



SCHOOL SAFETY PLAN

MVLA ADULT SCHOOL

2024-2025 Comprehensive Safety Plan

333 Moffett Blvd, Mountain View, CA 94043
Mountain View-Los Altos Union High School District

This School Safety Plan was developed collaboratively with the Site Safety Planning Team and the MVLA Adult School Site Council. This is meant to be a guiding document to supplement MVLA High School District's safety plans

School: Mountain View Los Altos Adult School

CDS Code:

District: Mountain View-Los Altos Union High School District

Address: 333 Moffett Blvd. Mountain View, CA 94043

Date of Update: March 1, 2025

Date of Review:

- Safety Committee Advisors: March 17, 2025
- Law Enforcement: March 17, 2025
- MVLA Adult School Safety Committee: March 24, 2025
- MVLA Adult School Leadership team: March 24, 2025
- MVLAHSD Board of Education review as Informational Item: April 21, 2025

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Comprehensive Safety Plan Purpose

The purpose of this plan is to:

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

The MVLA Adult School Safety Plan was informed by and aligned to district-wide safety plans in compliance with SB 187. Placing school safety procedures and policies together in one plan has the great benefit of allowing school administrators to ensure that this vital learning support element is fully in place.

The MVLA Adult School Safety Plan is reviewed on an annual basis and is amended as needed.

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

The Board shall review the MVLA Adult School safety plan as an information item in alignment with district-wide safety plans.

Declaration regarding MVLA Board Policy and administrative regulation references:

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

Safety Plan Vision

District Vision

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

MVLA Adult School Mission

MVLA Adult School is committed to engaging, supporting, and empowering all adult learners from diverse backgrounds. Students will gain the knowledge, proficiency, and technical skills necessary to succeed in employment, secondary education, and community integration.

Schoolwide Learner Outcomes

Students will:

- Set goals and progress towards them
- Achieve a measurable increase in knowledge, skills and proficiency in their goal area
- Be able to apply knowledge, skills and proficiency to employment and continuing education

Safety Plan Vision

We will provide a physically and emotionally safe learning environment for our students where they will be respected and cared for as they learn and achieve. By focusing on proactive measures and collaboration, the plan ensures a nurturing environment that supports both personal growth and academic success.

Components of the Comprehensive School Safety Plan (EC 32281)

MVLA Safety Planning Team and Advisors

This plan was reviewed and updated during the 2024-2025 school year, with revisions made based on input received from those listed below during regular meetings held throughout the year.

- Eric Volta, District Superintendent
- Mike Mathiesen, Associate Superintendent of Business Services
- Law Enforcement, MVPD
- Julie Vo, Director
- Jonathan Fu, Assistant Director
- Sarah Krajewski, ESL Coordinator
- Francisco Preciado, CTE Coordinator
- Danielle Dinh, ASE Coordinator
- Florence Begole, ESL Teacher
- Charles Smith, ASE Teacher
- Dr. Abebe Gelagay, CTE Teacher
- Stephanie Smith, Senior Office Assistant
- Tammy Ramos, Administrative Assistant
- Harry Almaguer, Lead Custodian
- Sharon Hernandez, Lead Childcare Teacher
- Adult school students

In the absence of a school site council, the members specified above shall serve as the school safety planning committee.

Assessment of School Safety

Education Code, Section 32282 (a) 1

The school safety planning committee regularly reviews data and staff/student feedback related to schoolwide safety procedures on a quarterly basis. School emergency procedures have been updated based on feedback from the school safety planning committee. The district also hired a consultant to conduct an overall risk assessment of the school site. The consultant provided feedback and recommendations which were incorporated into this safety plan. Lead Medical Instructors routinely conduct safety assessments with regards to lab equipment, procedures, and lab safety following OSHA guidelines. The school safety committee regularly reviews emergency supplies. School site administrators communicate with local law enforcement for

recommendations for assessment, prevention, and detection of active shooter events. School staff undergo district training to assess current protocol for active threat assessments.

Information is shared with the school's safety plan committee during Safety Committee meetings. The Safety Committee agendas and minutes are included in Appendix A.2: Safety Committee Agendas / Minutes.

District/Campus Safety Strategies and Programs

Education Code 32282 (a) 2 (A)-(J)

As written in **MVLA Board Policy 5142**, The Board of Trustees recognizes the importance of providing a safe school environment that is conducive to learning and helps ensure student safety and the prevention of student injury. The Superintendent or designee shall implement appropriate practices to minimize the risk of harm to students, including, but not limited to, practices relative to school facilities and equipment, the outdoor environment, educational programs, and school-sponsored activities.

MVLA Union High School District's Threat Response checklist and Homicidal Threat Assessment Flow Chart are included in Appendix A.3: Homicidal Threat Response Checklist and FlowChart.

(A) Child Abuse Reporting Procedures

Additional code references: Education Code 35294.2 (a) (2); Penal Code 11166

According to MVLA Board Policy 5141.4, the Board of Trustees is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

The district's program also may include age-appropriate curriculum in sexual abuse and sexual assault awareness and prevention. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction.

The Superintendent or designee shall, to the extent feasible, seek to incorporate community resources into the district's child abuse prevention programs and may use these resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

The Superintendent or designee shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.

District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

The Superintendent or designee shall provide training regarding the duties of mandated reporters.

(B) Disaster Procedures

Additional code references: Educational Code 35295-35297; Government Code 8607 and 3100

In **MVLA Board Policy 3516**, The Board of Trustees recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The district shall take all reasonable steps to prevent and/or mitigate the impact of a disaster on district students, staff, and schools.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which contains routine and emergency disaster procedures, including, but not limited to,

earthquake emergency procedures, and adaptations for individuals with disabilities in accordance with the Americans with Disabilities Act. Such procedures shall be incorporated into the comprehensive school safety plan.

In developing the disaster preparedness plan, the Superintendent or designee shall involve district staff at all levels, including administrators, district police or security officers, facilities managers, transportation managers, food services personnel, school psychologists, counselors, school nurses, teachers, classified employees, and public information officers. As appropriate, he/she shall also collaborate with law enforcement, fire safety officials, emergency medical services, health and mental health professionals, parents/guardians, and students.

The plan shall align with the district's state-approved Standardized Emergency Management System (SEMS) guidelines established for multiple-jurisdiction or multiple-agency operations and with the National Incident Management System.

The Superintendent or designee shall provide training to employees regarding their responsibilities, including periodic drills and exercises to test and refine staff's responsiveness in the event of an emergency.

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services the district may deem necessary to meet the community's needs.

District employees are considered disaster service workers and are subject to disaster service activities assigned to them.

The Mountain View Los Altos High School District Crisis Response plan is included in the appendices, and accomplishes the following:

- Appendix B: District Crisis Response Plan, incorporates strategies of the Incident Command System (ICS), SEMS and NIMS.
 - Provides emergency contact information for school site staff in Appendix B.1: Site Staff Emergency Contacts – Confidential.
 - Provides crisis response / community emergency contact information in Appendix B.2: Crisis Response/Community Emergency Contacts.
 - Describes the ICS structure for the district crisis response team in Appendix B.3: MVLA Adult School Incident Command System.
 - Defines specific evacuation procedures for the district office and school sites developed with considerations for students with physical disabilities in Appendix B.4: District/Campus Emergency Evacuation Plans.
- Provides guidance for emergency response to a variety of potential hazards and incidents, including duck and cover procedures following an earthquake in Appendix C: Emergency Response Guidelines, Appendix D: Types of Emergencies & General Procedures, and Appendix A.3: Threat Assessment.
- MVLA Adult School will follow district procedures to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and shelters during an emergency

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

Additional code reference: Education Code 48900, 48915 (d) and (c)

Adult education courses are designed for students over the age of eighteen who are no longer subject to compulsory education.

