. Response procedures generally follow evacuation plans or shelter in place plans.	Yes
Does the school have a shelter in place procedure? Shelter-in-place is similar to, but different to a lockdown. You can read about shelter in place here . If you do not have a shelter-in-place procedure, include creating one as a suggested action plan item. If you do have a procedure, answer the following questions.	Yes
Are staff aware of shelter in place and evacuation plans? This requires a simple survey of staff asking if they are aware of the plan?	Yes

What are we doing well? Where can we improve?

A brief statement to highlight assets and/or area(s) of desired change regarding this assessment

<p>What are we doing well?</p> <p>All staff have access to the procedures and they are posted in the classrooms.</p> <p>Where can we improve?</p> <p>We need more practice drills to ensure all staff and students are able to follow the procedures.</p>

Section 3.15 – Procedures for Visitors on Campus

Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

Assessment performed by The listed name must be the person who does the assessment. This can be a group project.	Date
Hector Vasquez	1/15/25

Are there written guidelines for visitors on campus? If no, add “prepare written guidelines for visitors on campus” to action plans.	Yes
Is there sufficient signage guiding visitors? Best practice is to have multilingual signs directing visitors to check in location(s). Additionally, signage should be clear that failing to check in could result in law enforcement being called.	Yes
Are staff and students (age appropriate) trained how to report unidentified visitors on campus? Best practice is to establish a “culture of compliance” related to visitors. Staff and students should instinctively know how to direct or report unidentified visitors	Yes
Conduct a survey Pick a random week and survey the campus to determine if any visitors are on campus that did not follow the procedure. You can use other safety committee members to assist you.	

What are we doing well? Where can we improve?

A brief statement to highlight assets and/or area(s) of desired change regarding this assessment

<p>What are we doing well?</p> <p>Use of Raptor System for checking in all visitors.</p> <p>Where can we improve?</p> <p>Monitoring visitors while on campus.</p>
--

Section 3.16 – Plan for Safe Ingress and Egress

Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

Assessment performed by	Date
The listed name must be the person who does the assessment. This can be a group project.	
Hector Vasquez	1/15/25

An ingress/egress plan is generally a map of the school, created in cooperation with law enforcement, fire department, and neighbors, designating “routine” arrival and departure points as well as emergency departure paths (showing both building evacuation paths, campus evacuation paths, as well as assembly areas.) Although it is not always possible, the ideal arrival plan limits points of access to only those areas that can be monitored by staff and/or cameras that are monitored by staff. An emergency egress plan must take into consideration how locked gates might be opened during an emergency.

Does the school have a written ingress/egress plan? If no, add “Create ingress/egress plan” to the suggested action plans.	Yes
Does the school have a plan to assure exterior gates and doors are locked during school hours? The plan should go beyond requiring gates doors to be locked to include some sort of daily check.	Yes
Is there a plan to assure designated gates can be unlocked to facilitate emergency egress? Check for redundancy in opening locked gates. What if the primary “key holder” was not available?	Yes
Is there sufficient signage directing visitors? If no, add “consider exterior/interior signage” to suggested action plans.	Yes

What are we doing well? Where can we improve?

A brief statement to highlight assets and/or area(s) of desired change regarding this assessment

What are we doing well?

SB 323 (ii) The evaluation of a comprehensive school safety plan... shall include ensuring that the plan includes appropriate adaptations for pupils with disabilities, so that all students have the ability to access disaster safety procedures described in the comprehensive school safety plan

School site teams: Hillside High School has made all needed adaptations for pupils with disabilities. Discussions with SSC and the safety committee are held annually to ensure the site remains up to date.

Where can we improve?

Ensure all Hillside High School staff has keys to unlock all gates in case of an Emergency or evacuation.

3.17 Anti-Harassment Procedure

This form to be completed by the school principal or designee.

Assessment performed by The listed name must be the person who does the assessment.	Date
Hector Vasquez	1/15/25

Are all staff members trained as required in policy? A “no” answer requires a suggested action plan that all staff meet training requirements.	Yes
--	-----

What are we doing well? Where can we improve?

A brief statement to highlight assets and/or area(s) of desired change regarding this assessment

<p>What are we doing well?</p> <p>Training module provided through Alludo (Connect U)</p> <p>Where can we improve?</p> <p>Ensure that staff follow up with the office (referral) when harassment occurs. PBiS procedures being defined.</p>

Section 3.18 – Dress Code – “Gang Related Apparel”

Assessment performed by The listed name must be the person who does the assessment.	Date
Hector Vasquez	1/15/25

Review the current policy, specific to “gang related apparel.”

If the policy does not address gang related apparel, disregard this assessment. If it does, continue.

