

# Comprehensive School Safety Plan

## 2024-2025 School Year

**School:** Mountain View High School  
**CDS Code:** 43696094334728  
**District:** Mountain View-Los Altos Union High School District  
**Address:** 3535 Truman Ave.  
Mountain View, CA 94040-4559  
**Date of Adoption:** February 26, 2025  
**Date of Update:** February 14, 2025  
**Date of Review:**  
- with Staff 03/05/2025  
- with Law Enforcement 03/03/2025  
- with Fire Authority 03/05/2025

**Approved by:**

Name	Title	Signature	Date
Dr. Esmeralda Ortiz	Board President		
Mr. Eric Volta	Superintendent		

## Table of Contents

Comprehensive School Safety Plan Purpose.....	4
Safety Plan Vision.....	4
Components of the Comprehensive School Safety Plan (EC 32281).....	5
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	7
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	7
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines.....	9
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	9
(E) Sexual Harassment Policies (EC 212.6 [b]).....	9
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	11
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2).....	12
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2).....	12
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5).....	20
(K) Hate Crime Reporting Procedures and Policies.....	22
(J) Procedures to Prepare for Active Shooters.....	23
Procedures for Preventing Acts of Bullying and Cyber-bullying.....	24
Opioid Prevention and Life-Saving Response Procedures.....	24
Response Procedures for Dangerous, Violent, or Unlawful Activities.....	24
Instructional Continuity Plan.....	24
Safety Plan Review, Evaluation and Amendment Procedures.....	25
Safety Plan Appendices.....	26
Emergency Contact Numbers.....	27
Safety Plan Review, Evaluation and Amendment Procedures.....	28
Mountain View High School Incident Command System.....	29
Incident Command Team Responsibilities.....	31
Emergency Response Guidelines.....	32
Step One: Identify the Type of Emergency.....	32
Step Two: Identify the Level of Emergency.....	32
Step Three: Determine the Immediate Response Action.....	32

Step Four: Communicate the Appropriate Response Action .....32

Types of Emergencies & Specific Procedures.....34

- Aircraft Crash .....34
- Animal Disturbance.....34
- Armed Assault on Campus .....34
- Biological or Chemical Release.....34
- Bomb Threat/ Threat Of violence .....34
- Disorderly Conduct .....34
- Earthquake .....34
- Explosion or Risk Of Explosion .....34
- Fire in Surrounding Area .....34
- Fire on School Grounds .....35
- Flooding .....35
- Loss or Failure Of Utilities .....35
- Motor Vehicle Crash .....35
- Psychological Trauma.....36
- Suspected Contamination of Food or Water .....36
- Tactical Responses to Criminal Incidents .....36
- Unlawful Demonstration or Walkout.....36

Emergency Evacuation Map.....37

## **Comprehensive School Safety Plan Purpose**

Effective January 1, 2019, Assembly Bill 1747 (Rodriguez), School Safety Plans, became law. This bill requires that during the writing and development of the comprehensive school safety plan (CSSP), the school site council or safety committee consult with a fire department and other first responder entities in addition to currently required entities. It requires the CSSP and any updates made to the plan to be shared with the law enforcement agency, the fire department, and the other first responder entities.

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 [www.MVLA.net](http://www.MVLA.net).

## **Safety Plan Vision**

We will provide a physically and emotionally safe learning environment for our students where they will be respected and cared for as they learn and achieve. By focusing on proactive measures and collaboration, the plan ensures a nurturing environment that supports both personal growth and academic success.

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

### Mountain View High School Safety Committee

Kip Glazer, Principal

Daniella Quiñones, Assistant Principal

Mike Mathiesen, Associate Superintendent Business Services

### Assessment of School Safety

#### I. Results from Student and Staff Satisfaction Surveys

California Healthy Kids Survey Mountain View High School Secondary 2024-2025 Main Report

#### Emotional Safety

81% of MVHS 9th graders and 78% of MVHS 11th graders feel safe when they are at school.

71% of MVHS 9th graders and 61% of MVHS 11th graders feel happy to be at this school.

69% of MVHS 9th graders and 73% of MVHS 11th graders feel that there is a teacher or some other adult that really cares about them.

85% of MVHS 9th graders and 84% of MVHS 11th graders feel that there is a teacher or some other adult that always wants them to do their best work.

66% of MVHS 9th graders and 66% of MVHS 11th graders feel that there are interesting activities that they can participate in at school.

#### Bullying and Harassment

86% of MVHS 9th graders and 93% of MVHS 11th graders have not experienced harassment on school property due to their race, ethnicity, or national origin.

91% of MVHS 9th graders and 98% of MVHS 11th graders have not experienced harassment on school property because they are gay, lesbian, or bisexual or someone thought they were.

97% of MVHS 9th graders and 98% of MVHS 11th graders have not experienced harassment on school property because you are an immigrant or someone thought they were.

97% of MVHS 9th graders and 99% of MVHS 11th graders have not been threatened with harm or injury while on school property.

70% of MVHS 9th graders and 88% of MVHS 11th graders have not been made fun of, insulted, or called names on school property.

81% of MVHS 9th graders and 88% of MVHS 11th graders have not had other students spread mean rumors or lies, or hurtful pictures, about you online, on social media, or on a cell phone.

#### Alcohol, Vapes and Drug Use

95% of MVHS 9th graders and 94% of MVHS 11th graders have not been offered, sold, or given an illegal drug while on school property.

100% of MVHS 9th graders and 98% of MVHS 11th graders have not consumed alcohol on school property in the last 30 days.

100% of MVHS 9th graders and 98% of MVHS 11th graders have not smoked, vaped, eaten, or drank marijuana on school property in the last 30 days.

100% of MVHS 9th graders and 96% of MVHS 11th graders have not in their lifetime gotten drunk or high on school property.

100% of MVHS 9th graders and 100% of MVHS 11th graders have not smoked a cigarette on school property in the last 30 days.

100% of MVHS 9th graders and 99% of MVHS 11th graders have not vaped a tobacco product on school property in the last 30 days.

#### Mental Health and Suicidal Ideation

23% of MVHS 9th graders and 24% of MVHS 11th graders have felt chronic sadness or hopeless feelings in the past 12 months.

9% of MVHS 9th graders and 8% of MVHS 11th graders have seriously considered attempting suicide in the past 12 months.