Through **MVLA Board Policy 5144.1 and 5144.2**, the Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction. Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct.

The policy also describes disciplinary guidelines in accordance with state and federal law, Student Due Process, Supervised Suspension Classroom, and the Decision to Not Enforce Expulsion Order available to the school board.

(D) Procedures to Notify Teachers of Dangerous Pupils

Additional code reference: Education Code 49079

As described in **MVLA Board Policy 4158**: the Superintendent or designee shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom.

When any individual directs violence against an employee and the employee so notifies the Superintendent or designee, the Superintendent or designee shall take steps to ensure that appropriate legal measures are instituted. When the employee notifies the Superintendent or designee of a threat of bodily harm, the district shall take appropriate measures to enable the employee to request assistance if a threat occurs on school grounds.

The Superintendent or designee shall ensure that employees are trained in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques and crisis resolution

(E) Discrimination, Harassment and Bullying Policies

Additional code reference: Education Code 200-262.4

A comprehensive prohibition of discrimination and harassment across all district programs and activities is identified in **MVLA Board Policy 0410**, which states that the Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The Board shall promote programs that ensure that discriminatory practices are eliminated in all district activities.

Among the policies included in this comprehensive set of anti-discrimination and harassment policies are two that clearly define the expectations and procedures regarding occurrences of discrimination and sexual harassment:

MVLA Board Policy 5145.3 states that district programs and activities shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

The Governing Board shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

Students who harass other students shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

MVLA Adult School considers bullying a form of harassment and will treat it as such, especially when the bullying is in regards to a student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

As written in MVLA Board Policy 5145.7, the Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against

persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

MVLA Board Policy 5131.2 explicitly prohibits bullying by stating that no student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Guidance on filing a Title IX complaint with the district is included in Appendix G.1: Guidance on Filing a Title IX Complaint with the District.

Information on Uniform Complaint Procedures and the Uniform Complaint Form is included in Appendix G.2: Uniform Complaint Procedures and Form.

(F) School-wide Dress Code

Additional code reference: Education Code 35183

As described in **MVLA Board Policy 5132**, the Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction that would interfere with the educational process.

(G) Procedures for Safe Evacuation

MVLA Adult School will also identify emergency evacuation routes identifying locations where students may assemble in response to fire, earthquake, bomb threats or other similar hazards. A map showing emergency evacuation procedures for each campus is included in Appendix B.4: District/Campus Emergency Evacuation Plans.

All visitors are expected to check-in at the front office and obtain a visitor badge.

(H) A safe and Orderly School Environment Conducive to Learning

Every student is expected to arrive on time for school, with necessary supplies, ready to learn. Students are expected to complete the necessary work for their program of study, and to refrain from behaviors that might distract a teacher from teaching or other students from learning.

Additional code references: Education Code 35291 and 35291.5

MVLA Board Policy 5131 identifies district-wide standards for student conduct:

The Board of Trustees believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

The Superintendent or designee shall ensure that each school develops standards of conduct

and discipline consistent with Board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats
2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption
3. Conduct that disrupts the orderly classroom or school environment
4. Willful defiance of staff's authority
5. Damage to or theft of property belonging to students, staff, or the district. The district shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.
6. Obscene acts or use of profane, vulgar, or abusive language
7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs
8. Plagiarism or dishonesty on school work or tests
9. Inappropriate attire
10. Tardiness or unexcused absence from school
11. Failure to remain on school premises in accordance with school rules

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or an administrator for further investigation.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension or expulsion in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

MVLA Board Policy 5144 describes standards for discipline and provides administrative guidance for the consequences of misconduct:

The Board of Trustees is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and achievement and desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and

classroom management strategies, provision of appropriate intervention and support, and parent/guardian involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

The Superintendent or designee shall develop effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

In addition, the Superintendent or designee's strategies for correcting student misconduct shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures.

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

Additional Board Policies are listed below, which describe overarching discipline standards for specific areas of concern. Violation of these items will result in student referral to campus administration at the minimum and may lead to suspension or expulsion. These include:

Gang prevention; restrictions on student behavior, gestures, apparel or paraphernalia indicative of gang affiliation. **MVLA Board Policy 5136**

Weapons; prohibition of any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms or dangerous instruments of any kind in school buildings, on school grounds or buses, or at school-related or school-sponsored activities away from school, or while going to or coming from school. **MVLA Board Policy 5131.7**

(I) Adult School Rules and Procedures on School Discipline

MVLA Adult School's Code of Conduct is included in Appendix J: Code of Conduct.

MVLA Adult School's Classroom Rules for Medical Assistant and Certified Nursing Assistant Programs are included in Appendix K: Classroom Rules for Medical Assistant and Certified Nursing Assistant Programs.

(J) Tactical Responses to Criminal Incidents

MVLA Adult School places the highest priority on the safety of students, visitors and school personnel. A key part of ensuring this safety is the quick and coordinated response to criminal incidents that may occur on campus. To effectively and efficiently respond to such incidents, MVLA Adult School will follow these steps:

1. Upon discovery or witness of a criminal incident, all students will immediately notify a staff member.
2. If there is an existing or imminent threat to the safety of students, call 911 and the district office, then immediately activate an appropriate emergency response procedure according to the “big four” action responses (Shelter in Place, Run, Hide, Defend, Evacuation, Earthquake).
 - i. Await the arrival of emergency responders and follow their instructions as they will have incident command during these types of incidents.
 - b. If there is no longer an immediate threat but a criminal incident (or non-violent criminal incident) has recently occurred while students are on campus then contact the Los Altos or Mountain View Police Department using the non-emergency dispatch number, and request assistance with an in-person response.
 - i. Notify the district office, including maintenance if any facility repair is necessary
 - ii. Await the arrival of emergency responders and coordinate a unified command to ensure the safety of students and school personnel, property and the environment.
 - c. If the criminal incident occurred while no students were present, such as but not limited to vandalism on the weekend, then notify the Los Altos or Mountain View Police Department using the non-emergency dispatch number to request support.
 - i. Notify the district office, including maintenance if any facility repair is necessary
 - ii. Follow the instructions of the dispatch operator or other law enforcement representative. This could include filing a criminal report by phone or using an online system.

MVLA Adult School will work in conjunction with MVPD to train all staff and students to follow the Run-Hide-Defend Protocol to prepare for active shooters or other armed assailants.

MVLA Union High School District’s procedures for Active Shooter Response are included in Appendix L: Active Shooter Response Training.

(K) Procedures to Assess and Respond to Reports of Any Dangerous, Violent, or Unlawful Activity

MVLA Union High School District’s Incident / Theft Report Form is included in Appendix H.1:

Incident / Theft Report Form

MVLA Union High School District's Accident Report form is included in Appendix H.2: Accident Report Form

(L) Protocol for Student Opioid Overdose

This procedure addresses situations involving the immediate administration of Narcan (Naloxone). Workshops on the administration of Narcan are offered annually at the school's Back to School in-service. Narcan is available in several places on campus including classrooms and offices. In conjunction with the administration of Narcan, 911 is called immediately.

MVLA Union High School District's Narcan Instructions are included in Appendix I: Narcan Instructions.

Roles and Responsibilities (Section 32282.1)

Psychological Trauma When the Director or designee feels that there has been an event that causes a psychological impact on students and/or staff, such as an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions, he or she should contact the Director of Student Services and the District Wellness Coordinator and to request the services of the MVLA School Therapists and social worker. Emergencies like these usually produce one or more of the following conditions: temporary disruption of regular school functions and routines, significant interference with the ability of students and staff to focus on learning, physical and/or psychological injury to students and staff, and concentrated attention from the community and news media. As a result of such emergencies, students and staff may exhibit a variety of psychological reactions. As soon as the physical safety of those involved has been insured, attention must turn to meeting emotional and psychological needs of others.

