

COMPREHENSIVE SCHOOL SAFETY PLAN

Effective Dates July 2022 – June 2023

West Sonoma County Union High School District

Jennie Bruneman

Director of Facilities

462 Johnson St Sebastopol CA 95472

District Address

707-824-6402

Phone

Jbruneman@wscuhd.org

Email

This Plan is Available for public inspection during regular business hours.

Public Input Meeting Held:

Last Adopted:

April 13, 2022

Annual Adoption by Governing Board:

February 8, 2023

Date of last SARC:

January 2023

**West Sonoma County Union High School District
Comprehensive School Safety Plan 2022-2023**

TABLE OF CONTENTS

DATA ANALYSIS

A - CHILD ABUSE REPORTING PROCEDURES

B - DISASTER RESPONSE PROCEDURES

C - SUSPENSION & EXPULSION POLICIES

D - PROCEDURES FOR NOTIFYING TEACHERS OF DANGEROUS PUPILS

E - DISCRIMINATION & HARASSMENT POLICY

F - SCHOOL-WIDE DRESS CODE (Policies on Gang Attire, if applicable)

G - SAFE INGRESS AND EGRESS

H - ENSURING A SAFE AND ORDERLY ENVIRONMENT

I - RULES AND PROCEDURES ON SCHOOL DISCIPLINE

J - TACTICAL RESPONSES (SEE EOP, ANNEX B)

K - BULLYING PREVENTION POLICIES & PROCEDURES

J - MONITORING AND COMMUNICATING THE PLAN

DATA ANALYSIS

Assessment of current status of school environment and crime

Check the data sources used

Available Data Sources	2017/18	2018/19	2019/20	2020/21	2021/22
California Healthy Kids Survey (CHKS)	X	X	No Data	No Data	No Data
CHKS Staff Survey	No Data	X	No Data	No Data	No Data
CHKS or other Parent Survey	No Data	X	No Data	No Data	No Data
Other Student Survey (Youth Truth)	No Data	No Data	No Data	X	X
Youth Truth (Staff)	No Data	No Data	No Data	X	No Data
Truancy/SARB	X	No Data	No Data	No Data	No Data
Student Referrals/Discipline	X	X	X	No Data	see info below
Suspensions/Expulsions	X	X	X	No Data	see info below

Fill-in your site data: *(hyperlinks take you to reports for each site)*

	2017-18	2018-19	2019-20	2020-21	2021-22
Referrals	<u>2,133</u> Analy- 788 El Mo - 898 Laguna - 225 WCC- 222	<u>1,790</u> Analy- 662 El Mo - 815 Laguna - 313	<u>355</u> Analy- 141 El Mo - 98 Laguna - 116	No Data Distance Learning	<u>79</u> WCHS - 79 Laguna - No Data
Suspensions	<u>185</u> Analy 75 El Mo – 75 Laguna – 35 WCC - 35	<u>146</u> Analy 58 El Mo – 64 Laguna – 24	<u>40</u> Analy 26 El Mo – 8 Laguna – 6	No Data Distance Learning	<u>74</u> WCHS - 74 Laguna - No Data
Expulsions	<u>9</u> Analy 1 El Mo – 7 Laguna – 1 WCC - 0	<u>6</u> Analy-3 El Mo – 2 Laguna – 1	<u>1</u> Analy 1 El Mo – 0 Laguna – 0	No Data Distance Learning	<u>12</u> WCHS - 12 Laguna - 0

A - CHILD ABUSE REPORTING PROCEDURES

(EC 32282(a)[2](A); EC 44691; PC PC11165.5; PC11165.7; PC11166)

All school staff are trained in Child Abuse Reporting Procedures annually, using the [online training module](#) provided by the State Department of Social Services. All school staff actively monitor the safety and welfare of all students, and all school and district employees are mandated reporters. Staff members understand their responsibility as childcare custodians and immediately report all cases of known and suspected child abuse to Child Protective Services and the school principal.

Attach or reference:

- **District Board Policies and Administrative Regulations for this section**
 - [Policy 5141.4: Child Abuse Prevention & Reporting](#)
 - [Regulation 5141.4: Child Abuse Prevention & Reporting](#)
- **CDE resources:** <http://www.cde.ca.gov/ls/ss/ap>
- **Online training:** <https://mandatedreporterca.com/training/school-personnel>
- [Child Abuse Reporting Form and Instructions Form](#)

B - DISASTER RESPONSE PROCEDURES

(EC 32282(a)[2](B); GC 8607; GC 3100)

The West Sonoma County Union High School District maintains an Emergency Operations Plan (EOP) at each school site. Site specific information is included and updated annually. Students are instructed in their classrooms each year about safety procedures. Student and Staff Drills are conducted as listed below. Maps and procedures and more information are included in our full Emergency Operations Plan (EOP).

