



## **Comprehensive School Safety Plan: 2024-25**

### **Comprehensive School Safety Plan (CSSP) 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, but not be limited to, the following elements:

- Assessment of school crime committed on school campuses and at school-related functions;
- Strategies and programs to maintain a high level of school safety, namely:
  - Child abuse reporting procedures,
  - Disaster procedures,
  - Suspension and expulsion policies,
  - Procedures to notify teachers of dangerous pupils,
  - Discrimination, harassment, bullying, sexual harassment and hate crime policies,
  - School-wide dress code policies,
  - Procedures for safe ingress and egress,
  - Policies enacted to maintain a safe and orderly environment conducive to learning,
  - Rules and procedures on school discipline,
  - Procedures for conducting tactical responses to criminal incidents,
  - Instructional Continuity Procedures,
  - Procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at the school,
  - Protocol for a pupil suffering or reasonably believed to be suffering from an opioid overdose,
  - Protocol for responding to medical emergencies.
- Guidelines for Mental Health Support
- Parental Notification on Firearm Safety Laws

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).

**Last Date of Adoption:** January 27, 2025

**Last Date of Update:** January 24, 2025

**Last Date of Review by Safety Plan Committee:** January 21, 2025

**Last Date of Review by Law Enforcement:** January 22, 2025

**Last Date of Review by Fire Authority:** January 24, 2025

## I. OVERVIEW

At Bullis Charter School (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 BCS 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.

## II. PLAN ORGANIZATION & IMPLEMENTATION

### Safety Plan Evaluation and Revision Process

To serve the needs of the school and community, this CSSP is updated at least 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 2024-2025, with input from staff regarding emergency drill procedures. Safety Plan Committee members are listed below:

#### Safety Plan Committee Members

Name	Title
Maureen Israel	Superintendent/Principal
Karsten Stampa	Chief of Staff
Charles Morgan	Director of Operations
Lisa Stone	Principal
Sara Cannon	Teacher
Nissan Swoboda	Health Assistant
Mauricio Romero	Director of Technology Operations
Cassie Huang	Parent

The Safety Plan Committee will consult and engage with additional stakeholder groups as needed and on a case-by-case basis to ensure that all relevant aspects and perspectives are being considered in their reviews.

### Incident Command System (ICS)

In the event of an emergency (actual or simulated), designated staff members fulfill specific roles (see responsibilities here) in accordance with [FEMA guidelines](#) and receive training accordingly.

Group	Roles	North Campus Lead	South Campus Lead
Core	Incident Commander	Dr. Keri Montesino Stewart (Principal) Cliff Mason II (Principal)	Lisa Stone (Principal) Elika Fredrickson (Chief of Academics)
	Operations	Charles Morgan (Operations Director) Karsten Stampa (Chief of Staff)	Charles Morgan (Operations Director) Karsten Stampa (Chief of Staff)
	Planning	Khim Del Rosario (Front Office) Celina Aguilar (Front Office)	Sandra Snyder (Front Office) Kitty Chiu (Front Office)
	Health & Safety	Mae Sumera (Health Team)	Nissan Swoboda (Health Team)
	Logistics	Roberto Magana (Facilities) Pedro Cervantes (Facilities)	Joe Williams (Facilities) Pedro Cervantes (Facilities)
Extended	Public Information & Public Safety Liaison	Maureen Israel (Superintendent/Principal) Karsten Stampa (Chief of Staff)	
	Finance	Kitty Chiu (Finance Clerk) Rodrigo Soto (HR)	
	Senior Executive	Maureen Israel (Superintendent/Principal) Karsten Stampa (Chief of Staff)	

### III. PLAN COMPONENTS

#### 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.

#### 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.

#### 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 emergency 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, Chief of Staff - 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 plan documentation. The IEP/504 plan further explicitly permits students, student parents or guardians, and school employees to bring forth concerns to school principals about an individual student's access to disaster safety procedures outlined in the CSSP. If the principal determines there is merit to a concern, they shall direct the school safety planning committee to modify the CSSP.

#### 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 Ave, Los Altos
Primary Contact	Denise Khalid (Principal), 650-559-1600 dkhalid@lasdschools.org
Alternate Contact	Anna Mollerstedt (Admin Assistant) amollerstadt@lasdschools.org

#### South Campus

Primary	
Organization	Saint Francis High School
Address	1885 Miramonte Ave, Mountain View
Primary Contact	Michael Pilawski (VP Campus Life), 650-210-2438 michaelpilawski@sfhs.com
Alternate Contact	Rob Copple (Director of Facilities) robertcopples@sfhs.com

## North Campus

Secondary	
Organization	Los Altos High School
Address	201 Almond Ave, Los Altos
Primary Contact	Tracey Runeare (Principal), 650-960-8811 tracey.runeare@mvla.net
Alternate Contact	Mary Donahue (Admin Assistant), mary.donahue@mvla.net

## South Campus

Secondary	
Organization	Loyola Elementary School
Address	770 Berry Ave, Los Altos
Primary Contact	Kelly Rafferty (Principal), 650-254-2400 krafferty@lasdschools.org
Alternate Contact	Kandra Bitencourt (Office Manager), kbitencourt@lasdschools.org

### Procedures for Reunification

Reunification is a coordinated and systematic hand-off of students to their parents after an evacuation or emergency took place. Through a structured reunification, we maintain a safe environment and help reduce anxiety and stress once these situations are dissolved. The procedures for reunification are part of the revised [emergency and drill procedures here](#). The safety planning committee discusses and refines this process annually to ensure its effectiveness in various emergency scenarios.