Procedures for Responding to the Release of a Pesticide or Other Toxic Substance (Section 32284)

MVLA Union High School District's procedures for responding to the release of a pesticide or other toxic substances are included in Appendix D: Types of Emergencies & General Procedures.

Homicidal Threat Assessment Protocol Section 49392, 49393, 49394

MVLA Union High School District's Threat Response checklist and Homicidal Threat Assessment Flow Chart are included in Appendix A.3: Homicidal Threat Response Checklist and FlowChart.

Safety Plan Review, Evaluation and Amendment Procedures

The MVLA Adult School comprehensive safety plan will be reviewed, evaluated and amended (if necessary) in the second quarter of each school year in the fall.

Safety Plan Appendices

Protected Information

As prescribed by MVLA Administrative Regulation 1340, the following items will be identified as “**Confidential**” and withheld from public release of the Comprehensive District Safety Plan for safety reasons:

- Any appendices that include tactical responses to criminal incidents that may result in death or serious bodily injury at the school site.
- Any appendices containing personnel information that the disclosure of which would constitute an unwarranted invasion of personal privacy.
(Further detail on protected information is also defined in GC 6254.3.)
- Any appendices prepared to assess district and/or school site vulnerabilities to terrorist or other criminal acts intended to disrupt student instruction or safety.
- Any appendices containing detailed crisis response information that, if disclosed, would undermine plans or procedures designed to protect students from harm by revealing safety strategies such as but not limited to critical communications systems, crisis response facilities (i.e. command post, staging areas, etc), and supplies storage.

Appendix A.1: Safety Planning Process

Activity Description <i>(i.e. review steps, meetings conducted, approvals, etc.)</i>	Date and Time	Referenced Documents <i>(description and location)</i>

Appendix B: District Crisis Response Plans

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

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

Appendix B.1: Site Staff Emergency Contacts – Confidential

Name	Position	Cell Number(s)	Safety / Crisis Response Role
	Director		Incident Commander
	Assistant Director		Incident Commander Designee
	Administrative Assistant		Leadership On Duty Designee
	CTE Coordinator		Leadership On Duty Designee
	ASE Coordinator		Leadership On Duty Designee
	ESL Coordinator		Leadership On Duty Designee
	ESL Coordinator		Leadership On Duty Designee
	CalWORKs Lead Site Representative		Leadership On Duty Designee
	CalWORKs Site Representative		Leadership On Duty Designee
	Transition Advisor		Leadership On Duty Designee

Appendix B.2: Crisis Response/Community Emergency Contacts

For all emergencies call 911

Public Health and Safety

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

Public Utilities

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

Appendix B.3: MVLA Adult School Incident Command System

Standardized Emergency Management System/ Incident Command System Overview

The California Standardized Emergency Management System (SEMS) uses the Incident Command System (ICS) to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency.

ICS consists of five functions:

Management

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response.

Planning & Intelligence

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

Operations

All response actions are implemented under Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

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

Logistics

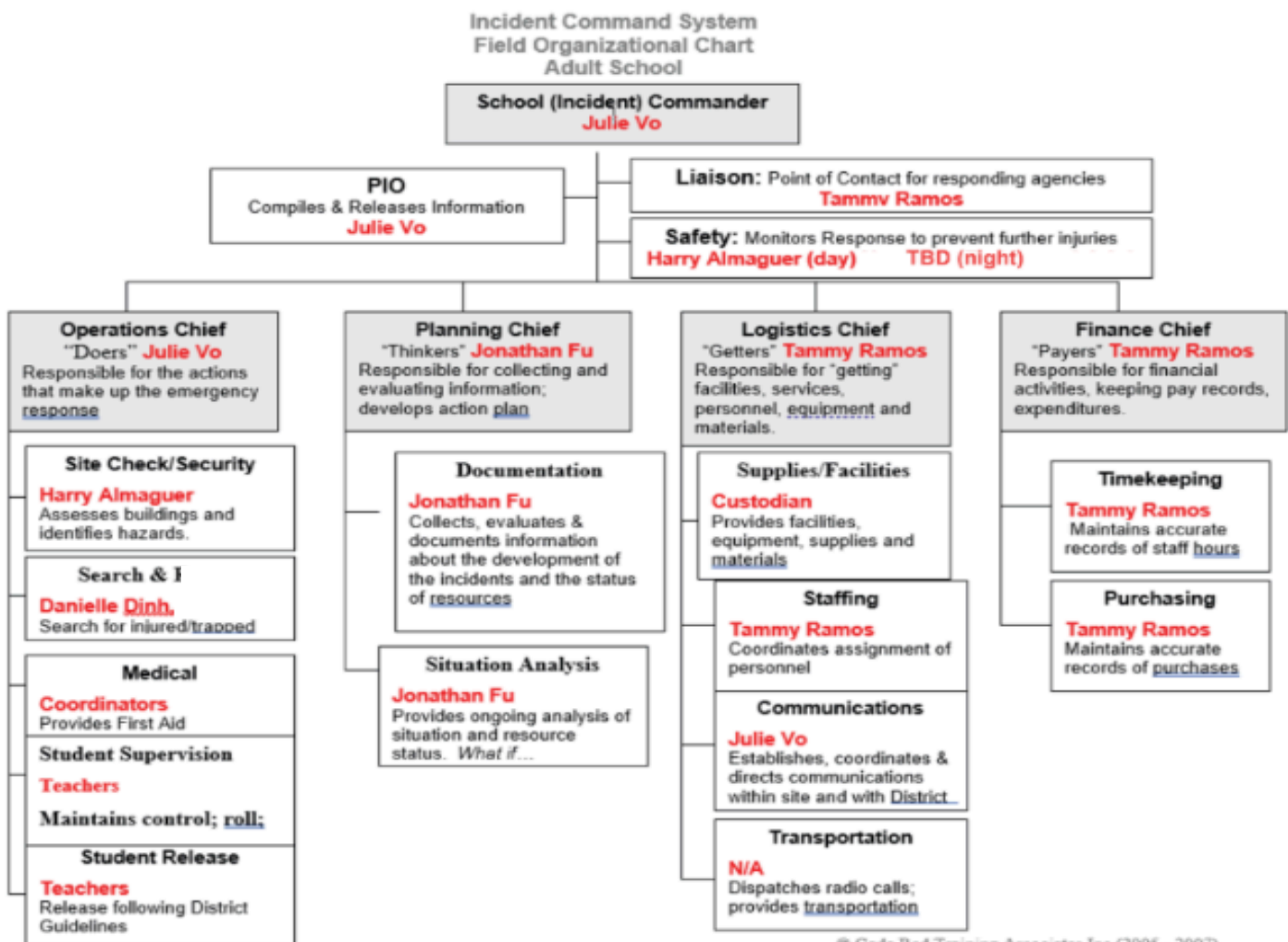
Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

Finance & Administration

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

Incident Command System

MVLA Adult School Field Organizational Chart



Appendix C: Emergency Response Guidelines

STEP ONE: IDENTIFY THE TYPE OF EMERGENCY

The first response to an emergency is to determine the type of emergency that has occurred. Procedures for 18 different types of emergencies are listed in the following section.

STEP TWO: IDENTIFY THE LEVEL OF EMERGENCY

The second step in responding to an emergency is to determine the level of the emergency. For schools, emergency situations can range from a small fire to a major earthquake. To assist schools in classifying emergency situations, there is a three-tiered rating below:

- **Level 1 Emergency:** A minor emergency that is handled by school personnel without the assistance from outside agencies, e.g., a temporary power outage, a minor earthquake, or a minor injury in the play yard.
- **Level 2 Emergency:** A moderate emergency that requires assistance from outside agencies, such as a fire or a moderate earthquake, or a suspected act of terrorism involving a potentially hazardous material, e.g., “unknown white powder.”
- **Level 3 Emergency:** A major emergency event that requires assistance from outside agencies such as a major earthquake, civil disturbance or a large-scale act of terrorism. For Level 3 emergencies, it is important to remember that the response time of outside agencies may be seriously delayed.

