

# Comprehensive School Safety Plan SB 187 Compliance Document

**2024-25  
School Year**

**School:** Mitchell Community School  
**CDS Code:** 19-65045  
**District:** Sulphur Springs Union School District  
**Address:** 16821 West Goodvale Road  
Canyon Country, CA 91387  
**Date of Adoption:** February 13, 2024

**Approved by:**

Name	Title	Signature	Date
Carol Castillo	Parent, SSC Member	Carol Castillo	02-13-24
Juana Catalan	Parent, SSC Member/ELAC President	Juana Catalan	02-13-2024
Ashley Coulsell	Teacher, SSC Member	on maternity leave	—
Timothy Flapper	Parent, SSC Member	<del>Timothy Flapper</del>	2/13/24
Patricia Frat	Parent, SSC Member	Patricia Frat	2/13/24
Julie Goodrick	Parent, SSC President	Julie Goodrick	2/13/24
Adam Jennings	Other Staff Member, SSC Member	Adam Jennings	2-13-24
Gretchen Lupica	Principal, SSC Member	Gretchen Lupica	2-13-24
Michelle Schmitt	Teacher, SSC Member	Michelle Schmitt	2/13/24
Maddie Stodart	Teacher, SSC Member	Maddie Stodart	2/13/24

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

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

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

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

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

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

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

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. 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.

A copy of the Comprehensive School Safety Plan is available for review at Mitchell Community School office.

### **Safety Plan Vision**

The mission of Mitchell School Community empower students to be responsible citizens in a global society. Through our safety plan, we aim to provide a safe, nurturing, and positive learning environment where all students will learn and achieve their maximum potential. The following Core Values guide our actions, behaviors and experience at Mitchell Community School:

Respect: We believe in treating everyone with compassion and integrity. We value equity and diversity.

Collaboration: We take ownership for our community and work together to problem-solve.

Trustworthiness: We believe in providing an honest and safe environment, in which individuals can be their authentic selves.

Responsibility: We hold ourselves accountable for our work and demonstrate perseverance and problem-solving.

Lifelong-Learning: We have a growth mindset and commit ourselves to continuous improvement.

## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **Mitchell Community School Safety Committee**

Mrs. Gretchen Lupica, Principal  
Mrs. Carol Castillo- Parent  
Ms. Juana Catalan- Parent (ELAC President)  
Mrs. Ashley Coulsell- Teacher  
Mr. Timothy Flapper- Parent  
Mrs. Patricia Frat- Parent  
Mrs. Julie Goodrick- Parent  
Mr. Adam Jennings- Other Employee (School Social Worker)  
Mrs. Michelle Schmitt- Teacher  
Mrs. Maddie Stodart- Teacher

### **Assessment of School Safety**

The safety of the staff and students is a priority at Mitchell Community School.

The following elements are going well at the site:

Evacuation, earthquake and lock down drills are conducted once per month.

Classroom doors are locked at all times during the school day.

The front office has an efficient system for parents picking up a student during the school day, which includes checking ID's. Each child has their own sign out sheet so we can quickly track who signed them out.

The closing of the bus loop to only allow school buses and day care vans has improved safety in and around the bus loop.

Moving the students waiting for valet pick up to inside the fence has provided improved safety after school.

Having a full time School Social Worker on campus has supported student social-emotional needs including individual and whole group sessions.

Monthly safety inspections are conducted by the principal, assistant principal, custodian, and/or custodial supervisor and submitted to the District Office.

Kindergarten students are dropped off and picked up directly from the kindergarten yard. Teachers release students directly to authorized personnel on students' emergency cards.

Privacy screening has been added to the kindergarten yard to improve safety.

The school parking lot is locked between the hours of 7:55AM-8:15AM to avoid morning drop off taking place in the lot.

Additionally, the parking lot is locked for 15 minutes before and after dismissal for pedestrian safety.

Ongoing safety issues are reported to the principal or assistant principal in a timely manner.

The following items require improvement at the site:

Though each building has at least one walkie-talkie, it would be ideal to have one in each classroom.

During morning and afternoon valet, not all parents are adhering to safe traffic laws. Some are making U-turns in the valet line and parking in neighbor's driveways. Additionally, families and students are crossing in the middle of the street. We have given parents several reminders to drive safely and use crosswalks; however, we could use additional support from the Sheriff's Department. We would like the Sheriff's Department to periodically observe traffic patterns during arrival and dismissal in order to ensure that drivers are obeying traffic laws.

We would also like to continue to work on our fire evacuation plan. This includes things such as vehicles blocking the way in the fire zone, having clear access out of the classrooms, specifically the portables. We would also like to have multiple locations to evacuate (through practice in our monthly fire drills) so students and staff become familiar with making accommodations to locale depending on where the impending danger (fire) may be occurring.

Additionally, we have the following other safety factors that need improvement, with the support from the District Office:

We need to work with our District Office to consistently even out and level the grass in our field, including filling in the gopher holes. We need to work with our District to install push bar panic exit gates in all areas of campus (Kinder yard, fence in front of 400 building, office gate, east staff parking lot).

Working with the District Office to install cameras around the campus to increase security.

Installing an additional Knox Box to allow Sheriff Deputies additional and safe access to the campus.

**Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

We will continue to provide training to all employees on the scenarios addressed in the Comprehensive School Safety Plan, as well as on child abuse reporting procedures.

The site council and staff regularly discusses safety and security procedures and make any necessary recommendations and changes.

The Administration continues to gather feedback from all stakeholders on how best to increase safety at the site.

We will work with our PTA to provide assemblies or information sessions for students and families to increase safety.

Staff Parking Lot will continue to remain closed between 7:55AM-8:15AM and 15 minutes before dismissal to 15 minutes after dismissal.

The bus loop will be only for buses and day care vans. No cars or parking will be available.

No Parking, Fire Zone, signs have been placed in the Staff Parking Lot to eliminate the double parking.

Pedestrian Safety Signs and more safety cones are being placed at valet to better control traffic flow on Goodvale.

School and families will regularly communicate with the SCV Sheriff Traffic Department, to request further monitoring of drop off and dismissal behaviors.

Regular safety messages are communicated in the Monday Message on ParentSquare.

When a student is at-risk of harming himself/herself, the District Social Worker and School Psychologist will be notified immediately, in order to conduct a risk and/or threat assessment. Results from the risk and/or threat assessment will determine next steps for support.

When a student is at-risk of harming other students in a life-threatening manner, administration will immediately notify the District's Pupil Personnel Services Department and conduct an investigation, including informing parents. Results from the investigation will determine if the situation should involve local authorities.

In a situation in which we have to evacuate the campus, we will follow the directive from the Fire Department and/or Sheriff's Department on where to assemble. Communication to families will then take place using ParentSquare, the District's mass communication system.

**Campus Security**

Per Board Policy and Administrative Regulation 3515, the following shall be included in the each of the schools Comprehensive School Safety Plans. These procedures shall include strategies and methods to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity. These strategies shall include an analysis of the building security system, lighting system, and campus fencing. Procedures to ensure unobstructed views and eliminate blind spots caused by doorways and landscaping shall also be considered. In addition, parking lot design may be studied, including methods to discourage through traffic.

