



**College Prep Middle School (5-8)
School Safety Plan
2025-2026 Public Version**

10269 Madrid Way
Spring Valley, CA 91977
(619) 303-2782

Board Approved: 8/26/2025
For the 2025-2026 School Year

**College Prep Middle School
School Safety Plan Public Version
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Safety Response Team Members

Name	Role
Director of School Operations	Incident Commander / Safety Coordinator
Director of School Business	Deputy Incident Commander/ Emergency Operations
Office Manager	Command Staff/Emergency Operations
Front Office Staff	Command Staff

I. The School Safety Plan Overview

This School Safety Plan has been prepared to fulfill the obligation of College Prep Middle School as set forth in its charter petition, pursuant to Education Code section 47605(c)(5)(F), to develop a school safety plan addressing the safety topics listed in subparagraphs (A) to (L) of paragraph (2) of subdivision (a) of Education Code section 32282, as applicable. It will be reviewed and updated annually by March 1 by the school administration.

- Development of this version of the School Safety Plan took place in March 2024
- A hearing to review the School Safety Plan will be held on September 5, 2024 at College Prep Middle School.
- The most current copy of the plan will be available in the school office for public review in a redacted form, with all tactical responses, lockdown, and bomb threat procedures removed from the publicly available version.

For additional information on school safety programs, policies, or procedures and how you may become involved locally, please contact:

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II. General School Information

School Profile

2025-2026 enrollment 400
Grades: 5–8
Certificated teachers (Admin included): 25
Classified staff: 16

Safe School Mission

Students and staff will have a safe and secure campus where they are free from physical and psychological harm. The Directors and staff are committed to maximizing school safety and to creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior, and respect for others.

Suspension/Expulsion data

School Year	Suspension rate	Expulsion rate
2024-2025	.07%	0%

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III. Emergency Response Plan

Emergency Situation Parent Communication

In an emergency situation, The School will gather members of the Administrative Team immediately to draft a plan to communicate with families. When deemed necessary, the Admin Team will use “Parent Square/Aeries/Google Classroom to send out an urgent alert text message and phone call/email to every parent registered on the platform.

Emergency Supplies

Emergency backpacks will be fully stocked with emergency supplies and are to be found in the following locations:

Emergency Backpack Location

- Each classroom
- Nurse’s Office
- Front office

Emergency Response Plans

The Director or designee is responsible for assigning staff to the “safety response team”, and for ensuring that the list is updated regularly. It is required by fire codes to exhibit an evacuation map specific to the school site in each and every classroom and office room by the door, as well as by each fire extinguisher and fire exits.

Fire Emergency

Fire Emergency Response – All Staff Members	
Step 1 Fire Alarm	<ul style="list-style-type: none">● If there is a fire and the alarm has not been set off, any member witnessing the fire may initiate the fire alarm.
Step 2 Announcement	<ul style="list-style-type: none">● Our Automated Emergency Alarm System will automatically announce: <i>“May I have your Attention please. A Fire has been detected in the building. Please exit the building, Do not use the elevator”</i>
Step 3 Radios and backpacks	<ul style="list-style-type: none">● Please turn radio on to Channel 1. Classroom teachers to take Emergency Backpack, Emergency Contact Rosters and Radios.
Step 4 Evacuate	<ul style="list-style-type: none">● Staff and students will evacuate the building in a quiet and orderly fashion using emergency exit routes.● We will meet at the Emergency Meeting Area:<ul style="list-style-type: none">○ Turf Field● The Safety Response Team will ensure all classrooms, hallways, cafeteria, restrooms and offices are empty. Safety Response Team will search for any missing students and staff.
Step 5 Take roll	<ul style="list-style-type: none">● Once you arrive at the Emergency Meeting Area, take roll, and notify the Safety Response Team of any missing students.● Stay in the meeting area for further instruction.
Step 6 Further instructions & Return	<ul style="list-style-type: none">● Await further instructions from the Fire Department

Earthquake Emergency

Earthquake Emergency Response - Staff Members and Safety Response Team Combined	
Step 1 Announcement	<ul style="list-style-type: none"> At the onset of an earthquake, a Safety Response Team Member will announce via PA system, phone speaker, radios and via Parent Square or any group chat or similar communication method used by staff: <i>“Earthquake. Drop and cover. Earthquake. Drop and cover. Earthquake. Drop and cover.”</i>
Step 2 Immediate response	<p>If indoors...</p> <ul style="list-style-type: none"> Turn away from windows, suspended objects or outside walls Drop to the floor, take cover under a desk, table or against an interior wall. Make your body as small as possible; cover head and neck while protecting chest. Hold position until the ground stops shaking or the Safety Response Team has announced over radios to begin Evacuation. If an aftershock occurs while you are exiting the building, “Drop, Cover and Hold On” until the shaking stops. <p>If outdoors...</p> <ul style="list-style-type: none"> Teachers get to a clear space (away from buildings, poles, overhead wires and other tall objects) call out to students, “Drop and cover” Students drop to the ground and cover their head and neck with arms. Watch for dangers that may demand movement. Be prepared to drop and cover again due to aftershocks. Hold position until the ground stops shaking or the Safety Response Team has announced over radios to begin Evacuation.
Step 3 Radios and backpacks	<ul style="list-style-type: none"> If radios are not already on, turn on radios to Channel 1. Classroom teachers to take Emergency Backpack, Student roster and radio when you evacuate.
Step 4 Evacuate	<ul style="list-style-type: none"> Staff and students will evacuate the building in a quiet and orderly fashion using emergency exit routes. We will meet at the Emergency Meeting Area: <ul style="list-style-type: none"> Turf Field The Safety Response Team will ensure all classrooms, hallways, cafeteria, kitchen, restrooms and offices are empty. The Safety Response Team will search for any missing students and staff.
Step 5 Take roll	<ul style="list-style-type: none"> Once you arrive at the Emergency Meeting Area, take roll, and notify the Safety Response Team of any missing students. Stay in the meeting area for further instruction.
Step 6 Further instructions & Return	<p>If there is minimal damage and we are cleared to do so:</p> <ul style="list-style-type: none"> Safety Response Team will announce <i>“All Clear. All Clear. Please return to your normal activity.”</i> Staff and students will return to classrooms in a quiet and orderly fashion. <p>If there is damage to the campus:</p> <ul style="list-style-type: none"> Safety Response Team will enact the Reunification Plan at the site of evacuation, or where a Law Enforcement Agency indicates.