Under Government Code 3100, all school personnel are Disaster Services Workers and are required to assist during a disaster until they are released by the Incident Commander/District Superintendent.

Type of Drill	Minimum Frequency
Fire	4x per year at middle and 2x per year at high
Earthquake (Drop, Cover, Hold On)	2x per year
Evacuation	1x per year
Intruder/Lockdown	1x per year
Student release procedure	NA

These protective measures are taken before, during and following an earthquake

Mitigation	<ul style="list-style-type: none"> • Assess existing or potential hazards on and off campus • Identify nonstructural hazards on campus and develop a plan of action to address the hazards
Preparedness	<ul style="list-style-type: none"> • Establish and Train in NIMS/SEMS and ICS • Conduct Drills for Students and Staff in Drop/Cover/Hold • Conduct Evacuation Drills for Students and Staff • Conduct Drills for Students, Staff and Family in the Student Release Procedures • Coordinate, plan and train with Law Enforcement and Fire • Acquire emergency equipment and supplies • Coordinate with SCOE S.O.S. Crisis Response Team
Response	<ul style="list-style-type: none"> • Evacuate buildings and the school campus if necessary • Release students as needed • Initiate search and rescue efforts as needed • Handle triage, medical aid, and mental health emergencies as needed
Recovery and Reconstruction	<ul style="list-style-type: none"> • Assess building and campus safety and damage • Identify contacts for support as needed • Mobilize the Crisis Response team as needed • Make plans to relocate classes and other academic business at an alternate site as needed • Track costs to delineate expenditures • Debrief • Update plan as needed

Attach or reference:

- **District Board Policies and Administrative Regulations for this section**
 - [Policy 0450: Comprehensive Safety Plan](#)
 - [Regulation 0450: Comprehensive Safety Plan](#)
 - [Policy 3515: Campus Security](#)
 - [Regulation 3515: Campus Security](#)
 - [Policy 3516: Emergencies & Disaster Preparedness Plan](#)
 - [Regulation 3516: Emergencies & Disaster Preparedness Plan](#)
 - [Regulation 3516.1: Fire Drills & Fires](#)
 - [Regulation 3516.2: Bomb Threats](#)
 - [Regulation 3516.3: Earthquake Emergency Procedure System](#)
 - [Policy 3516.5: Emergency Schedules](#)

- **Site Drill Schedules**
 - [Analy Drill Schedule](#) - (not available to public)
 - [Laguna Drill Schedule](#)- (not available to public)

- **District Emergency Operations Plan plus appendix A- D – (may not contain all information for public viewing)**
 - [Emergency Operations Plan \(EOP\)](#)
 - [Annex A - Checklist and Forms](#)
 - [Analy HS Org Chart](#) (not available to the public)
 - [Laguna Org Chart](#) (not available to the public)
 - [Annex B - Emergency Response Actions](#)
 - [Sonoma County - Infectious Disease Response Plan](#)
 - [WSCUHSD - Covid Safety Program \(CPP\)](#)
 - [Annex C - Training](#)
 - [Analy HS Safety Binder](#) (not available to public)
 - [Laguna HS Safety Binder](#) (not available to the public)
 - [Annex D - Site Information](#)

C - SUSPENSION & EXPULSION POLICIES

(EC 32282(a)[2](C))

It is the intent of the governing board to maintain a safe learning environment for all students. Student behavior management is conducted in a manner consistent with federal law, the Education Code of California, governing board policies and district administrative regulations. School staff members adhere to the procedures set forth in the Student and Parent Handbook.

Attach or reference:

- **District Board Policies and Administrative Regulations for this section**
 - [Policy 5144: Discipline](#)
 - [Regulation 5144: Discipline](#)
 - [Policy 5144.1: Suspension & Expulsion/Due Process](#)
 - [Regulation 5144.1: Suspension & Expulsion/Due Process](#)
 - [Regulation 5144.2: Suspension & Expulsion/Due Process \(Students with Disabilities\)](#)

- **Student and Parent Handbook or other documents as applicable**
 - [Analy High School Student Handbook 2022-23](#)
 - [Laguna Student Handbook 2022-23](#)
 - [2022-2023 Parent Annual Notification \(PAN\)](#)

D - PROCEDURES FOR NOTIFYING TEACHERS OF DANGEROUS PUPILS

(EC 32282(a)[2](D); EC 49079)

In accordance with EC 49079 the Superintendent informs the teacher of any student in his/her class who has engaged in, or is suspected of, any act during the previous three years which could constitute grounds for suspension or expulsion under EC 48900.