STEP THREE: DETERMINE THE IMMEDIATE RESPONSE ACTION

Once the type and extent of an emergency have been identified, school personnel can determine if an immediate response action is required. The most common immediate response actions initiated during school emergencies are:

- **Stop, Drop and Hold:** Students and staff protect themselves by crouching under a table, desk, or chair until the danger passes.
- **Shelter in Place:** Students and staff are kept indoors in order to isolate them from the outdoor environment. The heating and air conditioning system may also shut down.
- **Lock Down:** Students and staff are kept in a designated locked area until a danger has passed, such as an intruder being on campus.
- **Evacuate Building:** Students and staff are escorted outside to an assembly area if it has been determined that it is too dangerous to remain indoors.
- **Evacuate Campus:** Students and staff are escorted to an off-site assembly area if it has been determined that it is too dangerous to remain on campus.
- **All Clear:** Notification is given that normal school operations should resume.

STEP FOUR: COMMUNICATE THE APPROPRIATE RESPONSE ACTION

Once the type of immediate response action is determined, the incident commander must inform the site's staff which response action to take. The most appropriate method of communication depends on the response action selected. When announcing what response to take, avoid codes, jargon, or any other potentially confusing vocabulary. Be calm, direct, and clear in your announcements.

- **Stop, Drop and Hold:** Immediately use the site's school-wide communication system to instruct students and staff to protect themselves by moving into a "Stop, Drop and Hold" position by crouching under a table, desk, or chair until the danger passes. Time is the most urgent matter with this response action as the emergency may take place before the announcement can be made. However, do not assume that all members of the site are already in a "Stop, Drop and Hold" position. Make the announcement even if the immediate crisis has passed.
- **Shelter in Place:** Immediately use the site's school-wide communication system to instruct students and staff that they are to stay indoors until further notice, even if the heating and air conditioning system is disabled.
- **Lock Down:** Immediately use the site's school-wide communication system to instruct staff to lock all exterior doors, to close any open windows, create safety barriers and to keep students as far away as possible from any windows until further notice. This response may include the Run, Hide, Defend protocol.
- **Evacuate Building:** Immediately use the site's fire alarm bell system to notify students and staff that they are to proceed to the site's outside assembly area.
- **Evacuate Campus:** Immediately use the site's fire alarm bell system to notify students and staff that they are to proceed to the site's outside assembly area. From there, notify staff and students using a bullhorn that it has been determined that it is too dangerous to remain on campus. Provide instructions on how staff and students will be relocated.
- **All Clear:** Use the site's school-wide communication system to notify staff and students that normal school operations should resume.

Appendix D: Types of Emergencies & General Procedures

AIRCRAFT CRASH

The administrator or designee will initiate appropriate actions, which may include Stop, Drop and Hold, Shelter-in-Place, Evacuate Building, or Evacuate Campus depending on the nature of the accident, the location of damage, and the existence of any chemical and/or fuel spills.

ANIMAL DISTURBANCE

This procedure should be implemented when the presence of a coyote, mountain lion, or any other animal threatens the safety of students and staff. The administrator or designee will initiate appropriate actions, which may include Shelter in Place or Evacuate Building.

ARMED ASSAULT ON CAMPUS

This involves one or more individuals who attempt to take hostages or cause physical harm to students and staff. Such an incident may involve individuals who possess a gun, a knife or other harmful item. The administrator or designee will decide the appropriate response, which may include Shelter-in-Place, Lock Down and the Run, Hide, Defend protocol, Evacuate Building, or Evacuate Campus.

BIOLOGICAL OR CHEMICAL RELEASE

This is an incident involving the discharge of a biological or chemical substance in a solid, liquid, or gaseous state. Such incidents may also include the release of radioactive materials. Common chemical threats within or adjacent to schools include the discharge of acid in a school laboratory, an overturned truck of hazardous materials in proximity of the school, or an explosion at a nearby oil refinery or other chemical plant. The following indicators may suggest the release of a biological or chemical substance: Multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing. Other indicators may include the presence of distressed animals or dead birds. The administrator or designee will initiate appropriate actions, which may include Shelter-in-Place or Evacuate Building.

BOMB THREAT / THREAT OF VIOLENCE

This occurs upon the discovery of a suspicious package on campus grounds or receipt of a threatening phone call that may or may not present a risk of an explosion. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call 911. The person answering the threat call should ask the questions listed on the "Bomb Threat Checklist". In coordination with law enforcement, the administrator or designee will initiate appropriate actions, which may include Stop, Drop and Hold, Lock Down, or Evacuation.

DISORDERLY CONDUCT

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

EARTHQUAKE

Earthquakes occur without warning and may cause minor to serious ground shaking, damage to buildings, and injuries. It is important to note that even a mild tremor can create a potentially hazardous situation. The administrator or designee will initiate appropriate actions, which may include Stop, Drop and Hold, Evacuate Building, or Evacuate Campus.

EXPLOSION OR RISK OF EXPLOSION

This involves an explosion on school property, the risk of an explosion on school property, an explosion or risk of explosion near the school, or a nuclear explosion involving radioactive materials. The administrator or designee will initiate appropriate actions, which may include Stop, Drop and Hold, Shelter-in-Place, Evacuate Building, or Evacuate Campus.

FIRE IN SURROUNDING AREA

This procedure addresses the situation where a fire is discovered in an area adjoining the school. The initiated response actions should take into consideration the location and size of the fire, its proximity to the school and the likelihood that the fire may affect the school. After calling the local fire department in an effort to determine the seriousness of the fire, the administrator or designee will initiate appropriate actions, which may include Shelter-in-Place, Lock Down, Evacuate Building, or Evacuate Campus.

FIRE ON SCHOOL GROUNDS

This procedure addresses situations where a fire is discovered on school grounds. A quick response to this situation is very important to prevent injuries and further property damage. Upon discovery of a fire, teachers or staff will direct all occupants out of the building, signal the fire alarm, and report the fire to the administrator or designee. The administrator or designee will immediately initiate the Evacuate Building action. If the size of the fire is beyond the control of staff on site, call 911 for immediate assistance from the fire department.

FLOODING

This applies whenever storm water or other sources of water inundate or threaten to inundate school grounds or buildings. Flooding may occur as a result of prolonged periods of rainfall, where the school would have sufficient time to prepare. Alternatively, flooding may occur without warning, as a result of damage to water distribution systems, or a failure of a nearby man-made dam. The administrator or designee will initiate appropriate actions, which may include Shelter-in-Place, Evacuate Building, or Evacuate Campus.

LOSS OR FAILURE OF UTILITIES

This addresses situations involving a loss of water, power or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines. The administrator or designee will initiate appropriate actions, which may include Shelter-in-Place or Evacuate Building.

Our schools have emergency materials and supplies including water, snacks, and first aid kits on site that can be used if needed. We have back-up communication systems that allow principals and District staff to receive and send emergency information.

In the event of a school closure due to a power outage, we will notify students with as much advance notice as possible using our mass communications system as well as posting on our website.

Please note, power outages may not impact all schools within our district at the same time. In this case, only the schools with power outages will be closed.

MOTOR VEHICLE CRASH

This procedure addresses situations involving a motor vehicle crash on or immediately adjacent to school property. Given the nature of the crash, there may also be a danger from a fuel spill, which should be considered when deciding which action(s) to take. The administrator or designee will initiate appropriate actions, which may include Stop, Drop and Hold, Shelter-in-Place, Evacuate Building, or Evacuate Campus.