The ingress and egress plan addressed in this safety plan addresses the security of the school campus perimeter. All schools are regularly assessed on a yearly basis regarding security system, lighting system, and campus fencing.

2. Secure buildings from outsiders and discourage trespassing. These procedures may include requiring visitor registration, requiring staff and student identification tags, and patrolling places used for congregating and loitering.

All visitors are required to register in the front office. The office is the only point of entry for the school site. The District utilizes the Raptor system to scan visitor identification and provide an identification sticker for each visitor.

3. Discourage vandalism and graffiti. These methods may include plans to immediately cover graffiti as well as campus beautification projects and shall also include students and the community in these projects.

In order to mitigate vandalism and graffiti, the District has staff walk the campus each morning in order to be able to quickly address any graffiti issues. The District also has security patrol each school site each night to mitigate the threat of vandalism.

4. Control access to keys and other school inventory.

Each school site checks keys out to employees who sign a form acknowledging responsibility for them.

5. Detect and intervene with school crime. These procedures may include the creation of a school watch program, an anonymous crime reporting system, analysis of school crime incidents, and collaboration and communication with local law enforcement agencies.

Each school site has a school resource officer assigned by the Los Angeles County Sheriff's Department. In addition, the District has security that patrols the campuses at night. Finally, staff and students are encouraged to report any concerns to the front office.

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

As stated in the Board Policy 5141.4 "The Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse."

AR 5141.4 Child Abuse Prevention Reporting Procedures:

##### **1. Initial Telephone Report**

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

Department of Child and Family Services: 1-800-540-4000

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

##### **2. Written Report**

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

The Department of Justice form may be obtained from the district office or other appropriate agencies, such as the county probation or welfare department or the police or sheriff's department.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location, and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The name, address, telephone number, and other relevant personal information about the person who might have abused or neglected the child
- e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

##### **3. Internal Reporting**

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

#### CHILD ABUSE REPORTING PROCEDURES ADVISORY:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)

2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)

3. No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)

### **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

#### **Disaster Plan (See Appendix C-F)**

Disaster Plan:

GENERAL: The dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress, students will look for leadership to those who are normally in an authoritative position. REMAIN CALM, size up the situation and take action based on known facts and plans.

Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise by principal or designee.

A well-prepared and tested plan for prompt and positive protection minimizes injuries and loss of life in a major disaster. In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.

During an emergency period or condition created by disaster occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

Emergency Announcements will be provided on the following radio stations: KHTS AM 1220

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

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.



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

The Sulphur Springs Union School District 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. (Education Code 48900.5)

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student.

Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be specified in administrative regulation. Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

**STUDENT DUE PROCESS:** The board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices and appeals as specified in administrative regulation and law. (Education Code 48911, 48915, 48915.5)

**ALTERNATIVES TO SUSPENSION / OPTIONS:** All schools within the District may establish a suspension program which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District resources.

**REQUIRED PARENTAL ATTENDANCE:** The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

**DEFINITIONS:** Suspension from school means removal of a student from ongoing instruction for adjustment purposes. Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

**NOTICE OF REGULATIONS:** At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980) Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### **GROUNDINGS FOR SUSPENSION AND EXPULSION:**

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or (2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
- k) Disrupted school activities or otherwise willfully defied the valid authority

- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
- s) Aided or abetted the infliction or attempted infliction of physical injury. E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process. E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.

E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils.

#### Expulsion Recommendations – Education Code

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code 48915)

- (a)(1) Causing serious physical injury to another person, except in self-defense. (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION:

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code 48915[c]) Upon finding that the student committed any of these acts, the Board shall expel the student.

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee's concurrence. (Education Code 48915 (c) (5))
2. Brandishing a knife as defined in Education Code 48915(g) at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 – 11058.

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES:

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind (Education Code 48902).

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION:

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### **(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

Whenever a student is identified as violent or dangerous per E.C. 49079 the teacher will be informed by the principal.

The teacher shall keep this information in confidence and must not further disseminate it. However, if the teacher believes that the student is improperly placed (or is an immediate danger) these opinions (and related observations) should be shared with the principal immediately.

The district office also has a responsibility to insure that all appropriate actions are taken to identify, notify and support necessary interventions with regard to violent or dangerous pupils.

The Pupil Services Department notifies Principals at the beginning of each school year of students who were suspended in the prior year. Principals, in turn, notify the current teacher.

#### **NOTICE OF SCHOOL DISRUPTION**

##### **Directive to Leave School Grounds**

Behavior constitutes an unlawful disruption at school in violation of Penal Code §§ 71, 601 and 626.8, Education Code §§ 44810 and 44811, and/or Code of Civil Procedure § 527.8.

#### **Nondiscrimination/Harassment Policy**

Sulphur Springs Union SD | BP 5145.3 Students

##### **Nondiscrimination/Harassment**

The Board of Trustees desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6164.6 - Identification and Education Under Section 504)

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. He/she shall report his/her findings and recommendations to the Board after each review.

(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 1330 - Use of Facilities)  
(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)  
(cf. 6145 - Extracurricular and Cocurricular Activities)  
(cf. 6145.2 - Athletic Competition)  
(cf. 6164.2 - Guidance/Counseling Services)

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)  
(cf. 4119.21/4219.21/4319.21 - Professional Standards)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)  
(cf. 5144 - Discipline)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))  
(cf. 5145.2 - Freedom of Speech/Expression)

#### Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

(cf. 3580 - District Records)

Policy SULPHUR SPRINGS UNION SCHOOL DISTRICT

adopted: September 26, 2018 Canyon Country, California

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

Sexual harassment of any student by any employee, student or other person at school or at any school related activity is prohibited.

The principal and school staff will ensure that students receive age appropriate information related to sexual harassment.

Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation.

They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school.

They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Sulphur Springs Union School District.

Failure to Report: Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

District Complaint Procedure: If a situation involving sexual harassment is not promptly investigated and remedied by the principal or designee, a complaint of harassment may be filed in accordance with the district's Uniform Complaint Procedures or procedures for complaints concerning district employees. The Superintendent or Assistant Superintendent shall determine which procedure is appropriate.

Prohibition Against Retaliatory Behavior: The Sulphur Springs Union School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

**(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

School dress codes are regularly reviewed by the School Site Council and/or School Safety Committee following these Board of Education policies:

**BP 5132: Dress and Grooming**

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program.

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Education Code 212.1)

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

#### Gang-Related Apparel

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

#### Uniforms

The Board may approve a school-initiated dress code requiring students at the school to wear a school uniform whenever the Board determines that such a dress code will promote student achievement, a positive school climate, and/or student safety.

The Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against, or denied attendance to school if their parents/guardians so decide. (Education Code 35183)??The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms. (Education Code 35183)

#### AR 5132: Dress and Grooming

In cooperation with teachers, students, and parents/guardians, the principal or designee may establish school rules governing student dress and grooming which are consistent with law, Board policy, and administrative regulations. These school dress codes shall be regularly reviewed.

