



School Safety Plan: 2021-22

Comprehensive School Safety Plan Purpose:

The California Education Code ([sections 32280-32288](#)) outlines the requirements of all schools to write and develop a school safety plan relevant to the needs and resources of the particular school. This plan should include strategies aimed at educating stakeholders about and preventing circumstances of potential incidents involving crime and violence on school campuses.

What originally began as Senate Bill 187 was restructured In 2004 when the California Legislature and Governor restructured the Comprehensive School Safety Plan provisions in SB 719 and AB 115. School Safety Plans are required to contain the following elements:

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

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year, and key components will be included in the annual school accountability report card (SARC). Some slight adjustments in protocols have been made in response to requirements of procedures and policies during COVID-19.

Last Date of Adoption: February 14, 2022

Last Date of Update: February 11, 2022

Last Date of Review by Safety Plan Committee: February 2022

Last Date of Review by Law Enforcement: February 2022

Last Date of Review by Fire Authority: February 2022

Overview of Bullis Charter School (BCS) Safety Plan

At BCS, our mission focuses on creating a collaborative learning environment that nurtures mutual respect and civic responsibility. The school safety plan is critical to upholding these components of the mission, allowing for all learners and staff to feel supported, protected, and safe. A key part of creating a safe learning environment for all is embedded within the six character pillars: caring, trustworthiness, fairness, respect, responsibility, and citizenship. The Bullis Charter School staff is committed to modeling these pillars and integrating their presence into decision-making frameworks and classroom activities to promote a safe and inclusive environment. Along with the aforementioned focus on the learning environment, the school safety plan outlines key procedures and policies to follow in the event of emergency events or situations.

Assessment of School Safety and Crime

Each year, the school administration, in consultation with fire and other emergency agencies, reviews the School Safety Plan to ensure that protocols and procedures are updated and appropriate. Information on school safety, including suspension and expulsion data, can be found [here](#), in the annual School Accountability Report Card (SARC). Suspension and expulsion procedures are accessible [here](#) on the BCS website.

Safety Plan Evaluation and Revision Record

To serve the needs of the school and community, this school safety plan is updated yearly. Amendments have been made where appropriate and will continue to be assessed throughout the school year, as necessary.

The Safety Plan Committee has reviewed the information provided and made revisions as necessary for 2021-2022, with input from teaching staff (Team Leads) regarding emergency drill procedures. The Safety Plan Committee is comprised of the members listed below:

Safety Plan Committee Members

Name	Title
Maureen Israel	Superintendent/Principal
Charles Morgan	Director of Operations
Pedro Cervantes	Facilities Team
Megan Dunphy	Health Assistant
Savannah Lunsford	Team Lead/Teacher
Lisa Stone	Principal

Disaster Procedures

BCS is committed to the safety and welfare of all students, employees, and staff, and so procedures have been established to provide a safe and coordinated response to emergencies. All emergency plan responses adhere to the federally mandated National Incident Management System (NIMS), State-mandated Standardized Emergency Management System (SEMS), and are compliant with the Incident Command System (ICS). These response policies and procedures detail procedural steps necessary to protect lives, outline coordination requirements (including with Los Altos School District, when applicable), and provide a basis for unified training and response exercises to ensure compliance. BCS is prepared to coordinate with the American Red Cross to provide shelters following a disaster - when deemed necessary - as part of the federal statute and state regulation.

BCS staff and students are trained in disaster procedures, and these are practiced as appropriate with students and staff at designated times. Fire drills are practiced monthly as well as inspected/observed by the local fire department annually. Similar drills for both earthquakes and intruders on campus are conducted annually. Detailed plans for specific disaster situations can be found [here](#). At each campus, proper signage is posted. The Director of Operations - in coordination with emergency response personnel - ensures procedures are complete and adapted, as necessary. These procedures also include provisions for students with disabilities, including students with physical disabilities, and the training of staff to assist those with such disabilities. Students who have an IEP and/or a 504 plan that require support in safety evacuations have these specifics addressed in the IEP/504 plan documentation.

Procedures for Tactical Responses

In accordance with AB 1747, BCS has procedures for conducting tactical responses to criminal incidents, including procedures involving individuals with guns on campuses and/or at school functions. These procedures focus on preparation for active shooters and the necessary steps for staff and students to take in the event of such an emergency. These procedures have been developed following law enforcement guidelines and are practiced each year with staff and students. More information on the procedures for tactical responses can be found [here](#).

Incident Command System (ICS)

In the event of an emergency, individuals below have been notified of their role and trained in accordance with the Incident Command System. Description of roles and responsibilities as outlined by FEMA can be found [here](#).

Role	North Campus Lead	South Campus Lead
Incident Commander	Jessica Morgan (Principal)	Lisa Stone (Principal)
Public Information Officer aka Public Information Person	Alan Simpson (Communications Director)	Alan Simpson (Communications Director)
Liaison Officer aka Liaison Person	Dan Gross (Principal) Maureen Israel (Superintendent/Principal)	Maureen Israel (Superintendent/Principal) Charles Morgan (Operations Director)
Safety Officer aka Safety Person	Roberto Magana (Facilities) Megan Dunphy (Health Team)	Joe Williams (Facilities) Nissan Swoboda (Health Team)
Operations Chief	Charles Morgan (Operations Director) Pedro Cervantes (Facilities)	Charles Morgan (Operations Director)
Planning Chief	Khim Del Rosario (Front Office)	Aumi Rohm-Wesley (HR)
Logistics Chief	Mauricio Romero (Technology Director)	Pedro Cervantes (Facilities)
Finance Chief	Kitty Chiu (Finance Clerk)	Kitty Chiu (Finance Clerk)

Emergency Evacuation Maps

The Emergency Evacuation Maps detail the ingresses and egresses on each campus in the case that evacuation from onsite buildings is necessary. Additionally, maps to designated off-site evacuation locations (see below) are disseminated to all staff. All maps and evacuation routes can be found [here](#).