#### Number of Suspensions

2019-20 27

2020-21 2

2021-22 44

2023-24 32

#### Number of Expulsions

2019-20 0

2020-21 0

2021-22 0

2023-24 0

#### Crime Statistics – Number of Incidents

2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Theft/Vandalism	7	9	2	1	5
Fighting	18	8		26	22
Dangerous Objects	4	0	1	1	8
Controlled Substance	29		17	0	5
Tobacco Possession	5	0		0	2
Obscene Language	3	3	0	0	2
Disruptive/Defiant	66		32	0	7
Other	1		17	1	27
Total	138	86	4	69	79

#### Referrals to Alternative Education

2019/20	2020/21	2021/2022	2022/23	2023/24
Moffett Independent Studies		7	9	6
Middle College		17	21	18
Terra Bella/Pine Hill North		9	10	10
AVHS		10	8	13

#### Attendance Data

2019/20	2020/21	2021/22	2022/23	2023/24
---------	---------	---------	---------	---------

# Unexcused Abs	31,191	33,669	30,234	27,687	28,074
# Excused Abs	78,569	29,614	104,664	93,183	105,891

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

District/Campus Safety Strategies and Programs Education Code 32282 (a) 2 (A)-(J)

As written in MVLA Board Policy 5142, The Board of Trustees recognizes the importance of providing a safe school environment that is conducive to learning and helps ensure student safety and the prevention of student injury. The Superintendent or designee shall implement appropriate practices to minimize the risk of harm to students, including, but not limited to, practices relative to school facilities and equipment, the outdoor environment, educational programs, and school-sponsored activities.

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

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

According to MVLA Board Policy 5141.4, The Board of Trustees is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect. The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

The district's program also may include age-appropriate curriculum in sexual abuse and sexual assault awareness and prevention.

Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction.

The Superintendent or designee shall, to the extent feasible, seek to incorporate community resources into the district's child abuse prevention programs and may use these resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

The Superintendent or designee shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.

District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

The Superintendent or designee shall provide training regarding the duties of mandated reporters.

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

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

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

In MVLA Board Policy 3516, The Board of Trustees recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The district shall take all reasonable steps to prevent and/or mitigate the impact of a disaster on district students, staff, and schools.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which contains routine and emergency disaster procedures, including, but not limited to, earthquake emergency procedures, and adaptations for individuals with disabilities in accordance with the Americans with Disabilities Act. Such procedures shall be incorporated into the comprehensive school safety plan. MVLA will provide necessary accommodations to address the needs of students with disabilities during disaster assemblies up to and including isolated “quiet zones” staffed by teachers and ERMHS therapists.

In developing the disaster preparedness plan, the Superintendent or designee shall involve district staff at all levels, including administrators, district police or security officers, facilities managers, transportation managers, food services personnel, school psychologists, counselors, school nurses, teachers, classified employees, and public information officers. As appropriate, he/she shall also collaborate with law enforcement, fire safety officials, emergency medical services, health and mental health professionals, parents/guardians, and students.

The plan shall comply with state-approved Standardized Emergency Management System (SEMS) guidelines established for multiple-jurisdiction or multiple-agency operations and with the National Incident Management System.

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

District employees are considered disaster service workers and are subject to disaster service activities assigned to them.

The Superintendent or designee shall provide training to employees regarding their responsibilities, including periodic drills and exercises to test and refine staff's responsiveness in the event of an emergency. In response to this, the school implements the following measures:

- Fire Drills: Twice-yearly fire drills are conducted to practice evacuation procedures and ensure readiness in the event of a fire emergency. Each drill is followed by a debriefing session to evaluate performance, identify areas for improvement, and integrate those insights into plans for future drills.
- Earthquake Drill: An annual earthquake drill prepares students and staff for seismic events including school evacuation.
- Run, Hide. Defend Drill: Ongoing collaboration with the Mountain View Police Department includes planning for and conducting a low-intensity run, hide (and barricade), defend drill. Our partnership with the MVPD also strengthens our crisis response plans and ensures alignment with law enforcement best practices.
- Emergency Tools and Resources: Classrooms are equipped with basic emergency necessities, such as food, water, and first aid supplies, as well as window coverings to enhance security during emergencies.
- Ongoing Hazard Assessments and Systems Maintenance: Conduct regular evaluations to identify and address potential safety hazards on campus and ensure all safety systems, including door locks, alarms, and communication tools are fully functional and meet standards.

These measures reflect a proactive approach to safety, ensuring that we are prepared for various emergency scenarios while continuously improving our protocols to create a safer school environment.

The Mountain View High School Crisis Response plan is included in the appendices, and accomplishes the following:

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

Provides emergency contact information for MVHS staff in Appendix B.1: Site Staff Emergency Contacts – Confidential.

Provides emergency contact information for Crisis Response/Community Emergency Contacts in Appendix B.2.

Describes the ICS structure for the district crisis response team in Appendix B.3: MVHS Incident Command System.

Defines specific evacuation procedures for the MVHS school site developed with considerations and necessary accommodations for students with physical disabilities in Appendix B.4: Campus Emergency Evacuation Plans.

Provides guidance for emergency response to a variety of potential hazards and incidents, including duck and cover procedures following an earthquake in Appendix C: Emergency Response Guidelines and Appendix D: Types of Emergencies & General Procedures.

### **Earthquake and Multi-hazard Emergency Procedure System**

MVLA Administrative Regulation 3516.3 describes the district's policies for establishing an earthquake emergency procedure system and defines several key procedures including alignment with SEMS and NIMS, a definition of drop procedures and a list of response activities to occur during and immediately following an earthquake.



### **Adaptations for Students with Disabilities**

MVLA recognizes the need to provide for adequate evacuation procedures for students/staff/visitors with disabilities. All evacuation sites are accessible in accordance with ADA guidelines. Second floor classrooms are equipped with evacuation chairs and second-floor staff are trained on their use during annual drills. The site also provides necessary accommodations to address the needs of students with disabilities during disaster assemblies up to and including isolated "quiet zones" staffed by teachers and therapists.

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

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

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

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

Through MVLA Board Policy 5144.1 and 5144.2, the Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction. Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct.

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

For campus-specific guidelines for suspension and expulsion of students, including behavior that may result in suspension or expulsion on the first offense, please refer to student and parent handbooks distributed to all students at the start of each school year. Current versions will be available for review alongside this comprehensive safety plan in the district office.

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

Additional code reference: Education Code 49079

As described in MVLA Board Policy 4158: The Board of Trustees desires to provide a safe and orderly work environment for all employees. As part of the district's comprehensive safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for providing necessary assistance and support when emergency situations occur.

Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. As appropriate, the Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace.

The Superintendent or designee may pursue legal action on behalf of an employee against a student or his/her parent/guardian to recover damages to the employee or his/her property caused by the student's willful misconduct that occurred on district property, at a school or district activity, or in retaliation for lawful acts of the employee in the performance of his/her duties.

The Superintendent or designee shall ensure that employees receive training in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques, procedures for responding to an active shooter situation, and crisis resolution.

The Superintendent or designee may make available at appropriate locations, including, but not limited to, district and school offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

The Superintendent or designee also shall inform teachers, in accordance with law, of crimes and offenses committed by students who may pose a danger in the classroom.

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

(E) Discrimination, Harassment and Bullying Policies

Additional code reference: Education Code 200-262.4

A comprehensive prohibition of discrimination and harassment across all district programs and activities is identified in MVLA Board Policy 0410, which states that the Board of Trustees is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on 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; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

District programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

The Superintendent or designee shall annually review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures.

MVLA Board Policy 5145.3 states that 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.

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.

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.