The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
2. Appropriate shoes must be worn at all times. Sandals must have heel straps. Flip-flops or backless shoes or sandals are not acceptable.
3. Hats, caps, and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

#### Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff, and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received. As necessary, the school shall collaborate with law enforcement agencies to update definitions of gang-related apparel.

#### Uniforms

In schools that require a schoolwide uniform, the principal, staff, and parents/guardians of the school shall jointly select the specific uniform to be worn. (Education Code 35183)

At least six months before a school uniform policy is implemented, the principal or designee shall notify parents/guardians of this policy. (Education Code 35183)

Parents/guardians shall also be informed of their right to have their child exempted.

The Superintendent or designee shall establish criteria for determining student eligibility for financial assistance when purchasing uniforms.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting. (Education Code 35183)

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

The student day is from 8:15 am to 2:45 p.m. for all students in grades TK-6. Every Wednesday, the student day is from 8:15am - 1:45pm. Minimum Day is 8:15am-12:15pm. Supervision is available at 7:50am. The first bell rings at 8:10am and the tardy bell rings at 8:15am.

- School office hours are 7:30 a.m. to 4:00 p.m.
- Once arriving at school, students are to immediately go to the front office area. Once a student is dropped off, s/he may not leave the campus or loiter outside campus gates.
- Students not participating in after school activities are to leave campus immediately by walking, bus, or by being picked up by an authorized person.
- Students waiting for rides home via automobile need to wait in the designated valet pickup area located in front of the school on top of the stairs under the covered pathway.
- Supervision of students not participating in after school activities ends at 3:00 p.m.
- For morning arrival, the front parking lot bus loop side parking lot is closed to parents (it is only open to school buses and day care vehicles) The side parking lot remains closed from 7:55AM-8:15AM.
- Upon dismissal, the side parking lot is closed to parents for pick up from 15 before dismissal to 15 minutes after the bell rings
- For TK/Kindergarten dismissal, the procedures include one teacher walking students to the bus and valet lines, and the other teachers waiting at the Kindergarten Playground for authorized person to pick up.
- All visitors must check in and sign in at the front office to enter the school property. A legal ID is required for all visitors to sign in.

- All students will be dismissed by teachers at designated dismissal time and with teacher supervision.
- Teachers must be aware of all students that take school transportation and follow the schedule.
- Teachers supervise classes for safe and orderly dismissal.

**CLOSED CAMPUS:** All gates which provide access to classrooms and other rooms, except the main office, remain locked all day. All campus visitors must come through the office to check-in, sign in with valid identification card and obtain a visitor's badge via Raptor which they must wear for the duration of the time they are on campus.

**LEAVING EARLY:** Students must stay on campus from the time of arrival in the morning, during lunch, and after school while waiting for the bus or to be picked up. Students may leave campus during school hours if parents or guardians or persons designated by parents or guardians come to pick them up from school. A written request from a parent or guardian must be submitted if someone other than the parent or someone on the emergency card is going to pick up a child. Persons picking up students during the school day must sign the student out in the front office. They must be at least 18 years of age and provide a valid ID. Under no circumstances should a student leave campus without permission.

**COMING LATE:** If a student is late to class without an approved reason, it is considered a tardy. If a student is late in the morning, he/she must report to the office for a late slip, and then quickly go to class. BP 5113.1 and AR 5113.1.

## **(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

### **Component:**

Positive School Climate

### **Element:**

A school wide behavior and discipline plan has been implemented.

### **Opportunity for Improvement:**

The expectations for students and staff are reinforced on a daily basis.



<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
Ensure that all community members adhere to consistent behavior expectations	Use of common terminology by all staff; Mitchell Core Values	Site Trainings	Principal, Assistant Principal	Tracking of discipline data
Provide support for students' socio-emotional and behavioral needs	Work with District Behaviorist to provide support to students who need additional behavioral support. Conduct Student Success Team meetings for students who need additional support' Offer counseling support to address students' socio-emotional needs Social worker provide classroom instruction	Pre-Referral Intervention Manual	Principal, Assistant Principal, Social Worker	SST meeting notes, Behavior Support Plans, Counseling Referrals, Lesson Plans
Continue implementing the techniques of positive behavior support	Teachers will implement positive behavior support systems in their classrooms Training staff in Positive Behavior Support; Anti - bullying assemblies	Teacher and student materials; PTA Support for Anti Bullying Assemblies; Zones of Regulation, Capturing Kids Hearts, and 2nd Step Curriculum	Principal, Assistant Principal, School Social Worker	Decrease school suspensions and office referrals through monthly attendance reports and review office referrals
Train Noon Supervisors on behavior system	Hold meetings for noon supervisors	Training materials- Zones of Regulation, 2nd Step Curriculum, Capturing Kids Hearts	Principal, Assistant Principals, School Social Worker	Observations Agendas Office referrals
Train Teachers and Instructional Aides on proper procedures in adhering to a student's Behavior Support Plan	Provide training on PD Wednesdays, Grade-Level Meetings, or job-embedded training	Training Materials, webinars	Principal, Assistant Principal, District Behavior Specialist	Behavior Support Plan Success Rate
Implement Eagle Affirmations and Soaring Eagle Slips to recognize students who are demonstrating respect, responsibility, caring and safety	Teachers and staff members will distribute Eagle Affirmations and Soaring Eagle Slips regularly	Eagle Affirmations and Soaring Eagle Slips	Teachers, Staff Members, Noon Supervisors	Decrease of office referrals; number of recognitions

Objectives	Action Steps	Resources	Lead Person	Evaluation
Continue assemblies that highlight and reward students for positive attendance and behavior	Communicate with staff and students requirements for awards Coordinate monthly assemblies Announcing class attendance awards on morning announcements with trophies handed out.	PTA funding for awards	Principal	Attendance reports Behavior referrals

**Component:**

Safe Physical Environment

**Element:**

Safe school environment

**Opportunity for Improvement:**

Ensure the facility is in safe working order

Objectives	Action Steps	Resources	Lead Person	Evaluation
To eliminate unauthorized visitors on campus	All visitors must present ID, sign in at the office and obtain a visitor's badge	Staff, sign in log and sticky badges	Principal, Office Manager	Constant Monitoring Debrief with office staff
Ensure the facility is in safe working order	Conduct monthly and quarterly walk throughs for facility conditions  Submit and monitor facility work orders	District forms	Principal Assistant Principal Custodian Custodian Supervisor District Maintenance Staff	Monthly Walk through reports Work orders
Communicate Safety Plans to the community	Disseminate safe school plans to all stakeholders via parent meetings	Safe School Plan	Principal, Assistant Principal, Safety Committee	Meeting Agendas Minutes from meeting
Ensure a closed campus safe from intruders	Work with Sheriff's Department to conduct threat assessments  Schedule lock down drills  Ensure gate locks are working and used  Attend Active Shooter Training provided by Sheriff's Department	District office training	Principal; Custodian	Feedback from District Office and Sheriff's department
To help all volunteers on campus to understand safety protocols and volunteering expectations	All volunteers must attend a volunteer training each school year	Volunteer training sign in, volunteer "cleared" list, volunteer presentation	Principal Assistant Principal	Volunteer Lists Volunteers following procedures