Other Emergency Situations

Flood/Severe Weather

Warnings of severe weather are usually received via public radio or the State Warning Center. If time and conditions permit, students may be sent home. However, if the weather conditions develop during school hours, without sufficient warning, students should be held at school.

1. Director of the School will assess the situation.
2. The Safety Response Team will make an announcement over the “all call”/phone speaker “parent square app” and radio to evacuate, stand by, stay indoors or may release students to go home.
3. Safety Response Team will listen to the battery or crank-operated radio for further emergency information.

Electrical/Gas/Water Failure

1. Director of School Business will notify the electrical company at **San Diego Gas and Electric (SDGE) 1-800-611-7343**, water utility company at **Helix Water District 1-(619) 466-0585** and/or the **Fire Department at 911**.
2. Safety Response Team will make an announcement over the PA or megaphone to evacuate or stand by.
3. Office staff and classroom teachers turn off computers and other equipment that might be damaged by a power surge when the service is restored.

Chemical Spill/Biological Threat

If substance released indoors:

1. Safety Response Team will make an announcement over the intercom speaker or radio to evacuate the building.
2. Safety Response Team will call 911 and the local fire department.
3. Safety Response Team locks or ropes off area – **DO NOT TOUCH ANYTHING**.
4. Evacuate room and **TURN OFF** air conditioning system.
5. If N95 masks are accessible, all staff and students should place them over their noses and mouths.
6. Any persons who contacted the substance should wash with soap and water in the bathroom. Contaminated clothing should be immediately removed. Contaminated persons should remain in the bathroom separate from the general school

population. A list of contaminated persons should be provided to the Director of School Operations.

7. Safety Response Team should check for chemical safety data to determine clean-up procedure with custodians.

If substance released outdoors:

1. Upon hearing of a chemical leak (usually from the fire department or other city office) the Director of the School will determine if students should be evacuated.
2. The Safety Response Team will make an announcement over the PA or megaphone to evacuate the building or stay indoors.
3. Close doors and windows and TURN OFF air conditioning / HVAC system.
4. If N95 masks are accessible, all staff and students should place them over their nose and mouth.

5. If it is necessary to leave the site, move crosswind, never more directly with or against the wind which may carry fumes.
6. Any persons who contacted the substance should wash with soap and water in the bathroom. Contaminated clothing should be immediately removed. Contaminated persons should remain in the bathroom separate from the general school population. A list of the contaminated people should be provided to the Director of School operations.
7. Give first aid.
8. Do not reopen the school campus until ALL CLEAR response is activated by the Safety Response Team.

Explosion

If explosion is indoors on school campus:

1. All drop down to the floor and DROP AND COVER.
2. Turn away from the windows.
3. Take cover under a desk or table or against an interior wall.
4. Cover head with arms or hold to the cover.
5. After the initial blast, the Safety Response Team will consider the possibility of another imminent explosion, call 911 and elect the appropriate response which may include staying indoors or evacuating the building.
6. Once safely assembled in the Emergency Meeting Area, Teachers will take roll and report missing persons to the Safety Response Team.

If explosion is outdoors in surrounding areas:

1. Safety Response Team will activate STAY INDOORS.
2. Safety Response Team will call 911.
3. All remain indoors until the ALL CLEAR signal is given by the Safety Response Team.

Death/Suicide

1. Board Leadership and the Administrative Team will be notified in the event of a death or suicide on campus.

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2. Safety Response Team will phone 911 and the San Diego County Office of Education.
3. Safety Response Team will activate "STAY INDOORS".
4. Director of School will control and organize media.
5. Safety Response Team and/or Director of School will notify relatives where the victim(s) have been taken and not divulge unnecessary details.
6. Assigned person(s) will ensure that counseling services are available as soon as possible.

Adaptation for Students with Disabilities

Students with known disabilities should have emergency response accommodations noted in their 504 or IEP to indicate additional assistance that may need to be implemented in case of various emergencies covered by this safety plan. Students with known disabilities will also have a pre-designated location in their classrooms that are reserved for them during lockdown, shelter-in-place, and earthquakes.

In the event of an emergency, students with disabilities may have an additional staff person assigned to their classroom to carry out accommodations and assistance with disaster response procedures. The additional staff person will assist the student and teacher during the emergency response.