As written in MVLA Board Policy 5145.7, the Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

#### Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures. Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account. Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

MVLA Board Policy 5131.2 explicitly prohibits bullying by stating that no individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

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

Additional code reference: Education Code 35183

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

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

#### **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 dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

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

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

Through a collection of Board Policies, Mountain View Los Altos High School District has established procedures to ensure the Safe Ingress and Egress of students, parents, and school employees to and from school. The list below shows applicable board policies and administrative regulations and how they contribute to this safety component:

BP 5142: describes a collection of policies and procedures to ensure student safety and details procedures to enhance pedestrian safety. Included in policy language; "To assist students in safely crossing streets adjacent to or near school sites, the Board may employ crossing guards and/or establish a safety patrol at any district school. The Superintendent or designee shall periodically examine traffic patterns within school attendance areas in order to identify locations where crossing assistance may be needed."

BP 5131: holds students accountable for conduct not only on campus but also on their way to and from school.

BP 5131.7: prohibits the possession of weapons, imitation firearms or dangerous instruments of any kind with specific reference to times where students are on their way to or from school.

Each school site will also identify emergency evacuation routes identifying locations where students may assemble in response to fire, earthquake, bomb threats or other similar hazards. A map showing emergency evacuation procedures for each campus is included in Appendix B.4: District/Campus Emergency Evacuation Plans.

In addition to the safety measures defined above, student safety will also be ensured through the control of the ingress and egress of campus visitors as defined in MVLA Board Policy 1250:

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during non-instructional time.

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session.

The principal or designee may provide a visible means of identification for all individuals who are not students or staff members while on school premises.

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

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

#### **Component:**

HIGH PRIORITY CONCERNS AND NEEDS

#### **Element:**

Findings based on Data Review, Student and Staff Surveys, Observations, Annual Board Review, WASC Report and Goals

#### **Opportunity for Improvement:**

GOAL #1

Safe Physical Climate Goal:

Our schools are a source of pride in our community with safe, clean and healthy facilities where our students can learn, achieve and thrive.

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>1.) Identify and address/secure critical facility vulnerabilities and hazards</p>	<p>a) Evaluate effectiveness and address challenges of the access control system as its implementation is expanded with new Construction upgrades.</p> <p>b) Evaluate effectiveness of alarms, bell systems, and fire code compliance and address identified weaknesses.</p> <p>c) Update all facilities maps and hazard response materials to include new buildings on campus.</p> <p>d) Promote and implement the new WeTip anonymous tipline on the MVHS website to report suspicious or alarming information</p>	<p>IT, Verkada Command</p> <p>RGM Kramer Construction Team</p> <p>Staff/room clipboards and Google Folder with hazard response information</p> <p>Campus Safety Team</p>	<p>Facilities Coordinator, Director of IT, AP of Facilities, RGMK Construction Manager, MVHS Facilities Coordinator</p>	<p>Access Control challenges will be reduced to 0 by the 25-26 school year.</p> <p>Concerns will be reviewed and strategies will be developed to address each as needed.</p> <p>MVLA IT will work with RGM Kramer to address access control system issues as they arise.</p> <p>New campus maps will be posted to the MVHS website and shared with Staff.</p>
<p>2.) Identify and address surveillance camera needs and/or security devices in/or around school property to reduce the incidents of theft, violence, bullying, and vandalism as measured by discipline reports. Integrate our camera system with our Access Control system for keyless card entry.</p>	<p>a.) Work with the IT Director to evaluate the effectiveness of current cameras and make adjustments or add more where we notice holes.</p> <p>b.) Work with IT to integrate Access Control system to Verkada camera network and issue Staff appropriate credentials.</p> <p>c.) Install vaping/smoking/loud noise detectors in locker rooms and bathrooms to deter vaping.</p>	<p>IT, DO, Verkada and Admin evaluate cameras</p>	<p>Administration team</p> <p>IT Director</p> <p>AP of Facilities</p>	<p>Concerns will be reviewed and strategies will be developed to address each need.</p>

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>3.) Identify and address traffic flow and pedestrian safety concerns</p>	<p>a.) Continue to participate in the City of MV Safe Routes to School Committee cyclist and pedestrian safety and traffic management.  b.) Work with the construction company to address changes in traffic flow and student/staff safety needed due to ongoing construction.  c.) Communicate with parents via Kip’s Tips and Social Media about safer transportation to school.  d.) Broadcast safe commuting messages to students.  e.) Have staff, safety liaisons and MVPD help navigate traffic a few times before and after school.  f.) Staff crossing guards at Truman and Bryant Avenues.</p>	<p>City of Mountain View Safe Routes to School Committee  RGM Kramer Construction  Campus Safety &amp; Instructional Aides as Crossing Guards</p>	<p>City of Mountain View  AP of Facilities</p>	<p>Crosswalk installed at the Bryant Ave/Brower Ave/Back parking lot intersection to provide students a safe place to walk/bike into/out of school.</p> <p>No idling signs installed in the pick up/drop off areas.</p> <p>Transportation to MVHS document sent via Parent Square each August/September.</p> <p>Communication reminders to families to drive safely and be alert for our students’ safety.</p>

Objectives	Action Steps	Resources	Lead Person	Evaluation
4. Strengthen and practice crisis response plans	a.) Revise crisis response plans to include the new buildings and construction changes as they occur. b.) Collaborate with staff, Leadership Team, School Site Council, and District Office to assess and revise campus crisis response plans. c.) In coordination with public safety partners, review and update campus crisis response plans and revise emergency response charts for classrooms. d.) Provide site staff and faculty training on emergency response procedures. E) Train administration on the use of the remote "lockdown" button for all access control doors.	MVPD and MVFD  AP of Facilities	AP of Facilities	Annual review and update of site plans.  Development and installation of emergency response chart for classrooms.  Fire drills, earthquake, and lock-down exercises will be logged by site administration.

**Component:**

HIGH PRIORITY CONCERNS AND NEEDS

**Element:**

Findings based on: Data Review, Student and Staff Surveys, Observations, Annual Board review, WASC Report & Goals

**Opportunity for Improvement:**

GOAL #2

Safe Social Climate Goal:

Our students and staff thrive together in an environment of mutual respect, personal accountability and a commitment to excellence.



Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>1.) Increase awareness of drug/vape prohibitions on campus and decrease use of vaping or other drugs on campus</p>	<p>a.) Implement an on-line course for students who are caught vaping on campus as part of a restorative justice disciplinary approach.  b.) Communicate regularly with families regarding vaping behaviors and access to resources.  c.) Research and install vape detectors or heat sensors  d.) Add anti-vaping/tobacco signage in all bathrooms.  e.) Work with ASB to develop and implement strategies to support student engagement with reinforcement of healthy behaviors.  f.) Expand teacher adoption of MINGA to monitor hall passes for students.</p>	<p>Vape Detectors/heat sensors  Signage for restrooms  Understanding Vaping and E-cigarettes online course for students  Substance Abuse Prevention Webinar for all students during Tutorial  MINGA</p>	<p>Principal; Assistant Principals  PTSA  ASB  District Coordinator  Wellness</p>	<p>Decrease of vaping on campus as seen in discipline records.  Decrease number of student truanancies  Decrease the number of minutes that students take breaks outside the classroom</p>

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>2.) Improve student’s sense of school spirit, celebration of diversity and sense of belonging.</p>	<p>a.) Bulletin Board beautification.  b.) Hang vision statement and MVLA student profile in every classroom.  c.) Hang new banners around campus with new MVHS logo.  d.) Update information regularly on bulletin boards around campus to publicize events.  e.) Outreach to the clubs to increase school spirit and support.  f) Leverage the installation of field lights to increase student participation in school events, show school spirit and build an overall sense of community.</p>	<p>Signage, Banners, Posters   Flags   Field lights</p>	<p>Administration   Custodial Team   District Office   Associated Student Body (ASB)   MVHS Parent Booster Groups</p>	<p>Increase visual appearance of our school vision and school spirit.   Increase student participation in Culture Week events   Increase student participation in MVHS Football home games.   International Flags and Pride Flag hung in 700 Quad</p>

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>3.) Increase awareness of mental health resources available</p>	<p>a.) Communicate availability of proactive and responsive mental health and wellness services to students, staff, and the community, including the new Spartan Spot Wellness Center.  b.) Collaborate with Ambassadors to promote Mental Health Awareness Week for each semester.  c.) Add signage with QR codes to more public areas, including restrooms, about how to access mental health support.  d.) Continue offering parents and teachers training on mental health and reducing anxiety.  e.) Strengthen communication regarding health and wellness related course offerings during Advisory Week.  f.) Increase opportunities to engage students in health and wellness including but not limited to Tutorial presentations.  g.) Advertise parent education webinars/presentations hosted by the MVLA Speaker Series.  h.) Offer parent workshops/presentations to immigrant families to decrease the stigma of mental health and build awareness.  i.) Partner with outside agencies to increase the number of resources available to students and family.</p>	<p>Mental health and wellness related guest speakers and presenters   ASB &amp; Ambassadors student programs   Monthly Spartans PAUSE events   PTSA   LPO/ELAC   MVLA Speaker Series   Partnerships with CASSYS / CHAC   Youth Community Services (YCS)   MVLA /CSA Social Worker   Care Solace   Stanford Teen Health Van   SEL professional learning and training opportunities for staff and students (MissionBe Mindfulness Training, Sown to Grow SEL curriculum)</p>	<p>MVLA Wellness Team   District Wellness Coordinator   AP of Student Services and Wellness</p>	<p>Increased awareness of mental health resources, including students accessing the Spartan Spot and participating in Spartan Pause.   Increase number of events with student participation hosted by Spartan Spot.   Increased student access to mental health resources, including students accessing the Spartan Spot, our campus wellness center.   Increased parent and student participation in mental health-related events, including biweekly wellness and psychoeducational presentations and workshops in the Spartan Spot..</p>
<p>Comprehensive School Safety Plan</p>		<p>19 of 37</p>		<p>3/6/25</p>

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

### **Mountain View High School Student Conduct Code**

#### **Conduct Code Procedures**

Additional code references: Education Code 35291 and 35291.5

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

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

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats
2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption
3. Conduct that disrupts the orderly classroom or school environment
4. Willful defiance of staff's authority
5. Damage to or theft of property belonging to students, staff, or the district

The district shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.

6. Obscene acts or use of profane, vulgar, or abusive language
7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs
8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose (Penal Code 417.27) Prior to bringing a laser pointer on school premises for a valid instructional or school-related purpose, a student shall obtain permission from the principal or designee.
9. Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code 48901.5)
10. Plagiarism or dishonesty on school work or tests
11. Inappropriate attire
12. Tardiness or unexcused absence from school
13. Failure to remain on school premises in accordance with school rules

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or an administrator for further investigation.

#### **Search and Seizure**

When a school official suspects that a search of a student or his/her belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

The Board of Trustees is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, school officials may search students, their property, and/or district property under their control and may seize illegal, unsafe, or otherwise prohibited items.

The Board urges that employees exercise discretion and good judgment. When conducting a search or seizure, employees shall act in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee shall ensure that staff who conduct student searches receive training regarding the requirements of the district's policy and administrative regulation and other legal issues, as appropriate.

#### Individual Searches:

School officials may search any individual student, their property, or district property under their control when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.

Any search of a student, their property, or district property under their control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

Employees shall not conduct strip searches or body cavity searches of any student. (Education Code 49050).

Searches of individual students shall be conducted in the presence of at least two district employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

#### Searches of Multiple Student Lockers/Desks:

All student lockers and desks are the property of the district. The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned.

When a student uses any prohibited device, or uses a permitted device in any unethical or illegal activity, a district employee may confiscate the device. The employee shall store the item in a secure manner until an appropriate time.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or co-curricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

MVLA Board Policy 5144 describes standards for discipline and provides administrative guidance for the consequences of misconduct:

The Board of Trustees is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and achievement and desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent/guardian involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

The Superintendent or designee shall develop effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

In addition, the Superintendent or designee's strategies for correcting student misconduct shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required or permitted by law or when other means of correction have been documented to have failed.

School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal.

Seclusion and behavioral restraint are prohibited as a means of discipline and shall not be used to correct student behavior except as permitted pursuant to Education Code 49005.4 and in accordance with district regulations.

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan. At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively and equitably implement the disciplinary strategies adopted for district schools, including, but not limited to, knowledge of school and classroom management skills and their consistent application, effective accountability and positive intervention techniques, and the tools to form strong, cooperative relationships with parents/guardians.

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety and connectedness to the school community, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.

Additional Board Policies are listed below, which describe overarching discipline standards for specific areas of concern. Violation of these items will result in student referral to campus administration at the minimum and may lead to suspension or expulsion. These include:

Gang prevention; restrictions on student behavior, gestures, apparel or paraphernalia indicative of gang affiliation. MVLA Board Policy 5136

Weapons; prohibition of any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms or dangerous instruments of any kind in school buildings, on school grounds or buses, or at school-related or school-sponsored activities away from school, or while going to or coming from school. MVLA Board Policy 5131.7

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

Board Policy (BP) 5145.9 addresses hate-motivated behavior in schools, aiming to foster a safe, respectful, and inclusive learning environment. The policy outlines measures to prevent, address, and respond to behaviors motivated by hostility toward a person's personal or cultural characteristics

The Board of Trustees is committed to providing a safe learning environment that protects students from discrimination, harassment, intimidation, bullying, and other behavior motivated by a person's hostility towards another person's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. The Superintendent or designee shall design strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior to the extent possible, and address such incidents if they occur.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. Such collaborative efforts shall focus on ensuring an efficient use of district and community resources, developing effective prevention strategies and response plans, providing assistance to students affected by hate-motivated behavior, and/or educating students who have perpetrated hate-motivated acts.