**Component:**

Disaster Preparedness

**Element:**

School safety

**Opportunity for Improvement:**

Ensure all staff and students are prepared in case of an emergency

Objectives	Action Steps	Resources	Lead Person	Evaluation
To practice monthly safety drills	Debriefing staff after drills to improve practice. Communicating the importance of drills to students.	Staff and students	Principal	Fire drills with debriefing
Ensure that students know what to do in case of a emergencies such as fire, earthquake and lock down	Monthly drills	Disaster drill handbook	Principal, Teachers	Feedback after drills with staff
Ensure supplies are updated every year	Inventory supplies  Implement a process for ordering	Disaster preparedness catalogs District Office	Principal PTA	Inventory List
Ensure that teachers and staff are knowledgeable about their roles in case of emergency	Discuss safety plans at staff meetings Have staff trained in emergency procedures	Site Emergency Disaster Plan District office	Principal, Teachers	Staff meeting agenda; sign in sheet from trainings
Provide training opportunities for staff on their Incident Command Center roles.	Coordinate school wide training with scheduled district disaster trainings	District office trainings	Principal	Meeting agendas; minutes
School Resource officer will provide feedback regarding systems in place	SRO meets with principal and staff for training	Sheriff's Department District Office	Principal	Feedback from drills

## (I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)

### Mitchell Community School Student Conduct Code

**PURPOSE:** The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety.

**GOALS:** We want our students to develop a sense of values and to become: Caring, Honest, Responsible, Well-mannered, Courteous, Respectful, Knowledgeable of right and wrong, Fair, and Positive.

#### BELIEFS:

We believe our rules and procedures will:

- Provide a starting point for behavior and conduct expected.
- Provide a framework of expectations, rewards and consequences so we can be consistent and fair in disciplining students.
- Promote overall school safety and security for each student.
- Demonstrate our agreement and commitment to developing self-disciplined and responsible youth.
- Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the highest possible instructional climate.
- Promote knowledge and teach behavior which will help each student become self-respecting, successful and contributing adults.

PHILOSOPHY: A student's education is dependent upon a "team" effort involving the student, parents and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.

#### EXPECTATIONS FOR STUDENTS:

- Attend school daily and be on time for each class.
- Know and obey school rules and regulations.
- Be courteous and respectful to school personnel, fellow students and the public in general.
- Behave in such a way that it does not disrupt the learning of others.
- Respect public and private property.

#### Conduct Code Procedures

##### EXPECTATIONS FOR PARENTS

- Assure that your child is in school and on time each day.
- Assure that your child is appropriately prepared for school (dress, nutrition and sleep.)
- Be responsible for the child's behavior.
- Teach the child respect for the law and the rights of others.
- Visit your school periodically and participate in conferences as called.
- Know the district, school and classroom rules and regulations and be supportive of your school.
- Help your child to learn self-discipline.

##### EXPECTATIONS FOR TEACHERS

- Provide learning experiences appropriate for each student.
- Consistently enforce classroom rules and district rules and policies.
- Communicate on a regular basis with parents concerning their child's progress.
- Be available to parents for conference.
- Continually improve professional competencies in matters of student control and discipline.
- Develop enthusiasm for learning through experiences that are interesting and relevant to children.

##### EXPECTATIONS FOR ADMINISTRATORS

- Inform students and parents about school district discipline standards.
- Consistently monitor classroom, school and district rules and policies.
- Counsel with students and parents regarding disciplinary matters.
- Provide professional growth experiences which will assist staff in increasing competencies for student control and discipline.
- Provide leadership that will establish, encourage and promote teaching and effective learning.

#### BASIC SCHOOL RULES

- Attend school regularly.
- Be on time.
- Be prepared for class.
- Treat others with respect, care and consideration.
- Promptly obey school authorities without argument.
- Conserve and protect school and private property.
- Engage in activities without "body contact."
- Obey all school, playground, etc. rules.
- Use appropriate language.
- Follow district dress/uniform standards.
- Use class time wisely.
- Work quietly without disturbing others.

- Respect the rights of others.
- Complete all assignments on time.
- Follow other rules which may be adopted in individual classrooms.

#### STUDENT CONDUCT, CONCERNS, AND CONSEQUENCES

- Student conduct which prevents students from learning or teachers from teaching, will not be tolerated.
- We have established clear consequences for behavior that interferes with learning and rewards for positive behavior, to help all students maintain acceptable personal conduct.
- We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in prevention of discipline incidents.
- Students learn that when they violate a school or classroom standard, a consequence will result.
- Disruptive, disrespectful behavior or harassment will not be tolerated.
- Students are not to endanger others, continually disregard rules or repeatedly interfere with others' right to learn.

STUDENTS MAY BE DISCIPLINED FOR THE FOLLOWING REASONS: See Suspension and Expulsion section

#### OTHER CAUSES OF DISCIPLINARY ACTIONS

- Refer to School Handbook

#### CONSEQUENCES

- After rules are taught, student may be counseled by their teacher, aide or administrator for a first and second infraction.
- Parents may be notified in writing and/or telephone call for repeated infractions, by the student's teacher and/or administrator.
- After counseling, students will lose privileges and may receive detention for repeated infractions.
- Continued infractions may require a parent conference with the student's teacher and/or administrator.
- Serious infractions may result in immediate suspension and/or recommendation for expulsion for the student.

POSITIVE REINFORCEMENTS: Incentives are used to promote exemplary student conduct.

#### SCHOOL RULES AND PROCEDURES IMPLEMENTATION RESPONSIBILITIES:

- Basic rules are reviewed with students by classroom teachers at the beginning of each year.
- Basic school rules are sent home each year, in written form, for parental review.
- Students will be held responsible for their conduct.
- Parents will be responsible for providing and supporting an environment that is conducive to their child's/children's success.
- Teachers will cooperate with other staff in enforcing school rules and helping students understand the benefits of choosing behavior that shows respect for other people and property.
- The principal will establish and enforce rules that conform to district procedures and foster safety and good citizenship.

#### EVALUATION AND FEEDBACK METHODS:

- The staff, School Site Council, and the principal will review the school rules and discipline program.
- These groups will consider the impact of the school-wide recognition programs and their effectiveness.
- The number of discipline referrals and suspensions will be reviewed.
- All community members are encouraged to maintain an ongoing dialogue about standards for personal conduct and school safety.

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

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society.

The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate motivated behavior shall immediately contact the teacher and Principal.

Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in BP 5145.9.

A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation.

Students are expected to respect all others while on school grounds or while participating in school activities.

Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

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

A Safety Committee is created each school year.

The purpose of the committee is to review the Safety Plan on a continual basis and make any amendments which are deemed necessary in order to ensure the site is adhering to the highest standards.

