

# Design Tech High School

## Comprehensive School Safety Plan 2023-2024

### **Comprehensive School Safety Plan Purpose**

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

The historical requirement of the Comprehensive School Safety Plan (CSSP) was presented in Senate Bill 187. 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. In 2004, the Legislature and Governor recast and renumbered (SB719 & AB 115) the Comprehensive School Safety Plan to support California public schools as they develop their mandated comprehensive safety plans to include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

Effective January 1, 2019, Assembly Bill 1747 became law, requiring that 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. This bill requires the CSSP to also include procedures for conducting tactical responses to criminal incidents. In January 1, 2019, AB 2291 became law. This bill requires local educational agencies (LEAs) to adopt, on or before December 31, 2019, procedures for preventing acts of bullying, including cyberbullying.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contain 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 (not at our site); procedures for safe ingress and egress; policies enacted to maintain a safe and orderly environment; rules and procedures on school discipline and hate crime reporting procedures.

Districts and County Offices of Education are encouraged to include clear guidelines for the roles and responsibilities of the following positions (if used):

- *Mental Health professionals, school counselors*
- *Community Intervention Professionals*
- *School Resource Offices, police officers on campus*

The guidelines are encouraged to include strategies to create and maintain positive school climate and mental health protocols for the care of students who have witnessed a violent act at any time.

The Comprehensive School Safety Plan may include procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of a school.

The Comprehensive School Safety Plan will be reviewed, updated, and submitted to the San Mateo County Office of Education by March 1st of 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 (SARC).

A copy of the Comprehensive School Safety Plan is available for review at Design Tech High School (275 Oracle Parkway) and the School's website.

### **Comprehensive School Safety Plan: California Educational Code 32280**

The school safety plan will be included on the website.

### **Comprehensive School Safety Plan: California Educational Code 32281**

School Site Safety Committee

The School Site Safety Committee (SSC) shall be composed of the following members: the school director or designee, one teacher who is a representative of the recognized certificated employee organization, one parent/guardian whose child attends the school, one classified employee who is a representative of the recognized classified employee organization, a minimum

of one student representative [if appropriate to student population], and other members if desired. (Ed Code 35294.1). Design Tech will use the School Director Advisory Committee members in this function as well.

## **Comprehensive School Safety Plan: California Educational Code 32282**

### **Safety Plan Vision**

Design Tech High School has basic emergency procedures covering major unanticipated events that would disrupt the delivery of services to students. Failure by any Design Tech High School employee to adhere to this plan constitutes serious misconduct, which endangers the physical or psychological welfare of staff and students and will result in severe disciplinary action towards those involved.

### **Strategies & Programs on School Safety (EC 32282.2)**

Design Tech High School also follows the San Mateo County Office of Education [Student Threat Assessment Protocol](#) that is designed for use with students who are engaged in circumstances that suggest the potential for aggression directed at other people, including procedures related to students bringing weapons on school campuses and at school-related functions.

### **Suicide Prevention Policy and Protocol**

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, the School Director or designee shall develop measures and strategies for suicide prevention, intervention, and postvention. In developing measures and strategies, the School Director or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies, mental health professionals, and community organizations.

Such measures and strategies shall include but are not limited to:

- The strategies and measures described in the [San Mateo County Schools Suicide Prevention toolkit](#)

- Staff development on suicide awareness and prevention for teachers, school counselors and other district employees who interact with students in the secondary grades.
- Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others
- Methods for promoting a positive school climate that enhance students' feelings of connectedness with the school and that are characterized by caring staff and harmonious interrelationships among students
- The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the youth suicide problem, the Office suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis
- Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
- Crisis intervention procedures for addressing suicide threats or attempts
- Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide. As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code 215)

### [Suicide Prevention Policy](#)

#### **Child Abuse Reporting Procedures (EC 32282.2{a}; PC 111 64)**

Teachers and support staff are mandated reporters and are required by the State of California to report any known or suspected instances of child abuse or neglect to the county child welfare department or to a local law enforcement agency. No proof of abuse or neglect is needed, only "reasonable suspicion" that child abuse or neglect may have occurred. Any concern about the possibility of child abuse or neglect must be reported. Investigations will be conducted by law enforcement and/or the county child welfare department to determine if abuse or neglect has occurred.

Mandated reporters must report to the County Child Welfare Department or to local law enforcement immediately by phone. A written report must then be sent within 36 hours by fax, or it may be sent by electronic submission if a secure system has been made available for that purpose in the county. Written reports must be submitted on the California Suspected Child Abuse Report Form 8572. Telling a supervisor does not meet the mandated reporting requirement. If a decision is made that the supervisor will complete and submit the report to the county child welfare department or law enforcement agency, then one report is sufficient.

