



**Mountain View High School**  
**2020-21 Comprehensive Safety Plan**

**3535 Truman Avenue, Mountain View, CA 94040**

**Mountain View-Los Altos Union High School District**

*This School Safety Plan was developed collaboratively with the  
Site Safety Planning Team and the MVHS Site Council*

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*MVHS Board Approval Confirmed by:*

Name	Title	Signature	Date
<i>Fiona Walter</i>	<i>Board President</i>		
<i>Dr. Nellie Meyer</i>	<i>Superintendent</i>		

*This document is to be maintained for public inspection in the district office during regular business hours.*

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## Comprehensive Safety Plan Purpose & Compliance

Our School Safety Plans have evolved over the years, commencing with the enactment of SB 187, which required schools to develop Comprehensive School Safety Plans for the first time by September 1, 1998.

The State Legislature's intent in enacting SB 187 was to: "...unite all existing statutes that relate to school safety and ensure compliance with their provisions by including the requirements of school safety provisions in each school's comprehensive school safety plan."

The minimum requirements of this plan include:

- Maintaining a safe environment for students.
- Identifying and implementing safe school strategies and progress
- Addressing the school's procedures for complying with existing laws relating to school safety, which must include:
  - Assessment of school crime committed on school campuses and at school-related functions
  - Discrimination and harassment policies
  - Child Abuse reporting procedures PC 11164 et seq.
  - Disaster Response procedures
  - Suspension and Expulsion Policies EC 48900 et seq.
  - Procedures for notifying teacher of dangerous Students EC 49079
  - Sexual harassment policy EC Sect. 212.6(b)
  - School-wide dress codes prohibiting gang-related apparel EC 35183
  - Procedures for safe ingress and egress from school
  - Procedures to ensure safe and orderly environment conducive to learning
  - Rules and procedures on school discipline EC 35291 & 35291.5

Placing school safety procedures and policies together in one plan as required by SB 187 has the great benefit of allowing school administrators to ensure that this vital learning support element is fully in place. In addition, the development of this plan fulfills a requirement of the Improving America's Schools Act, Title IV to conduct an objective analysis of drug and violence problems in schools and to set measurable goals for dealing with those problems.

SB 187 also prescribes the methods by which the plan must be established and annually updated. Furthermore it outlines Santa Clara County Office of Education and district responsibilities for ensuring that each school completes this plan.

- The school district and the county office are jointly responsible for the overall development of comprehensive school safety plans at each of their schools.

- The School Site Council is responsible for the development of the Plan and may delegate the responsibilities to a committee with specified members. EC 35294.1(b) 4
- The School Site Council shall work with law enforcement in developing the Plan. EC 35294.1(b)(3)
- The Comprehensive School Safety Plan shall be evaluated and amended as needed, not less than once per year. EC 35294.2(e)
- The Plan shall be readily available for inspection by the public.
- Each school must forward its Comprehensive School Safety Plan to the school district for adoption by the board and the district must submit the Plan to the County Office of Education. In the event that a school fails to develop a comprehensive plan, the district and the County Office of Education have the responsibility of notifying the California Department of Education of the failure to comply.

The Safe School Plan is a continuation of the plan developed in 1998. The subcommittee reviewed, edited, and added to the document to meet the current needs of the Mountain View High School Community.

As defined in **MVLA Board Policy 0450**, the Board of Trustees recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy and administrative regulation and shall approve the plan at a regularly scheduled meeting.

***Declaration regarding MVLA Board Policy and administrative regulation references:***

*Except when specifically quoted, the MVHS Board Policies and Administrative Regulations included in this safety plan are for reference only and may include only a summarized version of the official policy language.*

A copy of the comprehensive district safety plan and individual site safety plans are available for review at the Mountain View Los Altos Union High School District office or at this website:

<https://www.mvla.net/About-MVLA/District-Plans--Reports/School-Safety-Plans/index.html>



## **MVHS Guiding Principles**

### **MVHS School Mission Statement**

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We are committed to creating a community of learners with the knowledge, skill, and values necessary to combine personal success with meaningful contributions to our multicultural and global society.

### **MVHS Vision and Student Learning Outcomes**

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We at MVHS value an equitable and collaborative learning environment in which students and staff respect the diversity of our society. We value the intellectual, emotional, and physical well-being of our community. We are committed to empowering lifelong learners who can think critically, solve problems creatively, and participate ethically at MVHS and in our greater democratic society.

### **MVHS Safety Plan Vision**

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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. This plan will address the varied needs of students as they learn in a variety of manners, whether virtually (distance learning), in person, or a combination of both (hybrid).

# Components of the Comprehensive School Safety Plan

## MVHS Safety Planning Team and Advisors

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This plan was reviewed and updated during the 2020-2021 school year, with revisions made based on input received from those listed below during regular meetings held throughout the year.

- Dr. Nellie Meyer, District Superintendent
- Mike Mathiessen, Associate Superintendent of Business Services
- Michael Jimenez, Principal
- Daniella Quinones, Assistant Principal
- Heather Morelli, Assistant Principal
- Jon Robell, Assistant Principal
- Lynne Ewald, Assistant Principal
- Huong Vo, Student Services Coordinator
- Al Valdez, Student Conduct Liaison
- Marivic Cagatao, Classified Employee
- Officer James Guevara of Mountain View PD, School Resource Officer

## Assessment of School Safety

*Education Code, Section 32282 (a) 1*

Mountain View High School is a student-oriented school where student achievement, safety, and well-being guides our decision making. MVHS has a reputation as a welcoming and safe place for young people where student voice is valued and students are treated with respect as they progress on their journey to adulthood. The MVHS staff focuses on meeting the academic needs of all of our students while supporting their social and emotional needs. Due to the COVID-19 pandemic and health restrictions implemented by the State of California and the Santa Clara County of Health Department, the MVLA District implemented a distance learning plan with the goal of providing meaningful, rigorous, and equitable access to flexible learning options for all students while keeping the health and safety of students and staff as a top priority. The 2020-2021 MVHS Safety Plan will address the needs of our students during distance learning, our progression to hybrid learning, and then to in person instruction.

## I. Results from Student and Staff Satisfaction Surveys

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### **A. California Healthy Kids Survey Mountain View High School Secondary 2019-2020 Main Report**

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71% of MVHS 9th graders and 71% of MVHS 11th graders feel safe when they are at school.

65% of MVHS 9th graders and 59% of MVHS 11th graders feel happy to be at this school.

62% of MVHS 9th graders and 74% of MVHS 11th graders feel that there is a teacher or some other adult that really cares about them.

84% of MVHS 9th graders and 88% of MVHS 11th graders feel that there is a teacher or some other adult that always wants them to do their best work.

75% of MVHS 9th graders and 65% of MVHS 11th graders agree and strongly agree that their teachers treat them fairly.

58% of MVHS 9th graders and 65% of MVHS 11th graders feel that there are interesting activities that they can participate in at school.

86% of MVHS 9th graders and 90% of MVHS 11th graders have not experienced harassment on school property due to their race, ethnicity, or national origin.

93% of MVHS 9th graders and 95% 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 96% of MVHS 11th graders have not experienced harassment on school property because you are an immigrant or someone thought they were.

86% of MVHS 9th graders and 95% of MVHS 11th graders have not been pushed, shoved, slapped, hit, or kicked by someone who wasn't just kidding around on school property.

72% of MVHS 9th graders and 79% of MVHS 11th graders have not been made fun of, insulted, or called names on school property.

80% of MVHS 9th graders and 86% 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.  
95% of MVHS 9th graders and 97% of MVHS 11th graders have not been threatened with harm or injury while on school property.

87% of MVHS 9th graders and 82% of MVHS 11th graders have not been offered, sold, or given an illegal drug while on school property.

98% of MVHS 9th graders and 97% of MVHS 11th graders have not consumed alcohol on school property in the last 30 days.

98% of MVHS 9th graders and 94% of MVHS 11th graders have not smoked, vaped, eaten, or drank marijuana on school property in the last 30 days.

97% of MVHS 9th graders and 90% of MVHS 11th graders have not in their lifetime gotten drunk or high on school property.

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

98% of MVHS 9th graders and 92% of MVHS 11th graders have not vaped a tobacco product on school property in the last 30 days.

29% of MVHS 9th graders and 37% of MVHS 11th graders have felt chronic sadness or hopeless feelings in the past 12 months.

13% of MVHS 9th graders and 18% of MVHS 11th graders have seriously considered attempting suicide in the past 12 months.

***B. California School Staff Survey Mountain View High School 2019-2020  
Main Report***

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**This school is a safe place for students.**

Strongly agree	36
Agree	61
Disagree	1
Strongly disagree	2

This school  
**is a safe place for staff.**

Strongly agree	37
Agree	51
Disagree	10
Strongly disagree	2

***Clean and Well-Maintained Facilities and Property***

	All %
Strongly agree	73
Agree	24
Disagree	1
Strongly disagree	1

***Cutting Class or Truancy is a Problem***

	All %
Insignificant problem	13
Mild problem	53
Moderate problem	22
Severe problem	13

***Student Depression or Other Mental Health Issues are a Problem***

	All %
Insignificant problem	3
Mild problem	6
Moderate problem	31
Severe problem	59

***Harassment or Bullying Among Students is a Problem***

	All %
Insignificant problem	12
Mild problem	53
Moderate problem	30
Severe problem	4

***Student Alcohol and Drug Use is a Problem***

	All %
Insignificant problem	4
Mild problem	46
Moderate problem	39
Severe problem	11

***Student Vaping is a Problem***

	All %
Insignificant problem	8
Mild problem	34
Moderate problem	37
Severe problem	21

***Provides Adequate Counseling and Support for Students***

	All %
Strongly agree	35
Agree	39
Disagree	20
Strongly disagree	5

***C. Challenge Success - Stanford Survey of Adolescent School Experiences Report Mountain View High School Spring 2017***

70% of respondents reported they have at least one adult in the school they can go to if they have problems. Of those that have an adult to go to with a problem, the results indicated the following percentages by grade level: 9th graders: 62% 10th graders: 74% 11th graders: 69% 12th graders: 80%

We asked students how often they felt engaged in school using several items regarding how often they enjoyed their schoolwork and found it interesting; how often they worked hard and put effort into their schoolwork, and how often they found their schoolwork valuable and useful.

- 42% of the students “do school”: they often or always work hard, but they rarely, if ever, find their schoolwork interesting, fun, or valuable.
  - 23% of students report working hard on their schoolwork and finding their schoolwork meaningful. We consider these students “purposefully engaged.”
  - 16% of students reported no engagement in their schoolwork. These students did not work hard, enjoy, or find value in their schoolwork.
  - 14% of the students reported “full engagement.” These students often or always work hard, enjoy the work, and find it meaningful.
- \*The remaining 5% percent marked affective engagement (enjoyment of schoolwork) and behavioral engagement (working hard) or just cognitive engagement (finding school work interesting).

We asked students three questions to assess how often they feel stressed over school work and with what activities school work interferes, and eight questions regarding how often they worry about academic-related issues like college acceptance, tests, and their performance on schoolwork. Figure 7 includes mean scores on students’ stress over schoolwork by grade level. Table 7 includes mean scores on the academic worries scale.

- 73% of participants reported they were often or always stressed by schoolwork.
- 59% of participants reported that schoolwork often or always kept them from having time with family or friends.

- 62% of participants reported that schoolwork often or always kept them from getting enough sleep.
- 56% have felt forced to drop an activity because of the amount of schoolwork they have.

In the month prior to the survey:

- 47% of students reported that a stress-related health or emotional problem caused them to miss more than one day of school.
- 52% reported that a stress-related health or emotional problem caused them to miss a social, extracurricular or recreational activity more than once in the past month.
- Approximately 38% of students surveyed experienced exhaustion, headaches, and difficulty sleeping in the past month

We asked students how effective certain school changes that MVHS has made in the past couple of years has been effective in improving students’ experiences.

**Table 10. Students’ Perceptions of Effective School Changes That Have Occurred**

	Not at all or a little effective	Somewhat effective	Quite or very effective	Unaware/ NA
Tutorial schedule on Tuesdays	19%	26%	53%	2%
Revised homework policy to include adding homework free weekends on breaks	19%	16%	60%	5%
Revised homework policy to reduce the daily homework load	30%	21%	37%	12%
Improved alignment between teachers of the same courses	29%	22%	33%	16%
BYOD (Bring Your Own Device)	17%	22%	55%	6%
Extended library hours	20%	19%	39%	22%
Revision/Retake Policy	12%	16%	62%	10%
Restorative Justice/Academic Integrity Policy	24%	21%	25%	30%
Addition of 2 full time therapists	24%	14%	19%	43%
Spartan Pause	29%	19%	24%	28%
One-on-one senior appointments with College and Career Counselor	16%	15%	24%	45%

Students were also asked if MVHS were to make changes, which would be most effective.