The committee meets on a monthly basis and is made up of school staff and parent stakeholders. All changes are brought to the attention of the entire staff at staff meetings and through emails, as well as the parents on the Safety Committee.



**Safety Plan Appendices**

## Emergency Contact Numbers

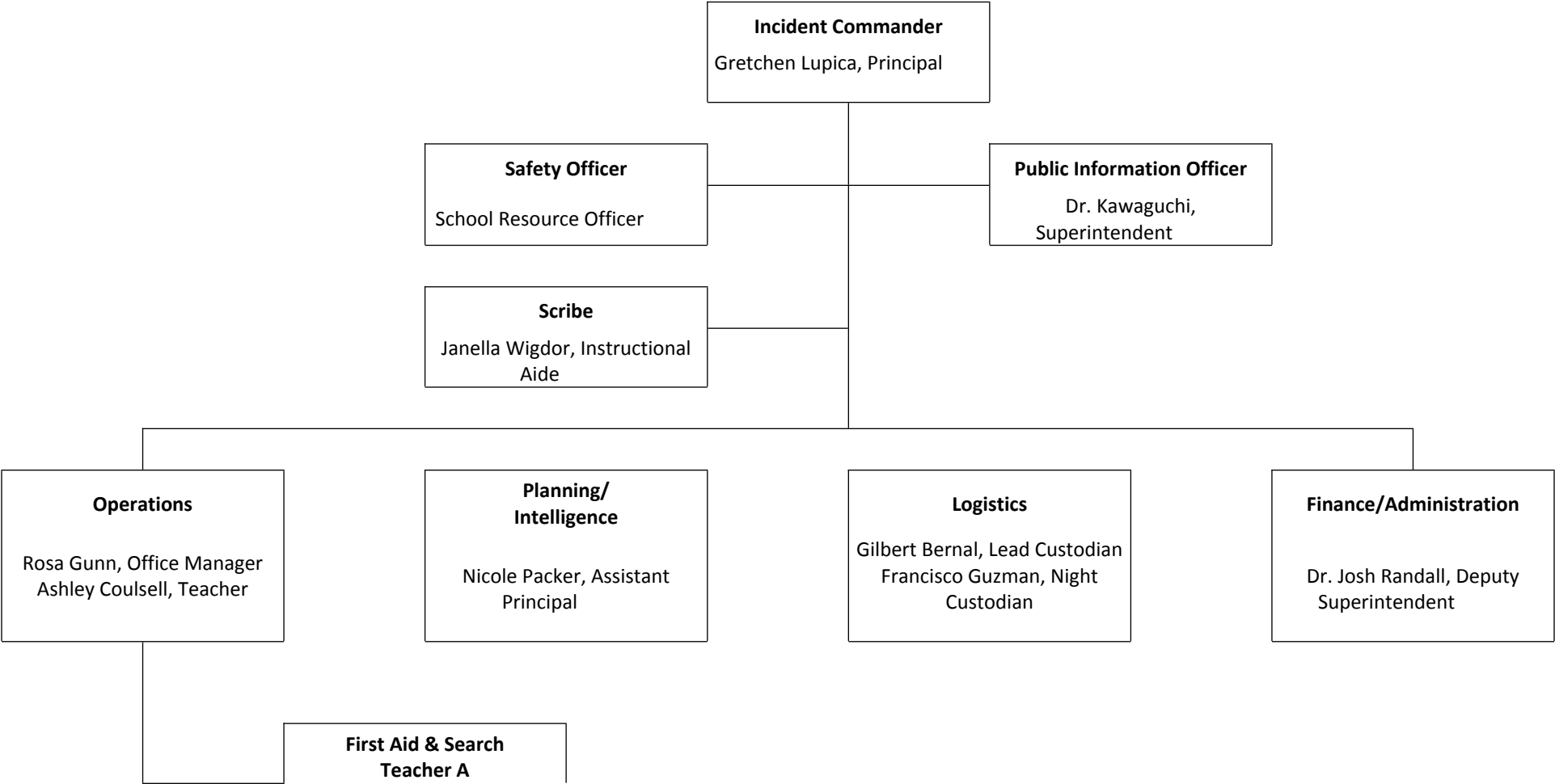
### Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Sheriff's Department	661-260-4000	
Law Enforcement/Fire/Paramedic	Los Angeles County Sheriff's Office	661-260-4000	General Phone Number
Law Enforcement/Fire/Paramedic	Los Angeles County Fire Department	661-250-2710	
Public Utilities	Southern CA Gas	800-427-2200	
Public Utilities	Southern CA Edison	800-655-4555	
Public Utilities	Santa Clarita Water	661-259-2737	
Local Hospitals	Henry Mayo Newhall Hospital	661-253-8000	

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

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
School Site Meeting was held to discuss what the School Safety Plan is and the steps required to create the new School Safety Plan. School Site Council members were given the previous Safety Plan to review and to offer recommendations for changes to be made to the new School Safety Plan. Members were told they would review and offer suggestions in December 2023 and January 2024 and will vote for approval at the School Site Council Meeting on February 13, 2024.	October 10, 2023, 7:30 AM	October 10 SSC Meeting (agenda, sign in sheet and materials, at the end of the document)
Leadership Meeting held to discuss what the School Safety Plan is and the steps required to create the new School Safety Plan. Leadership members were given the previous Safety Plan to review and to offer recommendations for changes to be made to the new School Safety Plan.	October 25, 2023, 7:30AM	October 25, 2023 Leadership Meeting (agenda and materials, at the end of the document)
Leadership Meeting held to discuss recommendations for changes to be made to the new School Safety Plan.	December 6, 2023, 7:30 AM	December 6, 2023 Leadership Meeting (agenda and materials, at the end of the document)
School Site Meeting was held to discuss what the School Safety Plan. School Site Council members offered recommendations for changes to be made to the new School Safety Plan. Members were told they would vote for approval at the School Site Council Meeting on February 13, 2024.	December 12, 2023, 7:30 AM	December 12 SSC Meeting (agenda, sign in sheet and materials, at the end of the document)
School Site Meeting was held to discuss what the School Safety Plan. School Site Council members offered recommendations for changes to be made to the new School Safety Plan. Members were told they would vote for approval at the School Site Council Meeting on February 13, 2024.	January 9, 2024, 7:30 AM	January 9 SSC Meeting (agenda, sign in sheet and materials, at the end of the document)
Leadership meeting held to discuss updates and any other input towards the Safety Plan. Certificated Meeting was held to discuss the previous Safety Plan and the changes that teachers might suggest for this year's plan.	February 7, 2024, 7:30 AM	February 7 Leadership Meeting (agenda and materials, at the end of the document)
Community Meeting (including inviting parent stakeholders) was held to discuss the Safety Plan with community members. The Sheriff's Department was invited, and attended, the Community Meeting for law enforcement input.	February 8, 2024, 11:00 AM	Community Invitation Letters (letters, at the end of the document), Sign in sheet
ELAC members were invited to be shown the Safety Plan to review and to share recommendations to be made to update the new Safety Plan.	February 8, 2024, 11:00 AM	February 8 ELAC Meeting (agenda, sign in sheet and materials, at the end of the document)
School Site Council Meeting with School Safety Committee to approve the Mitchell School Safety Plan.	February 13, 2024, 7:30 AM	February 13 SSC Meeting (agenda, sign in sheet and materials, at the end of the document)
Approval of Plan with Sulphur Springs Union School Board	March 13, 2024, 7:00 PM	