For mandated reporters, Penal Code 11172 (a) provides absolute immunity from state criminal or civil liability for reporting as required. This immunity applies even if the mandated reporter acquired the knowledge or reasonable suspicion of abuse or neglect outside of his or her professional capacity or scope of employment. However, mandated reporters will only have immunity under federal claims if the report was made in good faith.

Legally mandated reporters can be criminally liable for failing to report suspected abuse or neglect. The penalty for this misdemeanor is up to six months in jail and/or up to a \$1,000 fine. Mandated reporters can also be subject to a civil lawsuit and found liable for damages, especially if the child victim or another child is further victimized because of the failure to report.

### **Mental Health Supports and School Resource Officers on Campus (EC 32282.1)**

The San Mateo County Office of Education and Design Tech High School recognizes that to maintain a positive school climate, promote school safety, and increase pupil achievement, mental health and intervention services, including restorative and transformative justice programs, and positive behavior interventions and support must be prioritized.

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

The School Director or designee shall establish and maintain a disaster preparedness plan which details provisions for handling emergencies (such as an active intruder) and disasters (such as earthquakes) as they affect schools and programs operated by the Superintendent.

The plan is consistent with the guidelines established in California's Standardized Emergency Management System and shall integrate the procedures of the National Emergency Management System.

The plan shall confirm that all employees of the Superintendent are Disaster Service Workers, as defined by the California Emergencies Services Act, and are subject to such disaster service activities as may be rightfully assigned to them and that all employees shall be required to

subscribe to the oath or affirmation required by the Act. The plan shall provide for appropriate training of employees.

- *In the event of an extreme emergency requiring police, fire, or medical response, staff will call 911.*
- *In the case of water shutdown, school will continue as appropriate. If the water is not restored within a reasonable amount of time, students may be sent home with work.*
- *In the case of a power outage, school will continue as appropriate. If the power is not restored within a reasonable amount of time, students may be sent home.*
- *The site administrator is notified immediately of all emergencies and must follow established procedures and direct staff to do the following:*
  - *Ensure the safety of all members, visitors, and site staff*
  - *Treat existing injuries of victim(s) until emergency personnel arrive*
  - *Notify the appropriate emergency personnel*
  - *Minimize damage to the school and its equipment*
- *All site administrators are issued an up-to-date roster with phone numbers and addresses of all staff.*
- *In the case of other emergencies (earthquake, storms, fire, etc.), school employees are considered Disaster Service Workers and are expected to stay until students are safely released to a parent, family member, or designated guardian; official identification must be provided.*

If it is not safe to occupy the school building, staff and students will evacuate to the nearest safe public facility (school, church, warehouse, etc.). School staff will leave a sign posted at the front of the administration building, directing interested parties to the temporary location.

- *Outside assembly areas are designated for times when the building must be evacuated. When an accident occurs, an adult staff person is to remain with the victim(s) to ensure that those injured are not disturbed. Additional staff will keep designated areas clear for emergency personnel.*
- *No one shall reenter damaged structures until given clearance to do so by emergency personnel or school administrators.*
- *First aid and emergency supplies are inventoried and maintained regularly to ensure that an adequate supply is available.*

- *Doors to classrooms should remain locked at all times to prevent entry from unwanted individuals in the event of a lockdown/barricade.*

## **Overview of the Big Five School Emergency Guidelines: Immediate Action Response and Hazards**

An Immediate Action Response is a protocol that can be implemented in a variety of different emergency situations. When an emergency occurs, it is critical that staff members take immediate steps to protect themselves, their students, and other people on campus. With an Immediate Action Response, staff can follow specific directions without having to learn extensive protocols for each of several dozen different emergency situations. Staff, certificated and classified, will be given multiple opportunities annually to be trained on the Big Five School Emergency Guidelines Immediate Action Response and Hazards Response Protocols. These trainings specifically include training on the following:

- *Earthquake preparedness, response, and recovery actions. Including Drop, Cover, and Hold On response protocols.*
- *Fire and Smoke, bomb threat or explosion, dangerous wildlife, bioterrorism and hazardous material spill or leak procedures which may result in a Shelter-In-Place*
- *Evacuation/Relocation procedures and Student Release to Family for Reunification procedures*
  - *Secure Campus procedures for act of violence or danger of violence in the 9 surrounding community*
  - *Lockdown/Barricade procedures for a violent intruder on school premises*

Staff members must learn and train on each Big Five Immediate Action Response and be prepared to perform assigned responsibilities. All students must be familiar with actions to take in the event that a Big Five response is implemented. It is highly recommended that school staff and students participate in the Big Five trauma-informed, developmentally appropriate emergency drills monthly. Table top exercises, walk-through drills, and social stories are examples of trauma-informed and developmentally appropriate training and drills to be used by school sites. School site staff should participate in action-oriented Lockdown/ Barricade (active shooter) drills when students are not present. Big Five signage and instructions are publicly displayed at all school sites.