General Strategies for Assisting Individuals with Disabilities During an Evacuation

The needs and preferences of non-ambulatory individuals will vary. Those at ground floor locations may be able to exit without help. Others may have minimal ability to move, and lifting may be dangerous. Some non-ambulatory people also have respiratory complications. Remove them from smoke and vapor immediately.

To alert visually impaired individuals

- Announce the type of emergency.
- Offer your arm for guidance.
- Tell the person where you are going, obstacles you encounter.

When you reach safety, ask if further help is needed.

To alert individuals with hearing limitations

- Turn lights on/off to gain a person's attention -OR-
- Indicate directions with gestures -OR-

Write a note with **EVACUATION** directions.

To evacuate individuals using crutches, canes or walkers

- **Evacuate** these individuals as injured persons.
- Assist and accompany to **EVACUATION** site, if possible -OR-
- Use a sturdy chair (or one with wheels) to move person -OR-

Help carry individuals to safety.

To evacuate individuals using wheelchairs

- Give priority assistance to wheelchair users with electrical respirators.
- Most wheelchairs are too heavy to take downstairs; consult with the person to determine the best carry options.

Reunite the person with the wheelchair as soon as it is safe to do so.

Reunification Plan

After an emergency situation is resolved, if deemed necessary, we will initiate the reunification process where all students must be picked up by a parent, guardian, or authorized caregiver.

Reunification from Classrooms

Step 1 Return	<ul style="list-style-type: none"> • Teachers will lead their students to return to their classrooms quietly.
Step 2 Role Assignment	<p>Safety Response Team will assign members to the following roles:</p> <ul style="list-style-type: none"> • (1) Identifier: located at Point of Entry, equipped with a list of students and their parents • (2) Runners: to retrieve students from classrooms/office/retrieve needed items • (2) Guards at Point of Exit: to help direct reunification and ease dismissal from campus
Step 3 Area Designation	<p>The Safety Response Team will designate the following areas and mark with signage</p> <ul style="list-style-type: none"> ○ Point of Entry - Front gate of turf field ○ Reunification Point – Students will be called from classrooms via Radio to be released to guardian at the front sidewalk ○ Point of Exit – Front of school sidewalk ○ First Aid Station – Office/ Nurse Office
Step 4 Student Release Procedure	<ul style="list-style-type: none"> • Parents will come to the Point of Entry, provide ID and sign out their Student. • The Identifier on the Safety Response Team will be at the Point of Entry with a list of students and their parents, and will verify all information. • Once guardian identity is verified, the student will be called for on the radio and asked to come to the Reunification Point. The parent will be directed to the Reunification Point as well. • Support Services will be available at the Reunification Point

Reunification from Evacuation Point

Step 1 Line-up	<ul style="list-style-type: none"> • Students will line up with their homeroom teacher and sit quietly. Classes will be lined up according to grade.
Step 2 Role Assignment	<p>Safety Response Team will assign members to the following roles:</p> <ul style="list-style-type: none"> • (1) Identifier: located at Point of Entry, equipped with a list of students and their parents • (2) Runners: to retrieve students /retrieve needed items • (2) Guards at Point of Exit: to help direct reunification and ease dismissal from campus
Step 3 Area Designation	<p>The Safety Response Team will designate the following areas and mark with signage</p>

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	<ul style="list-style-type: none"> ○ Point of Entry - Front gate of turf field/designated area if off campus ○ Reunification Point –Front sidewalk/parking lot ○ Point of Exit – Front of school sidewalk ○ First Aid Station – Office/ Nurse Office/designated area if off campus
Step 4 Student Release Procedure	<ul style="list-style-type: none"> ● Parents will come to the Point of Entry, provide ID and sign out their Student. ● The Identifier on the Safety Response Team will be at the Point of Entry with a list of students and their parents, and will verify all information. ● Once guardian identity is verified, the student will be called for on the radio and asked to come to the Reunification Point. The parent will be directed to the Reunification Point as well. ● Support Services will be available at the Reunification Point

Safety Response Team Members

Name	Role
Director of School Operations	Incident Commander / Safety Coordinator
Director of School Business	Deputy Incident Commander/ Emergency Operations
Office Manager	Command Staff/Emergency Operations
Front Office Staff	Command Staff

Emergency Drill Schedule

It is the Operations Team’s responsibility to schedule emergency drills throughout the year and record the date and time of each drill. The following drills are required:

- **Fire Drill:** At least once per quarter, a fire drill should be conducted in which all pupils, teachers, and other employees are required to vacate the building. The fire alarm should be tested every month, but this can be completed while students are off site in months when a fire drill is not performed. (College Prep’s fire system is continuously monitored and tested as part of its regular maintenance contract.)
- **Earthquake Drop & Cover Drill:** This drill should be performed twice per school year.
- **Lock Down Drill:** This drill should be performed twice per school year.

Training

We provide training on emergency drills to teachers and staff during our beginning of the year professional learning week as well as reviewing the week of the scheduled drill. We also send out email reminders on the drill procedures one day before the drill to remind the teachers to review with students prior to the scheduled drill.

Teachers conduct training for students according to their own schedule.

Safety Response Team developed checklists for every type of drill. We consolidate feedback for improvement after each drill, update our drill procedures as needed, and re-train the teachers and students accordingly.