Mitchell Community School Incident Command System



First Aid-  
Marilou Resella  
Arpie Kelikian  
Shelley Spray  
Lori Thompson  
Janella Widgor  
Mindy Alonso

Search and Rescue-  
Maddie Stodart  
Whitney Salerno  
Natalie Cooper  
Jennifer Genovese  
Ali Kane  
Janay Callahan  
Claire Rich  
Michelle Schmitt  
April Buchanan  
Jill Forsberg  
Angelina Hongkham  
Shellie McClain  
Kristine Shaw

**Student Release &  
Accountability  
TeacherB**

Marilou Resella  
Diane Dilley  
Alex Panduro  
Gramm Drew  
Beatriz Grim  
Amy Keawekane  
Viktoria Aschacher  
Jillian Covington  
Michelle Funston  
Lexy Salazar  
Heather Thompson  
Trina Mitchell  
Susan Friedman  
Bree Towles  
Robyn Reimbold  
Sandra Johnson  
Ashley Coulsell  
Renee Caballero

## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

#### **Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

#### **Planning & Intelligence**

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

#### **Operations**

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

#### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

#### **Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.



## **Emergency Response Guidelines**

### **Step One: Identify the Type of Emergency**

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures and should consider modifications as necessary to ensure the health and safety of all personnel during an emergency.

These might include: Earthquake, Hazardous materials, Flooding, Fire, Dam Failure, Transportation Incident (Air, Train, Truck), School Disturbance, School Violence, Terrorism, Tsunami, and Public Health Emergency.

### **Step Two: Identify the Level of Emergency**

Sulphur Springs Union emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

\*Level 1 is a minor incident that is quickly resolved and internal resources or limited help. The District will maintain normal staffing and reporting protocols. At this operational level, the environment is monitored for changes.

\*Level 2 is a more significant emergency that impacts district buildings and or school sites. For level 2 the Emergency Operations Plan (EOP) is activated. The Emergency Operations Center (EOC) will be activated but only those functions that are needed to coordinate and support emergency operations will be activated. The EOC Director will determine the magnitude of the emergency and coordinate its resolution or, if the emergency continues to develop, a Level 3 response will be activated. Other key staff may be alerted, depending on the nature of the emergency.

\*Level 3 is a disaster that involves the entire District, school sites and the surrounding community. At Level 3, the EOP is activated, and the entire District Emergency management organization is activated.

### **Step Three: Determine the Immediate Response Action**

The staff and students response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response services and knowledge of what individuals and groups should do to increase their chances of survival and recovery. Immediate action responses may include: Drop cover and hold, Shelter in place, Lock down, Campus Evacuation, Off Campus Evacuation, and/or All Clear.

### **Step Four: Communicate the Appropriate Response Action**

Based on the Emergency, we would activate members of the Emergency Incident Command System. Pending level of Emergency communication locally is reported to parents by the Connect Ed telephone system. Significant Emergencies are then reported by the District.

## **Types of Emergencies & Specific Procedures**

In regards to the Covid-19 Pandemic, please refer to the Sulphur Springs Union School District Covid-19 Safety Plan and Covid-19 Prevention Program found on the district website at [www.sssd.k12.ca.us](http://www.sssd.k12.ca.us).

### **Aircraft Crash**

1. Call 911 to report the crash. Designate whether private or commercial.
2. Notify the District Office.
3. Establish a Command Post and activate the Incident Command System.
4. Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations.
5. Render first aid as necessary.
6. Take roll and report results to the principal.
7. Assist emergency responders and coordinate activities accordingly.
8. Once civil/military responders have taken charge of the accident area, coordinate the release of students (if necessary) with the District Office.

### **Animal Disturbance**

The children, staff and community members will be moved to a safe area when an animal is present, near, or on campus. A soft lock-down will be called by any staff member who views the wandering animal.

If possible, the campus custodian may assist in securing the animal from harming itself or others.

The animal may be confined to a secured area until it is removed from the campus by animal control.

### **Armed Assault on Campus**

1. Call 911
2. Institute Lockdown - Hard lockdown procedures and shelter in place
3. Remain on Lockdown until "All Clear" is instituted by the Sheriff's Department.

### **Biological or Chemical Release**

1. If you are notified of potentially hazardous release or accident, notify the Superintendent immediately.
2. Render first aid as necessary.
3. Establish a Command Post and implement the Incident Command System.
4. The decision to evacuate the site will be made by the Superintendent based on the recommendations of the principal and/or by competent civil authority.
5. If an evacuation order is imminent, move students and staff to a designated evacuation/shelter area. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
6. Until ordered to evacuate, assume that a "shelter-in-place strategy" will be employed and do the following:
  - A) Direct all students and staff to remain indoors.
  - B) Direct all heating and ventilation systems to be shut down.
  - C) Direct that all windows be closed.

### **Bomb Threat/ Threat Of violence**

1. The receiving person should attempt to keep the caller on the line and complete the form entitled "Bomb Threat Report."
2. Contact the Sheriff's Department and the District Office.

3. Establish a command post.
4. If appropriate, send staff a written message to search their own classroom.
5. If deemed necessary, evacuate. Determine if you will evacuate prior to conducting a search.
6. DO NOT use radios or cellular telephones.
7. An organized search of the campus should be conducted under the direction of the principal or law enforcement agencies.
8. Activate the Incident Command System; Hazard Control Unit.
9. In the event that a suspicious object is located, all personnel should be kept clear of the area until law enforcement agencies have evaluated the conditions.
10. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.

### **Bus Disaster**

The following procedures are for use by bus drivers and appropriate school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school.

This section addresses two possible scenarios involving a bus disaster:

- (1) an earthquake and
- (2) a serious accident or bus fire. It is important to note that drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure children's safety.

#### **Procedure Scenario 1 – Earthquake**

1. Upon first indication of an earthquake, the bus driver should issue Drop, Cover, and Hold procedures to all students on the bus.
2. The bus should be moved away from all power lines, bridges, overpasses, possible landslide conditions, overhanging trees, or other dangerous situations.
3. The bus driver should set the emergency brake, turn off the ignition, and wait for the shaking to stop.
4. The bus driver should check students for any injuries and provide first aid, as appropriate.
5. In the event the bus is disabled, the driver and students should stay in place until help arrives.
6. The bus driver should contact the School Administrator and the District Transportation Manager to report the location and condition of students on the bus.
7. The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
8. If the bus driver is instructed to resume the bus route, the driver should continue to pick students up. Students should only be dropped off if a responsible adult is at the bus stop.
9. If it is impossible to return to school, the bus driver should contact the School Administrator and remain with the children until further instructions are received.
10. The bus driver is responsible for all students who board the bus throughout the emergency.