The district shall provide students with age-appropriate instruction that includes the development of social-emotional learning, promotes their understanding of and respect for human rights, diversity, and acceptance in a multicultural society, and provides strategies to manage conflicts constructively.

As necessary, the district shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

The Superintendent or designee shall ensure that the rules prohibiting hate-motivated behavior and procedures for reporting a hate-motivated incident are provided to students and parents/guardians.

The Superintendent or designee shall provide staff with training on recognizing and preventing hate-motivated behavior and on effectively enforcing rules for appropriate student conduct.

#### Complaint Process

A student or parent/guardian who believes the student is a victim of hate-motivated behavior is strongly encouraged to report the incident to a teacher, the principal, or other staff member.

Any staff member who is notified that hate-motivated behavior has occurred, observes such behavior, or otherwise becomes aware of an incident shall immediately contact the principal or the compliance officer responsible for coordinating the district's response to complaints and complying with state and federal civil rights laws. As appropriate, they shall also contact law enforcement.

Any complaint of hate-motivated behavior shall be investigated and, if determined to be discriminatory, shall be resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures. If, during the investigation, it is determined that a complaint is about nondiscriminatory behavior, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

#### **(J) Procedures to Prepare for Active Shooters**

In case of a SHOOTING OR INTRUDER on campus

1. We will announce there is an active shooter on campus over the PA system. If known, the location of the shooter will be given.
2. Staff will implement the OODA loop practiced in Staff Trainings -- Observe, Orientate, Decide and Act. Each Staff member will determine if it is safe to run, or hide/barricade. If it is deemed safer to run, then run off campus. After reaching a safe location, call the police (911) and tell them your location.
3. If a Staff member determines that it is not safe to run, then they will stay in your classroom, office, or building, and lock and barricade your doors.
  - a. Lock classroom door.
  - b. Close blinds.
  - c. Turn off lights.
  - d. DO NOT dismiss students.
  - e. Use furniture to barricade doors.
  - f. Have students get down below window level.
  - g. Students should be kept quiet to avoid attracting attention.
  - h. DO NOT ALLOW cell phone use. Tell students to turn off phones to prevent noise and save battery. Emphasize cooperation in the Emergency.
4. If you are on the athletic fields and it is not safe to run, students should lay down, then flee off campus when safe.
5. Teachers/Students who are not in a class should run if it is safe. If it isn't safe, then they should shelter in the nearest indoor area - or lay down.
6. Call office or 9-911 ONLY IF you have first-hand information about the incident.
7. Keep your phone clear in case we need to call you.
8. Tell students that in an event of an evacuation, they will be leaving their backpacks and that they must stay together as a group when evacuating. Police may have people evacuate with hands up and NO bulges on the body (this is for your protection).
9. DO NOT respond to a fire alarm.
10. Respond ONLY to a public safety officer or Incident Commander to resume normal activity or evacuate.
11. Use anxiety reducing techniques with people, such as deep breathing and simple games, to keep them calm during the incident.

## **Procedures for Preventing Acts of Bullying and Cyber-bullying**

### **Opioid Prevention and Life-Saving Response Procedures**

#### **OPIOID OVERDOSE**

This procedure addresses situations involving the immediate administration of Narcan (Naloxone). Staff and students are trained in the administration of Narcan each year. Narcan is available in several places on campus including classrooms, offices, locker rooms and Campus Safety. In conjunction with the administration of Narcan, 911 is called immediately.

### **Response Procedures for Dangerous, Violent, or Unlawful Activities**

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

Upon discovery or witness of a criminal incident, all students will immediately notify a staff member or other adult on campus. Adults will immediately notify the front office or an administrator.

The Principal or designee will initiate one of the following processes:

If there is an existing or imminent threat to the safety of students, call 911 and the district office, then immediately activate an appropriate emergency response procedure according to the "big four" action responses (Shelter in Place, Run, Hide, Defend, Evacuation, Earthquake).

Await the arrival of emergency responders and follow their instructions as they will have incident command during these types of incidents.

If there is no longer an immediate threat but a criminal incident (or non-violent criminal incident) has recently occurred while students are on campus then contact the Mountain View Police Department using the non-emergency dispatch number and request assistance with an in-person response

Notify the district office, including maintenance if any facility repair is necessary

Await the arrival of emergency responders and coordinate a unified command to ensure the safety of students and school personnel, property and the environment.

If the criminal incident occurred while no students were present, such as but not limited to vandalism on the weekend, then notify the Mountain View Police Department using the non-emergency dispatch number to request support.

Notify the district office, including maintenance if any facility repair is necessary

Follow the instructions of the dispatch operator or other law enforcement representative. This could include filing a criminal report by phone or using an online system.

### **Instructional Continuity Plan**



## Safety Plan Review, Evaluation and Amendment Procedures

The Mountain View Los Altos High School District comprehensive safety plan will be reviewed, evaluated and amended (if necessary) in November of each school year.

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

An updated file containing all safety related plans and materials are available for public inspection in the Mountain View Los Altos High School District Office. Documentation of this meeting, which may include the meeting agenda, minutes and copies of materials provided for the plan presentation, will be filed alongside the plan and recorded in Appendix A: Safety Planning Process.

### Safety Plan Appendices

#### Protected Information

The preceding Comprehensive School Safety Plan is a public document to be available for review in the district office at any time during regular business hours, as mandated by Education Code 32282 (e). However, some appendices within this section may include proprietary information that shall not be released to the general public including personal contact information for staff members, detailed security procedures for campus crisis response and campus vulnerability assessment information.

As protected under Education Code Section 32281, the California Public Records Act (Government Code 6254 parts c and aa) and/or prescribed by MVHS Administrative Regulation 1340, the following items will be identified as "Confidential", reviewed only in a closed session of the MVHS Board of Trustees and withheld from public release of the Comprehensive District Safety Plan:

Any appendices that include tactical responses to criminal incidents that may result in death or serious bodily injury at the school site.

Any appendices containing personnel information that the disclosure of which would constitute an unwarranted invasion of personal privacy.

(Further detail on protected information is also defined in GC 6254.3.)

Any appendices prepared to assess district and/or school site vulnerabilities to terrorist or other criminal acts intended to disrupt student instruction or safety.

As described in Education Code 32281(f)(1), the school district may elect not to disclose those portions of the comprehensive school safety plan that include "tactical responses to criminal incidents." And according to procedures developed by the Department of Homeland Security and defined in DHS Management Directive 11042.1, the following items will be designated "For Official Use Only (FOUO)", will be reviewed only in a closed session of the MVHS Board of Trustees and released only for official safety assurance or crisis response use:

Any appendices containing detailed crisis response information that, if disclosed, would undermine plans or procedures designed to protect students from harm by revealing safety strategies such as but not limited to critical communications systems, crisis response facilities (i.e. command post, staging areas, etc), and supplies storage.