PSYCHOLOGICAL TRAUMA

When the administrator or designee feels that there has been an event that causes a psychological impact on students and/or staff, such as an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions, he or she should contact the site principal or designee. Emergencies like these usually produce one or more of the following conditions: temporary disruption of regular school functions and routines, significant interference with the ability of students and staff to focus on learning, physical and/or psychological injury to students and staff, and concentrated attention from the community and news media. As a result of such emergencies, students and staff may exhibit a variety of psychological reactions. As soon as the physical safety of those involved has been insured, attention must turn to meeting emotional and psychological needs of others.

SUSPECTED CONTAMINATION OF FOOD OR WATER

This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible

food/water contamination by central District staff or local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple employees with unexplained nausea, vomiting, or other illnesses. The administrator or designee will isolate the suspected contaminated food/water to prevent consumption, and will restrict access to the area. Second, the administrator or designee will notify the district safety coordinator of the problem and await further instructions. Meanwhile, a list will be made of all potentially affected students and staff, which will be provided to responding authorities. Law enforcement should be contacted if there is evidence of individuals purposely contaminating the food or water source.

REPORTS OF THREATS TO CAMPUS

This procedure applies where there is a report of a potential threat to the campus. This includes, but is not limited to, reports of possible violence, damage, danger or unlawful activity at the school. These reports may be received by phone or mail, or electronically through e-mail. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call 911. Responses to these will depend on the nature of the threat involved. Procedures to respond to bomb threats, threats of violence, and biological or chemical releases are described above. Response to potential illegal activity will depend on the nature of the activity, but will include the notification of the school administration and a call to 911.

UNLAWFUL DEMONSTRATION OR WALKOUT

An unlawful or unauthorized demonstration or walkout is any assemblage on or off campus by staff or students for the purpose of protest or demonstration. Upon indication that an unauthorized demonstration or walkout is about to begin, personnel should immediately notify the administrator or designee. If students leave the campus, the administrator or designee will designate appropriate staff members to accompany them. The administrator or designee should proceed in good judgment on the basis of police or other legal advice, in taking action to resolve the situation.

Appendix G.1: Guidance on Filing a Title IX Complaint with the District

FILING A TITLE IX COMPLAINT WITH THE DISTRICT

Student complaints shall be submitted in written form in accordance with Administrative Regulation [5145.71 – Title IX Sexual Harassment Complaint Procedures](#). If the complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so. The time for filing may be extended up to 90 days by the Superintendent or the Superintendent's designee, for good cause, upon written request by the complainant setting forth the reasons for the request for an extension of time to file a written complaint.

The compliance officer may informally discuss with all the parties the possibility of using mediation within three days of his or her receipt of the complaint. All complaints shall be appropriately investigated in a timely manner. Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint. The investigation shall include an opportunity for the complainant, or the complainant's representative, or both, to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. The District shall issue a written decision based on the evidence within 60 calendar days from receipt of the complaint by the District.

Any complainant who is dissatisfied with the District's final written decision may file an appeal in writing with the California Department of Education within 15 calendar days of receiving the District's decision.

Complaints made by or on behalf of students may also be filed with the U.S. Department of Education, Office of Civil Rights within 180 calendar days of the date of the alleged discrimination unless the time for filing is extended by the Office of Civil Rights for good cause shown under certain circumstances.

Additional details about procedures for filing a complaint may be found in Administrative Regulations [5145.71 – Title IX Sexual Harassment Complaint Procedures](#).

Appendix G.2: Uniform Complaint Procedures and Form

MVLA - COMPLAINTS AND COMPLAINT PROCEDURES POLICY

- **MISCELLANEOUS COMPLAINTS.** The District's Board Policies (BP) and Administrative Regulations (AR) address and govern complaints concerning: District employees (BP/AR 1312.1), the content or use of instructional materials (BP/AR 1312.2), discrimination and harassment (BP/AR 5145.3), and sexual harassment (BP/AR 5145.7).
- **Complaints Concerning District Employees.** Complainants are encouraged to resolve complaints against school personnel through informal means by talking directly with the school person involved. If the complainant is unable or unwilling to resolve the complaint directly with the employee, a written complaint may be submitted to the employee's immediate supervisor or the principal. The immediate supervisor, principal or designee shall attempt to resolve the complaint to the satisfaction of the person involved within 30 days. Parties should accept and consider the resolution as final. However, any involved party may ask to address the Board regarding the complaint. (BP/AR 1312.1)
- **Complaints Concerning Instructional Materials.** Complainants shall first informally discuss the instructional content or materials in question with the principal. If the complainant is unsatisfied with the response, he or she may file a formal complaint with the principal. If the complainant disagrees with the principal's formal decision, he or she may appeal the decision to the Superintendent, who may issue a decision or convene a review committee to investigate the complaint. If the complainant remains unsatisfied, he/she may appeal the Superintendent or review committee's decision to the Board of Trustees. (BP/AR 1312.2)
- **Complaints Regarding Discrimination and Harassment (Including Title IX Complaints).** Any person who wishes to file a complaint alleging unlawful discrimination or sexual harassment should first seek remedy through the office of the school's principal. If the issue cannot be resolved at the level of the principal, a formal complaint may be filed with the District's Title IX Compliance Officer, the Associate Superintendent for Personnel Services, Leyla Benson, in accordance with the Uniform Complaint Procedures – AR 1312.3, further detailed below. (BP/AR 5145.3; BP/AR 5145.7) Copies of the Uniform Complaint Procedures will be provided free of charge. If the complainant is unable to put a complaint in writing due to conditions such as illiteracy, language barriers, or other handicap, district staff shall help him/her to file the complaint.

After any complaint has been investigated and a report of findings have been issued in accordance with the District's Uniform Complaint Procedures, if the complainant is dissatisfied with the District's decision, the complainant may file a written appeal with the School Board or the California Department of Education within 15 calendar days of receiving the District's decision. The complainant may also pursue remedies before civil courts or other public agencies, such as the Office for Civil Rights.

- **FORM COMPLAINT PROCEDURES.** The District's Uniform Complaint Procedures (BP/AR 1312.3) address: alleged violations of federal or state laws or regulations governing educational programs (e.g., Adult Education, Consolidated Categorical Aid, Migrant Education, Career Technical and Technical Education and Training, Child Care and Development, Child Nutrition, and Special Education); the prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities, and; unlawful discrimination, harassment, intimidation, or bullying. (5 Cal. Code Regs., § 4610.) Unless otherwise indicated in the section on specific complaints below, the following information is generally applicable to complaints submitted under the District's Uniform Complaint Procedures:
- **Compliance Officer.** The Associate Superintendent of Personnel Services, Leyla Benson, shall receive and investigate complaints submitted under the District's Uniform Complaint Procedures and insure District compliance with the law.
- **Civil Law Remedies.** A complainant may pursue available civil law remedies outside of the District's Uniform Complaint Procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For complainants alleging discrimination, harassment, intimidation, and bullying based on state law, a complainant shall wait until 60 calendar days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies, provided the District has appropriately and in a timely manner apprised the complainant of his or her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law. (Ed. Code, § 262.3.)
- **Appeal Process.** Except for complaints submitted under the District's Williams Uniform Complaint Procedures, a complainant may appeal a decision made under the Uniform Complaint Procedures to the California Department of Education by filing a written appeal within 15 days of receiving the decision. (5 Cal. Code Regs., § 4632.) The appeal to the California Department of Education must include a copy of the complaint filed with the District and a copy of the District's decision.
- **Complaint Review.** The District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts. The District's Uniform Complaint Procedures are available free of charge and are on the district's website and district office.
- **State Intervention.** Complaints must usually be submitted to the District's Compliance Officer; however, the California Department of Education may directly intervene without waiting for the District's investigation if a complaint: (1) alleges that the District failed to comply with the complaint procedures; (2) relates to Child Development and Child Nutrition programs not administered by the District; (3) requests anonymity because the complainant would be in danger of retaliation and would suffer immediate and irreparable harm if the complaint were filed with the District; (4) alleges the District failed or refused to implement the final decision; (5) alleges the District took no action within sixty days regarding a complaint originally filed with the District; (6) the complainant would suffer immediate and irreparable harm as a result of a District policy that conflicts with state or federal law and that filing a complaint with the District would be futile; or, (7) relates to Special Education and includes certain allegations. (5 Cal. Code Regs., §§ 4630 and 4650.)