Emergency Contact Datasheet

Emergency Phone Numbers

Entity	Number
Emergency	911
[Local] Sheriff's Department	1-619-660-7090
[Local] Fire Department: San Miguel Fire	1-619-670-0500
American Red Cross, San Diego	1-858-309-1200
San Diego County Sheriff, Div. of Emergency Mgmt.	1-619-660-7090
Identify local hospital(s) for emergency services: Sharp Grossmont Hospital	1-619-740-6000
Electric Utility: SDGE	1-800-611-7343
Water Utility: Helix Water District	1-619-466-0585
Poison Control Hotline	1-800-222-1222

Emergency Broadcast Stations

- KOGO AM 600
- KLSD AM 1360

IV. SEMS (Standardized Emergency Management System Plan)

Roles and Responsibilities

Incident Commander: Directors of School

The Incident Commander is the decision maker for the impacted school who is responsible for emergency operations to ensure safety of students, staff and others who are on campus. The Incident Commander (IC) shall remain at the Command Center to observe and direct all operations. Below is a checklist of responsibilities (can be delegated).

1. Assume command
2. Communicate a "signal" to the students and staff identifying the type of emergency
3. Call 911
4. Notify other Directors, Campus Supervisors, Support Staff, and on-campus child care of the emergency
5. Activate the Emergency Plan components as needed (Command Staff, Plans, Operations, Logistics, and/or Finance) and establish a Command Center
6. Conduct initial briefing with the Command Staff
7. Monitor local emergency radio stations for local news
8. If indicated, turn off gas supply, water supply and/or electricity
9. Oversee "Logistics" for equipment and supplies
10. Create an action plan with specific objectives including strategies to review and evaluate
11. Make provisions for language translators
12. Release staff, as appropriate
13. Review all incident information before release to the news media, parents or general public
14. Signal all-clear (Police Only will signal; if present)
15. Begin "Student Release Procedures" when appropriate.

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16. Create an action plan with specific objectives for returning to normal operations
17. Debrief staff, parents/community, and students

Operations Chief: Directors of School, Office Manager and Designated Staff

The Operations Chief exercises the functions of the operation by carrying out the plan, developing tactical objectives and directing all resources. Staff is assigned to assist with the jobs. Below is a checklist of responsibilities

1. Attend briefings with IC
2. Search and Rescue Team
 - a. Remain in contact with Operations Chief by radio
 - b. Search rooms both visually and vocally. Use chalk, grease pencil, etc. to mark slash (/) on door when entering room, and when leaving room complete search by closing slash in (X) on door.
 - c. As rooms are reported clear, radio to Operations Chief to mark "C" on site map
 - d. Utilize other teams as needed (Patient Transport, Morgue and First Aid). Do not use names of students/staff on radio/map
 - e. Record Triage on site map (I – Immediate; D – Delay; and DEAD – Dead)
3. Facilities/Hazardous Materials Team
 - a. Report gas/water leaks, fires or structural damage, to Operations Chief (gas, water and electricity shut-off needs approval of IC. Use yellow caution tape where necessary
 - b. Record assessment of facilities and hazardous materials on site map
 - c. Photograph damage if possible before repair
4. Security Team
 - a. Lock gates and secure major external doors
 - b. Verify that campus is locked down to Operations Chief, who will report it to IC
 - c. Report non-staff and non-students to Operations Chief, who will report it to IC
 - d. Route all parents to "Parent Pick-up Area"
5. Patient Transport and Morgue Team
 - a. Transport patients to First Aid; do not transport to morgue unless directed by Operations Chief
 - b. Mark DEAD on tag listing date/time found, exact location found, name of DEAD, person who identified, and name of person filling out tag; attach one tag to DEAD and one tag to plastic bag if body is in bag
6. Medical-First Aid Team
 - a. Keep accurate records
 - b. Report deaths immediately to Operations Chief who will report it immediately to IC
 - c. Establish what I-Immediate and D-Delayed treatments will be

- d. Consult with Wing Leaders regarding health care, medications, and meals for students and staff with known medical conditions (asthma, diabetes, etc.)
 - e. Establish scope of disaster with Operations Chief and determine probability of outside emergency medical support and transport needs. Emergency card must accompany student removed from campus to receive advanced medical treatment
7. Parent Pick-up Team (in reunification process)
- a. Designate "Request Area/Gate" and "Release Area/Gate" for parents to pick-up; mark with signs
 - b. Verify that adult completing student release form is on student's emergency card; retain form for record
 - c. If student is in class, have runner go to class and bring student to pick-up area
 - d. Release younger students first
 - e. Escort parent to Safety Response Team if student is missing or with Search and Rescue Team
 - f. Escort parent to medical area if student is receiving treatment
 - g. Teachers/Staff Wing Leaders
 - h. Liaison between teams and students/staff for communication, assistance, etc.
 - i. Assist teachers with attendance; buddy system and supervisor, if needed
8. Shelter Set-up Team
- a. Sleeping/living areas should be 40 square feet per person and good ventilation
 - b. Designate storage area for food and supplies that can be accessed by truck
 - c. Improvise toilets, if necessary using 5 gallon buckets/trash cans and trash liners
 - d. Keep medication locked up, if possible

Logistics and Finance Chief: Director of School Business and Designated Staff

The Logistics and Finance Chief is responsible for providing facilities, personnel, services and resources to meet the needs of the incident. The Finance Chief is responsible for monitoring costs related to incident, procurements, claims and community helpers. Below is a checklist of responsibilities.