**Safety Plan Appendices**

## Emergency Contact Numbers

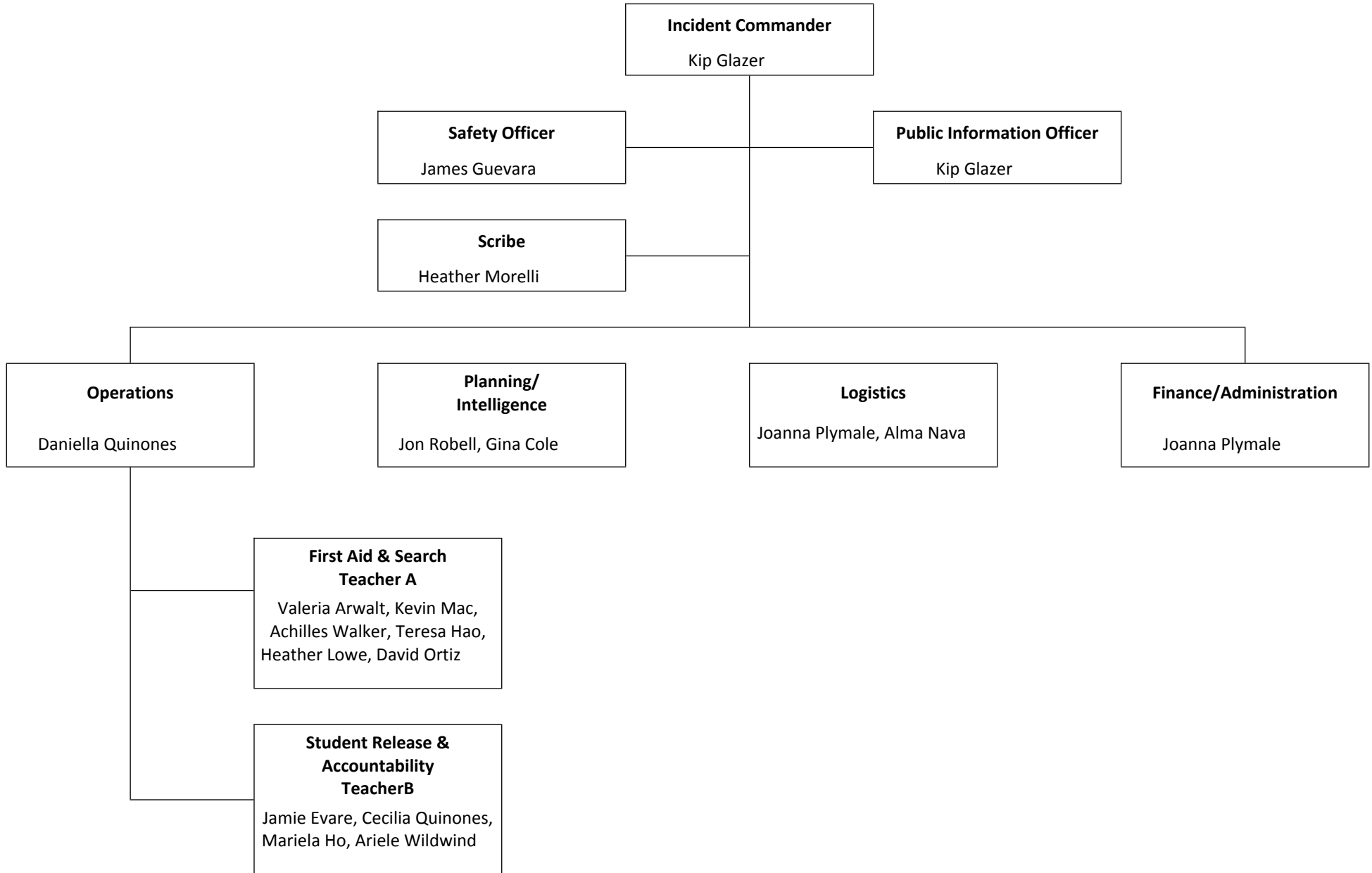
### Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
School District	Mountain View High School	[REDACTED]	Dr. Kip Glazer
School District	Mountain View High School	[REDACTED]	Daniella Quinones
School District	Mountain View High School	[REDACTED]	Heather Morelli
School District	Mountain View High School	[REDACTED]	Jon Robell
School District	Mountain View High School	[REDACTED]	Marti McGuirk
Public Utilities	PG&E	800-743-5000	Gas leak/Electrical
Public Utilities	SCC Irrigation District	408-265-2600	Irrigation, Water, Canals, etc.
American National Red Cross	American Red Cross	877-727-6771	
City Services	Child Welfare Services	6540-493-1186	24 hour reporting
Law Enforcement/Fire/Paramedic	MV Fire	650-903-6395	Non Emergency

### 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)
Safety plan reviewed and approved by Site Council at it's annual spring meeting	02/26/2025	Zoom

**Mountain View High School Incident Command System**





## **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

The first response to an emergency is to determine the type of emergency that has occurred. Procedures for 18 different types of emergencies are listed in the following section.

### Step Two: Identify the Level of Emergency

The second step in responding to an emergency is to determine the level of the emergency. For schools, emergency situations can range from a small fire to a major earthquake. To assist schools in classifying emergency situations, there is a three-tiered rating below:

Level 1 Emergency: A minor emergency that is handled by school personnel without the assistance from outside agencies, e.g., a temporary power outage, a minor earthquake, or a minor injury in the play yard.

Level 2 Emergency: A moderate emergency that requires assistance from outside agencies, such as a fire or a moderate earthquake, or a suspected act of terrorism involving a potentially hazardous material, e.g., "unknown white powder."

Level 3 Emergency: A major emergency event that requires assistance from outside agencies such as a major earthquake, civil disturbance or a large-scale act of terrorism. For Level 3 emergencies, it is important to remember that the response time of outside agencies may be seriously delayed.

### Step Three: Determine the Immediate Response Action

Once the type and extent of an emergency have been identified, school personnel can determine if an immediate response action is required. The most common immediate response actions initiated during school emergencies are:

Duck & Cover: Students and staff protect themselves by crouching under a table, desk, or chair until the danger passes.

Shelter in Place: Students and staff are kept indoors in order to isolate them from the outdoor environment. The heating and air conditioning system may also shut down.

Run, Hide (barricade), Defend: After determining the proximity of the threat on campus, such as an intruder, teachers direct student to the appropriate course of action: running away from the threat, hiding and barricading your doors if the threat is too near, and defending from the intruder under lock down if necessary.

Evacuate Building: Students and staff are escorted outside to an assembly area if it has been determined that it is too dangerous to remain indoors.

Evacuate Campus: Students and staff are escorted to an off-site assembly area if it has been determined that it is too dangerous to remain on campus.

All Clear: Notification is given that normal school operations should resume.

### Step Four: Communicate the Appropriate Response Action

Once the type of immediate response action is determined, the incident commander must inform the site's staff which response action to take. The most appropriate method of communication depends on the response action selected. When announcing what response to take, avoid codes, jargon, or any other potentially confusing vocabulary. Be calm, direct, and clear in your announcements.

Duck & Cover: Immediately use the site's school-wide communication system to instruct students and staff to protect themselves by moving into a "duck & cover" position by crouching under a table, desk, or chair until the danger passes. (Follow PA script.) Time is the most urgent matter with this response action as the emergency may take place before the announcement can be made.