**Table 11. Students' Perceptions of Possible Effective School Changes**

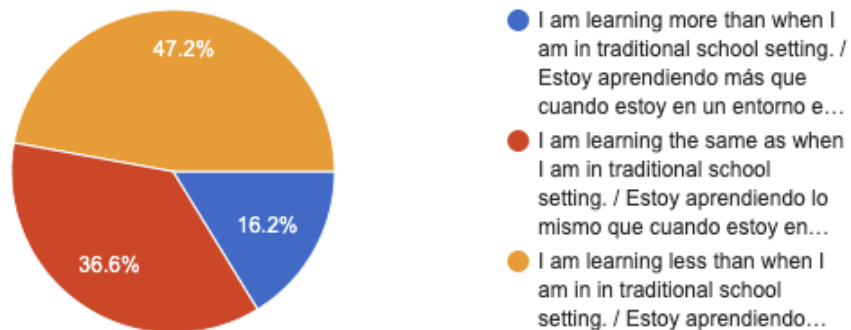
	Not at all or a little effective	Somewhat effective	Quite or very effective
Change schedule to include more block days	34%	21%	45%
Later start time and end time to the school day	31%	19%	50%
Yearly wellness check for each student	39%	27%	34%
Hold student assemblies to provide information regarding student wellness, engagement, and/or integrity	61%	21%	18%
Change college counseling practices	47%	35%	18%



## D. District Wide Student Survey for Distance Learning - Fall 2020

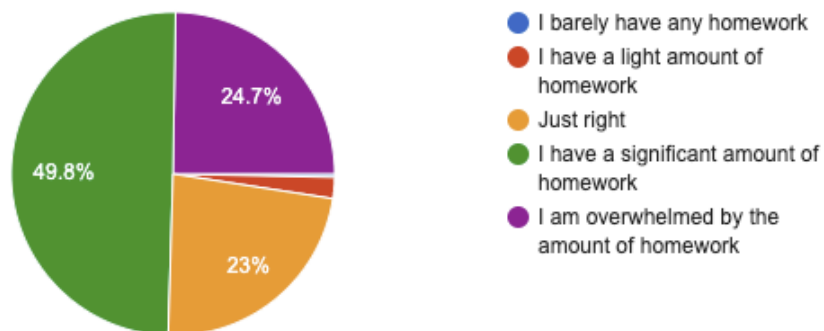
When I compare myself learning in the traditional in-person setting to the Distance Learning setting, I feel : / Cuando me comparo a mí mismo aprendiendo en el entorno tradicional en persona con el entorno de aprendizaje a distancia, siento:

3,318 responses



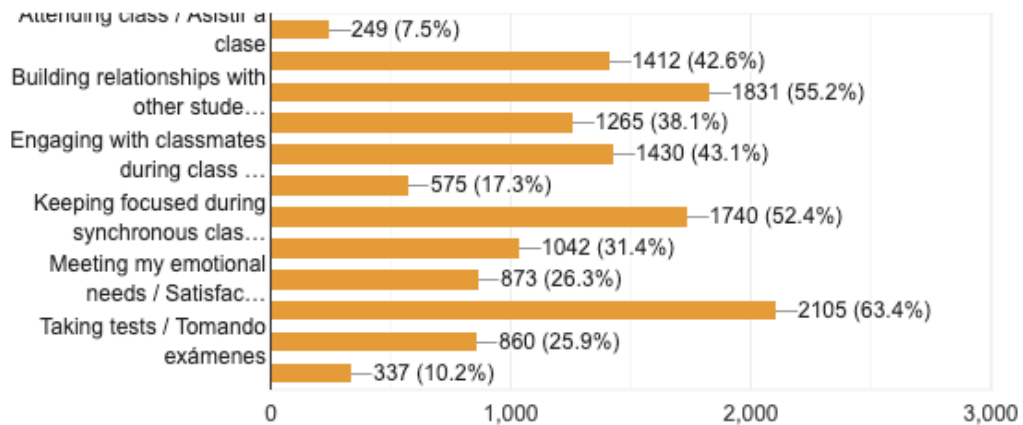
My homework load this year is: / Mi carga de tareas este año es:

3,318 responses



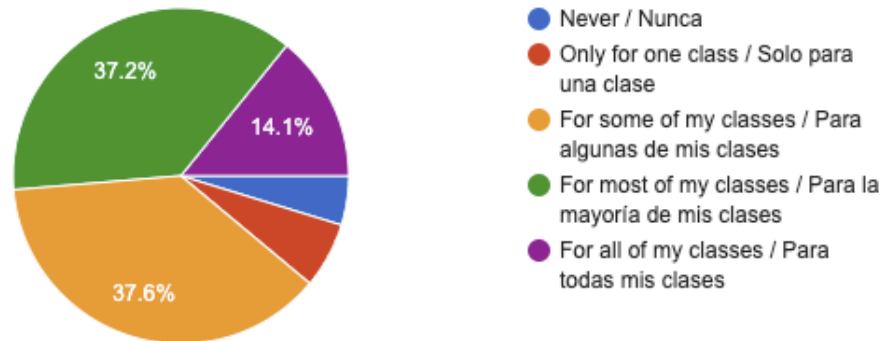
What are your biggest challenges this year? Choose your top three. /  
¿Cuáles son sus mayores desafíos este año?

3,318 responses



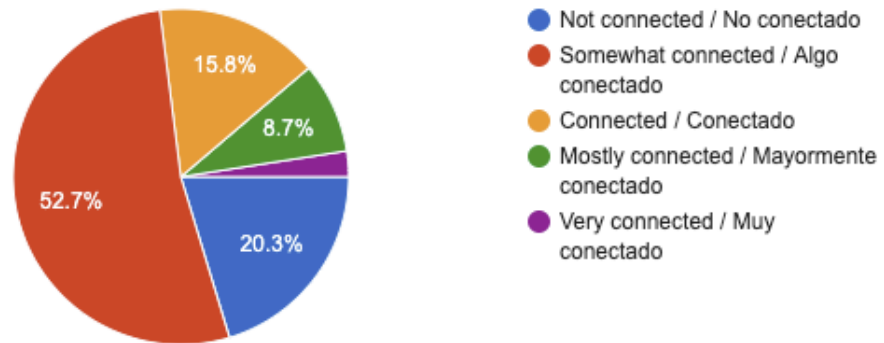
During the past week, how often did you feel engaged with school? /  
Durante la semana pasada, ¿con qué frecuencia se sintió comprometido  
con la escuela?

3,318 responses



How connected do you feel with classmates and friends? / ¿Qué tan  
conectado te sientes con tus compañeros y amigos?

3,318 responses



The data from the various sources shows that in previous years the students at Mountain View High School have had a positive experience at school. The majority of the students felt safe and connected to school. Less than 15% of students reported having been harassed or bullied due to their race/ethnicity, sexual orientation, or immigration status. However, the staff did express concerns about the bullying and harassment. Likewise, the self-reported amount of drug, alcohol, and tobacco use by students was low, but still a concern for the staff. The data showed that our students do feel stressed by schoolwork. The percentage of students who reported experiencing depression and thoughts of suicide was high. Over 50% of the staff reported that student depression and other mental health issues was a severe problem. In response to student stress and mental health concerns, the school, with support from the district, has instituted several school wide changes to support student wellness as seen above in Tables 10 and 11.

The MVHS facilities are well maintained. Construction is currently taking place on campus to update and expand the facilities. An older restroom in the center of campus has been renovated to accommodate a co-ed, gender neutral restroom to ensure the safety and meet the needs of all of our students. Planned safety and evacuation drills are held once each quarter. Safety protocols and evacuation plans are located in each classroom and are updated yearly. In response to the current pandemic, additional signage was added to the campus reminding all individuals to wear a mask, maintain a social distance of at least 6 feet, and to wash or sanitize your hands regularly in addition to automatic hand sanitizing dispensers being installed in every classroom and work space. Personal Protection Equipment (PPE) is available in the Administration Office for all staff members. Plexiglass shields have been installed in common work spaces and other parts of campus as an added barrier of protection for staff to engage with students and parents.

## II. Data for Suspensions, Referrals to Alternative Education, and Attendance

### Number of Suspensions

	2015-16	2016-17	2017-18	2018-19	2019-20
<b>Suspensions</b>	22	20	36	57	21

### Number of Expulsions

	2015-16	2016-17	2017-18	2018-19	2019-20
<b>Expulsions</b>	35	23	39	22	36

**Crime Statistics – Number of Incidents**

	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
<b>Theft/Vandalism</b>	0	0	4	7	9
<b>Fighting</b>	8	3	2	18	8
<b>Dangerous Object</b>	2	0	1	4	0
<b>Controlled Substance</b>	6	10	6	29	17
<b>Tobacco Possession</b>	1	2	4	5	0
<b>Obscene Language</b>	15	8	8	3	3
<b>Disruptive/Defiant</b>	4	20	61	66	32
<b>Other</b>	2	0	52	6	17
<b>Total</b>	38	43	138	138	86

**Referral to Alternative Education Programs**

	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
<b>Moffett Independent Studies</b>	9	6	7	7	7
<b>Middle College</b>	9	13	15	15	17
<b>College Now</b>	--	--	--	5	9
<b>Alta Vista</b>	0	0	19	18	10

**Attendance Data**

	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
<b># Unexcused Absences</b>	16,025	17,023	18,199	24,912	*31,191
<b># Excused Absences</b>	67,1127	68,940	83,914	113,876	78,569

\* Includes students who were marked as “not engaged” during Distance Learning, meaning, they did not attend Zoom classes.

## **District/Campus Safety Strategies and Programs**

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*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**

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*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) Emergency Preparedness and Crisis Response Plan***

*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.

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 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.

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 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 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.

### ***(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***

*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) Discrimination, Harassment and Bullying Policies***

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*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***

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*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 to and from School***

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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***

As intended by Educational Code 32282 (b) the action plans shown in the tables on the following pages were developed to meet the current needs of the Mountain View High School.

Each goal is supported by objectives, which will be accomplished through the defined action steps, using designated resources available, and coordinated or reported on by the designated project lead. Outcome measures are also listed and may be used to assess the progress in achieving the objectives.

## 2020-2021 Action Plan

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

<b>Safe Physical Climate Goal:</b>		<b>Our schools are a source of pride in our community with safe, clean and healthy facilities where our students can learn, achieve and thrive.</b>		
<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Project Lead</b>	<b>Outcomes</b>
1.) Identify and address/secure critical facility vulnerabilities and hazards	Evaluate effectiveness of alarms, bell systems, and fire code compliance and address identified weaknesses.  Update all facilities maps and hazard response materials to include new buildings on campus.	Staff/room clipboards and Google Folder with hazard response information	Ricardo Barrera, AP of Facilities	Concerns will be reviewed and strategies will be developed to address each as needed.
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.	a.) Work with the IT Director to evaluate the effectiveness of current cameras and make adjustments or add more where we notice holes. b.) Work with IT to develop camera and safety signage placement for new buildings. c.) Install vaping/smoking/loud noise detectors in locker rooms and bathrooms to deter vaping.	a.) Work with DO, VIAAS and admin. to evaluate cameras b.) <a href="https://www.flysenet.net/">https://www.flysenet.net/</a>	Administration team  IT Director  AP of Facilities	Concerns will be reviewed and strategies will be developed to address each need.
3.) Identify and address traffic flow and pedestrian safety concerns	a.) Work with the construction company to address changes in traffic flow and student/staff safety needed due to Phase II construction.	City of Mountain View  RGM Kramer Construction	City of Mountain View  AP of Facilities	Crosswalk installed at the Bryant Ave/Brower Ave/Back parking lot intersection to

	<p>b.) Continue to work with the city on traffic management and crosswalks on Bryant.</p> <p>C.) Communicate with parents via Mike’s Memo and Social Media about safer transportation to school.</p> <p>d.) Broadcast safe commuting messages to students.</p> <p>e.) Have staff, safety liaisons and MVPD help navigate traffic a few times before and after school.</p> <p>f.) Increase signage for drop-offs and pick-ups.</p>			<p>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>Communication reminders to families to drive safely and be alert for our students’ safety.</p>
4. Strengthen and practice crisis response plans	<p>a.) Revise crisis response plans to include the new buildings.</p> <p>b.) Collaborate with staff, Leadership Team, School Site Council, and District Office to assess and revise campus crisis response plans.</p> <p>c.) In coordination with public safety partners, review and update campus crisis response plans and revise emergency response charts for classrooms.</p> <p>d.) Provide site staff and faculty training on crisis response procedures.</p>	<p>a.) MVPD and MVFD</p> <p>b.) AP of Facilities</p> <p>c.) Online training through FEMA</p>	AP of Facilities	<p>Annual review and update of site plans.</p> <p>Development and installation of emergency response chart for classrooms.</p> <p>Fire drills, earthquake, and lock-down exercises will be logged by site administration.</p>
5. Implement evidence-based protocols from CDE to support student, staff, and volunteer safety related to COVID-19.	<p>a.) Purchase and place the necessary signage to promote COVID-19 safety protocols for all persons on campus.</p> <p>b.) Maintain a supply of PPE and distribute as needed.</p> <p>c.) Outfit classrooms</p>	<p>a.) PPE</p> <p>b.) Signage</p> <p>c.) Plexiglass shields</p> <p>d.) Dispensers</p> <p>e) Specialized cleaning equipment and air filters</p>	<p>AP of Facilities working with DO</p> <p>Administration team</p> <p>Custodial staff</p>	<p>All persons on campus follow COVID-19 safety protocols.</p> <p>Safe workplace environment for all with minimal COVID-19 positive cases.</p>