- **Specific Complaints.** Complaints alleging non-compliance with specific state laws identified below may be submitted under the District's Uniform Complaint Procedures. If a complainant is not satisfied with the District's decision, the complainant may appeal to the California Department of Education and will receive a written decision within 60 days.
- **Pupil Fees.** Students enrolled in the District shall not be required to pay a fee or charge, or make a deposit, as a condition for participation in District educational activities, unless authorized by law. (Ed. Code, §§ 49010-49013.) A complaint alleging the imposition of pupil fees for participation in educational activities may be filed with the Principal under the Uniform Complaint Procedures not later than one year from the date the alleged violation occurred. A complaint may be filed anonymously. (Ed. Code, § 49013; 5 Cal. Code Regs., § 4630.)
- **Local Control Accountability Plan.** School districts, charter schools and county offices of education are required to adopt and annually update their Local Control Accountability Plans ("LCAP"). A complaint alleging noncompliance with the LCAP may be filed anonymously. (Ed. Code, § 52075.)
- **Students in Foster Care, Who are Homeless, or Are Former Juvenile Court School Pupils.** State law outlines the rights afforded to students in foster care, who are homeless, or who are former juvenile court school pupils including, but not limited to, rights regarding a student's school of origin, enrollment, credits, graduation, college, discipline, records, and/or certain noneducational rights. (Ed. Code, §§ 48853, 48853.5, 49069.5, 51225.1, 51225.2, 51225.3.) A notice summarizing the rights of foster youth is available online through the California Department of Education at <http://www.cde.ca.gov/ls/pf/fy/documents/fosteryouthedrights.pdf>.
- **Enrollment of Students in Course without Educational Content or in Previously Completed Course.** Except under certain circumstances, Education Code sections 51228.1 and 51228.2 prohibit students from being enrolled in course periods without educational content for more than one week in any semester and from being enrolled in a course which the student previously satisfactorily completed. (Ed. Code, §§ 51228.1, 51228.2, and 51228.3.)
- **Lactation Accommodations for Parenting Students.** School districts must provide reasonable accommodations to lactating students on school campuses to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. A student may not incur an academic penalty as a result of her use of reasonable lactation accommodations and must be provided an opportunity to make up any work missed due to such use. (Ed. Code, § 222(f).)
- **WILLIAMS UNIFORM COMPLAINT PROCEDURES.** The District's Williams Uniform Complaint Procedures (AR 1312.4) address the sufficiency of textbooks and instructional materials, teacher vacancies or misassignments, and facilities. (5 Cal. Code Regs., §§ 4680 and 4681.) A copy of the Williams Uniform Complaint Procedures and Form can be obtained from a school office, the district office or online. The principal or designee of the Superintendent shall make all reasonable efforts to investigate complaints submitted under the District's Williams Uniform Complaint Procedures. (Ed. Code § 35186(b); 5 Cal. Code Regs., § 4680 et seq.) N

ON-DISCRIMINATION. State and federal law prohibit discrimination in education programs or activities.

- **NON-DISCRIMINATION.** Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and state law prohibit discrimination on the basis of race, color, national origin, or sex in federally financed education programs or activities. District programs shall be free from discrimination based on age, sex (sex discrimination includes discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery from pregnancy or childbirth-related conditions, or denial of lactation accommodations for lactating students), gender (including a person's gender identity and gender expression, which is a person's gender-related appearance and behavior whether or not stereotypically associated with a person's assigned sex at birth), race, color, religion (including agnosticism, atheism and all aspects of religious belief, observance and practice), ancestry, national origin, ethnic group identification, ethnic background, lack of English skills, marital or parental status, physical or mental disability, genetic information, sexual orientation (including heterosexuality, homosexuality and bisexuality) or the perception of one or more of such characteristics. Harassment, intimidation or bullying based upon these actual or perceived characteristics or on a person's association with a person or group with one or more of these actual or perceived characteristics is also prohibited. The Governing Board is committed to a workplace and educational environment that is free from discrimination and/or gender bias and shall promote programs which ensure that discriminatory practices are eliminated in all District activities. Any questions or concerns about noncompliance can be directed to the District's Associate Superintendent of Personnel Services, Leyla Benson. Refer to the Uniform Complaint Procedures and Non-Discrimination/Harassment Policy for further information about non-discrimination complaints. (34 CFR §§ 100.6, 106.9 and 5 Cal. Code Regs., § 4610(c)).
- **ACCESS TO PROGRAMS, ACTIVITIES AND FACILITIES BASED ON GENDER IDENTITY.** Students may access sex-segregated school programs, activities and facilities, including athletic teams, competitions and use facilities, consistent with their gender identity. The District endeavors to protect the rights and privacy of all students. Consequently, if a student or parent/guardian believes participation in or access to a sexsegregated school program, activity or facility with another student or students of the opposite biological sex would violate the student's right to privacy or religious beliefs and/or practices, the student and/or guardian should notify the District's compliance officer with any objection. The compliance officer will meet with the student and/or the parent/guardian who raises the objection to determine how to best accommodate the student. Absent written permission from a parent/guardian and/or student, state and federal laws prohibit the District from disclosing private student information such as gender identity.
- **NON-DISCRIMINATION WITH RESPECT TO DISABLED INDIVIDUALS.** Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibit discrimination against qualified disabled individuals in federally financed education programs or activities. The District does not discriminate in admission or access to its programs or activities. Please contact the District's Associate Superintendent of Personnel Services, Leyla Benson, with any questions or concerns. (34 CFR § 104.8; 28 CFR § 35.106.)



**Uniform Complaint Procedure Form
For Education Code Section 35186 Complaints**

Education Code Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information.

Response requested: ☐ Yes ☐ No

Name: _____ Address: _____

Phone Number: Day: _____ Evening: _____

Issue of complaint (please check all that apply):

1. Textbooks and Instructional Materials

- ☐ A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- ☐ A pupil does not have access to textbooks or instructional materials to use at home or after school.
- ☐ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- ☐ A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Facility Conditions

- ☐ A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.

3. Teacher Vacancy or Misassignment

- ☐ Teacher vacancy - A semester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- ☐ Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- ☐ Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date of Problem: _____

Location of Problem (School Name, Address, and Room Number or Location): _____

Course or Grade Level and Teacher Name: _____

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation.

Please file this complaint at the following location:

Principal of school or Teri Fought, Associate Superintendent of Educational Services,
1299 Bryant Ave., Mtn. View, CA 94040

Appendix H.1: Incident / Theft Report Form



Incident/Theft Report

CLAIMANT INFORMATION

Date of Report: _____

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

LOCATION OF INCIDENT/THEFT:

Site: _____ If Other, specify: _____

Specific area at the site: _____

Date/Time Discovered: _____ By Whom: _____

Date/Time of Incident/Theft: _____

PERTINENT INFORMATION (Rooms, circumstances, forced entry, keys needed, etc.)

DESCRIPTION OF MISSING OR DAMAGED ARTICLES (Quantity, make, model number, serial number, purchase price, purchase date, etc.)