Conduct a survey

Pick random times during a week and walk the campus specifically looking for violations of this policy. You can ask other safety team members to assist you with this survey.

What are we doing well? Where can we improve?

A brief statement to highlight assets and/or area(s) of desired change regarding this assessment

What are we doing well?

Dress code is posted online, required for parent data confirmations, and all students (including new enrollees) attend a discipline assembly that reviews dress code.

Where can we improve?

Consistent enforcement by all staff.

3.19 – Child Abuse Reporting Procedure

This form to be completed by the school principal or designee.

Assessment performed by The listed name must be the person who does the assessment.	Date
Hector Vasquez	1/15/25

Review your policy, specific to mandatory training.

Are all staff members currently in required training? This information should be available through Human Resources. If “no” add an action plan to have all staff current on this training.	Yes
--	-----

What are we doing well? Where can we improve?

A brief statement to highlight assets and/or area(s) of desired change regarding this assessment

What are we doing well?

Training provided through Alludo (Connect U)

Where can we improve?

Section 3.20 – Existing Resources

Assessment performed by	Date
The listed name must be the person who does the assessment. This can be a group project.	
Hector Vasquez	1/15/25

The law requires safety goals that are specific to the “needs and resources” of that school. This form helps stakeholders accomplish this expectation by establishing a realistic understanding of resources before goals are developed.

Keep in mind “resources” include, but are not limited to funding, volunteerism, and technical support. One of your goals may be to ask parent groups and other partners to set aside funds to accomplish goals. Another goal might be to establish a list of volunteers, including volunteers with specific skill sets, and partners that might be able to furnish the supplies or non-monetary resources. Use a second or third form if needed.

In the “Type” column, “funding” means the group can provide money. “Time” means the group/person can provide time that might be needed for safety projects/programs. An example of “Time” would be parent or other volunteers who agree to walk the exterior of the school from time to time to assure gates and exterior doors are shut and locked.

[illegible]

Step Four – Assets/Suggested Action Plans

<p>3.3 Crime On Campus</p> <p>Physical Social</p>	<p>What we are doing well:</p> <p>(Reference Kelvin School Climate Survey data)</p> <p>Our families and students report that Hillside High School is a welcoming, caring and safe environment. Students make connections with their teachers and as a result gain the self-confidence and drive necessary to reach their graduation goals.</p> <p>Can we improve?: We are refining our PBIS School Wide Expectations, including phone usage during instructional time. We are reviewing integration of Social Emotional Learning into our lessons and daily routine.</p>
<p>3.4 Tactical Response</p> <p>Physical</p>	<p>What we are doing well: We have written procedures that are up to date and shared with staff. We have coordinated with UPD to review "Threats to Campus." All schools utilize a threat assessment process for any threat made to persons or property. The threat assessment team consists of consultation with, at minimum, administration, a school mental health professional, and law enforcement.</p> <p>What can we improve?: We need additional practice to ensure that all staff/students understand and can follow the emergency procedures</p>
<p>3.5 Lockdown</p> <p>Physical</p>	<p>What we are doing well: We have written procedures that are up to date and shared with staff.</p> <p>What can we improve?: We need additional practice to ensure that all staff/students understand and can follow the emergency procedures.</p>
<p>3.6 Disaster Incident Commander</p> <p>Physical</p>	<p>What we are doing well: We have written procedures that are up to date and shared with staff.</p> <p>What can we improve?: We need additional practice to ensure that all staff understand the location of forms, the procedure for completing, and what the response would be in an actual emergency.</p>
<p>3.7 Disaster General</p> <p>Physical</p>	<p>What we are doing well: We have written procedures that are up to date and shared with staff.</p> <p>What can we improve?: We need additional practice to ensure that all staff/students understand and can follow the emergency procedures.</p>
<p>3.8 Disaster Medical</p> <p>Physical</p>	<p>What we are doing well: We</p> <p>have written procedures.</p>

	What can we improve?: We need additional practice.

3.9 Disaster S&R Physical	<p>What we are doing well: We have written procedures that are up to date and shared with staff.</p> <p>What can we improve?: We need additional practice to ensure that all staff/students understand and can follow the emergency procedures.</p>
3.10 Disaster Reunify Physical	<p>What we are doing well: We have written procedures that are up to date and shared with staff.</p> <p>What can we improve?: We need additional practice to ensure that all staff/students understand and can follow the emergency procedures.</p>
3.11 Anti Bullying Social	<p>What we are doing well: Staff Bullying training provided through Alludo (Connect U)</p> <p>What can we improve?: Consistent use of the wellness center to support student interventions.</p>
3.12 Expulsion Susp Discipline Social	<p>What we are doing well: We have very low numbers of bullying, physical altercations or vandalism at Hillside, students respect each other and the campus.</p> <p>What can we improve?: Our referrals are primarily for possession of controlled substances and vaping. We need to have more anti-drug conversations and programs for students.</p>
3.13 Notify of Dangerous Pupils Social	<p>What we are doing well: Standard Operating Procedure for notifying staff using Aeries (asterisks on roster)</p> <p>What can we improve?: Individual notification of teachers</p>
3.14 Pesticide Harmful Material Physical	<p>What we are doing well: All staff have access to the procedures and they are posted in the classrooms.</p> <p>What can we improve?: We need more practice drills to ensure all staff and students are able to follow the procedures.</p>