	<p>and offices with dispensers of hand sanitizer and plexiglass shields.</p> <p>d.) Work with District Office and SCCDH to monitor and report all cases of COVID-19.</p> <p>e) Work with District Office and suppliers to provide training for Custodial Staff on effectively using specialized cleaning equipment.</p>			
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<b>Safe Social Climate Goal:</b>		<b>Our students and staff thrive together in an environment of mutual respect, personal accountability, and a commitment to excellence.</b>		
<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Project Lead</b>	<b>Outcomes</b>
1.) Increase awareness of drug/vape prohibitions on campus and decrease use of vaping or other drugs on campus.	<p>a.) Communicate regularly with families regarding vaping behaviors and access to resources.</p> <p>b.) Work with ASB to develop and implement strategies to support student engagement with reinforcement of healthy behaviors.</p> <p>c.) Research and install vape detectors.</p> <p>d.) Add anti-vaping/tobacco signage in all bathrooms.</p> <p>e.) Implement an on-line course for students who are caught vaping on campus as part of a restorative justice disciplinary approach.</p>	<p>Vape Detectors</p> <p>Signage for restrooms</p> <p>Understanding Vaping and E-cigarettes online course for students.</p>	<p>Site administrators</p> <p>PTSA</p> <p>ASB</p> <p>District Wellness Coordinator</p>	Decrease of vaping on campus as seen in discipline records.
2.) Improve school facilities to promote spirit and diversity.	<p>a.) Vinyl wrap gym doors.</p> <p>b.) Hang vision statement in every classroom.</p> <p>c.) Hang vision statement in cafeteria and gym.</p> <p>d.) Increase the number of bulletin boards around campus for more areas to publicize events.</p> <p>e.) Outreach to the clubs to increase school spirit and support.</p> <p>f) Leverage the</p>	<p>Signage</p> <p>Flags</p> <p>Field lights</p>	<p>Administration</p> <p>Custodian Team</p> <p>District Office</p>	<p>Increase visual appearance of our vision and spirit.</p> <p>Hung flag pole banners in the quad.</p> <p>Hung Black Lives Matter and California Pride Flags on campus flag pole.</p>

	installation of field lights to increase events, school spirit and overall sense of community.			
3.) Increase awareness of mental health resources available to students particularly for students that were greatly impacted by the pandemic.	<p>a.) Add signage to more public areas, including restrooms, about how to access mental health support.</p> <p>b.) Promote Mental Health Week for each semester.</p> <p>c.) Communicate a MVHS definition of Wellness and Mental Health - including showcasing our therapists and CHAC interns so they are familiar faces.</p> <p>d.) Continue offering parents and teachers training on mental health and reducing anxiety.</p> <p>e.) Stronger communication of the Health and Wellness Classes.</p> <p>f.) Develop a school-wide strategy to engage students in health and wellness.</p> <p>g.) Partner with PTSA to offer parent education webinars or courses about adolescent mental health.</p> <p>h.) Offer parent workshops to immigrant families to decrease the stigma of mental health and build awareness.</p> <p>i.) Partner with outside agencies to increase the number of resources available to students and family.</p>	<p>Be Sensitive, Be Brave Training</p> <p>Mental Health Guest Speakers</p> <p>PTSA</p> <p>LPO/ELAC</p> <p>MVLA Speaker Series</p> <p>Uplift Family Services</p> <p>MVLA Social Worker</p>	<p>Mental Health Task Force</p> <p>Student Services Coordinator</p> <p>District Wellness Coordinator</p>	<p>Increased use of Mental Health resources.</p> <p>Decrease in severe anxiety and depression cases.</p> <p>Increased parent and student participation in mental health related events.</p>

## ***(I) School Discipline Rules and Consequences***

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*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.

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.

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**

### ***(J) Tactical Responses to Criminal Incidents***

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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:

1. 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.

2. The administrator or administrator designee will initiate one of the following processes:
  - a. 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 like lockdown or secure school.
    - i. Await the arrival of emergency responders and follow their instructions as they will have incident command during these types of incidents.
  - b. 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.
    - i. Notify the district office, including maintenance if any facility repair is necessary
    - ii. Await the arrival of emergency responders and coordinate a unified command to ensure the safety of students and school personnel, property and the environment.
  - c. 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.
    - i. Notify the district office, including maintenance if any facility repair is necessary
    - ii. 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.

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

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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

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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.

## Appendix A: Safety Planning Process

<b>Activity Description</b> <i>(i.e. review steps, meetings conducted, approvals, etc)</i>	<b>Date and Time</b>	<b>Referenced Documents</b> <i>(description and location)</i>
“School Safety Plan Webinar” through Santa Clara County Office of Education <i>(Daniella Quinones)</i>	November 17, 2020	<i>None attached</i>
Discussion of Safety Plan for both Mountain View High School and Los Altos High School <i>(Daniella Quinones, Lynne Ewald, Galen Rosenberg)</i>	December 3, 2020	
Review, Discussion and Input of Draft Goals for Safety Plan <i>(Daniella Quinones, Lynne Ewald)</i>	January 8 2021	
Review of safety plan goals and updated evacuation plans. <i>(Lynne Ewald, Daniella Quinones)</i>	January 22, 2021	
<i>Review of Safety Plan by MVHS Site Administration Team</i>	January 25, 2020	
<i>Approval of Safety Plan by MVHS Site Council</i>	February 10, 2021	
<i>Review of MVHS Safety Plan by MVLHSD Board of Trustees</i>	March 8, 2021	

## **Appendix B: District Crisis Response Plans**

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The following sections provide key information for crisis response for MVHS. While this information represents the basic tools needed for an effective crisis response, MVHS will continue to assess, revise and expand on the plan for continuous improvement in student safety. Additional documentation, including a stand-alone crisis response plan will be referenced in the Comprehensive District Safety Plan as it is developed.

**Appendix B.1: District Staff Emergency Contacts – Confidential**

Name	Position	Number(s)	Safety/Crisis Response Role
	Principal		School Commander/PIO
	AP		Operations Chief/Liaison
	AP		Planning Chief
	AP		Logistic Chief/Finance Chief
	Student Services Coordinator		Safety
	Student Conduct Liaison		Medical
	Student Conduct Liaison		Site Check/Security
	Admin. Assistant		Situation Analysis/Transportation
	Student Conduct Liaison		Medical
	Athletic Trainer		Medical
	Assessment Coordinator		Medical
	Lead Custodian AM		Site Check/Security
	Lead Custodian PM		Site Check/Security
	Coordinator School Facilities		Site Check/Security
	Teacher		Search and Rescue

Name	Position	Number(s)	Safety/Crisis Response Role
	Teacher		Search and Rescue
	Teacher		Search and Rescue
	Teacher		Search and Rescue
	Teacher		Search and Rescue
	Counselor		Student Supervision
	Teacher		Student Supervision
	Teacher		Student Supervision
	Counselor		Student Release
	Teacher		Student Release
	Counselor		Student Release
	Teacher		Student Release
	Admin. Assistant		Documentation
	Admin. Assistant		Supplies/Facilities/Purchasing
	Admin. Assistant		Staffing/Timekeeping
	Teacher		Communications
	Teacher		Communications
	Science Lab Technician		Chemical Safety

**Appendix B.2: Crisis Response/Community Emergency Contacts**

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**For all emergencies call 911!**

**Public Health and Safety**

<b>Vendor</b>	<b>Number</b>	<b>Purpose/Subject</b>
MV Police	<b>Emergency - 911</b>	
	650-903-6344	Non-emergency
MV Fire	<b>Emergency - 911</b>	
	650-903-6395	Non-emergency, main office
CHP	1-800-835-5247	Non-emergency
County Animal Control	408- 764-0344	Animal-related issues
American Red Cross	877-727-6771	
Child Welfare Services	650-493-1186	24 Hour Reporting
Air Pollution Control Dist.	415-749-5000	Info on air quality

**Public Utilities**

<b>Vendor</b>	<b>Number</b>	<b>Purpose/Subject</b>
PG&E (natural gas)	800-743-5000	Gas leaks/Electrical Emergencies
Santa Clara County Irrigation District	408-265-2600	Irrigation water, canals, etc.
MV Water and Sewer	650-903-6329	
County Public Works	650-903-6311	

## ***Appendix B.3: MVHS Incident Command System***

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### **Standardized Emergency Management System/ Incident Command System Overview**

The California Standardized Emergency Management System (SEMS) uses the Incident Command System (ICS) 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.

ICS 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.

#### **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 Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

In the organizational structure described on the preceding page, the Operations Chief supervises five teams: First Aid and Student Health, Student Evacuation Transportation, Critical Incident Stress Response, Parent Coordination and Reunification and Student Accountability.

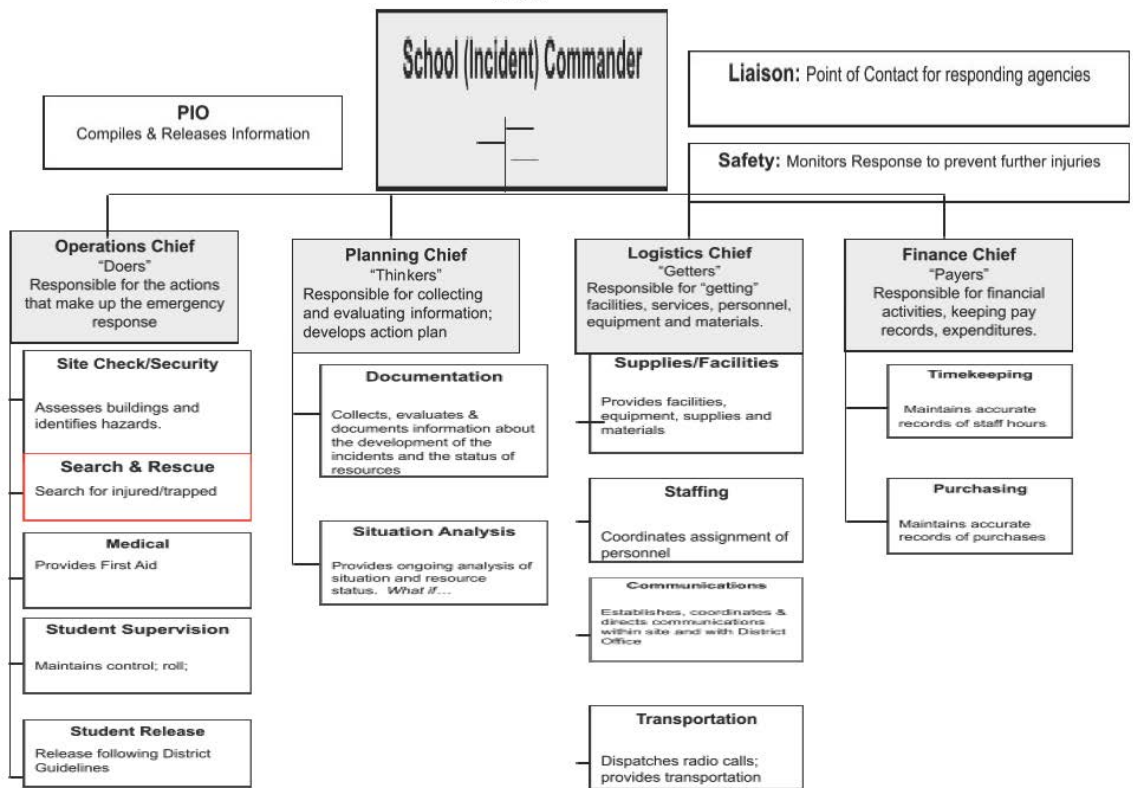
#### **Logistics**

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.