#### **Scenario 2 – Serious Accident or Bus Fire**

1. The bus driver will park the bus in a safe location with the emergency brake set and the ignition off.
2. In the event of a fire, students and the driver should evacuate the bus immediately and move to a safe location away from the bus and traffic using available barricades (e.g., trees, cars) when available.
3. The bus driver will immediately call 9-1-1 and provide the exact location of the bus and wait for the arrival of emergency response personnel.
4. The bus driver should check students for injuries and provide appropriate first aid.
5. The bus driver should call the School Administrator and the District Transportation Director (refer to the Essential Contacts in the Appendices of this Plan) to report the location and condition of students.
6. The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
7. The bus driver is responsible for accounting for all students throughout the emergency.

## **Disorderly Conduct**

1. Consult with the Sheriff Department and the District to coordinate appropriate protection.
2. Establish a Command Post and an Incident Command System. Notify the Superintendent.
3. Inform teachers and staff of the emergency situation. Initiate a "Hard Lockdown" if required.
4. Do not release staff or students without authorization.
5. Screen all persons entering campus. A government issued picture ID (IE: drivers license) will be required.
6. All students and staff are to remain in their respective classrooms and work areas.
7. Lock all doors and windows and close all window blinds or curtains.
8. Avoid window areas.
9. When the emergency is over, signal all clear.

## **Earthquake**

### **A. INSIDE SCHOOL BUILDING:**

1. The teacher, or staff member in authority, will implement action, "DUCK – COVER AND HOLD." Stay inside building until the shaking stops.
2. Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
3. Do not use telephones.
4. Implement action, "LEAVE BUILDING", when instructed to do so, after the earthquake is over and tremors have subsided. Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.
5. Avoid touching electrical wires and metal objects such as chain link fences.
6. Render first aid if necessary.
7. Take roll and report missing students to principal.
8. The principal/designee is to establish a command post, assess damage, activate search team and activate the incident command system.
9. Activate a buddy system; determine needs of neighboring schools.
10. Principal to request assistance through school district channels.
11. Notify the District Emergency Operations Center of any breaks in utility lines.
12. The superintendent/designee will determine the advisability of closing the school, based on the report of the principal.

### **B. IF OUTSIDE:**

1. Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires and wet areas.
2. The safest place is in the open. Stay there until the earthquake is over.
3. Follow procedures 5 through 12 under "Inside School Building."

### **C. WALKING TO AND FROM SCHOOL:**

1. The safest place is in the open. Stay there.
2. Move away from buildings, utility poles, signs, trees, metal fences and exposed wires.
3. DO NOT RUN! Do "DROP – TAKE COVER."
4. After an earthquake, if on your way TO school, continue to school.
5. After an earthquake, if on your way FROM school, continue home.

### **D. ON SCHOOL BUS:**

1. If possible, the bus driver will pull to the side of the road away from any buildings, poles, and large trees issue command "DROP – TAKE COVER."
2. Turn off ignition and set brakes.
3. Wait until the earthquake is over.
4. If possible, contact dispatch office by radio for instructions.

### **E. HANDICAPPED STUDENTS:**

1. Students with handicap conditions may need special assistance and instruction regarding falling debris. Additional drills may be needed to make certain the procedures are mastered.
2. Each handicapped student's needs should be assessed in relation to the possibility of a disaster and his/her preparedness.

### **Explosion or Risk Of Explosion**

1. DUCK, COVER, AND HOLD command is to be given immediately. Do not approach windows or doors.
2. If the explosion is not in the building, students and staff are to remain at their assigned locations until directed by competent authority.
3. When clear to evaluate/evacuate.
4. If necessary, move to safe assembly areas outside the building and away from the location of the explosion.
5. Render first aid as necessary.
6. Notify authorities (911) and the Superintendent.
7. Activate the Incident Command System.
8. Teachers are to take roll and report missing students to the office.
9. If possible to fight small fires without endangering life, do so.
10. If necessary, notify utility companies of any breaks in their lines.

### **Fire in Surrounding Area**

#### **INITIAL RESPONSE:**

1. Sound the school alarm, wait for announcement to evacuate and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist persons with disabilities during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock, all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office personnel at the command post. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the Superintendent whether further action, such as the EVACUATION OF SCHOOL, should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Fire on School Grounds**

#### **INITIAL RESPONSE:**

1. Sound the school alarm, wait until announcement is made over the intercom to evacuate and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist those with disabilities during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office personnel at the command post. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action, such as the EVACUATION OF SCHOOL, should be implemented.

13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Flooding**

1. Warning of an impending flood would normally be received at the endangered location by telephone from the District Office or from a civil agency (police or fire). If access to the Internet is available, the national weather service supplies current weather information, including severe weather warnings at <http://www.weather.gov/alerts>.
2. Establish a Command Post and communicate with the District Office. The predicted extent of the flood and the amount of time before it arrives will determine the course of action.
3. Keep students indoors until it is determined to be safe.
4. Move students to pre-designated assembly areas if an evacuation is ordered.
5. Teachers are to take roll, complete Disaster Report, and report all missing students to the office.
6. The principal may initiate the following emergency actions:
  - Dismiss school.
  - Leave campus and move to a safe place

### **Loss or Failure Of Utilities**

1. Notify the appropriate utility company and the District Office.
2. Determine if any power, sewer, gas or water lines are down or ruptured on or adjacent to the campus. If so, activate the Incident Command System.
3. Determine if an evacuation is necessary.
4. Use emergency lighting (flashlights) and open window shades to provide as much light as possible.
5. Should the utility failure be for an extended period, make recommendations to and coordinate activities with the District Office.

### **Motor Vehicle Crash**

1. Call 911 to report the crash.
2. Evaluate situation and start first aid where possible.
3. Notify the District Office.
4. Establish a command post as needed.
5. Determine if any staff or students are in immediate danger. If necessary evacuate location to move away from crash.
6. Consult with District Office and Emergency personnel for further direction and coordinate activities as needed.

### **Psychological Trauma**

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies may result in the following conditions:

- Temporary disruption of regular school functions and routines
- Significant interference with the ability of students and staff to focus on learning
- Physical and/or psychological injury to students and staff
- Concentrated attention from the community and news media. As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff.

Procedure:

1. The School Administrator will contact the District Superintendent to establish a Crisis Intervention Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The District Superintendent will determine whether a District Emergency Operation Center activation is necessary to support school site Crisis Intervention Team operations.
3. The Crisis Intervention Team will assess the range of crisis intervention services needed during and following an emergency.
4. The Crisis Intervention Team will provide direct intervention services for students and staff.
5. The School Administrator, District Superintendent, and Crisis Intervention Team will work together to determine when and how school functions should be restored.
6. The Crisis Intervention Team should provide ongoing assessment, if needed, as well as follow-up services, as required.