However, do not assume that all members of the site are already in a "duck & cover" position. Make the announcement even if the immediate crisis has passed.

Shelter in Place: Immediately use the site's school-wide communication system to instruct students and staff that they are to stay indoors until further notice, even if the heating and air conditioning system is disabled. (Follow PA script.)

Run, Hide, Defend: Immediately use the site's school-wide communication system to instruct staff to use their training skills and assess the proximity of the threat on campus, such as an intruder, and determine the appropriate course of action: running away or proceeding to locking and barricading all doors. (Follow PA script.)



If hiding is the safest, proceed to lock and barricade your doors: For Staff members who determine that hiding is the safest, use the site's school-wide communication system to instruct staff to lock all exterior doors, to close any open windows, and to keep students as far away as possible from any windows until further notice. (Follow PA script.) If internet access is available, Administration will press the remote lockdown button for all access control doors on campus. Student Services Building Staff should consult Lockdown map to hide in nearest safe zone.

Evacuate Building: Immediately use the site's fire alarm bell system to notify students and staff that they are to proceed to the site's outside assembly area. (Follow PA script.)

Evacuate Campus: Immediately use the site's fire alarm bell system to notify students and staff that they are to proceed to the site's outside assembly area. From there, notify staff and students using a bullhorn that it has been determined that it is too dangerous to remain on campus. Provide instructions on how staff and students will be relocated. (Follow PA script.)

All Clear: Use the site's school-wide communication system to notify staff and students that normal school operations should resume.

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

### **Aircraft Crash**

The Principal or designee will initiate appropriate actions, which may include Duck & Cover, Shelter-in-Place, Evacuate Building, or Evacuate Campus depending on the nature of the accident, the location of damage, and the existence of any chemical and/or fuel spills.

### **Animal Disturbance**

This procedure should be implemented when the presence of a coyote, mountain lion, or any other wild animal threatens the safety of students and staff. The Principal or designee will initiate appropriate actions, which may include sheltering in place or evacuating the building.

### **Armed Assault on Campus**

This involves one or more individuals who attempt to take hostages or cause physical harm to students and staff. Such an incident may involve individuals who possess a gun, a knife or other harmful item. The Principal or designee will decide the appropriate response, which may include Shelter-in-Place, Run Hide Defend, or evacuation.

### **Biological or Chemical Release**

This is an incident involving the discharge of a biological or chemical substance in a solid, liquid, or gaseous state. Such incidents may also include the release of radioactive materials. Common chemical threats within or adjacent to schools include the discharge of acid in a school laboratory, an overturned truck of hazardous materials in proximity of the school, or an explosion at a nearby oil refinery or other chemical plant. The following indicators may suggest the release of a biological or chemical substance: Multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing. Other indicators may include the presence of distressed animals or dead birds. The Principal or designee will initiate appropriate actions, which may include Shelter-in-Place or Evacuate Building.

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

This occurs upon the discovery of a suspicious package on campus grounds or receipt of a threatening phone call that may or may not present a risk of an explosion. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call 911. The person answering the threat call should ask the questions listed on the "Bomb Threat Checklist" below. In coordination with law enforcement, the Principal or designee will initiate appropriate actions, which may include Duck & Cover, Shelter in Place, or Evacuation.

### **Disorderly Conduct**

This involves a student or staff member exhibiting threatening or irrational behavior who does not have a weapon. The Principal or designee will initiate appropriate actions, which may include Shelter-in-Place, evacuate building, or evacuate campus..

### **Earthquake**

Earthquakes occur without warning and may cause minor to serious ground shaking, damage to buildings, and injuries. It is important to note that even a mild tremor can create a potentially hazardous situation. The Principal or designee will initiate appropriate actions, which may include Duck & Cover, evacuate building, or evacuate campus.

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

This involves an explosion on school property, the risk of an explosion on school property, an explosion or risk of explosion near the school, or a nuclear explosion involving radioactive materials. The Principal or designee will initiate appropriate actions, which may include Duck & Cover, Shelter-in-Place, evacuate building, or evacuate campus.

### **Fire in Surrounding Area**

This procedure addresses the situation where a fire is discovered in an area adjoining the school. The initiated response actions should take into consideration the location and size of the fire, its proximity to the school and the likelihood that the fire may affect the school. After calling the local fire department in an effort to determine the seriousness of the fire, the Principal or designee will initiate appropriate actions, which may include Shelter-in-Place, evacuate building, or evacuate campus.

### **Fire on School Grounds**

This procedure addresses situations where a fire is discovered on school grounds. A quick response to this situation is very important to prevent injuries and further property damage. Upon discovery of a fire, teachers or staff will direct all occupants out of the building, signal the fire alarm, and report the fire to the Principal or designee. The Principal or designee will immediately initiate the evacuation of the building. If the size of the fire is beyond the control of staff on site, call 911 for immediate assistance from the fire department.

### **Flooding**

This applies whenever storm water or other sources of water inundate or threaten to inundate school grounds or buildings. Flooding may occur as a result of prolonged periods of rainfall, where the school would have sufficient time to prepare. Alternatively, flooding may occur without warning, as a result of damage to water distribution systems, or a failure of a nearby man-made dam. The Principal or designee will initiate appropriate actions, which may include Shelter-in-Place, evacuate building, or evacuate campus.

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

This addresses situations involving a loss of water, power or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines. The Principal or designee will initiate appropriate actions, which may include Shelter-in-Place or evacuate building. In the event of the extended loss of power, the Principal or designee in conjunction with the District Office Superintendent or designee will call for an evacuation of campus up to and including student release.

Our schools have emergency materials and supplies including water, snacks, and first aid kits on site that can be used if needed. We have back-up communication systems that allow principals and District staff to receive and send emergency information. In the event of a school closure due to a power outage, we will notify students, families, and staff with as much advance notice as possible using our mass communications system as well as posting on our website. It is important that MVLA has current parent, guardian, and emergency contact information in our student information system so that you can be notified. Please contact your school's office to update your contact information if it has changed.

Please note, power outages may not impact all schools within our district at the same time. In this case, only the schools with power outages will be closed.

#### **General Procedures in a Power Outage:**

Unless otherwise specified by the district superintendent, the campus shall remain open during regular hours and, if safe to do so, classes/work shall operate as normal. It is the expectation that all staff remain on-site until otherwise directed.

All persons shall avoid unnecessary movement throughout the campus and buildings to avoid injury resulting from slips, trips, or falls. During regular business hours, there is typically sufficient natural light to safely remain in place for a period of time.

Each campus shall assess where staff and students shall relocate to if they are in an area with no natural light. As certain areas of a building are more appropriate than others to occupy during a power outage, safe areas must be identified and utilized (rooms with natural light, close proximity to washrooms, centralized area for communication purposes).