Attach or reference:

- **District Board Policies and Administrative Regulations for this section**
 - [Policy 4158: Employee Security](#)
 - [Regulation 4158: Employee Security](#)

E - DISCRIMINATION & HARASSMENT POLICY

(EC 32282(a)[2](E); EC 234.4)

The West Sonoma County Union High School District and Analy, El Molino, Laguna and West County Charter Schools are committed to maintaining a safe school environment that is free from discrimination and harassment. Discrimination against any student or employee and/or sexual harassment of any student or employee by another person is prohibited.

Attach or reference:

- **District Board Policies and Administrative Regulations for this section:**
 - [Policy 1313.1: Complaints Concerning District Employees](#)
 - [Regulation 1312.1: Complaints Concerning District Employees](#)
 - [Policy 1312.3: Uniform Complaint Procedures](#)
 - [Regulation 1312.3: Uniform Complaint Procedures](#)

- [Complaint and Investigation Procedures](#)

- UCP and/or other complaint forms
 - [Uniform Complaint Packet](#)

- Identify Complaint Officers

West Sonoma County Union HS District
462 Johnson St. Sebastopol CA 95472
Attention: [Mia Del Prete](#)- Director of Human Resources
707-824-6411 or mdelprete@wscuhd.org

- Student/Parent Handbooks
 - [Analy High School Student Handbook 2022-23](#)
 - [Laguna Student Handbook 2022-23](#)
 - [2022-2023 Parent Annual Notification \(PAN\)](#)

F - SCHOOL-WIDE DRESS CODE (Policies on Gang Attire, if applicable)

(EC 32282(a)[2](F))

Students are expected to dress in a way that is safe, not distracting to themselves or others, and allows them to fully participate in their academic and physical education activities.

Attach or Reference:

- **District Board Policies and Administrative Regulations for this section**
 - [Policy 5132: Dress & Grooming](#)
 - [Regulation 5132: Dress & Grooming](#)
- **District Board Policies and Administrative Regulations regarding gang attire, if applicable**
 - [Policy 5136: Gangs](#)
 - [Regulation 5136: Gangs](#)
- **Site specific rules and procedures**
 - [Analy High School Student Handbook 2022-23](#)
 - **Refer to Page 18 - Dress Expectations**
 - [Laguna Student Handbook 2022-23](#)
 - **Refer to Page 12 - Dress Grooming & Personal Items**

G - SAFE INGRESS AND EGRESS

(EC 32282(a)[2](G))

West Sonoma County Union High School District annually defines procedures for safe ingress and egress of pupils as well as details regarding the nature and hours of campus supervision, locations of safe drop-off and pick-up of students and the safe ingress and egress to the campus. Safety procedures and expectations are described for those students who drive cars, ride the bus, ride their bikes, and walk to and from school.

Attach or Reference:

- **District Board Policies and Administrative Regulations for this section**
 - [Policy 1250: Visitors/Outsiders](#)
 - [Regulation 1250: Visitors/Outsiders](#)
- [Campus Maps](#)
- **Student Handbook**
 - [Analy High School Student Handbook 2022-23](#)
 - **Refer to page 7 for Parking**
 - **Refer to page 7 for Visitors**
 - [Laguna Student Handbook 2022-23](#)
 - **Refer to Page 4 for Parking**
 - **Refer to Page 5 for Visitors**

H - ENSURING A SAFE AND ORDERLY ENVIRONMENT

(EC 32282(a)[2](H))

EC 32282 (b) It is the intent of the Legislature that schools use the handbook developed and distributed by the School/Law Enforcement Partnership Program entitled “Safe Schools: A Planning Guide for Action” in conjunction with developing their plan for school safety.

Safe Schools: A Planning Guide for Action is based on four principles: that safe schools are caring schools, are built through cooperative efforts of all stakeholders, communicate high standards, and stress prevention. The guide recommends a seven-step planning process to guide the planning committee in addressing the components of the safe-school model.

This Comprehensive School Safety Plan has incorporated the Safe Schools: A Planning Guide for Action Steps 1-3 (identifying a planning committee, creating a vision of a Safe School, and gathering and analyzing data.