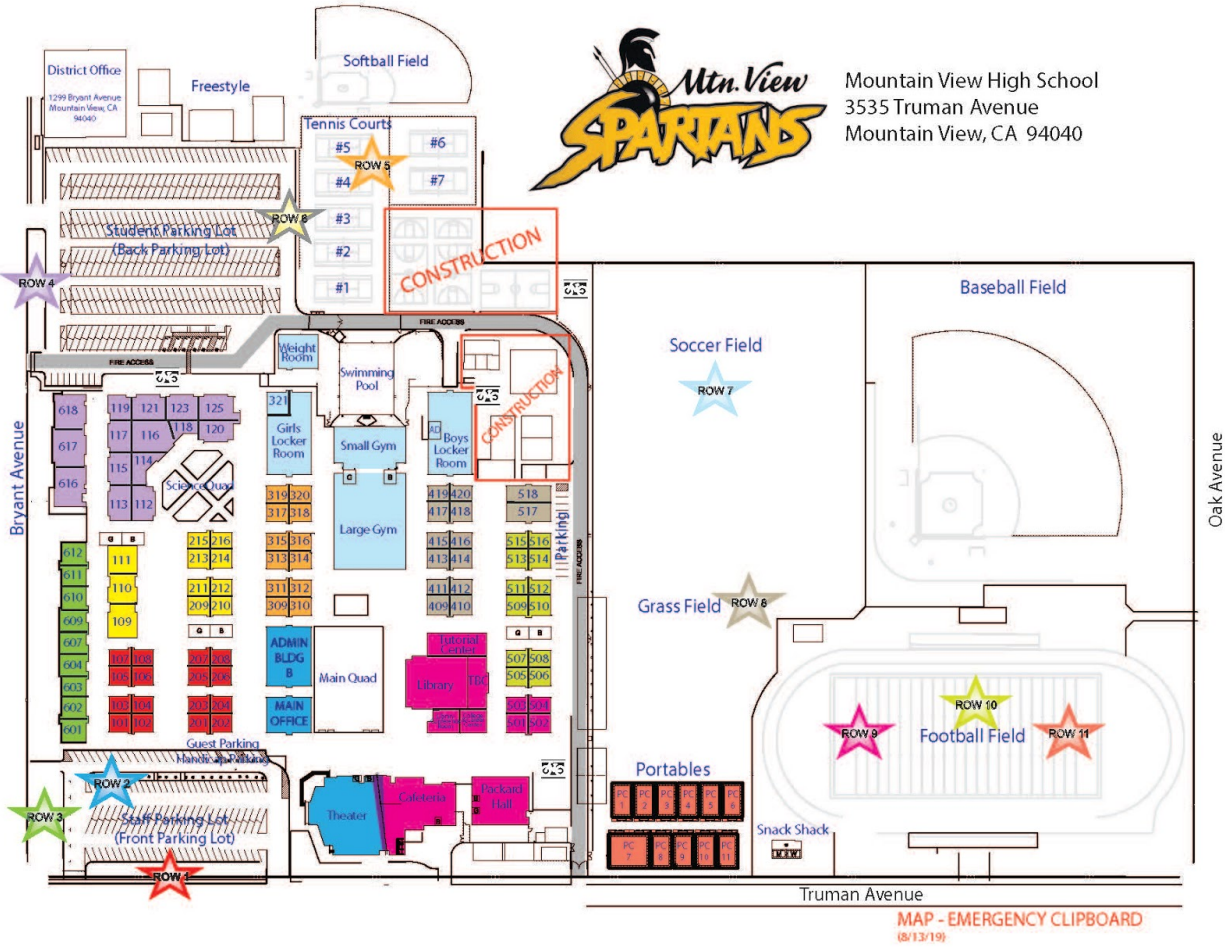
**Incident Command System  
Field Organizational Chart  
MVHS**

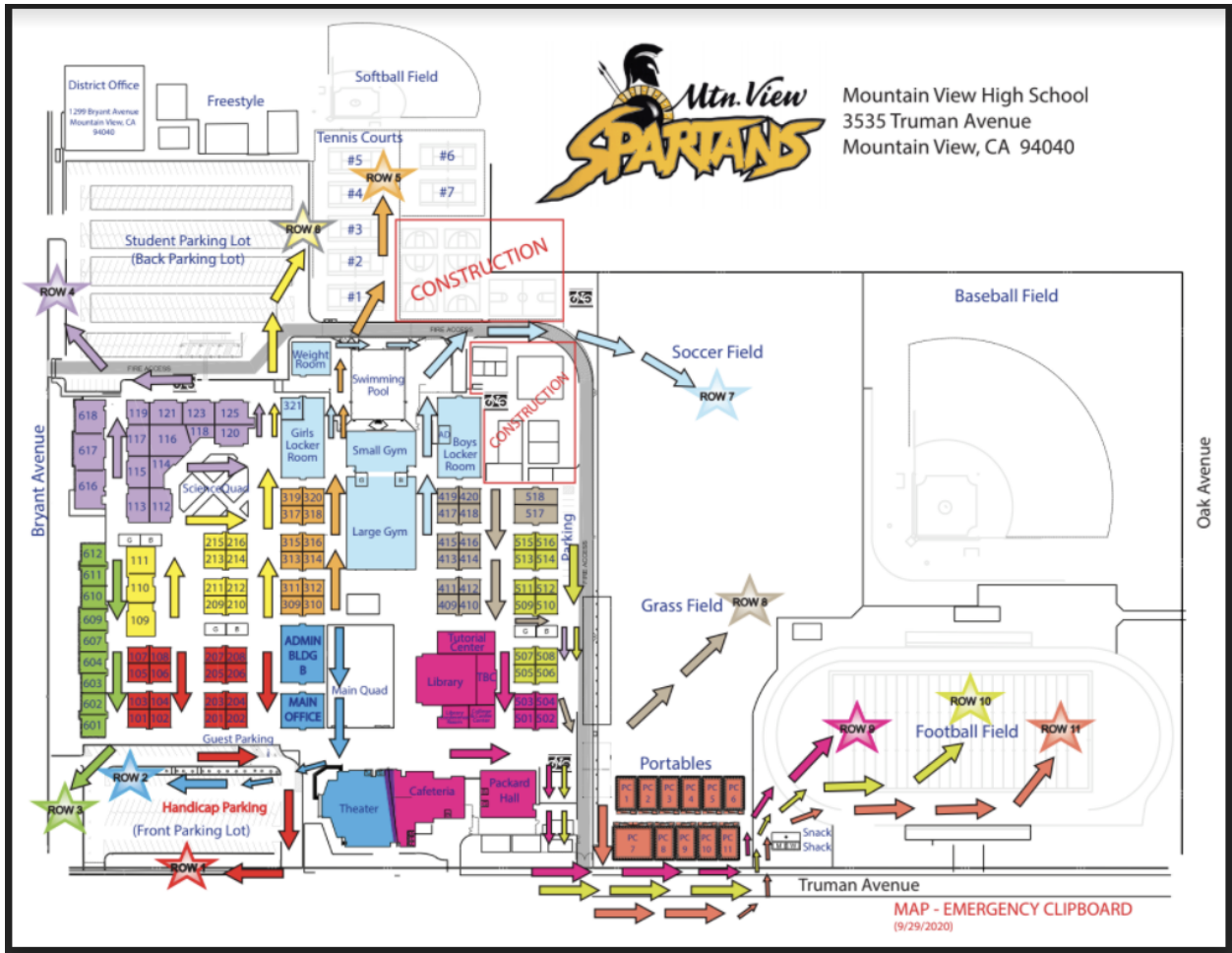




# Appendix B.4: District/Campus Emergency Evacuation Plans

## Mountain View High School Evacuation Plan





### Secondary Evacuation Site Rows

White End Zone near Oak Ave	Dark Green 20 to End Zone Near Oak Ave.	Light Green 40 to 20 Near Oak Ave.	Red 40 to 40	Purple 20 to 40	Pink End Zone to 20	Blue End Zone
Bertha Ruiz Frosty Gross Raudel Rivas	Jessica Yazdani Nancy Rafati Laileh Haghghi	Noemi Herrera Simi Ketterer Leslie Felipe	Edwienna Grant Sylvia Calderon	Efrain Chavez Evan Lipkin Steve Bies	Josune Sullivan Ali Zandi Leslie King	???? Alma Ruelas
PE and Portables	500 Wing	400 Wing	300 Wing	200 Wing	100 Wing	600 Wing
Kittle	501 Midi Lab	Admin & Main Offices	309	201	101	601
Williams	502	Visitors	310	202	102	602
Payne	505	Unscheduled Students & Staff	311	203	103	603
Smith	506	Cafeteria	312	204	104	604
Esparza	508	Theater	313	205	105	607
Jennings	509	Packard Hall	314	206	106	609
P1	510	409	315	207	107	610
P2	511	410	316	208	108	611
P3	512	411	317	209	109	612
P4	513	412	318	210	110	616
P5 Robotics	514	414	319	212	111	617
P6 PE	515	413/515	320	213	112	618
P7	517	416		214	113	
P8		417		215	115	
P9		418		216	116	
P10		419			117	
P11		420			120	
					121	
					123	
					125	

STAFF	RESPONSIBILITIES
<b>Administrators</b>	Identify emergency (Fire, Earthquake, lock down, etc) Notify staff (PA / campus security & custodians): fire, earthquake, lock down, etc. Secure Administration Building and Main Office Secure cash/funds (bookkeeper's office & cafeteria) Set up material in Command Center ( <i>substitute list, staff list, staff emergency cards, room chart, student directory, teachers off campus-other locations, absence list, etc.</i> ) Set up Student Shelter Command (Activities AP) and Medical Command (Student Services Coordinator) Assign jobs/responsibilities Supervise Student Release Coordinator station (Activities AP)
<b>Principal's Secretary</b>	Evacuate Adult visitors to Row 2 (if with they are students, students go w/ parents) Bring to command center: <ul style="list-style-type: none"> <li>* Staff absence list for the day / teachers off campus</li> <li>* Substitute list (notify Row Monitor of substitutes)</li> <li>* Teachers with classes off campus (notify Row Monitors)</li> <li>* Classes in computer labs or other rooms (notify Row Monitors)</li> </ul> Employee list and emergency staff phone numbers Help set up Command Center
<b>Attendance Clerk</b>	Evacuate all students in the front office to Row 2 Go to post as Row Monitor Follow procedures for Row Monitors
<b>Facilities Admin. Assistant</b>	Bring to the Command Center <ul style="list-style-type: none"> <li>● Medication assigned to students</li> <li>● Student Medical Problem List</li> <li>● Portable radios</li> </ul> Report to Student Supervision to set up for Student Release Serve as <b><i>Student Release Coordinator</i></b>
<b>Counseling Clerk</b>	Go immediately to your post as Row Monitor Follow procedures for Row Monitors <ul style="list-style-type: none"> <li>● Assist with setting up Medical Command/Triage Center</li> <li>● Track injured individuals</li> <li>● Work with paramedics and emergency personnel</li> </ul>
<b>Registrar</b>	Evacuate all students in the front office to Row 2
<b>College &amp; Career Coordinator</b>	Report to Emergency Bunker and assist as <b><i>Medical Transport Coordinator</i></b> <ul style="list-style-type: none"> <li>● Assist with setting up Medical Command/Triage Center</li> <li>● Track injured individuals</li> <li>● Work with paramedics and emergency personnel</li> </ul>

<b>Finance Officer</b>	Lock up/secure office Go to post as Row Monitor Follow procedures for Row Monitors
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<p><b>Row Monitors</b></p>	<p>Pick up Clip Board with evacuation materials and put on emergency vest.  Go to your primary evacuation site.  Check for all teachers/staff assigned to your row and collect names of missing students on EOC form.  Report to Row Supervisor and turn in EOC forms.  Proceed to the Secondary Evacuation Site and to your assigned yard line on the football field. <u>Row Monitor with colored vest must stay at that Station at all times until given further instructions.</u>  Remind teachers at this time you only need to know if all students were evacuated (i.e. left classroom with 17 students &amp; arrived to back field with 17 students) – Collect <i>EOC Message Forms</i>  Collect EOC forms for teachers in your row.  Check period/time and write teacher’s name on Emergency Attendance Sheet or use the Evacuation Room Chart for that Row  Ask Row Monitor assistants to help locate teachers or substitute teachers.  If a teacher from another station reports to you, take the information (room cleared, etc.) and tell them to report their attendance to the correct color/row station.  Row Monitors are the link between teachers/students and the Student Shelter Command  If there is a problem have Asst. Row Monitor locate someone with a radio.  If a student is missing or injured, notify Student Shelter Command immediately.  Collect Emergency Check-in Sheets from your teachers when they arrive.  If students report to you instead of their teacher, write down their names and direct them to their proper row.  When all teachers are checked in, send a staff runner or student leader (Activities AP) at the Goal Post closest to campus.  Help other Row Monitors</p>
<p><b>Row Supervisors</b></p>	<p>Check with Row Monitors and collect</p> <ul style="list-style-type: none"> <li>● EOC forms</li> <li>● Names of missing teachers/classrooms</li> <li>● Deliver EOC forms to Command Center and report any missing teachers/classrooms</li> <li>● Report to your secondary evacuation site</li> </ul>
<p><b>Assistant Row Monitors</b></p>	<p>Go to your primary evacuation site.  Assist the Row Monitor  Proceed to your assigned secondary evacuation site and assist the row monitors.</p>
<p><b>Student Supervision</b></p>	<p>You are the main supervisors for students at the secondary evacuation site (Football Stadium)</p>