Each campus should consider storing the following supplies in case of an extended power outage: flashlights, battery powered radios, extra batteries, warm blankets, hand sanitizer and some drinking water. These items/batteries should be inspected during the regular campus inspections to ensure they are present and in good working order.

School phones require power and internet connection. The principal/site supervisor and staff members shall consider alternate forms of communication if main telephone lines are unavailable, such as cell phones or two-way radios.

Communicate with parents/guardians that the phones are not working and establish, through the district mass communication system and website, end of day procedures regarding safe departures.

### **Motor Vehicle Crash**

This procedure addresses situations involving a motor vehicle crash on or immediately adjacent to school property. Given the nature of the crash, there may also be a danger from a fuel spill, which should be considered when deciding which action(s) to take. The Principal or designee will initiate appropriate actions, which may include Duck & Cover, Shelter-in-Place, Evacuate Building, or Evacuate Campus.

### **Psychological Trauma**

When the Principal or designee feels that there has been an event that causes a psychological impact on students and/or staff, such as 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, he or she should contact the Director of Student Services and the District Wellness Coordinator and to request the services of the MVLA School Therapists and social worker. Emergencies like these usually produce one or more of 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, and concentrated attention from the community and news media. As a result of such emergencies, students and staff may exhibit a variety of psychological reactions. As soon as the physical safety of those involved has been insured, attention must turn to meeting emotional and psychological needs of others.

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

This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination by central District staff or local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple employees with unexplained nausea, vomiting, or other illnesses. The Principal or designee will isolate the suspected contaminated food/water to prevent consumption, and will restrict access to the area. Second, the Principal or designee will notify the district safety coordinator of the problem and await further instructions. Meanwhile, a list will be made of all potentially affected students and staff, which will be provided to responding authorities. Law enforcement should be contacted if there is evidence of individuals purposely contaminating the food or water source.

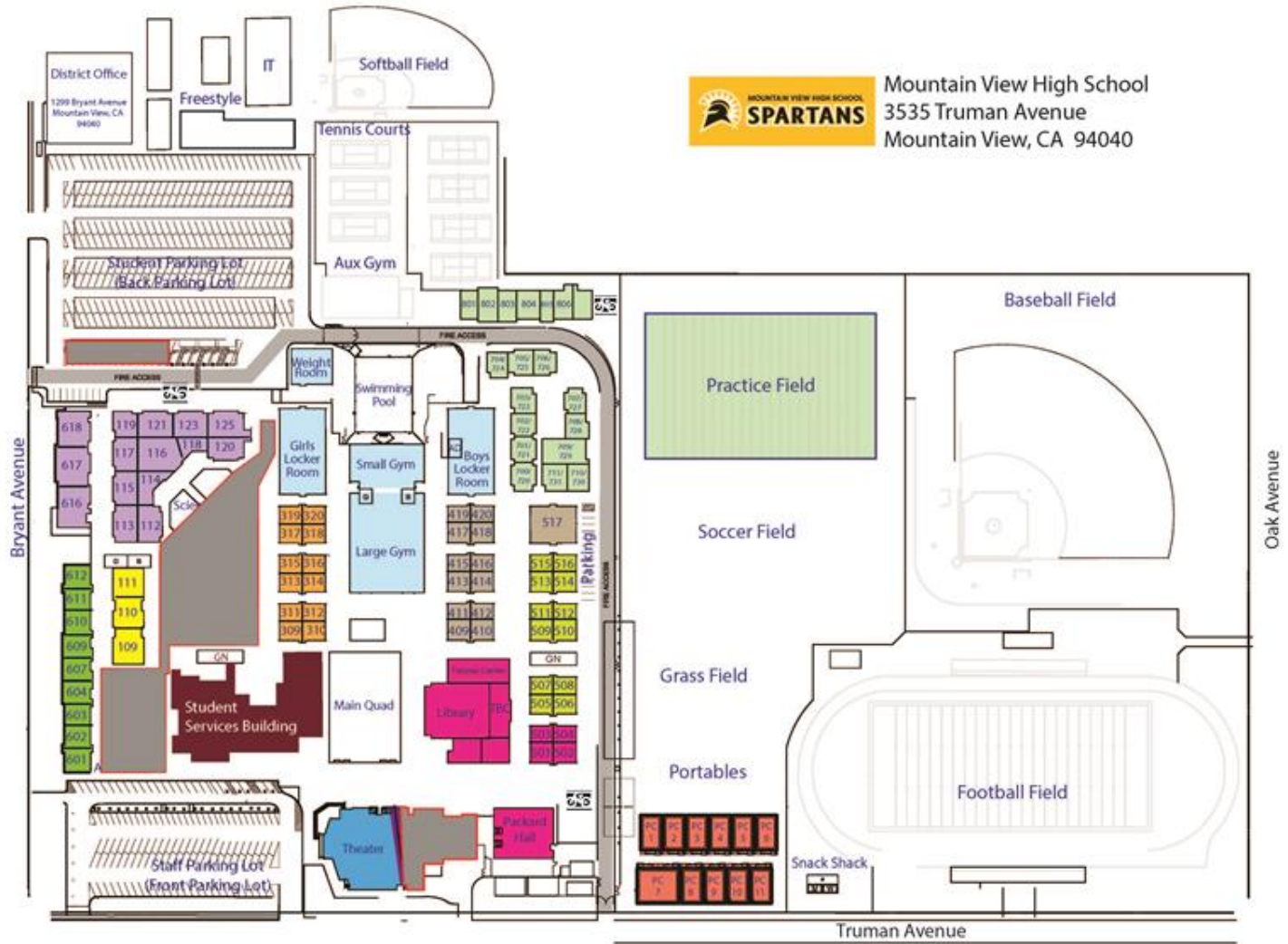
### **Tactical Responses to Criminal Incidents**

This procedure applies where there is a report of a potential threat to the campus. This includes, but is not limited to, reports of possible violence, damage, danger or unlawful activity at the school. These reports may be received by phone or mail, or electronically through e-mail or through WeTip, which is a web-based anonymous feedback system available on the school website. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call 911. Responses to these will depend on the nature of the threat involved. Procedures to respond to bomb threats, threats of violence, and biological or chemical releases are described above. Response to potential illegal activity will depend on the nature of the activity, but will include the notification of the school administration and a call to 911.

### **Unlawful Demonstration or Walkout**

An unlawful demonstration or walkout is any unauthorized assemblage on or off campus by staff or students for the purpose of protest or demonstration. Upon indication that an unlawful demonstration or walkout is about to begin, personnel should immediately notify the Principal or designee. The Principal or designee will initiate the Shelter-in-Place action. Students who ignore this action and leave campus shall be asked to sign his or her name and record address, telephone number and time entered or departed. If students leave the campus, the Principal or designee will designate appropriate staff members to accompany them. These staff members will attempt to guide and control the actions of students while offsite. The Principal or designee should proceed in good judgment on the basis of police or other legal advice, in taking action to control and resolve the situation.

# Emergency Evacuation Map



Mountain View High School  
 3535 Truman Avenue  
 Mountain View, CA 94040

Revised  
 2/25/2025