WITNESSES (name, phone, email):

ACTION TAKEN TO DATE: _____ Date: _____

Was the incident reported to the police? _____ Police Case No: _____

Submitted by _____ Date: _____

Administrator _____ Date: _____

PLEASE MAKE SURE TO ATTACH ALL REQUIRED DOCUMENTATION, SUCH AS A COPY OF THE POLICE REPORT, PICTURES, WITNESS STATEMENTS, ETC., IN SUPPORT OF THE REPORT

Revised: 9/26/2024

Appendix H.2: Accident Report Form



STUDENT ACCIDENT REPORT

CLAIMANT INFORMATION

Date of Report: _____

Name of Injured Student: _____ Student Birthdate: _____

School: _____ Student ID: _____

Counselor: _____ Grade Level: _____

Home Address: _____ Home Phone: _____

Parent(s)/Guardian(s) Name(s): _____

Parent/Guardian Work: _____ Cell _____ Home: _____

Parent/Guardian Work: _____ Cell _____ Home: _____

Parent Notified by (name): _____ Date/Time Notified: _____

Description of Injury (examples include laceration, right arm, chemical exposure, etc.):

Immediate Care Given: _____

Were EMTs called? _____ Date/Time: _____

Care/Treatment Transferred to: _____

First Reported to _____ Date/Time _____ By Whom: _____

Injured Student's description of Accident - who, what, when, how, where (specific details):

Student's Doctor (Name, address, phone):

WITNESSES (name, phone, email):

Submitted by _____ Date: _____

Administrator _____ Date: _____

PLEASE MAKE SURE TO ATTACH ANY ADDITIONAL DOCUMENTATION, SUCH AS PICTURES, WITNESS STATEMENTS, ETC., IN SUPPORT OF THE REPORT.

Revised: 9/30/2024

Appendix I: Narcan Instructions

Naloxone HCl Nasal Spray

QUICK START GUIDE Opioid Overdose Response Instructions

Use Naloxone HCl Nasal Spray for known or suspected opioid overdose in adults and children.

Important: FOR USE IN THE NOSE ONLY.

Do not remove or test the Naloxone HCl Nasal Spray until ready to use.

1 Identify Opioid Overdose and Check for Response

Ask person if he or she is okay and shout name.

Shake shoulders and firmly rub the middle of their chest.

Check for signs of an opioid overdose:

- Will not wake up or respond to your voice or touch
- Breathing is very slow, irregular, or has stopped
- Center part of their eye is very small, sometimes called "pinpoint pupils"

Lay the person on their back to receive a dose of Naloxone HCl Nasal Spray.



2 Give Naloxone HCl Nasal Spray

REMOVE Naloxone HCl Nasal Spray from the box.

Peel back the tab with the circle to open the Naloxone HCl Nasal Spray.

HOLD the Naloxone HCl Nasal Spray with your thumb on the bottom of the red plunger and your first and middle fingers on either side of the nozzle.

Gently insert the tip of the nozzle into either nostril.

- Tilt the person's head back and provide support under the neck with your hand. Gently insert the tip of the nozzle into **one nostril**, until your fingers on either side of the nozzle are against the bottom of the person's nose.

Press the red plunger firmly to give the dose of Naloxone HCl Nasal Spray.

- Remove the Naloxone HCl Nasal Spray from the nostril after giving the dose.



3 Call for emergency medical help, Evaluate, and Support

Get emergency medical help right away.

Move the person on their side (recovery position) after giving Naloxone HCl Nasal Spray.

Watch the person closely.

If the person does not respond by waking up, to voice or touch, or breathing normally another dose may be given. Naloxone HCl Nasal Spray may be dosed every 2 to 3 minutes, if available.

Repeat Step 2 using a new Naloxone HCl Nasal Spray to give another dose in the other nostril. If additional Naloxone HCl Nasal Sprays are available, repeat step 2 every 2 to 3 minutes until the person responds or emergency medical help is received.



For more information about Naloxone HCl Nasal Spray, call 1-888-511-0081.

Appendix J: Code of Conduct

STUDENT CONDUCT

The Mountain View-Los Altos Adult School believes and upholds:

- This school is a place where all students should feel safe and comfortable.
- There should always be a climate of mutual respect and tolerance in each classroom.

The **Mountain View-Los Altos Adult School** does not accept and will not tolerate:

- Students who bring knives, pepper spray, or other weapons on campus.
- Students who show evidence of using or selling drugs or alcohol.
- Unwelcome touching or use of force against another person. This includes verbal or physical threats to a staff member, student or community member on campus.
- The use of abusive or profane language on campus.
- Students who disrupt the learning process in the classroom through the use of cell phones, continuous interruptions, or other means identified by staff.

If you have any questions regarding this policy, please ask to speak to an adult school administrator.
rev. 8/10

Appendix K: Classroom Rules for Medical Assistant and Certified Nursing Assistant Programs



Mountain View-Los Altos Adult Education
333 Moffett Blvd., Mountain View, CA 94043
Ph. 650-940-1333

Classroom Rules For Medical Assistant Program

Congratulations on your decision to choose a career in the healthcare field! With this career choice you have entered a field which requires the highest standards of **work ethics, personal integrity** and **professional behavior**. MVLA Adult School expects each student to display these standards at ALL times and to commit to the Code of Conduct, classroom rules, expectations, and policies as listed below:

Rules and Regulations	Student Initial
<p>1. ATTENDANCE:</p> <p>It is the policy of Mountain View-Los Altos Adult School MA program that students meet the requirements of the approved 375 hours program. Students are expected to attend class and externship hours and display appropriate behavior. Thus, students cannot miss more than a total of <u>3 days</u> of sessions (instruction and/or clinicals) during entire program.</p> <p>a. <u>Make-Up Policy:</u> Regardless of any reason, students must make up each class day they were absent. Thus, students will make up sessions as follows:</p> <p>i. For each class session (theory) that is missed, students are required to make up the exact number of hours which will be arranged by the instructors during scheduled "make up sessions."</p> <p>ii. Students are responsible for all materials presented in class and are required to make arrangements to obtain any materials presented in their absence.</p> <p>b. <u>Absence Reporting:</u> In case of absence students must call, text or email the INSTRUCTOR before the class/clinical starts.</p> <p>c. <u>Tardiness</u> is unacceptable in the healthcare field. Students who are tardy three times will be marked with one day absence and must make up one day. In addition they will receive a verbal warning from the instructor. A 4th tardy will result in a written warning recorded in the student's file. A 5th tardy will result in a second written warning and summon to the CTE</p>	

MA Classroom Rules 2021-2022

<p>Program coordinator for a final written warning. The next tardy will effect a call to the Assistant Director and possible dismissal from the program.</p> <p>d. <u>No Show-No Call</u>: The first and second no show-no call results in a written warning for the student file and summon to the CTE program coordinator. A third no-show-no call will result in possible dismissal from the program.</p>	
<p>2. STANDARD DISCIPLINARY ACTIONS</p> <p>If a student displays behavior or acts in a way that is not in compliance with the school and classroom rules these Standard Disciplinary Actions will be applied:</p> <ul style="list-style-type: none"> a. First breach: verbal warning through instructor b. Second breach: written warning for student file c. Third breach: Summon to CTE Program Coordinator and 2nd written warning for student file d. Forth breach: Summon to Assistant Director and possible dismissal from program 	
<p>3. DRESS CODE</p> <p>CNA, HHA, Acute Care and MA students are required to wear their navy blue scrubs with MVLA logo and white non-canvas shoes at all times from the first day of class on. Students not wearing the required shoes and scrubs will be sent home to change and will have to make up for the time missed.</p> <p>Due to the nature of the training no heavy makeup, large dangling jewelry, or excessive piercings.</p> <p>Repeated non-compliance with the dress code will result in Disciplinary Actions.</p>	

<p>Program coordinator for a final written warning. The next tardy will effect a call to the Assistant Director and possible dismissal from the program.</p> <p>d. <u>No Show-No Call</u>: The first and second no show-no call results in a written warning for the student file and summon to the CTE program coordinator. A third no-show-no call will result in possible dismissal from the program.</p>	
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4. GRADING SYSTEM HEALTHCARE PROGRAMS

Grading Component	MA WEIGHT
Written Tests	40%
Skills	25%
Attendance	20%
Participation	15%
TOTAL	100%

Grading Scale:

90% - 100% = A

80% - 89% = B

Students must have C or Better to PASS

70% - 79% = C

60% - 69% = D

0% - 59% = F

FAIL

5. USE OF CELL PHONES

Cell phones need to be on vibrate during class time.