	Collect EOCs from Row Monitors and pass to Missing Student Trackers
<b>Missing Student Trackers</b>	Collect names of students who evacuated from their classroom safely to the primary evacuation site but didn't arrive at the secondary evacuation site Mark these names on emergency contact list Assist with Student Release
<b>Student Release</b>	Release students to parents and/or emergency contacts only based on list generated from Aeries
<b>Search &amp; Rescue</b>	Report to Command Center after passing class to buddy teacher <ul style="list-style-type: none"> <li>• In teams of 2, go to sites where people are trapped or injured</li> <li>• Assess their situation and remove, if possible, without causing further harm to them or to yourself</li> </ul>
<b>Medical</b>	Report to Medical Command after passing class to buddy teacher Assist with triage
<b>Documentation</b>	Sort EOC forms by degree of emergency and give to Operations Chief Maintain counts on injuries and property damage
<b>Supplies/ Facilities</b>	Report to the Command Center. <ul style="list-style-type: none"> <li>• Provide equipment, supplies, and materials where needed.</li> <li>• Report all problems to Activities AP.</li> </ul>
<b>Purchasing</b>	Report to the Command Center. <ul style="list-style-type: none"> <li>• Keep accurate records of purchases that may need to be made for supplies and/or water and food</li> <li>• Report all problems to Administrators at Command Center</li> </ul>
<b>Staffing/ Timekeeping</b>	Report to the Command Center. <ul style="list-style-type: none"> <li>• Instruct the classified staff to duties within the Command Center, Medical Command/Triage Center, and Secondary Evacuation Site (Football Field)</li> <li>• Keep accurate records of staff hours during the disaster. <ul style="list-style-type: none"> <li>○ Record the time that the disaster started and keep track of the time when staff are allowed to leave.</li> </ul> </li> <li>• Report all problems to Administrators at Command Center</li> </ul>
<b>Communication</b>	Report to Secondary Evacuation Site (Football Field) <ul style="list-style-type: none"> <li>• Lock all gates after the students have entered the field</li> <li>• Set up the stadium PA system</li> <li>• Report all problems from Secondary Evacuation Site to the Command Center</li> </ul>
<b>Transportation</b>	Report to Command Center <ul style="list-style-type: none"> <li>• Dispatch radio calls and provide transportation for injured people to the Medical Command/Triage Center.</li> </ul>
<b>Situation Analysis</b>	Report to Command Center

	<ul style="list-style-type: none"> <li>Analyze the situation on campus and the resources available</li> <li>Record initial information regarding the status of the compass and location of trapped and/or injured individuals</li> <li>Monitor when rooms are cleared or trapped and/or injured individuals</li> <li>Monitor when issues (gas leaks, water main breaks, etc.) have been repaired.</li> </ul>
<b>Custodians &amp; Coordinator of School Facilities</b>	<p>Contact Command Center when enroute to Utility Controls so they can account for you</p> <p>Shut off gas (fire or earthquake) and notify Facilities AP or Command Center when completed</p> <p>Bring golf carts to Command Center or where directed</p> <p>May need to notify rooms without bells/PA system</p>
<b>Student Conduct Liaisons</b>	<p>Respond to designated areas to check Evacuation Search Areas. May need to notify rooms without bells/PA system</p> <p>Conduct Initial Room/Building Search</p> <p>Assist in Evacuation</p> <p>Open all gates on field side of football field (not street gates, except driveway gate near Snack Shack on Truman) so student can enter field</p>

<b>Groundskeepers</b>	<p>Open Oak and Truman gates for Emergency Vehicle Access. Notify Command Post when that is completed.</p> <p>Report any problems.</p> <p>Stand by to secure gates if we have long-term shelter or a release situation.</p> <p>Standby to assist as needed.</p>
<b>Unassigned Staff</b>	<p>Unassigned staff members report to Command Center in the quad. You may be asked to:</p> <ul style="list-style-type: none"> <li>Help a substitute teacher</li> <li>Help Row Monitors</li> <li>Relieve a teacher with first aid training</li> <li>Collect attendance sheets</li> <li>Help with emergency set up</li> <li>Help locate anyone missing</li> </ul>
<b>Cafeteria/Kitchen</b>	<p>If students are in the kitchen, have one staff member escort students to the first row of the staff parking lot (Row #2) and stay with student. Row monitor will document student names.</p> <p>Secure kitchen area / valuables.</p> <p>All other Food Service workers report to Row 9</p>
<b>Students without classes or that get separated from teacher</b>	<p>Report to the first row of the Staff Parking Lot - Row #2</p> <p><b>If at brunch or lunch, or during a passing period, report to the location of your PREVIOUS period teacher.</b></p>
<b>Visitors</b>	<p>Adults report to the first row of the Staff Parking Lot - Row #2</p>



	<p>Parents with their students report to first row of the Staff Parking Lot - Row #2</p> <p>Visitors in classrooms go with teacher and class to assigned primary evacuation site and if needed, to the secondary evacuation site</p> <p>Teacher is responsible for visitor and reporting his/her name to Row Monitor or Command Center.</p>
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<p><b>Evacuation during activity, lunch, brunch, assembly, non-school hours</b></p>	<p>Identify emergency / Call appropriate number (9-911) or 650-903-6344 - MV Police or 650-9093-6395 - MV Fire.  Follow Emergency Procedures as needed by type of incident  Use common sense / Safety is first  If evacuation is necessary:</p> <ul style="list-style-type: none"> <li>● <b>If at brunch or lunch, or during a passing period, report to the location of your PREVIOUS period teacher.</b></li> <li>● <b>If an evacuation is signaled between classes or during brunch or lunch students should report back to their last period before the alarm sounded, in the row assigned to that class.</b></li> <li>● <b>If an evacuation alarm sounds before the first period of the day students should report to their First Period Teacher in the row assigned to that class.</b></li> <li>● <b>If during an after school event, staff and students should evacuate to the front of school a safe area away from emergency vehicles. Staff (and all coaches) should assist in treating injuries and in taking names of those present.</b></li> <li>● <b>Staff members should assume their “normal” responsibilities as shown above.</b></li> </ul> <p>(Evacuate students, direct emergency vehicles, contact school officials, collect needed material, etc.)</p>

## Appendix C: Emergency Response Guidelines

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### 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 is also shut down.
- **Lock Down:** Students and staff are kept in a designated locked area until a danger has passed, such as an intruder being on campus.
- **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. 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.
- **Lock Down:** Immediately 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
- **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.
- **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.
- **All Clear:** Use the site’s school-wide communication system to notify staff and students that normal school operations should resume.

## **Appendix D: Types of Emergencies & General Procedures**

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### **AIRCRAFT CRASH**

The administrator 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 administrator or designee will initiate appropriate actions, which may include Lock Down or Evacuate 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 administrator or designee will decide the appropriate response, which may include Shelter-in-Place, Lock Down, Evacuate Building, or Evacuate Campus.

### **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 administrator 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”. In coordination with law enforcement, the administrator or designee will initiate appropriate actions, which may include Duck & Cover, Lock Down, or Evacuation.

### **DISORDERLY CONDUCT**

This involves a student or staff member exhibiting threatening or irrational behavior who does not have a weapon. The administrator or designee will initiate appropriate actions, which may include Shelter-in-Place, Lock Down, 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 administrator 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 administrator 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 administrator or designee will initiate appropriate actions, which may include Shelter-in-Place, Lock Down, 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 administrator or designee. The administrator or designee will immediately initiate the Evacuate Building action. 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 administrator 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 administrator or designee will initiate appropriate actions, which may include Shelter-in-Place or Evacuate Building.

### ***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 administrator or designee will initiate appropriate actions, which may include Duck & Cover, Shelter-in-Place, Evacuate Building, or Evacuate Campus.

## ***PSYCHOLOGICAL TRAUMA***

When the administrator 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 administrator or designee will isolate the suspected contaminated food/water to prevent consumption, and will restrict access to the area. Second, the administrator 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 purposefully contaminating the food or water source.

## ***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 administrator or designee. The administrator 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 administrator 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 administrator 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.

# Appendix E: Classroom Documents for Emergency Procedures

<h2 style="margin: 0;">EMERGENCY PROCEDURES</h2> <p style="margin: 0; font-size: small;">Mountain View Los Altos Union High School District <span style="float: right;">rev 12/2007</span></p>	
<h3 style="margin: 0;">Remain CALM; Follow Procedures and Directions</h3> <p style="margin: 0; font-size: x-small;">(more information on clipboard and/or in Safety Plan)</p>	
<p style="text-align: center; font-weight: bold; font-size: small;">EVACUATION</p> <ul style="list-style-type: none"> <li>Exit according to route on map or as safe.</li> <li>Assist others who are mentally, physically or emotionally impaired.</li> <li>Assemble in the designated assembly area or as directed.</li> <li>Close all doors behind you, DO NOT LOCK.</li> <li>Take roll: account for students and staff.</li> <li>All students to remain under control of the teacher or designee.</li> <li>DO NOT RE-ENTER building and DO NOT LEAVE until directed to do so.</li> </ul> <p style="text-align: center; font-weight: bold; font-size: small;">CODE BLUE / SHELTER-IN-PLACE</p> <ul style="list-style-type: none"> <li>Get inside; close doors and windows. Follow directions.</li> <li>Continue normal activities inside.</li> <li>DO NOT LEAVE until released.</li> </ul>	<p style="text-align: center; font-weight: bold; font-size: small;">CODE RED / LOCKDOWN</p> <ul style="list-style-type: none"> <li>Immediately leave campus for the offsite staging area OR get inside.</li> <li>Lock door if possible.</li> <li>Barricade doors, dim lights, cover windows.</li> <li>Get down and behind an interior barricade, offset from door.</li> <li>If serious injuries or other serious situation, place a red card under the door or in a window.</li> <li>Take roll.</li> <li>Stay quiet; use anxiety reducing activities (deep breathing, simple games).</li> <li>Do not respond to fire alarms.</li> <li>Call 9-1-1 if you know identity, location or description of suspect.</li> <li>DO NOT LEAVE until released by public safety.</li> </ul>
<p style="text-align: center; font-weight: bold; font-size: small;">MEDICAL EMERGENCY</p> <ul style="list-style-type: none"> <li>Check victim.</li> <li>Call 9-1-1 if life threatening.</li> <li>Report serious injury or illness to office</li> <li>Support victim until help arrives.</li> <li>DO NOT move non-ambulatory victims unless physical dangers are present.</li> </ul> <p style="text-align: center; font-weight: bold; font-size: small;">FIRE</p> <ul style="list-style-type: none"> <li>Pull fire alarm.</li> <li>EVACUATE. Keep low, cover face. Test exit doors for heat. If hot, DO NOT OPEN; use alternate route.</li> <li>Close but DO NOT lock doors as you leave.</li> </ul> <p style="text-align: center; font-weight: bold; font-size: small;">EARTHQUAKE</p> <ul style="list-style-type: none"> <li>If inside: DROP, COVER and HOLD.                             <ul style="list-style-type: none"> <li>Make body small as possible.</li> <li>Eyes closed, ears covered.</li> <li>Face in arms, protect back of neck.</li> <li>EVACUATE once it is safe.</li> </ul> </li> <li>If outside: Lie prone                             <ul style="list-style-type: none"> <li>Cover head, face &amp; as much skin as possible. Eyes closed, ears covered.</li> </ul> </li> </ul> <p style="text-align: center; font-weight: bold; font-size: small;">EXPLOSION</p> <ul style="list-style-type: none"> <li>EVACUATE, uphill and upwind if possible, to a safe distance.</li> <li>DO NOT return to the area until it is declared safe.</li> </ul>	<p style="text-align: center; font-weight: bold; font-size: small;">BOMB THREAT</p> <ul style="list-style-type: none"> <li>EVACUATE involved areas.</li> <li>Look for suspicious objects while exiting but DO NOT HANDLE; tell emergency personnel of location.</li> <li>Leave doors and windows open.</li> <li>DO NOT LEAVE the campus as the device may be hidden in or under a vehicle.</li> <li>DO NOT use light switches or open drawers or cabinets.</li> </ul> <p style="text-align: center; font-weight: bold; font-size: small;">HAZARDOUS MATERIALS</p> <ul style="list-style-type: none"> <li>Contact office immediately.</li> <li>Handle medical emergencies; isolate person(s) from others.</li> </ul> <p>EXTERNAL HAZARD (outside of building):</p> <ul style="list-style-type: none"> <li>CODE BLUE / SHELTER-IN-PLACE.</li> <li>Remain inside until released by emergency personnel.</li> </ul> <p>INTERNAL HAZARD (inside of building):</p> <ul style="list-style-type: none"> <li>EVACUATE; upwind, upstream, uphill if possible.</li> <li>Seal off contaminated area if possible.</li> </ul> <p style="text-align: center; font-weight: bold; font-size: small;">VIOLENT VISITOR</p> <ul style="list-style-type: none"> <li>If confronted by violent person; speak calmly and attempt to get intruder to leave. GET HELP.</li> <li>Call 9-1-1</li> <li>If aware of violent person: initiate CODE RED / LOCKDOWN as appropriate.</li> </ul>
<p><b>Emergency Phone Number: 9-1-1</b></p> <p>Direct # by cell: City of Mountain View: 650-903-6395 Los Altos: 650-947-2779</p> <p><b>District Numbers:</b></p> <p>Superintendent 650-940-4669 Associate Superintendent 650-940-4675 Maintenance &amp; Operations: 650-940-4667 Los Altos High School 650-960-8811 Mountain View High School 650-940-4600 Alta Vista High School 650-691-2433 Adult Education 650-940-1333 Mountain View Parent Preschool 650-969-9506 Los Altos Parent Preschool 650-947-9371 Freestyle 650-940-4680 District Special Ed 650-940-4658 District IT 650-940-7418</p>	<p><b>Numbers working if power failure:</b></p> <p>District Office 650-961-7008 Los Altos High School 650-941-2382 Mountain View High School 650-961-7547 Alta Vista High School 650-965-8706 Adult Education 650-966-1079</p> <p><b>After major disaster:</b></p> <ul style="list-style-type: none"> <li>Implement Incident Command System.</li> <li>Parent/guardian must present proper ID to claim students.</li> <li>Staff is required to stay at school until dismissed by Incident Commander.</li> <li>All classified and certificated staff members have emergency assignments.</li> </ul>