### 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 Principals provide 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.

### Discrimination, Harassment, Bullying, Sexual harassment and Hate Crime Policies

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.

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.

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.

### **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.

### **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. Bullis Charter School is regularly communicating [traffic and safety expectations](#) for all campuses. 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](#).

### **Policies Enacted to Maintain A Safe and Orderly Environment Conducive to Learning**

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 as well as our school-wide behaviour expectations, known as “BEARS expectations, can be found in the Family/Student Handbook which is accessible [here](#) on the BCS website.

### **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](#).

### **Procedures for Tactical Responses to Criminal Incidents**

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](#).

### **Procedures to Assess and Respond to Homicidal or Perceived Threats**

In accordance with EC 49393 and SB 671, any Bullis Charter School staff who observe or is made aware of a threat or perceived threat that a student or other person is going to “commit a homicidal act related to school or school activity” is required to immediately report such threat to law enforcement while also informing a school administrator or their immediate supervisor. All staff receive training in identifying violence in the workplace as well as ways to promote a safe learning environment in and outside of classrooms.

### **Instructional Continuity Plan**

In compliance with AB 153, BCS will adopt an Instructional Continuity Plan which outlines communication protocols, alternative instructional methods, technology support, student support services, staff training, and regular review procedures to ensure continued learning for all students during emergencies that disrupt in-person instruction. This plan shall be implemented by July 1, 2025, with more detailed information about the plan included in revised CSSP for the 2025-2026 school year.

**Protocol for Responding to Medical Emergencies**

In accordance with AB 2887, BCS will have a comprehensive plan in place by July 1, 2025, to respond to incidents involving individuals experiencing sudden cardiac arrest or other life-threatening medical emergencies on school grounds. This plan will outline procedures for prompt recognition and activation of the school's emergency response system, immediate action including CPR and AED use, effective coordination with EMS, post-incident procedures such as witness support and plan review, and ongoing preparedness through training, maintenance, and drills. This plan will be developed in accordance with current best practices and in consultation with local EMS providers and medical professionals to ensure the safety and well-being of all students and staff.

**Protocol for a Pupil Suffering or Reasonably Believed to Be Suffering from an Opioid Overdose**

As a direct response to an opioid overdose on campus, Bullis Charter School staff will assess their condition and activate/engage EMS. In accordance with EC 49428.16, Bullis Charter School will further work to prevent pupil opioid overdoses with Fentanyl education for the purposes of outreach, collaborating with local health agencies, building awareness and providing safety advice for school staff, pupils, and parents or guardians of pupils, on how to prevent an opioid overdose.

**Mental Health Support**

Bullis Charter School recognizes the importance of providing mental health support for students, staff, and family members and provides clear guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, and school counselors. A School Psychologist and School Counselor are employed by Bullis Charter School and trained/available to provide support in times of crisis and trauma, as well as to support pupils who have witnessed a violent act at any time. They are further engaged, together with the School's Leadership Team, to develop and implement primary strategies to prioritize mental health and intervention services, restorative and transformative justice programs, and positive behavior interventions and support.

Additionally, a [Crisis Response Team](#) exists to respond to and support students who demonstrate a potential risk for suicide and provide additional recommendations for support, if necessary.

**Parental Notification on Firearm Safety Laws**

Section 48986 has been added to the California Education Code (EC) and requires that beginning on July 1, 2023, Bullis Charter School shall annually inform parents and guardians of California's child access prevention laws and laws relating to the safe storage of firearms at the beginning of the first semester or quarter of the regular school term. This parental notification is mandatory and shall prevent crimes and accidents involving an improperly stored or misused gun found in the home of children.

**Emergency Contacts**

Incident Commander (Principals)	Lisa Stone, +1 (415) 786 - 7471 (South Elementary) <a href="mailto:lstone@bullischarterschool.com">lstone@bullischarterschool.com</a> Dr. Keri Montesino-Stewart, (North Elementary) <a href="mailto:kstewart@bullischarterschool.com">kstewart@bullischarterschool.com</a> Cliff Mason II, +1 (714) 824 - 1359 (Middle School) <a href="mailto:cmason@bullischarterschool.com">cmason@bullischarterschool.com</a>
Senior Executive	Karsten Stampa, +1 (818) 484 - 0991 (Chief of Staff) <a href="mailto:kstampa@bullischarterschool.com">kstampa@bullischarterschool.com</a>
Local Police (Los Altos Police)	+1 (650) 947 - 2770
Los Altos Fire Station	+1 (408) 378 - 4010