- 1. Attend briefings with IC
 - a. Supply Teams (Command, Search and Rescue, Medical, Student/Staff, Transport, Morgue, and Builders/Sanitation)
 - b. Maintain a visible chart of resources
 - c. Determine water supply needs (1/2 gallon/day/person and 5 gallons/day for other uses)
 - d. Determine food supply needs (2500 calories/day/person/; approximately 3 ½ pounds unprepared food)
 - e. Obtain supplies other than food and water

- f. Provide ability to transport staff/students if necessary throughout the city (i.e. medical, etc.)
- 2. Builders/Sanitation Team
 - a. Set up food preparation facilities, command post shelter area, parent pick-up area, supply check-out area, medical area, assembly area, morgue, etc.
 - b. Obtain sanitary supplies (1 toilet/40 persons; 6 toilets/200 persons; 14 toilets/500 persons)
 - c. Maintain computer support
- 3. Claims/Procurements /Community Helpers Team
 - a. Track financial records, staff hours, purchasing, etc.
 - b. Complete state and federal claim forms for IC
 - c. Make prior agreements with close stores (i.e. Safeway, etc.) for supplies
 - d. Make prior arrangements with community helpers (i.e. retired doctors, etc.)
 - e. Do a cost analysis of incident/disaster

V. School Safety Practices, Policies and Procedures

Child Abuse and Neglect Reporting

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

College Prep Middle School will provide annual training on the mandated reporting requirements, using the online training module provided by the State Department of Social Services, to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both that imprisonment and fine.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee's employment.

Suspension and Expulsion Policy and Procedures

A suspension is a temporary removal from school or regular classroom instruction by the Director or a Teacher for violating school/classroom rules.

Suspended students are removed from school and may not participate or attend school functions during the period of suspension.

Suspensions are assigned by either of the Directors of CPMS in his or her capacity as a Discipline Officer. Suspension may be preceded, at the Discipline Officer's discretion, by a suspension conference. At this conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her and given the opportunity to present his/her version and evidence in his/her defense.

At the time of the suspension, the Discipline Officer shall make a reasonable effort to contact the student's parent/guardian to notify them of the specific offense committed and the date and time when the student may return to school. Suspended students must remain home during school hours and may not attend any school sponsored events.

As a result of serious disciplinary infractions, students may be suspended from school for a maximum of five (5) days at any one time, unless the suspension is extended pending an expulsion hearing. For the most serious disciplinary infractions, students may be expelled.

An expulsion is the long-term removal of a student from attendance in any program offered by the school. A student may be expelled by a Discipline Officer. Unless an appeal hearing is timely requested by the student's parents or guardians, a Discipline Officer's determination is final.

The parents/ guardians of a student shall have ten (10) days from issuance of a written notice of the Discipline Officer's recommendation for expulsion to file a written request for an appeal hearing to be presided over by the other School Director or Board Designee (the "Hearing Officer") If no appeal is requested, the expulsion becomes final as of the eleventh (11th) day following the Discipline Officer's recommendation for expulsion. The hearing Officer has the right to rescind or modify the suspension or expulsion.

Notification of Dangerous Pupils

College Prep Middle School desires to provide a safe, orderly working environment for all employees. The school shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom. Pursuant to Welfare & Institution Code section 827(b) and Education Code section 48267, a criminal court will notify school administration when a student has engaged in certain criminal conduct. This information is forwarded to the Director of School Business, who is responsible for prompt notification of the student's teachers, other administrators, and the student's counselor. This information must be kept confidential and may not be disseminated by any employee receiving such a notification to any other person.

Additionally, all teachers will be provided with a list of students in their classes who have one or more suspensions of a serious or violent nature in the current year or in the previous three years. This information will be provided at the beginning of the year or semester or whenever new students are enrolled or added to a class. Teachers will be advised that such information is confidential and not to be further disseminated.

Anti-Discrimination/Anti-Harassment Policy and Hate Crime Reporting

Harassment, Intimidation, Discrimination & Bullying Policy

It is the basic human right for each person to be able to conduct his or her educational activity in an atmosphere free of fear, threats, bullying, and teasing. Therefore, bullying, harassment or discrimination of any kind (verbal, written or physical) on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or immigration status will not be tolerated.

This policy applies to all acts related to school activity or school attendance. This policy also applies to racial and ethnic “jokes.”

Bullying and teasing are considered forms of harassment and will not be tolerated on our campus regardless of “intent”. Students who engage in harassment will be subject to disciplinary action.

A student who makes any sort of threat will be subject to disciplinary action and possible criminal prosecution. Threats can be made verbally, in writing or simply by gesture. All will be considered serious regardless of the intent. This includes texting and cyber bullying of any sort, including on social media platforms. There is zero tolerance for violence or the threat of violence at school.

Any Person who believes they have been a victim of bullying or harassment of any kind should report it immediately to the Director of the school.

School Dress Code

Students at College Prep are expected to follow the school adopted uniform guidelines. Uniforms are to be worn on campus at all times unless the Director gives permission in advance for a “spirit day” or other designated “dress down” day.