This Section H describes Steps 4 and 5: setting annual goal(s) for each of the two safe school components: The Social Environment (people and programs) and the Physical Environment (facilities). This section further identifies at least one goal with measurable objectives and activities for each of the two safe school components.

Steps 6 and 7 (communicating and evaluating the plan) are incorporated into the full Comprehensive School Safety Plan and are found in the Monitoring and Communication Section. This school also publishes the status of the school safety plan in its annual School Accountability Report Card.

H. ENSURING A SAFE AND ORDERLY ENVIRONMENT

Goals, Objectives and Activities

–

Component I – SOCIAL ENVIRONMENT (People and Programs)

Component I: The Social Environment (People and Programs) Include at least one goal, with measurable objective(s) and activities.
Goal #1 Develop District wide Strategic Diversity, Equity, and Inclusion plan
Measurable Objective: Through the analysis of our Youth Truth Data, we will see a positive improvement in the way that students report how they feel about the social environment in our schools, and whether or not they feel like part of their school community. Data will be disaggregated and analyzed.
Activities 1. Standing monthly Board represented Diversity, Equity, and Inclusion meetings a. b.
2. a. b.
3. a. b.
4. a. b.

H. ENSURING A SAFE AND ORDERLY ENVIRONMENT

Component I - SOCIAL ENVIRONMENT (People and Programs)

Who will take the lead: District/Site Leadership
Completion date: Ongoing
Resources needed: District has hired a Diversity, Equity and Inclusion Coordinator, who will be working with District students, staff, and community. Additional needs will be determined through the collaborative efforts of our Diversity, Equity, and Inclusion Committee. This is a work in progress.
How we will monitor and evaluate: We will review our Youth Truth data from students annually, our DEI Coordinator and site administration will work with the DEI Committee to provide feedback from staff/students to the Superintendent and Board of Trustees throughout the process.

H. ENSURING A SAFE AND ORDERLY ENVIRONMENT

Goals, Objectives and Activities

Component II – PHYSICAL ENVIRONMENT (Facilities)

Component II: The Physical Environment (Facilities) Include at least one goal, with measurable objective(s) and activities.
Goal #1 Encourage students to clean up after themselves. Pick up garbage after break/lunch, before and after school along with events.
Objective: To increase the cleanliness of the campus.
Activities 1. Work with the student led Climate Action Team to implement sorting food waste after break and lunch. a. b.
2. Work with Recology to perform waste audits in January and again in June. a. b.
3. a. b.
4. a. b.

H. ENSURING A SAFE AND ORDERLY ENVIRONMENT

Component II – PHYSICAL ENVIRONMENT (Facilities), Continued

Who will take the lead: Facilities & Maintenance Department
Completion date: ongoing
Resources needed: Student Volunteers, garbage pickers, additional trash bins for sorting, assistance from custodial to help bring bins to street, assistance from Recology for more bins.
How we will monitor and evaluate: The students will be performing waste audits before they start the program and several months after. They are hoping their stationed areas will help students learn where to dispose of their garbage other than just the landfill.

I - RULES AND PROCEDURES ON SCHOOL DISCIPLINE

(EC 32282(a)[2](I))

In order to provide a positive and safe learning environment for students, West Sonoma County Union High School District has created school wide expectations for behavior and discipline.

Attach or Reference:

- **District Board Policies and Administrative Regulations for this section**
 - [Policy 5144: Discipline](#)
 - [Regulation 5144: Discipline](#)
- **Student and Parent Handbook**
 - [Analy High School Student Handbook 2022-23](#)
 - [Laguna Student Handbook 2022-23](#)

J - TACTICAL RESPONSES (SEE EOP, ANNEX B)

(EC 32282(a)[2](J))

West Sonoma County Union High School District, in consultation with law enforcement officials, has developed tactical responses to criminal incidents at the school site that may result in death or serious bodily injury. In accordance with EC 32281(f) the district elects not to disclose the tactical response portions in the publicly viewed copy of the plan. General procedures for Shelter-in-Place, Lockdown and Evacuation, and Run-Hide-Fight are contained in Annex B of the Emergency Operations Plan.