3.15 Visitors on Campus Social	What we are doing well: Use of Raptor System for checking in all visitors What can we improve?: Monitoring visitors while on campus.
3.16 Safe ingress Egress Physical	What we are doing well: New signage for front office location, single entrance/exit for the parking lot and school. What can we improve?: Ensuring staff has access to unlock the gates in an Emergency or evacuation. Ensuring that the emergency plan is adapted to accommodate students with disabilities.
3.17 Anti Harassment Social	What we are doing well: Training module provided through Alludo (Connect U) What can we improve?: Ensure that staff follow up with the office (referral) when harassment occurs. PBIS procedures being defined.
3.18 Gang Appare l Social	What we are doing well: Dress code is posted online, required for parent data confirmations, and all students (including new enrollees) attend a discipline assembly that reviews dress code. What can we improve?: Consistent enforcement by all staff.
3.19 Child Abuse Reportin g Social	What we are doing well: Training provided through Allude (Connect U) What can we improve?: ID difference between RFA and Abuse reporting with staff at next training.
3.20 Existing Resource s Physical Social	What we are doing well: We work as a staff to identify site needs yearly. What can we improve?: Continue to process.

Step Five - Select and implement strategies for a safe and orderly environment.

Prioritizing the information gathered in Step Four, our team has developed the following goals designed to enhance our efforts at maintaining a safe and orderly environment

Section 5.1 - Component 1 Goal - “People.”

The social climate, people and programs.

Ed Code 32281(b)(1) “Relevant to the needs and resources of that particular school.”

Hillside High School will improve the overall safety of students, staff, and visitors on our campus. We will accomplish this by ensuring all systems and protocols are up to date and communicated via school website, student planners and staff handbooks.

Section 5.1.1 - Action Plans for “People” Goal

Task	Person	Due Date
Inform site staff of systems and procedures	Hector Vasquez	1/15/25
Post information via school website, social media	Angie Baragan	1/15/25
Post information on campus	Nancy Butler	1/15/25

Section 5.2 - Component 2 Goal - “Place.”

The physical environment.

Ed Code 32281(b)(1) “Relevant to the needs and resources of that particular school.”

Hillside High School will address the needs of the physical school grounds to improve the overall safety of students, staff, and visitors on campus. We will accomplish this by using the district provided system to request repairs. In addition, site administration, campus proctor and campus custodian will do daily assessments of the grounds by walking around and making sure everything is safe.

Section 5.2.1 Action Plans for “Place” Goal

Task	Person	Due Date
Post PBIS posters	Angie Baragan	1/15/25
Post information on campus	Nancy Butler	1/15/25

Step Six – Share & adopt the plan

Section 6.1 - Public Meeting

Ed Code 32288 (2) (b) (1) - Before adopting its comprehensive school safety plan, the schoolsite council or school safety planning committee shall hold a public meeting at the schoolsite in order to allow members of the public the opportunity to express an opinion about the school safety plan.

On the indicated date, we shared our plan at a public meeting. The notice of the meeting as well as a list of required invitees is attached to this plan. SSC agenda	Date
	1/28/25

Section 6.2 - Adoption of School Safety Plan

Ed Code 32286(a) Each school shall adopt its comprehensive school safety plan by March 1, 2000, and shall review and update its plan by March 1, every year thereafter.

On the indicated date our Committee met and voted to adopt our school safety plan. The minutes from this meeting are attached to this plan. The plan was then forwarded to the District Officer for approval. SSC minutes	Date
	1/28/25

Step Seven – Revise and evaluate

This plan represents a continual safety process. Stakeholders at our school will continue to evaluate the progress and impact of the listed goals while, at the same time, starting the systematic planning process over again at the beginning of the next school year.

Safety is a process!!

SECTION TWO

Supporting Documents
[Instructional Continuity Plan](#)

https://docs.google.com/document/d/1l8iRloU4j_zQqyZFE6tskCdJ_yaeKsqO/edit?usp=sharing&ouid=105555013812063065812&rtpof=true&sd=true