Any clothing or jewelry with logos that promote gangs, drugs, alcohol, tobacco, sex or violence are not permitted.

Safe Ingress/Egress Procedures

Classroom and School Volunteer, Visitation, and Removal Policy

College Prep Middle School encourages parents/guardians and interested members of the community to visit the charter school and view the educational program. Nevertheless, to ensure the safety of students and staff as well as to minimize interruption of the instructional program, the school has established the following procedures, to facilitate volunteering and visitations during regular school days:

Volunteering

Parents or guardians who are interested in volunteering in the classroom must adhere to the following guidelines:

1. Volunteers who will volunteer outside of the direct supervision of a credentialed employee shall be (1) fingerprinted and (2) receive background clearance prior to volunteering without the direct supervision of a credentialed employee.
2. A volunteer shall also have on file with the school office a certificate showing that, upon initial volunteer assignment, the person submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. If no risk factors are identified, an examination is not required. At the discretion of the Board of Directors, this paragraph shall not apply to a volunteer whose functions do not require frequent or prolonged contact with pupils.
3. Volunteering must be arranged with the classroom teacher and the Director of the School or designee, at least forty-eight (48) hours in advance.
4. Except for special circumstances, approved by the Director of the School, a volunteer may not volunteer in the classroom for more than three (3) hours per month.
5. Prior to volunteering in the classroom, the volunteer should communicate with the teacher to discuss the expectations for volunteering needs. Classroom volunteers are there to benefit the entire class and are not in class solely for the benefit of their own child. Classroom volunteers must follow the instructions provided by the classroom teacher or aide. Classroom rules also apply to volunteers to ensure minimal distraction to the teacher. If a volunteer is uncomfortable following the direction of the teacher or aid the volunteer may leave their volunteer position for that day.
6. Information gained by volunteers regarding students (e.g. academic performance or behavior) is to be maintained in strict confidentiality.
7. Volunteers shall follow and be governed by all other guidelines indicated elsewhere in this Policy. This includes, but is not limited to, the process of registering and signing out of the campus at the main office as indicated below.
8. This Policy does not authorize the school to permit a parent/guardian to volunteer or visit the campus if doing so conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction.

Visitation

1. Visits during school hours should first be arranged with the teacher and Director of the School or designee, at least forty-eight (48) hours in advance. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least forty-eight (48) hours in advance. Parents seeking to visit a classroom during school hours must first obtain the approval of the classroom teacher and the Director of the School or designee.
2. All visitors shall register in the Visitors Log Book and complete a Visitor's Permit in the main office immediately upon entering any school building or grounds during regular school hours. When registering, the visitor is required to provide his/her name, address, age (if under 21), his/her purpose for entering school grounds, and proof of identity.
3. If the visitor is a government officer/official (including but not limited to local law enforcement officers, social workers, district attorneys, or U.S. attorneys) the

officer/official will also be asked to produce any documentation that authorizes school access. College Prep Middle School shall make reasonable efforts to notify parents or guardians prior to permitting a student to be interviewed or searched, consistent with the law and/or any court order, warrant or instructions from the officer/official. A copy of the documentation provided by the officer and notes from the encounter may be maintained by the school consistent with the law. The Governing Board and Bureau of Children's Justice in the California Department of Justice, at BCJ@doj.ca.gov, will be timely informed regarding any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes, as recommended by the Attorney General.

4. For purposes of school safety and security, the Director of the School or designee may design a visible means of identification for visitors while on school premises.
5. Except for unusual circumstances, approved by the Director of the School, visits should not exceed approximately sixty (60) minutes in length and may not occur more than twice per semester.
6. While on campus, visitors are to enter and leave classrooms as quietly as possible, not converse with any student, teacher, or other instructional assistant unless permitted, and not interfere with any school activity. No electronic listening or recording device may be used in a classroom without the teacher's and Director of the School's written permission.
7. Before leaving campus, the visitor shall return the Visitor's Permit and sign out of the Visitors Log Book in the main office.
8. The Director of the School, or designee, may refuse to register a visitor or volunteer if it is believed that the presence of the visitor or volunteer would cause a threat of disruption or physical injury to teachers, other employees, or students.
9. The Director of the School or designee may withdraw consent to be on campus even if the visitor has a right to be on campus whenever there is reason to believe that the person has willfully disrupted or is likely to disrupt the school's orderly operation. If consent is withdrawn by someone other than the Director of the School, the Director of the School may reinstate consent for the visitor if the Director of the School believes that the person's presence will not constitute a disruption or substantial and material threat to the school's orderly operation. Consent can be withdrawn for up to fourteen (14) days.
10. The Director of the School or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or withdrawn, promptly leave school grounds. When a visitor is directed to leave, the Director of the School or designee shall inform the visitor that if he/she reenters the school without following the posted requirements he/she will be guilty of a misdemeanor.
11. Any visitor that is denied registration or has his/her registration revoked may request a conference with the Director of the School. The request shall be in writing, shall state why the denial or revocation was improper, shall give the address to which notice of conference is to be sent, and shall be delivered to the Director of the School within fourteen (14) days of the denial or revocation of consent. The Director of the School shall promptly mail a written notice of the date, time, and place of the conference to the person who requested the conference. A conference with the Director of the School shall be held within seven (7) days after

the Director of the School receives the request. If no resolution can be agreed upon, the Director of the School shall forward notice of the complaint to the Board of Directors. The Board of Directors shall address the Complaint at the next regular board meeting and make a final determination.