Attach or Reference:

- **District Board Policies and Administrative Regulations for this section**
 - [Policy 0450: Comprehensive Safety Plan](#)
 - [Regulation 0450: Comprehensive Safety Plan](#)
 - [Policy 3515: Campus Security](#)
 - [Regulation 3515: Campus Security](#)
 - [Policy 3516: Emergencies & Disaster Preparedness Plan](#)
 - [Regulation 3516: Emergencies & Disaster Preparedness Plan](#)
 - [Regulation 3516.1: Fire Drills & Fires](#)
 - [Regulation 3516.2: Bomb Threats](#)
 - [Regulation 3516.3: Earthquake Emergency Procedure System](#)
 - [Policy 3516.5: Emergency Schedules](#)

- **Procedures for School Site Specific Shelter-in-Place, Lockdown and Evacuation from Annex B of the Emergency Operations Plan**
 - [Annex B - Response Actions](#) - *General Not Site Specific*
 - [WSCUHSD - Covid Safety Program \(CPP\)](#)

K - BULLYING PREVENTION POLICIES & PROCEDURES

(EC 234.4)

West Sonoma County Union High School District recognizes the harmful effects of bullying on student learning and school attendance and desire to provide learning environments that protect students from physical and emotional harm. West Sonoma County Union High School District has developed strategies to support a safe and orderly environment free from bullying and intimidation.

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 other student or site personnel.

Attach or Reference:

- **District Board Policies and Administrative Regulations for this section including:**
 - [Policy 5131.2: Bullying](#)
 - [Regulation 5131.2: Bullying](#)
- **Student Handbook**
 - [Analy High School Student Handbook 2022-23](#)
 - Refer to page 17, 23, 24 and 27
 - [Laguna Student Handbook 2022-23](#)
 - Refer to page 10/11

L - MONITORING AND COMMUNICATING THE PLAN

(EC 32286-32288)

This plan is reviewed, evaluated, and amended (as needed) each school year by the District Wide Safety Committee and Board of Trustees, local Law Enforcement and the local Fire Agency. The revised plan will be placed on the February regular meeting of the Board of Trustees for public hearing to allow public input before it is adopted. It is available for public inspection at the District Office and school site during regular business hours.

<p>How was the previous plan monitored? The plan has been monitored at the site level. Each site reviews their safety plans annually, the District updates the overall plan to include site based information and updates.</p>
<p>Were changes made to Section B: Disaster Reporting Crisis Response or to the SEMS/ICS Chart? If so, reference where these are found. Annually we update the SEMS/ICS org charts for each site, we also update section B to include all the COVID plans for infections diseases along with the Districts Covid Prevention Program (CPP). District routinely works with staff on training for an emergency.</p>
<p>Were changes made to Section G: Ingress and Egress? If so, reference where these are found. No changes have been made to this section.</p>
<p>What progress was made on Section H: Component I (Social Environment)? This is in progress, will have reportable measures by school year 23/24.</p>
<p>What progress was made on Section H: Component II (Physical Environment)? Students started their break/lunchtime sorting stations (2) in late January, they have volunteers for the remainder of the school year.</p>

Record the Dates of Drills or Staff Training in Past 12 months:

	Drills	Training
Fire	See site drill schedules section B	
Earthquake	NOT AVAILABLE to PUBLIC	
Evacuation		
Lockdown		
Student Release		

MONITORING AND COMMUNICATING THE PLAN

(EC 32286-32288)

Method for Communicating Plan and Notifying Public: <i>EC 32288</i>	Date of Public Hearing The School site council or school safety planning committee shall notify, in writing, the following persons and entities, if available, of the public meeting: <ul style="list-style-type: none"> ● Local Mayor ● Representative of the local school employee organization ● A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs ● A representative of each teacher organization at the school site ● A representative of the student body government ● All persons who have indicated they want to be notified 	
	The School site council or school safety planning committee is encouraged to notify, in writing, the following persons and entities, if available, of the public meeting: <ul style="list-style-type: none"> ● A representative of the local churches ● Local civic leaders ● Local business organizations 	
	In order to ensure compliance with this article, each School District or County Office of Education shall annually notify the State Department of Education by October 15 of any schools that have not complied with EC 32281	
Review of Progress for Last Year	Name	Date
Law Enforcement	Ron Nelson, Seb Police Dept Emily Fuller, Sheriff Office	emailed 2-7-23
Fire	Jack Piccinini, Interim Fire Chief Seb Chief Foreman, SCFM	emailed 2-7-23
City of Sebastopol	Nissa Hinton, Seb Mayor Dante Del Prete, Seb Public Works	emailed 2-7-23
City of Forestville	Forestville Water District	emailed 2-7-23
School Board Approval	WSCUHSD Board of Education	Feb 8, 2023
Most Recent SARC	January 2023 for 2022 SY Analy SARC January 2023 Laguna SARC January 2023	NA
Analy Site Council	site council committee	TBD
LHS Site Council	site council committee	February 21st @ 5pm