## EVACUATION FOR FIRE ALARM

1. \* Direct students to leave the classrooms with you.
  - \* Lock Door.
  - \* Tell students to move quickly but do not run.
  - \* Take Emergency Clipboard.
  - \* Walk out to the evacuation assembly area designated on the map in the room where you are located.
  - \* **Each room has its own row** so be sure to check which row and where to assemble.
  - \* As you change rooms throughout the day, so will your reporting area.
2. When you arrive at the designated area, direct students to line up behind you; take roll and HOLD UP the COLORED ROOM # PLACARD TO BE COUNTED OR REPORT TO ROW MONITOR. If there is a serious problem also hold up the RED card for priority attention.  
  
Report in to the designee for your rows.
3. EACH Row Monitor for 1, 2 and 3 report to **ROW SUPERVISOR (Merna Khoury)** when your rows are accounted for.  
EACH Row Monitor for 4, 5 and 6 report to **ROW SUPERVISOR (Marti McGuirk)** when your rows are accounted for.  
EACH Row Monitor for 7 and 8 report to **ROW SUPERVISOR (Jaimie Phillips)** when your rows are accounted for.  
EACH Row Monitor for 9, 10, and 11 report to **ROW SUPERVISOR (Linda Schortz)** when your rows are accounted for.
4. **ALL STAFF AND STUDENTS NOT WITH A CLASS REPORT TO THE STAFF PARKING LOT (TRUMAN & BRYANT)**
5. The drill will conclude when all teachers have reported to the Row Monitors and those monitors have checked in with **the Row Supervisors**. A bell or other signal will signify the end of the drill.

6. The administrators will be in charge of the following areas:
- a. **Michael Jimenez** will remain in the administration building area
  - b. **Heather Morelli and Daniella Quinones** will be moving about the campus monitoring the progress of the drill (Campus Security will assist)

Updated: 10/20/2020

- c. **Jon Robell and Mariela Ho** will be in the staff parking lot (Truman & Bryant) for unscheduled students and staff
- d. **Joel Romo-Gonzalez** will be at the Grass Fields (Row 8) for Emergency/Medical Services

**EVACUATION ROWS**

<b><u>ROW #</u></b>	<b><i>LOCATION</i></b>	<b><u>ROW #</u></b>	<b><i>LOCATION</i></b>
<b><u>ROW 1</u></b> 101-108 201-208	<i>Grass Area on Truman Avenue by Bus Stop</i>	<b><u>ROW 6</u></b> 109-111 209-216	<i>Area between Student Parking Lot &amp; Tennis Courts</i>
<b><u>ROW 2</u></b> Admin. Offices Visitors Unscheduled Students/Staff Theater	<i>1<sup>st</sup> Row of Staff Parking Lot</i>	<b><u>ROW 7</u></b> <b>All PE</b> Girls Locker Rm Boys Locker Rm Gyms Fields Portable 6	<i>Soccer Field</i>
<b><u>ROW 3</u></b> 601-612	<i>* Cohorts during Distance Learning will evacuate to 2nd Row of the Staff Parking Lot (facing the flagpole)</i>	<b><u>ROW 8</u></b> 409-420 517-518	<i>* Cohorts during Distance Learning will evacuate to 2nd Row of the Staff Parking Lot (facing the flagpole)</i>

<b>ROW 4</b> 112-125 616-618	<i>Side Lawn Area on Bryant Avenue next to Student Parking Lot</i>	<b>ROW 9</b> 501-504 Library Packard Hall Food Service Tutorial Center Textbook Center College/Career	<i>* Cohorts during Distance Learning will evacuate to 2nd Row of the Staff Parking Lot (facing the flagpole)</i>
<b>ROW 5</b> 309-320 Weight Room	<i>Tennis Courts</i>	<b>ROW 10</b> 505-516	<i>Football Field (Middle Section)</i>
		<b>ROW 11</b> Portables 1-4 Portables 7-11	<i>Football Field (South End Zone)</i>

Updated: 10/20/2020

**ROW MONITOR ASSIGNMENTS (LIME GREEN VESTS)**

**ROW 1** Josie Esparza  
Jamie Evare

**ROW 2** Jon Robell (orange vest)  
Mariela Ho (orange vest)

**ROW 3** Carol Johnson  
Alma Ruelas

**ROW 4** Leslie King  
Ali Zandi  
Josune Sullivan

**ROW 5** Edwienna Grant  
Sylvia Calderon

**ROW 6** Efrain Chavez  
Evan Lipkin  
Steve Bies

**ROW 7** Joanna Plymale  
Frosty Gross

**ROW 8** Noemi Herrera  
Simi Ketterer  
Leslie Felipe

**ROW 9** Jessica Yazdani/Nancy Rafati  
Sharon Hetrick/Laleh Haghighi

**ROW 10** Pearl Herrera  
Maribel Sanchez/Emily Shultz

**ROW 11** Raudel Rivas  
Bertha Ruiz

**ADMINISTRATION**—telephones

Michael Jimenez/Toni Wenks (to panel)

- Stacy Freitas (back-up)

Ricardo Barrera (to panel)

Marivic Cagatao (call Fire Dept/911)

- Joanna Plymale (back-up)

Rose Russo - **Rows 1, 2, 3** *Bring 2-way radio, bullhorn & clipboard*

Marti McGuirk - **Rows 4, 5, 6** *Bring 2-way radio, bullhorn & clipboard*

Jaimie Phillips - **Rows 7, 8** *Bring 2-way radio, bullhorn & clipboard*

Linda Schortz - **Row 9, 10, 11** *Bring 2-way radio, bullhorn & clipboard*

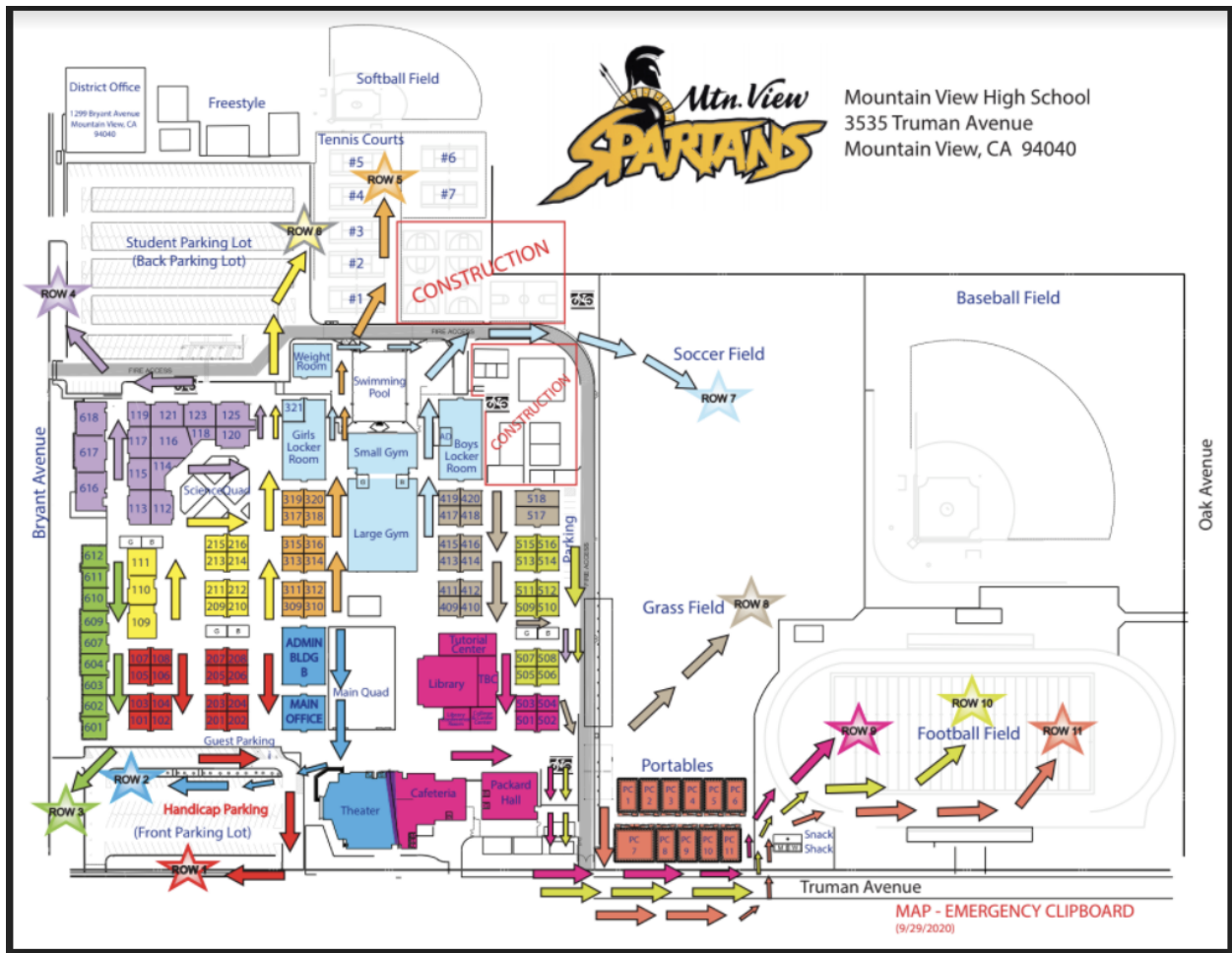
**PLEASE NOTE:**

ALL ROW MONITORS AND ALL ADMINISTRATORS, CAMPUS SECURITY, ROSE, MARTI, JAIMIE AND LINDA WILL BE IN **REFLECTIVE VESTS.**

Row Monitors can change depending on staff attendance. Some days any or all of these people could be absent. The row placement is by room and will not change, so as you change rooms from period to period throughout the day you may line up in a different row.

Questions? Contact **Daniella** or **Marivic** ext. 1015.