### **Student Disturbance**

A riot, fight, protest, or unauthorized assembly intended to disrupt the orderly operation of the school.

### **Suspected Contamination of Food or Water**

The following procedure should be followed if any school staff member reports suspected contamination of food or water. This procedure applies where there is evidence of tampering with food or packaging, observation of suspicious individuals in proximity to food or water supplies, or if the school is notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, or taste, and/or multiple persons with unexplained nausea, vomiting, or other illnesses.

Procedure:

1. Upon indication of suspected contamination, the School Administrator will work with appropriate school staff to isolate the suspected food/water. Access should be restricted to the contaminated area to prevent consumption of food/water.
2. The School Administrator should call 9-1-1, District Superintendent, Child Nutrition Services and Los Angeles County Public Health.
3. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
4. School medical personnel should assess the need for medical attention and provide first aid, as appropriate.
5. The School Administrator and school staff will make a list of all potentially affected students and staff along with their symptoms, the food/water suspected to be contaminated, and the quantity and description of products consumed. The list should be provided to responding authorities.
6. The School Administrator should work with local authorities and District Superintendent to determine necessary follow-up actions, including the need to notify other potentially affected schools in the District.
7. The School Administrator and District Superintendent will work with Los Angeles County Public Health to determine when normal school operations can resume.
8. The School Administrator will ensure that parents are notified of the incident, as appropriate.

### **Unlawful Demonstration or Walkout**

The administrator will contact the District Superintendent for direction.

**Emergency Evacuation Map**



Sulphur Springs Union School District  
Mitchell Community School SSC Meeting  
Date: February 13, 2024  
**MINUTES**

x	Gretchen Lupica	Principal	x	Carol Castillo	Parent (1 <sup>st</sup> yr.)
	Ashley Coulsell	Classroom Teacher (1 <sup>st</sup> yr.)	x	Juana Catalan	Parent (2 <sup>nd</sup> yr.)
x	Adam Jennings	Other–School Social Worker (1 <sup>st</sup> yr.)	x	Timothy Flapper	Parent (1 <sup>st</sup> yr.)
X	Michelle Schmitt	Classroom Teacher (2 <sup>nd</sup> yr.)	x	Patricia Frat	Parent (2 <sup>nd</sup> yr.)
X	Maddie Stodart	Classroom Teacher (1 <sup>st</sup> yr.)	x	Julie Goodrick	Parent (2 <sup>nd</sup> yr.)
<b>Guest(s) Name:</b> NONE					

Item	Description/Actions	Meeting Summary
1. Call to Order	Julie Goodrick- SSC President	Meeting called to order at 7:33 AM by Julie Goodrick- SSC President
2. Roll call of members/ SSC Introductions	Julie Goodrick- SSC President	Roll call of members: Ashley Coulsell was not present. (she is on maternity leave)
3. Approval of Agenda	Julie Goodrick- SSC President	Patricia Frat motioned for approval of the agenda. Adam Jennings seconded. All Ayes at 7:33 AM.
4. Reading and approval of the minutes	Julie Goodrick- SSC President	Patty Frat motioned to approve minutes this month. Maddie Stodart seconded at 7:33 AM
5. Report of committees/principal report/Informe del informe del director  Principal's Report :	Julie Goodrick- SSC President Adam Jennings- Gretchen Lupica- Principal	A: Julie Goodrick shared notes from the January meeting. College of the Canyons presented. It was directed towards those with older children as it was directed towards junior high and high school as it spoke about college credits. The CA Dashboard was discussed, similar to what was shared at our previous School Site Council meeting. Dr. Kawaguchi shared Many Families One Community information. Refer to Parent Square for all the information regarding the event.

<p>A. PAC/PTA</p> <p>B. Great Kindness Challenge</p> <p>C. Principal's Report</p> <p>a. School Safety Plan</p> <p>b. Trimester 1 Data</p> <p>c. Attendance Updates</p>		<p>PTA Information- No new information to share, there is a meeting today, February 13 please join so we make quorum so we can make motions.</p> <p>B: Great Kindness Challenge- The Great Kindness Challenge went awesome. There was at least 50% participation with completing their checklist. We noticed that the behaviors were down and kindness was up. It was a true community effort.</p> <p>C: Principal's Report</p> <ol style="list-style-type: none"> <li>a. ELAC- The ELAC meeting and Coffee with the Principal were scheduled along with the Community Meeting for last week. No parents showed up for ELAC or Coffee with the Principal.</li> <li>b. The School Safety Plan has been discussed and shared with leadership. There were no further changes made by the leadership meeting. At the Community Meeting, 3 Sheriffs came to the meeting. They were present for over an hour to discuss the safety plan for Mitchell. During the meeting they asked about cameras at the school site. They asked that we have a Liaison who will be ready to assist if there is a need for the Sheriff to come to the campus. This includes having a radio so that teachers can be communicated with for directions. They also stated that each building should have the building number on the top so a helicopter can assist. Also, the buildings should have the building number around each corner so they can be easily identified. The KnoxBoxes were looked at for safety. They asked that an updated map be placed in the box, along with multiple sets of keys so that there can be more than one Sheriff assisting the school. The suggestions were placed in the School Safety Plan. Mrs. Lupica also plans to meet with Dr. Randall and Dr. Kawaguchi to share the ideas presented as all sites would benefit from these changes. The Sheriff also emailed a school threat and vulnerability assessment to complete to see where other areas might need to be updated or modified.</li> <li>c. iReady results and LST pre and post testing showed growth. The iReady scores have traditionally been aligned closely to the SBAC scores, so we are excited to see that growth continue on both assessments. Mrs. Lupica showed the data quickly from the Board Presentation that will happen at the school site on Wednesday, February 28<sup>th</sup>.</li> <li>d. Attendance rates have declined over the course of this school year. Though the school has tried to bring incentives in to the school to motivate students to come to school, it is difficult to have high attendance rates. On the rainy day, there were 119 absences at Mitchell, and the pattern was similar across the district. Carol Castillo shared that she is an attendance clerk in Saugus School District and they are seeing the same thing in their schools. She asked if our school offers independent studies to those who have been out for 3 days or more. Mrs. Lupica shared that we will offer it to people after absences if they plan to be out longer, but we cannot back date it. She also shared that unfortunately we have offered them to people, they accept, but then don't complete it, so it still counts as an absence.</li> </ol>
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6. Public Comment	Julie Goodrick- SSC President	None
7. Action Items:	Julie Goodrick- SSC President	<p>Vote on the School Safety Plan.  Patricia Frat moved to approve the School Safety Plan. Michelle Schmitt seconded. All ayes.</p> <p>Mrs. Lupica shared that the School Board will next approve the plan at a future board meeting date.</p>
8. Future Agenda Items	Julie Goodrick- SSC President	Beginning to plan the SPSA for 2024-2025 school year at the next meeting.
9. New Business	Julie Goodrick- SSC President	None
10. Adjournment	Julie Goodrick- SSC President	Julie Goodrick called for Adjournment at 8:05 AM