12. At each entrance to the campus, signs shall be posted specifying the hours during which registration is required, stating where the office of the Director of the School or designee is located, and what route to take to that office, and setting forth the penalties for violation of this policy.
13. The Director of the School or designee shall seek the assistance of the police in managing or reporting any visitor in violation of this Policy.

Penalties

1. Pursuant to the California Penal Code, if a visitor does not leave after being asked or if the visitor returns without following the posted requirements after being directed to leave, he/she will be guilty of a crime as specified which is punishable by a fine of up to \$500.00 (five hundred dollars) or imprisonment in the County jail for a period of up to six (6) months or both.
2. Under California Education Code section 44811, disruption by a parent, guardian or other person at a school or school sponsored activity is punishable, upon the first conviction by a fine or no less than \$500.00 (five hundred dollars) and no more than \$1,000.00 (one thousand dollars) or by imprisonment in a County jail for no more than one (1) year, or both the fine and imprisonment.
3. Disruptive conduct may lead to pursuit of a restraining order against a visitor, which would prohibit him/her from coming onto school grounds or attending school activities for any purpose for a period of up to three (3) years.

Drop-off And Pick-up Policy

CPMS operates a "closed campus."

Students are typically dropped off or walk onto campus at 7:30 A.M. (when gates are open and supervision is provided). They are typically picked up by their guardians at regular dismissal at 2:35 P.M. or after tutorial at 3:45 P.M. Students who walk/bike to school need a signed parent permission slip which is kept on file in the school office.

Safe and Orderly Environment/Disciplinary Procedures

As explained in the CPMS Student-Family Handbook, College Prep Middle School has implemented a clear system for all expected behaviors at CPMS. Parents and students must review and sign a compact stating that they agree to follow the procedures and policies outlined in the Student/Family handbook upon their enrollment at CPMS.

CPMS maintains a safe and orderly learning environment by, among other things, enforcing its rules and procedures on student discipline as set forth in this safety plan and in the Student Handbook.

The philosophy of behavior management is based on the following beliefs:

- Behavior is a matter of choice.
- All students must accept responsibility for their behavior.
- Teachers have a right to teach.

- Students may not prevent a teacher from teaching or another student from learning.
- Parents have the right and obligation to participate in and support the school's Behavior Management Program.

School-wide behavior standards are intended to guide students towards becoming responsible and productive members of the CPMS community.

Continuity of Instruction

In the event that the school must be closed due to a declared emergency, the following will be provided for students to continue their schooling and make educational progress:

Technology Changes:

- All students have been issued a chrome book for home use.
- Various curriculum links have been "pre-loaded" onto the Chromebooks for ease of student/family navigation
- Parents will be added to a student's google classroom account so that they may receive notifications of assignments, due dates and other calendar activity.
- Teacher calendaring will be more "streamlined" to simplify how to find class agendas and assignments per grade level.
- A live "Call center" will be offered for "real time" assistance
- Families will be issued access to "Bark" to monitor student online activities.
- Parent Square will continue as our primary parent communication tool, providing weekly student progress updates, attendance information and any school /emergency related updates as necessary.

Instructional Changes:

- A school schedule with all core courses (Math, Language Arts, Science and Social Studies/Humanities) being offered daily to provide our students with required instructional minutes, and allow for full access to a robust, grade level standards based education.
- Teachers will provide daily "live" instruction, to make classes more interactive and allow for increased student engagement.
- Increase staff collaboration to coordinate on grade level homework assignments, projects, and assessments
- Afternoon Office hours will be modified to include teacher led small group instruction to support our EL, SpEd, Homeless and Foster Youth as well as those students identified by staff as needing extra academic support.

Supporting/ Engagement:

- We will collaborate with our PTSA for their assistance with ideas for "extra curricular" activities (ie: Virtual clubs, Shared Hobbies/interests, etc.) offered in the afternoons for those students who are interested
- Creation of a "Drop Out Prevention/Student Re-Engagement Team": Dedicated staff assigned to families experiencing challenges with the school program. Includes regularly scheduled phone/video meetings to solve problems and promote re-engagement. Referrals to community support programs as necessary.
- Parent orientation developed to inform parents how to monitor their students, navigate the google classroom/administer local assessments.

Board Approved

- "Wellness" activities will be provided to promote relationships and resilience strategies for students and offer more opportunities for Social/Emotional Learning (SEL)

Reporting of Dangerous, Violent, or Unlawful Activities

College Prep Middle School takes its role in providing a safe and trusted learning environment very seriously. If any student, family member, or member of College Prep Middle School's extended community learns of any dangerous, violent, or unlawful activity that they believe has occurred, is occurring, or may occur at the school or at or near any school-sponsored or school-related event or location, they are strongly encouraged to report that activity—anonously if necessary—to the Director of the School.

A report can be sent by a legible written note, by email, or by telephone to the following: Christina M. Callaway, (619) 303-2782, ccallaway@mycpms.net Reports should include place, time, the general nature of the activity being reported, whether any life-threatening activity or weapons are involved, and any other important details. Any report of activity that imminently threatens or involves an imminent potential loss of life should first be made to 9-1-1, immediately.