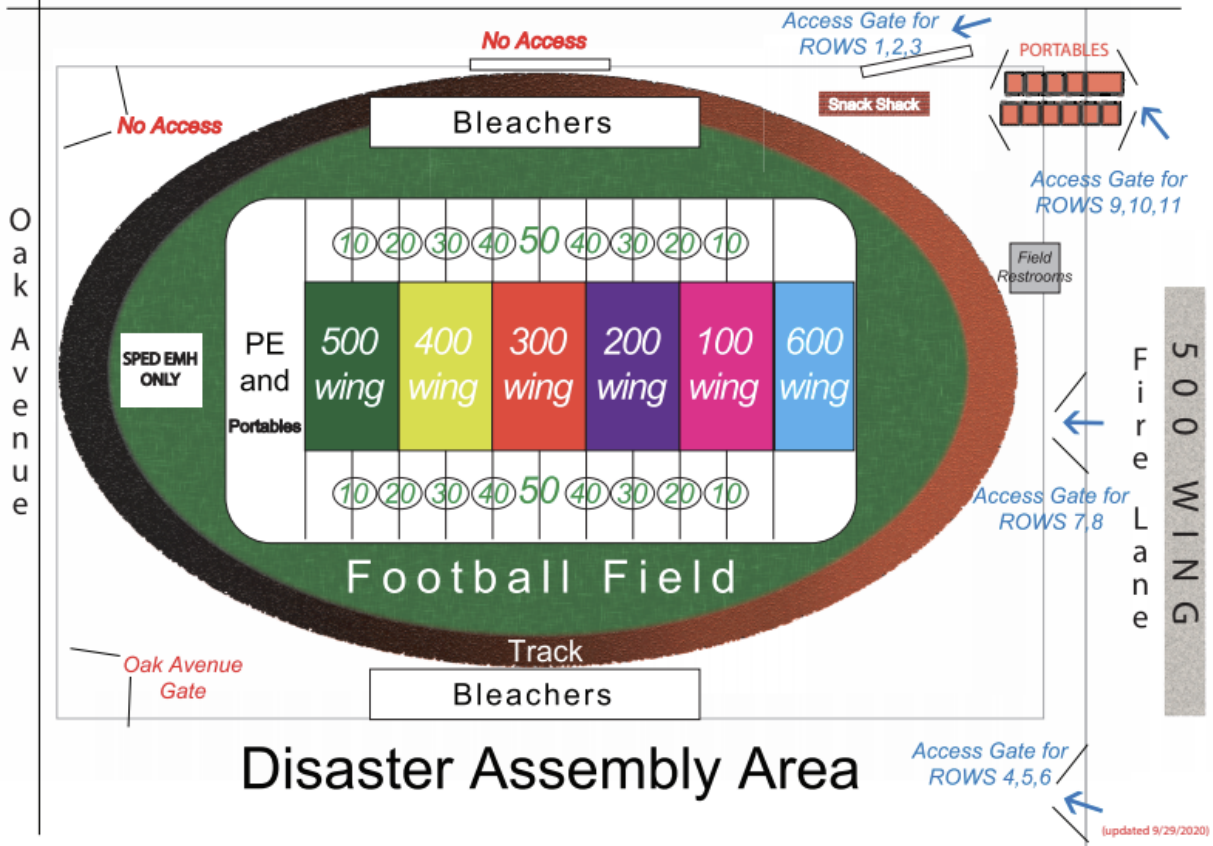
# Mountain View High School Evacuation Plan





**Mountain View High School**  
 3535 Truman Avenue, Mountain View, CA 94404 Office (650) 940-4600

Truman Avenue



# **EMERGENCY PROCEDURES FOR AN EARTHQUAKE OR OTHER MAJOR DISASTER**

**1. Drop, Cover, and Hold:** At the start of the drill, the Principal will make an announcement. All students, staff, and visitors should drop, cover, and hold under their desks or tables.

**2. Remain:** Remain in the sheltered position for at least 60 seconds. At this point, you can open your envelope for directions.

**3. Triage people in your immediate area:** Follow Simple Triage Training and mark students with appropriate RED, YELLOW, GREEN, or BLACK dots, tape or markers depending on their injuries. These supplies are in the Emergency Bins in each classroom. Mark as follows: Red: Needs immediate assistance. Stay with injured and wait for search and rescue. Yellow: Delayed injury such as burns or broken bones - take to triage area for assistance. Green: Walk to triage area for basic first aid.

Black: No pulse detected, no longer living. Leave in room.

All triage people should be taken to triage in front of the main gym.

**4. Notify your teacher “buddy” (as needed):** Every room should have a designated “buddy” -- that is, the room next door to yours. In the event that a student is injured and the teacher needs to stay behind, the teacher should hand off the evacuation of their class to their “buddy” while they stay with the injured and await search and rescue.

**5. Evacuate:** Take your students, your clipboard, and emergency bin and evacuate. Make sure you take the safest route to your regular evacuation location (Fire Drill location: Row 1, Row 2, etc.)

**6. Roll:** Take roll when you arrive at your evacuation location. If you are missing any students, you must report their names to your Row Monitor and mark your attendance sheet with an “M”. If a student was absent, mark them with an “A”. Take out your EOC form, complete it, and then turn it in to your Row Monitor. Keep your roll sheet with you. You will need to take roll again when you go to the football field.

## **7. Assembly Areas:**

**a. Teachers –** Once you have checked in with your Row Monitor, and given them your EOC form (reporting injuries and missing), you need to take your students to the football field, which will serve as our student release center for parents. For the sake of the drill and keeping students with their classes, each wing has a designated area on the football field. Refer to the diagram in your evacuation materials to find the location for your classroom wing. In a true emergency, students would break out by alphabet. Signs would be posted in the same sections on the football field.

**b. Teachers with Assigned Duties (First Aid, Search and Rescue, etc.) –** After taking roll, tell the Row Monitor about any missing students, and give them the EOC form. Then give your room buddy your roll sheet and have your room buddy take your students out to the football field. You then need to report to the Command Center in the quad.

**c. ROW MONITORS:** Once all of your classrooms have been accounted for, bring the EOC forms to Daniella Quinones or Heather Morelli at the Command Center.

**8. Report:** Teachers will retake attendance once they are on the football field. Teachers will give their roll sheets to the Student Supervisor, who will be located at the gate next to the multiuse field.

**9. Command Center will be the Administration Office –** If the Administration Office sustains damage, it will be relocated to the quad. **Triage will be set up in front of the main gym.**

**10. All Clear:** The bell will ring for all-clear once all row monitors have reported to Daniella Quinones with the EOC forms and all buildings have been checked for trapped personnel and students.

**11. Evaluation:** After the drill, you will be emailed an evaluation of the drill. Please fill out this form ASAP so administration can use this information to make modifications for next year's drill.

**Thank you for doing your part to ensure the safety of our students during an emergency scenario.**



## **2020-2021 MVHS EMERGENCY PROCEDURES** **DURING DISTANCE LEARNING (Cohorts)**

**If there is an alarm on campus and you are NOT supervising a STUDENT COHORT:**

REPORT to the 1st Row of the Staff Parking Lot facing the flagpole in front of the campus.  
DIRECT all persons on campus to the Staff Parking Lot. An administrator will be present to supervise.

Wear a mask and maintain at least six foot distance.

**If there is an alarm on campus and you are SUPERVISING A STUDENT COHORT:**

ESCORT the STUDENTS YOU ARE SUPERVISING to the 2nd Row of the Staff Parking Lot.  
An Administrator will be present to supervise.

Remind students to wear a mask and maintain six foot distance.

If there are additional safety steps to follow, all staff will be directed by the administrator present or FIRE and POLICE.

Mountain View-Los Altos Union High School District

EOC MESSAGE FORM

Name of Person Submitting: \_\_\_\_\_

From: School \_\_\_\_\_ Room/Building \_\_\_\_\_

Date/time: \_\_\_\_\_

STATUS:

<p>_____ # Missing</p> <p>_____ # Injuries – Immediate</p> <p>_____ # Injuries – Delayed</p> <p>_____ # Injuries – Minor</p> <p>_____ # Injuries – Dead</p> <p>_____ # Damage – Heavy</p> <p>_____ # Damage – Moderate</p> <p>_____ # Damage – Light</p> <p>Transmit only the data within THIS box in 30-45 seconds. After transmission, wait for EOC's request to elaborate.</p>	<p><b>Injuries</b></p> <ul style="list-style-type: none"><li>• <b>Immediate (red):</b> RPM (respiration, perfusion, mental status)</li><li>• <b>Delayed (yellow):</b> Burns, major multiple fractures, Back injuries with or without spinal cord damage</li><li>• <b>Minor (green):</b> In need of First Aid attention only</li><li>• <b>Dead (black)</b></li></ul> <p><b>Damage</b></p> <ul style="list-style-type: none"><li>• <b>Heavy damage:</b> building collapse, building leaning, major ground movement causing large cracks in ground.</li><li>• <b>Moderate damage:</b> Falling hazards present, hazard present (toxic/chemical spill, broken gas line, fallen power lines).</li><li>• <b>Light damage:</b> Dislodged overhead air duct terminals, light fixtures, suspended ceiling grid, overhead mechanical systems and broken windows.</li></ul>
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Additional Information/Significant events:

# Social Distancing Protocol

## Visitor Information



10/16/2020  
**Last updated:**  
**Business Name:** Mountain View High School  
**Address:** 3535 Truman Avenue  
Mountain View 94040

- ### Summary of Customer-Facing Requirements
- Handwashing facilities or sanitizer is available near the facility entrance.
  - An employee has been designated to ensure the maximum number of customers is not exceeded and all persons are wearing face coverings.
  - Tape or marked at least six feet apart where people form lines.

### Report a Complaint

If you are a customer or member of the public and would like to report a complaint about this or another business not following a Social Distancing Protocol, visit [sccovidconcerns.org](http://sccovidconcerns.org).

If you are an employee, and would like to report a complaint about this business, visit [www.sccfairworkplace.org](http://www.sccfairworkplace.org) or call the Office of Labor Standards Enforcement at 866-870-7725.

### Learn More

To view the County Health Officer's Order and other information related to COVID-19, visit [sccgov.org/coronavirus](http://sccgov.org/coronavirus). To view this business' social distancing protocol visit [www.covid19prepared.org](http://www.covid19prepared.org).

The person responsible for implementing this business's protocol is:

<u>Mike Mathiesen</u>	<u>Associate Superintendent Business Services</u>
Name	Title
<u>mike.mathiesen@mvla.net</u>	<u>650-940-4650</u>
Email	Phone Number

# COVID-19 Prepared

Health Order Issuance Date:  
**10/05/2020**



This business, Mountain View High School, has completed a **Social Distancing Protocol** to prevent the spread of **COVID-19**.

For more information or to learn how to file a complaint, see this business's Social Distancing Protocol Visitor Information Sheet (required to be posted with this sign) or visit [sccgov.org/coronavirus](http://sccgov.org/coronavirus).

Santa Clara County  
**PUBLIC HEALTH**



# COVID-19 Prevention Program (CPP)

## Mountain View-Los Altos Union High School District

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

**Date:** January 28, 2021

### Authority and Responsibility

Dr. Nellie Meyer, Superintendent, has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

### Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

Notifying administration/management of COVID-19 hazards via online reporting form.

### **Employee Screening**

We screen our employees by:

having employees complete a COVID-19 self-screening questionnaire each day they come to campus/job site.

### **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures will be documented on the Appendix B: COVID-19 Inspections form, and corrected in a timely manner based on the severity of the hazards, as follows:

School and district administration will assess the severity of the hazard and assign correction time frames. The more severe the hazard, the more urgent the correction time frame. Administration will assign responsibility for completing tasks to correct hazards based on job classification. For example, facilities coordinators may be assigned correction tasks that are related to unsafe facility conditions; custodians may be assigned tasks that pertain to cleaning and/or sanitizing.

Administration will follow-up with employees tasked with taking corrective action to ensure timely correction of identified hazards.

### **Controls of COVID-19 Hazards**

#### **Physical Distancing**

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements.

Reducing the number of persons in an area at one time, including visitors.

Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.

Staggered arrival, departure, work, and break times.

Adjusted work processes or procedures to allow greater distance between employees.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

#### **Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Face coverings will be provided by the district and are available in the respective office of each campus. Should employees encounter non-employees that are not wearing face coverings, those non-employees will be asked to put on a face covering, and if unable to do so, to then leave campus. Refusal by non-employees will be reported to the site administration to then deal with.

COVID-19 Prevention Program

Page 2 of 18

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

#### **Engineering controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

Installing clear, plastic partitions where six feet between individuals cannot be maintained.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

Installing MERV 13 filters in all HVAC units for which proper size filters are available.

Keeping windows and doors open to promote maximum ventilation.

Adjusting HVAC damper controls to be set to maximum possible outside air, reducing the amount of recirculated air.

#### **Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces:

Follow CDC guidelines for frequency of cleaning and disinfection and appropriate materials to be used.

District custodial staff have been provided the appropriate guidance and reference materials.

Facilities and custodial leads will order additional supplies in a timely manner to ensure a constant inventory of cleaning and disinfecting supplies.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

The affected area will be cleaned and disinfected per CDC guidelines:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/clean-disinfect-hygiene.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

Cleaning and disinfection will be completed by district staff, using proper equipment and procedures.

### **Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by:

providing employees with the materials and training to do it themselves.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

Provide employees with an effective hand sanitizer. Hand sanitizer dispensers have been installed in all classrooms and common work spaces (i.e. library, tutorial center, administration office). Individual bottles of hand sanitizer will also be made available.

Soap dispensers in restrooms will be checked regularly and refilled as needed.