## Immediate Action Responses

ACTION	DESCRIPTION
SHELTER IN PLACE	For environmental hazards: Go inside immediately. Close doors, windows, and vents.
DROP, COVER, & HOLD ON	For earthquakes and explosions: Protect from falling debris. Drop to the floor. Take cover and hold on.
SECURE CAMPUS	For potential threats of violence nearby: Go inside the nearest building. Close and lock all doors. Remain inside until threat has passed.
LOCKDOWN/BARRICADE  EVACUATION	For immediate threats of violence on premises: Go inside. Lock and barricade all doors.  Cover windows and turn off lights. Remain quiet and alert.  When conditions outside are safer than inside: Exit the building and move to a safe location.

Design Tech High School shall make school buildings, grounds, and equipment available to public agencies, including the American Red Cross, for mass care and welfare shelters during an emergency.

[Big Five Slide Deck](#)

### **School Suspension, Expulsion, and Mandatory Expulsion Guidelines (EC 48900)**

Design Tech High School adheres to California Education Code 48915(a)(1) for grounds for suspension or expulsion. For any action listed below, an immediate referral to the school principal shall be sent and a detailed incident report shall be written at the request of the

principal, a probation officer, and/or a probation group supervisor. Mandatory suspension and permissive expulsion are required for the below infractions:

- *Caused, attempted to cause, or threatened to cause physical injury to another  
(endangered the safety of others)*
- *Possession of, or otherwise furnished firearms, knives, explosives, or other dangerous objects*
- *Unlawfully possessed, used, or sold, or been under the influence of a controlled substance*
- *Unlawfully offered for sale or negotiated the sale of a controlled substance*
- *Committed robbery or extortion*
- *Caused or attempted to cause damage to the school or private property*
- *Stole or attempted to steal school property or private property*
- *Possessed or used tobacco*
- *Committed an obscene act or engaged in habitual profanity or vulgarity*
- *Unlawfully passed or offered to sell drugs or drug paraphernalia*
- *Disrupted school activities or defied valid authority of school personnel*
- *Received stolen property*
- *Created a hostile educational environment for others*
- *Hate violence*
- *Sexual harassment*

Design Tech High School Charter [Element J](#) for Suspendable/Expellable Offenses

### [Student Behavior Policies](#)

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

Design Tech High School shall inform the teacher of each pupil who has engaged in, or is

reasonably suspected to have engaged in, any dangerous acts as described in EC sections 48900, 48900.2, 48900.3, 48900.4, or 48900.7 (excluding 48900[h]). Design Tech High School shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section. An employee of Design Tech who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both. Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

### **Discrimination and Harassment Policies (EC 212.6 [b]) Personnel**

Design Tech is an equal employment opportunity employer and is committed to implementing a policy of nondiscrimination in all aspects of employment.

Design Tech shall provide equal opportunity to all applicants and employees without regard to race, color, religion, pregnancy, sex, sexual orientation, gender identity or perceived sex or gender, genetic information or characteristics (with respect to the applicant, employee, or a family member), national origin, ancestry, age, physical or mental disability, medical condition, family care status, marital status, veteran's status, uniformed service, or other basis protected by state or federal law.

Design Tech shall not unlawfully discriminate based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

Design Tech shall take such affirmative action as is necessary to ensure implementation of this policy in recruitment, hiring, placement, training, promotion, compensation, transfer, termination, conditions and privileges of employment, and, in fact, all employment practices. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, Design Tech High School shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

All levels of management are accountable for adherence to this policy and responsible for its dissemination to all employees under their supervision. Responsibility for the implementation of this policy is assigned to the the School Director,

Design Tech does not allow any sexual harassment of its employees and job applicants.

Design Tech also prohibits retaliatory behavior or action against employees or other persons who

complain, testify, or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

The School Director or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

- *Providing training to employees in accordance with law and administrative regulation*
- *Publicizing and disseminating Design Tech sexual harassment policy to staff*
- *Ensuring prompt, thorough, and fair investigation of complaints*
- *Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments*

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. Any Design Tech High School employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the principal, administrator, or Superintendent.

A supervisor, principal, or another administrator who receives a harassment complaint shall promptly notify the Superintendent or designee. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

Any Design Tech High School employee who engages or participates in sexual harassment or who aids abets, incites, compels, or coerces another to commit sexual harassment against a Design Tech High School employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

### **Discrimination and Harassment Policies (Including hate crime reporting)**

#### **- Students**

Design Tech High School believes all students are entitled to a safe, orderly, caring, and equitable learning environment that promotes academic achievement, school connectedness, and meaningful participation for all students. In addition, the Board affirms the right of all students, staff, and parents/guardians to be free from harassment or any activity that degrades the unique qualities of an individual or association with a person or a group with one or more actual or perceived protected characteristics, to include students' parental, family, or marital status, ancestry, color, race, gender, gender identity, gender expression, ethnicity, age, culture, heritage,

sexuality, physical/mental/intellectual attributes, or religious beliefs and practices. This right applies to all acts related to school activity or school attendance within a school under the jurisdiction of the Superintendent. School personnel will take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, harassment, intimidation, or bullying.