North Campus

Primary	
Organization	Santa Rita Elementary School
Address	700 Los Altos Avenue Los Altos, CA 94022
Contact	Kelly Rafferty, Principal
Phone Number	(650) 559-1600

Secondary	
Organization	Los Altos High School
Address	201 Almond Ave. Los Altos, CA 94022
Contact	Wynne Satterwhite, Principal
Phone Number	(650) 960-8811 ext. 2011

South Campus

Primary	
Organization	Saint Francis High School
Address	1885 Miramonte Ave., Mountain View, CA 94040
Contact	Katie Teekell, Principal
Phone Number	(650) 968-1213

Secondary	
Organization	Loyola Elementary School
Address	770 Berry Avenue, Los Altos, CA 94024
Contact	Richard Julian, Principal
Phone Number	(650) 254-2400

Policies Enacted to Maintain A Safe and Orderly Environment

Bullis Charter School is committed to creating and maintaining a safe and orderly environment for all students and staff at the school. Many of the procedures and processes outlined below, including information on the school character pillars which dictate the tenet of the school environment, can also be found in the Family/Student Handbook which is accessible [here](#) on the BCS website.

Procedures for Safe Ingress and Egress

Safety is a priority for Bullis Charter School, and this includes ensuring safe ingress to and egress from campus for all students, families, and staff. It is the responsibility of Bullis Charter School to ensure that all pathways to and from school buildings, hallways within school buildings, and emergency exits are clear from obstruction and allow for the flow of foot and vehicle traffic before, during, and after school hours. Crosswalks and sidewalks are also used for safe passage for bike riders and student walkers. Additionally, all visitors are required to check-in at the main office of each campus, as stated in the board policy on visitors located [here](#) as well as in the Family/Student Handbook.

School-Wide Dress Code Policies

In accordance with EC 35183, the Family/Student Handbook outlines appropriate dress code attire to ensure all students feel safe and included. Any clothing that is deemed to be inappropriate or includes gang-related material is not permitted.

Rules and Procedures on School Discipline

The procedures and procedures related to school discipline, including behavioral expectations and a sequence of consequences, can be found in the Family/Student Handbook.

School Suspension and Expulsion Policies

In accordance with EC 48900, Bullis Charter School has a suspension and expulsion policy that exists to promote learning and the safety and well-being of all students, teachers, and staff, both at school and during all school activities. This policy is reviewed annually and is accessible [here](#) on the BCS website.

Procedures to Notify Employees of Dangerous Pupils

In accordance with EC 49079, Bullis Charter School provides all classroom teachers with notification of students who have engaged in or are reasonably suspected of engaging in certain suspendable or expellable acts within the last three years (except for the usage of tobacco and nicotine products). This information is shared in a confidential manner with classroom teachers, as appropriate. All staff receive training in progressive discipline structures to promote a safe learning environment in and outside of classrooms.

Bullis Charter School Discrimination and Harassment Policy

In accordance with the Safe Place to Learn Act, Bullis Charter School is committed to creating and maintaining a learning environment where students and staff are treated with dignity, decency, and respect. Bullis Charter School commits to enforcing the Harassment, Discrimination, Intimidation, and Bullying Prevention Policy at all levels in order to create an environment free from all forms of discrimination, harassment, intimidation, and bullying. This also includes appropriate response and intervention to any hate crimes that take place on campus or during school-sponsored activities. The policy in its full form is accessible [here](#) on the BCS website.

Sexual Harassment Policies

Sexual Harassment is not permitted at Bullis Charter School. All staff receive training via CharterSAFE on the sexual harassment zero-tolerance policy. Additional information can be found in the Employee Handbook, Family/Student Handbook and as part of the school harassment prevention policy accessible [here](#) on the BCS website.

Bully/Cyberbullying Prevention

In accordance with AB 2291, Bullis Charter School annually provides bullying/cyberbullying training to all certificated school employees and those who have regular interaction with students and provides access to the CA Department of Education's Online Bullying Training Module and Bullying presentation. In addition, the on-site school counselor supports students with any identified potential bullying situations and collaborates with administrators on potential next steps. The Bullying Prevention policy in its full form is accessible [here](#) on the BCS website.

Child Abuse Reporting Procedures

As required under the Child Abuse and Neglect Reporting Act (PC 11164), all staff members are considered "mandated reporters" and are required by law to report any suspected child abuse to Child Protective Services. This report should be provided to the designated agency via both telephone and a written report within 36 hours. The phone number and report can be found [here](#). Bullis Charter School provides annual training on mandated reporting requirements using an online training module provided by CharterSAFE.

Mental Health Support

Bullis Charter School recognizes the importance of providing mental health support for students, staff, and family members. A School Psychologist and School Counselors are employed by Bullis Charter School and trained/available to provide support in times of crisis and trauma. Additionally, a Crisis Response Team (comprised of the Superintendent, Principals, School Counselor, and School Psychologist) exists to respond to and support students who demonstrate a potential risk for suicide and provide additional recommendations for support, if necessary.