Encourage employees to wash their hands for at least 20 seconds each time.

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. [reference section 3205(c)(E) for details on required respirator and eye protection use.]

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

### **Investigating and Responding to COVID-19 Cases**

This will be accomplished by using the Appendix C: Investigating COVID-19 Cases form.

Employees who had potential COVID-19 exposure in our workplace will be:



Offered COVID-19 testing at no cost during their working hours. This will be primarily through their regular healthcare provider and employer-provided insurance, and secondarily through a partnership with El Camino Hospital to provide regular asymptomatic testing.

The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

### **System for Communicating**

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how:

Symptoms and possible hazards will be reported using an online form. Employees can also send an email to their immediate supervisor.

- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing:

Voluntary testing is available from El Camino Hospital district for MVLA staff

(<https://www.elcaminohealth.org/landing/schedule-covid-19-test-MVLA>).

Testing is also available through many of the locations provided by Santa Clara County

(<https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx>).

- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

### **Training and Instruction**

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:

COVID-19 Prevention Program

Page 5 of 18

- COVID-19 is an infectious disease that can be spread through the air.
- COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
- An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

**Appendix D: COVID-19 Training Roster** will be used to document this training.

#### **Exclusion of COVID-19 Cases**

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by

following all current law in regard to employer-provided employee sick leave benefits, and by following agreements set forth in respective collective bargaining agreements and relevant MOUs with labor associations.

- Providing employees at the time of exclusion with information on available benefits.

#### **Reporting, Recordkeeping, and Access**

It is our policy to:


- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

**Return-to-Work Criteria**

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Superintendent



January 28, 2021

**Title of Owner or Top Management Representative**

**Signature**

**Date**

**Appendix A: Identification of COVID-19 Hazards**

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person Conducting the Evaluation:**

**Date:**

**Name(s) of Employees and Authorized Employee Representative that Participated:**

<b>Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards</b>	<b>Places and times</b>	<b>Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers</b>	<b>Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation</b>

**Appendix B: COVID-19 Inspections**

**Date:**

**Name of Person Conducting the Inspection:**

**Work Location Evaluated:**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/Partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Face shields/goggles			
Respiratory protection			

**Appendix C: Investigating COVID-19 Cases**

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:**

**Name of Person Conducting the Investigation:**

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	

<b>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</b>	
---	--

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.

**Appendix D: COVID-19 Training Roster**

**Date:**

**Name of Person Conducting the Training:**

Employee Name	Signature



## **Additional Consideration #1**

### **Multiple COVID-19 Infections and COVID-19 Outbreaks**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### **COVID-19 testing**

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

#### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

#### **Investigation of workplace COVID-19 illness**

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

#### **COVID-19 investigation, review and hazard correction**

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.

- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.

**Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### **COVID-19 testing**

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

#### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

#### **Investigation of workplace COVID-19 illnesses**

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

#### **COVID-19 hazard correction**

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

#### **Notifications to the local health department**

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.

### **Additional Consideration #3**

#### **COVID-19 Prevention in Employer-Provided Housing**

##### **Assignment of housing units**

We will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

##### **Physical distancing and controls**

We will ensure:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers' heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

##### **Face coverings**

We will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

##### **Cleaning and disinfection**

We will ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

##### **Screening**

We will encourage residents to report COVID-19 symptoms to:

##### **COVID-19 testing**

We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

#### **Isolation of COVID-19 cases and persons with COVID-19 exposure**

We will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any applicable local or state health officer orders.

#### **Additional Consideration #4**

#### **COVID-19 Prevention in Employer-Provided Transportation to and from Work**

##### **Assignment of transportation**

We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

##### **Physical distancing and face coverings**

We will ensure that the:

- Physical distancing and face covering requirements of our CPP **Physical Distancing** and **Face Coverings** are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

##### **Screening**

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

##### **Cleaning and disinfecting**

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

##### **Ventilation**

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

##### **Hand hygiene**

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

# COVID-19 School Guidance Checklist

February 22, 2021



Date: 03/01/2021

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Mountain View Los Altos Union High School District

Number of schools: 4

Enrollment 4,561

Superintendent (or equivalent) Name: Dr. Nellie Meyer

Address: \_\_\_\_\_

1299 Bryant Ave, Mountain View, CA 94040

Phone Number: (650) 940-4650

Email: nellie.meyer@mvla.net

Date of proposed reopening:

March 8, 2021

County: Santa Clara

Grade Level (check all that apply)

Current Tier: Purple

(please indicate Purple, Red, Orange or Yellow)

TK  2<sup>nd</sup>  5<sup>th</sup>  8<sup>th</sup>  11<sup>th</sup>

K  3<sup>rd</sup>  6<sup>th</sup>  9<sup>th</sup>  12<sup>th</sup>

1<sup>st</sup>  4<sup>th</sup>  7<sup>th</sup>  10<sup>th</sup>

Type of LEA: Public High School District

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the [Guidance on Schools](#).

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

[K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate).**

### For Local Educational Agencies (LEAs or equivalent) in **ALL TIERS:**

I, Dr. Nellie Meyer, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,



which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

■ **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

We will start with stable cohorts of 15 students and if guidelines allow, will increase as long as required minimum distance can be maintained in classrooms.

---

If you have departmentalized classes, how will you organize staff and students in stable groups?

Stable groups will be designed by grade level and targeted intervention groups. One adult will be assigned to each stable group.

---

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

**See above and posted plan for stable group design.**


---

■ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

■ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

■ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

■ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.



■ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

■ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum 10 feet

Minimum 6 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

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■ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

■ **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Asymptomatic testing twice per month, provided by El Camino Hospital

■ **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Asymptomatic testing twice per month, provided by El Camino Hospital



■ **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

■ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

■ **Consultation: (For schools not previously open)** Please confirm consultation with the following groups

■ Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: DTA and CSEA formal discussion

Date: 02/03/2021

■ Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: Board study session and various brown bag lunch webinars

Date: 02/08/2021

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

■ **Date of Submission to Local Health Department:** 03/01/2021.

Note: LEAs intending to re-open K-6 schools while in the Purple Tier are to submit the CSP to the LHD and the State Safe Schools for All Team concurrently.

**Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.

# SCHOOL SITE-SPECIFIC COVID-19 PREPAREDNESS PLAN SUMMARY



## SCHOOL INFORMATION

Today's date (mm/dd/yy): 3/1/2021 School name: Mountain View High School

School reopening date (mm/dd/yy): 03/08/2021

Indicate school setting: Elementary (TK-6th grade)  Middle (6th-8th grades)  High (9th-12th grades)

School/Program address: 3535 Truman Ave District Office/Main Administration address (if applicable): 1299 Bryant Ave

City: Mountain View City: Mountain View

Zip code: 94040 Zip code: 94040

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COVID-19 Designee Name: Leyla Benson Name of person completing form: Mike Mathiesen

Direct phone for person completing form: 650-862-5504 Direct email for form completer: mike.mathiesen@mvla.net

## CAMPUS PHYSICAL SPACE

Students: 150 Staff: 40

1. Provide the current anticipated number of students/staff on campus daily: 150 40
2. Which grades are/will be open? TK  K  1  2  3  4  5  6  7  8  9  10  11  12
3. How many individuals are expected to be on campus at any point in the coming month? 650
4. Provide the planned minimum distance between student desks: 6 feet

## VOLUNTARY IMPLEMENTATION OF PRIORITY RECOMMENDATIONS

### 5. Describe site plans to minimize COVID-19 transmission in staff breakrooms:

Personnel are prohibited from using any indoor breakrooms or break areas for eating or drinking (even if they are alone in the room at the time) or gathering. Personnel are allowed to access these indoor breakrooms or break areas only as necessary to use appliances (such as coffee makers, refrigerators, or microwaves) or to use alone for other purposes provided by law (such as lactation).

### 6. Describe any plans to assess potential outdoor learning spaces (e.g., outdoor seating and shade/protection from elements) and/or to move instruction outdoors:

Outdoor seating will require physical distancing of 6 feet.

### 7. Describe any site plans to optimize indoor ventilation (e.g., opening operable windows, using high efficiency filters, etc.):

Installing MERV 13 filters in all HVAC units for which proper size filters are available.  
 Keeping windows and doors open to promote maximum ventilation.  
 Adjusting HVAC damper controls to be set to maximum possible outside air, reducing the amount of recirculated air.

### 8. Describe any plans to facilitate routine testing of teachers and staff (e.g., by healthcare providers or at County testing sites):

Regular asymptomatic testing is available from the El Camino Hospital district for MVLA staff (<https://www.elcaminohealth.org/landing/schedule-covid-19-test-mvla>).  
 Testing is also available through many of the locations provided by Santa Clara County (<https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx>).

### 9. Describe any plans to resume in-person instruction in phases (e.g., elementary in month 1, middle school in month 2, etc.):

We plan to start with stable groups focused on grade level and targeted intervention for students who require additional support.

### 10. Provide link to complete school opening plan:

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



# School Preparedness Plan to Meet County Guidance for COVID-19

## Visitor Information

(POST ON WEBSITE AND AT ALL SCHOOL ENTRANCES)

### VISITORS/VOLUNTEERS

**The school allows only necessary visitors and volunteers on the campus and will limit the number of students and staff who come into contact with them.**

### FACE COVERINGS - We will support students and staff wearing masks by:

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Face coverings will be provided by the district and are available in the respective office of each campus.

### PHYSICAL DISTANCING - We will support physical distancing by:

where possible, we ensure at least six feet of physical distancing at all times in our workplace by:  
Eliminating the need for workers to be in the workplace - e.g., telework or other remote work arrangements.  
Reducing the number of persons in an area at one time, including visitors.  
Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.  
Staggered arrival, departure, work, and break times.  
Adjusted work processes or procedures to allow greater distance between employees.

### CLEANING & MAINTENANCE

#### We will support cleaning and maintenance of our campus by:

We implement the following cleaning and disinfection measures for frequently touched surfaces:  
Follow CDC guidelines for frequency of cleaning and disinfection and appropriate materials to be used.  
District custodial staff have been provided the appropriate guidance and reference materials.  
Facilities and custodial leads will order additional supplies in a timely manner to ensure a constant inventory of cleaning and disinfecting supplies.

#### HYGIENE - We will support routine and frequent handwashing by:

In order to implement effective hand sanitizing procedures, we:  
Provide employees with an effective hand sanitizer. Hand sanitizer dispensers have been installed in all classrooms and common work spaces (i.e. library, tutorial center, administration office). Individual bottles of hand sanitizer will also be made available.  
Soap dispensers in restrooms will be checked regularly and refilled as needed.  
Encourage employees to wash their hands for at least 20 seconds each time.

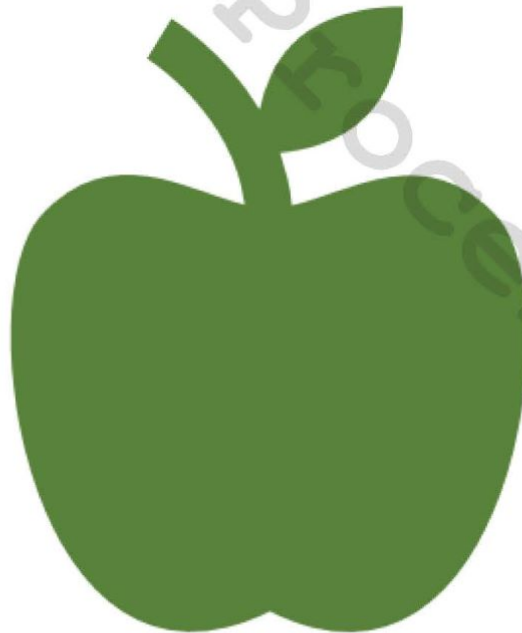
#### ROUTINE TESTING - We will encourage and support staff testing by:

Regular asymptomatic testing is available from the El Camino Hospital district for MVLA staff (<https://www.elcaminohealth.org/landing/schedule-covid-19-test-mvla>).  
Testing is also available through many of the locations provided by Santa Clara County (<https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx>).

- Families are required to report known cases of COVID-19 in their household to the school immediately. The school will report all known COVID-19 cases to Santa Clara Public Health.
- For more details, see our complete school opening plan here: [www.mvla.net](http://www.mvla.net)

# COVID-19 Prepared School

Initial Plan Date: 03/01/2021 Revised Preparedness Plan Date: 03/01/2021



This school, Mountain View High School, has completed a **School COVID-19 Preparedness Plan** to prevent the spread of **COVID-19**.

For more information or to learn how to file a complaint, see this school's School COVID-19 Preparedness Plan Visitor Information Sheet (required to be posted with this sign). To see this school's complete School COVID-19 Preparedness Plan, go to: [www.mv1a.net](http://www.mv1a.net)

Santa Clara County  
**PUBLIC HEALTH**