To protect the rights of students, staff, and other persons engaged in activities through Design Tech High School and to ensure a safe and supportive learning environment for all, the Design Tech High School expressly prohibits discrimination, intimidation, bullying, cyberbullying, or harassment of any student or employee by any employee, student, or other person on any school campus or at any school activity whether on or off campus.

Design Tech High School expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff. The Board recognizes that bullying and harassment are inflammatory to those victimized by such acts and jeopardizes the safety and wellbeing of students and staff. The Board authorizes the staff to discipline students involved in such acts, including counseling, suspensions, and recommendation for expulsion as allowed by California Education Code.

Sexual harassment of students at school or at school-sponsored or school-related activities is prohibited. Retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment is also prohibited.

Design Tech High School 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 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 Design Tech High School compliance officer.

Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and Design Tech High School procedures specified in the Uniform Complaint Procedures (UCP). Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under the UCP and where to obtain a copy of the procedures. The Superintendent or designee shall take appropriate actions to reinforce Design Tech High School's sexual harassment policy.

### **Instruction/Information**

The School Director or designee shall ensure that all students receive age appropriate information

on sexual harassment. For students in grades 9-12, 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. Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.

### **Record-Keeping**

The School Director or designee shall maintain a record of all reported cases of sexual harassment to enable Design Tech High School to monitor, address, and prevent repetitive harassing behavior at Design Tech High School.

### **[Anti Bullying Policy](#)**

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

For the safety of our students, Design Tech High School is closed to all visitors unless they obtain a visitor badge in the office. All visitors entering the school building or campus for any reason are required to first sign in at the office and receive a visitor badge. Visitors may not go directly to the classrooms for any reason.

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

#### **Behavior Support and Prevention**

A classroom is a place where each student shall feel safe, welcomed, respected, and inspired to learn. Students shall have opportunities to increase self-discipline and academic achievement through an instructional program that meets their needs.

All school staff will build respectful relationships with each student by taking steps to address

changes in activity or mood before they escalate into volatile situations. School site staff will communicate with each other and work together to proactively prevent behavior issues. Staff will assist and support one another to understand individual student challenges and the triggers/causes of inappropriate behavior. The following strategies will be used to assist students:

1. One of the important factors in promoting positive student behavior is effective instruction that addresses the individual needs of each student. When teachers deliver well-planned, differentiated instruction and relevant curriculum, students are more likely to be engaged and respond appropriately.
2. The environment shall be set up to remove as many of the triggers as possible.
3. If triggers cannot be removed, assist students in learning adaptation skills.
4. Create a plan for addressing specific challenges, which may include specific natural or logical consequences to support positive behavior.
5. Redirection shall be used as often as possible by employing the following strategies:
  - *Engaging the student in a positive conversation unrelated to the negative behavior until the student's physical countenance changes,*
  - *Providing a different working environment for the student,*
  - *Suggesting that the student “take a five-minute break” outside of the classroom, and/or*
  - *Referring the student to speak with the teacher, psychologist, or paraeducator outside of the classroom.*

Collaboration among teachers, paraeducators, administrators, and support staff is essential in addressing student needs. Appropriate personnel shall meet to discuss concerns and agree upon strategies for modifying student behavior. It is imperative that all staff support these agreed-upon strategies and apply them consistently with students.

### **Behavior Intervention Plan**

If a student exhibits behaviors that interfere with his/her educational access and does not have a current Behavior Intervention Plan, an assessment plan must be signed by parents in order to receive permission to collect new data and observations on the student's behavior. If a student has a current Behavior Intervention Plan and exhibits increased or new concerning behaviors, the teacher will inform and ask the school psychologist to assist with data collection. In both cases, the teacher/case manager will collaborate with the school psychologist to develop a Behavior

Intervention Plan.

## **School Discipline Rules and Consequences**

The School Director shall implement rules and regulations for student behavior and discipline that promote learning and protect the health, safety, and welfare of all students enrolled in programs operated by the Superintendent. The School Director shall provide for the fair treatment of students facing disciplinary actions by affording them their due process rights under the law. The School Director shall inform all students and parents/guardians annually of the student behavioral rules and disciplinary procedures and of their due process rights under the law.

### **Evaluation and Amendments to Plan Annually**

The Comprehensive School Safety Plan is reviewed and amended annually by the Coalition for Safe Schools and Communities, which acts as the San Mateo County Office of Education district site committee. All board policies, site procedures, and protocols can be located at the San Mateo County Office of Education for public inspection.