- a. No texting or making phone calls during class time.
- b. If students need to take an emergency call, they will excuse themselves from class and take the call outside.
- c. Cell phones may be used as an educational tool in order to record, tape or photograph parts of a class session. Teacher consent is required.

Repeated non-compliance with these rules will result in Disciplinary Actions.

6. Food and Drinks

Absolutely no food/drinks allowed in the classroom or the hallways! Students can

MVLA

ADULT SCHOOL

Learning for a Lifetime

<p>have lunch or snacks in the student lounge located on the first floor. Students may bring water to class provided it is in a spill-proof container or capped bottle.</p> <p>Repeated non-compliance with these rules will result in Disciplinary Actions.</p>	_____
<p>7. Use of Medical Training Lab</p> <p>CNA and MA students share the same training lab located in room 204. Students are responsible for cleaning up the lab after use.</p>	_____
<p>8. General Rules of Conduct</p> <p>Students are expected to display professional, respectful and courteous behavior towards instructors, peers, clinical staff and residents at all times. Students are further expected to take care of a neat and clean appearance. If the instructors feel that a student does not display the expected behavior Disciplinary Actions will be applied.</p> <p>Behavior not tolerated includes but is not limited to</p> <ul style="list-style-type: none"> a. Foul and derogative language b. Outbursts c. Threats d. Argumentative interaction with instructors or peers e. Body Odor or intense use of perfumes/soaps f. Continuous disruption of class g. Defiance or refusal to follow teacher instructions 	_____

Student Acknowledgement

(Student Signature)

(Date)

(Print Student Name)



Mountain View-Los Altos Adult Education
333 Moffett Blvd., Mountain View, CA 94043
Ph. 650-940-1333

Classroom Rules For Certified Nursing Assistant Program

Congratulations on your decision to choose a career in the healthcare field! With this career choice you have entered a field which requires the highest standards of **work ethics**, **personal integrity** and **professional behavior**. MVLA Adult School expects each student to display these standards at ALL times and to commit to the Code of Conduct, classroom rules, expectations, and policies as listed below:

Rules and Regulations	Student Initial
<p>1. ATTENDANCE: It is the policy of Mountain View-Los Altos Adult School CNA program that students meet the requirements of the approved 180 hours program (100 hours of supervised clinical training and 80 hours of theory). Students are expected to attend class and clinicals and display appropriate behavior. Thus, students cannot miss more than a total of <u>2 days</u> of sessions (instruction and/or clinicals) during entire 180 hour program</p> <p>a. <u>Make-Up Policy:</u> Regardless of any reason, students must make up each class day or clinical session they were absent. Thus, students will make up sessions as follows:</p> <ul style="list-style-type: none">i. For each class session (theory) that is missed, students are required to make up the exact number of hours which will be arranged by the instructors during scheduled "make up sessions."ii. Students are responsible for all materials presented in class and are required to make arrangements to obtain any materials presented in their absenceiii. For each clinical session that is missed, students are required to make up the exact number of hours which will be arranged by the instructors during scheduled "make up clinical sessions." <p>b. <u>Absence Reporting:</u> In case of absence students must call, text or email the INSTRUCTOR before the class/clinical starts.</p>	

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<p>c. <u>Tardiness</u> is unacceptable in the healthcare field. Students who are tardy three times will be marked with one-day absence and must make up one day. In addition, they will receive a verbal warning from the instructor. A 4th tardy will result in a written warning recorded in the student's file. A 5th tardy will result in a second written warning and summon to the CTE Program coordinator for a final written warning. The next tardy will affect a call to the Assistant Director and possible dismissal from the program.</p> <p>d. <u>No Show-No Call</u>: The first and second no show-no call results in a written warning for the student file and summons to the CTE program coordinator. A third no-show-no call will result in possible dismissal from the program.</p>	
<p>2. STANDARD DISCIPLINARY ACTIONS</p> <p>If a student displays behavior or acts in a way that is not in compliance with the school and classroom rules these Standard Disciplinary Actions will be applied:</p> <ul style="list-style-type: none"> a. First breach: verbal warning through instructor b. Second breach: written warning for student file c. Third breach: Summon to CTE Program Coordinator and 2nd written warning for student file d. Forth breach: Summon to Assistant Director and possible dismissal from program 	
<p>3. DRESS CODE</p> <p>CNA, HHA, Acute Care and MA students are required to wear their navy blue scrubs with MVLA logo and white non-canvas shoes at all times from the first day of class on. Students not wearing the required shoes and scrubs will be sent home to change and will have to make up for the time missed.</p> <p>Due to the nature of the training no heavy makeup, large dangling jewelry, or excessive piercings.</p> <p>Repeated non-compliance with the dress code will result in Disciplinary Actions.</p>	

4. GRADING SYSTEM HEALTHCARE PROGRAM

Grading Component	Weight
Written Tests	40%
Skills	40%
Attendance	10%
Lab Etiquette	5%
Participation	5%
	100%

Grading Scale:

90% - 100% = A

80% - 89% = B

Students must have C or Better to PASS

70% - 79% = C

60% - 69% = D

0% - 59% = F

Fail

Please Note:

**Students must pass ALL exams with a 70% or greater in order to pass the program*

**Any exams missed due to an absence or a re-take exam will receive a grade percentage no higher than a 70%*

**Students planning to take the American Red Cross exam must FIRST pass the course in order to take the exam*

5. Cheating- Zero tolerance policy

Academic dishonesty and cheating is against MVLA Adult Education and is not tolerated.

Students found cheating will result in an automatic dismissal from the program.

6. USE OF CELL PHONES

Cell phones need to be on vibrate during class time:

- a. No texting or making phone calls during class time
- b. If students need to take an emergency call, they will excuse themselves from class and take the call outside

<p>c. Cell phones may be used as an educational tool in order to record, tape or photograph parts of a class session. Teacher consent is required.</p> <p>Repeated non-compliance with these rules will result in Disciplinary Actions.</p>	<hr/>
<p>7. Food and Drinks</p> <p>Absolutely no food/drinks allowed in the classroom or the hallways! Students can have lunch or snacks in the student lounge located on the first floor. Students may bring water to class provided it is in a spill-proof container or capped bottle.</p> <p>Repeated non-compliance with these rules will result in Disciplinary Actions.</p>	<hr/>
<p>8. Use of Medical Training Lab</p> <p>CNA and MA students share the same training lab located in room 204. Students are responsible for cleaning up the lab after use.</p>	<hr/>

<p>9. General Rules of Conduct</p> <p>Students are expected to display professional, respectful and courteous behavior towards instructors, peers, clinical staff and residents at all times. Students are further expected to take care of a neat and clean appearance. If the instructors feel that a student does not display the expected behavior Disciplinary Actions will be applied.</p> <p>Behavior not tolerated includes but is not limited to</p> <ul style="list-style-type: none"> a. Foul and derogatory language b. Outbursts c. Threats d. Argumentative interaction with instructors or peers e. Body Odor or intense use of perfumes/soaps f. Continuous disruption of class g. Defiance or refusal to follow teacher instructions 	<hr/>
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Student Acknowledgement

(Student Signature)

(Date)

(Print Student Name)