College Prep Middle School shall promptly review every report received as soon as possible, shall make a record of every report received, and shall make a reasonable inquiry into each, as necessary, to ensure to the greatest reasonable extent that no dangerous, violent, or unlawful act occurs at any school-related or school-sponsored event, or on school-provided transportation to any such event. The investigatory response taken by the school and actions taken will be logged as well.

Response to Apparent Opioid Overdose

STEP 1: Evaluate for Signs of Overdose.

- a. All employees will be trained to recognize the following signs of an opioid overdose:
 - Unconsciousness or inability to awaken;
 - Slow or shallow breathing or breathing difficulty, such as choking sounds or a gurgling/snoring noise from a person who cannot be awakened; and
 - Fingernails or lips turning blue/purple.
- b. If any person is suspected of suffering an overdose, any employee shall first attempt to stimulate the person by:
 - Calling the person's name;
 - Then, vigorously grinding knuckles into the sternum (breastbone) or rub knuckles on the person's upper lip.
- c. If the person responds, assess whether he or she can maintain responsiveness and breathing.
- d. Continue to monitor the person, including breathing and alertness, and try to keep the person awake and alert.
- e. If unresponsive, call 911, consider providing rescue breathing if the person is not breathing on their own or get help from someone trained

in emergency response techniques, and administer one dose of naloxone or get help from someone trained and comfortable administering a naloxone product.

STEP 2: Call 9-1-1.

Calling 9-1-1 at the appropriate time is an essential step to getting someone with medical expertise to care for the person suspected of experiencing an opioid overdose. If no emergency medical services (EMS) or other trained personnel are on campus, activate the 9-1-1 emergency system immediately. All that needs to be reported is “Someone is unresponsive and not breathing” and then report the specific address and/or description of the location on the campus where the person is located. After relaying this information, follow the dispatcher’s instructions. If appropriate, the 9-1-1 operator will instruct you to begin CPR and implement rescue breathing, which you may perform or have another responsible and/or trained adult perform. Follow these and all instructions given by 911 operators until emergency responders arrive.

STEP 3: Administering Naloxone. (If Available)

Employees will be trained on the administration of naloxone according to the instructions provided with the naloxone product maintained at the school.

- a. If a person does not respond within 2-3 minutes after administering a dose of naloxone administer a second dose of naloxone.
- b. The duration of effect of naloxone depends on the dose, method of administration, and overdose symptoms. The goal of naloxone therapy should be to restore adequate spontaneous breathing, but not necessarily complete arousal.
- c. More than one dose of naloxone may be needed to revive someone who is overdosing. People who have taken longer acting or more potent opioids may require additional doses or forms of naloxone therapy.
- d. Comfort the person being treated, as withdrawal triggered by naloxone can feel unpleasant. Some people may become agitated or confused, which may improve by providing reassurance and explaining what is happening.

STEP 4: Support the Person’s Breathing.

Supporting breathing is an important intervention and may be lifesaving on its own. Rescue breathing can be very effective in supporting respiration, and chest compressions can provide ventilatory support. If trained to perform rescue breathing and comfortable doing so, it is recommended that you administer it to someone experiencing opioid overdose symptoms if they are having difficulty breathing. If you are not trained in rescue breathing or are not comfortable administering rescue breathing, call for help from school medical personnel, if any, or other individuals who may be trained in rescue breathing or other emergency medical response techniques.

- a. Rescue breathing for adults involves the following steps:
 - Be sure the person’s airway is clear (check that nothing inside the

- person's mouth or throat is blocking the airway).
 - Place one hand on the person's chin, tilt the head back, and pinch the nose closed.
 - Place your mouth over the person's mouth to make a seal and give two slow breaths.
 - Watch for the person's chest (but not the stomach) to rise.
 - Follow up with one breath every 5 seconds.
- b. Chest compressions for adults involve the following steps:
- Place the person on his or her back.
 - Press hard and fast on the center of the chest.
 - Keep your arms extended.

STEP 5: Monitor the Person's Response.

All should be monitored for recurrence of signs and symptoms of opioid toxicity for at least 4 hours from the last dose of naloxone or discontinuation of naloxone infusion. Most people respond to naloxone by returning to spontaneous breathing within 2-3 minutes of receiving a dose of naloxone. Because naloxone has a relatively short duration of effect, overdose symptoms may return, so it is essential to get the person to an emergency department or other source of medical care as quickly as possible, even if the person revives after the initial dose of naloxone and seems to feel better.

DO's and DON'T's:

DO attend to the person's breathing and cardiovascular support needs by administering oxygen or performing rescue breathing and/or chest compressions.

DO administer naloxone and utilize a second dose if no response to the first dose.

DO put the person in the "recovery position" on the side, if you must leave the person unattended for any reason.

DO stay with the person and keep them warm.

DON'T slap or forcefully try to stimulate the person; it will only cause further injury. If you cannot wake the person by shouting, rubbing your knuckles on the sternum, or light pinching, the person may be unconscious.

DON'T put the person into a cold bath or shower. This increases the risk of falling, drowning, or going into shock.

DON'T inject the person with any substance. The only safe and appropriate treatment is naloxone.

DON'T try to make the person vomit drugs that may have been swallowed. Choking or inhaling vomit into lungs can cause a fatal injury.

NOTE: all naloxone products have an expiration date, so it is important to check the expiration date and obtain replacement naloxone as needed.