



Comprehensive School Safety Plan

Academic Year 2025–2026

CDS Code: 43 10439 0113431

Enrollment (Approx): 732 Students

Grades Served: 7–12

Executive Director	David Porter dporter@upatoday.com
Safety Committee Review Date	
Law Enforcement Consultation Date	
Board Adoption Date	February 26, 2026
Next Annual Review By	

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Section 1: Legal Authority and Plan Adoption

1.1 Legal Authority

This Comprehensive School Safety Plan (CSSP) has been developed in accordance with California Education Code §§ 32280–32289.5, which requires all public schools, including public charter schools, to annually develop, review, and update a Comprehensive School Safety Plan.

Pursuant to Education Code § 32281:

- The plan is reviewed and updated annually no later than March 1.
- The plan is developed and reviewed in consultation with local law enforcement.
- The plan addresses strategies for the prevention of and response to school crime and safety concerns.
- The plan includes required procedures for disaster response, child abuse reporting, suspension and expulsion, discrimination and harassment prevention, and other mandated components.

University Preparatory Academy (UPA), a single-site public charter school serving grades 7–12 with approximately 732 students, adopts this plan to fulfill its statutory obligations and to promote a safe and secure learning environment.

1.2 Plan Implementation Authorization

By signature below, the Executive Director and the Director of Student Services certify that this Comprehensive School Safety Plan has been adopted and will be implemented in accordance with state law.

Date	Name	Title	Signature
	David Porter	Executive Director	
	Sandra Gonzalvez	Director of Student Services	

1.3 Law Enforcement Consultation

In accordance with Education Code § 32281(b)(3), this plan was developed and reviewed in consultation with local law enforcement. Reviewed and certified by:

Name		Signature	
Agency		Date	
Badge #			

1.4 Safety Committee Composition and Membership

University Preparatory Academy (UPA) maintains a School Safety Committee in accordance with California Education Code § 32281(b).

The School Safety Committee shall include, at minimum, representation from the following stakeholder groups:

- The Executive Director or designee
- At least one certificated teacher
- At least one parent or guardian of a currently enrolled student
- At least one classified employee, if applicable

Additional members may include, as appropriate:

- Director of Student Services
- School Counselor
- Campus Supervisors
- Other staff members
- Law enforcement or emergency response representatives (consultative role)

Committee membership shall be reviewed annually to ensure required representation is maintained.

1.5 Roles and Responsibilities

The School Safety Committee shall:

1. Review and analyze school crime data annually.
2. Review and update the Comprehensive School Safety Plan.
3. Recommend modifications to safety procedures as needed.
4. Consult with local law enforcement during plan development and review.
5. Present the plan for Governing Board approval by March 1 of each year.

Committee meetings shall be documented and maintained as part of school records.

1.6 Public Access to the Comprehensive School Safety Plan

In accordance with Education Code § 32288, the Comprehensive School Safety Plan shall be made available for inspection by the public at the school site.

Any portion of the plan that includes tactical response procedures or other confidential security information shall be maintained in a secure location and shall not be publicly disclosed.

The School shall provide copies of the plan upon request in accordance with applicable public records laws.

Section 2: Statement of Purpose and Governing Board Policy

2.1 Purpose

The Comprehensive School Safety Plan is established for the benefit of all stakeholders within the University Preparatory Academy (UPA) community. Its primary objective is to provide institutional direction for faculty, staff, and administration in the consistent, day-to-day implementation of school safety and health protocols.

2.2 Governing Board Policy Statement

The University Preparatory Academy Governing Board is steadfastly committed to maintaining a secure and healthy environment for all students, personnel, and campus visitors. Consequently, the School has instituted this Comprehensive School Safety Plan as the formal framework for protecting the welfare of all individuals on campus.

All employees are mandated to maintain proficiency in the School's general safety regulations and adhere to established occupational health and safety practices. Personnel must immediately report potential hazards, injuries, or accidents to the Executive Director or an authorized designee.

Section 3: Institutional Crime Assessment and Safety Strategies

3.1 School Crime Assessment

In accordance with California state mandates, UPA compiles and submits comprehensive school crime data for the California Safe School Assessment. This data is transmitted to the Santa Clara County Office of Education (SCCOE) for regional aggregation. UPA conducts an internal analysis of this data to identify trends and implement evidence-based measures for crime reduction.

The UPA Safety Committee annually reviews these data to identify trends and recommend targeted prevention and safety strategies.

3.1.1 Data Sources Reviewed

- Law Enforcement Metrics: Local jurisdictional crime statistics.
- Disciplinary Data: Suspension and expulsion metrics derived from the California Longitudinal Pupil Achievement Data System (CALPADS).
- Attendance Trends: Longitudinal data regarding student presence and engagement.
- Strategic Planning Documents: The Local Control and Accountability Plan (LCAP) and the Local Educational Agency (LEA) Plan.

3.2 Safety Maintenance Strategies

Based on the synthesis of law enforcement data and internal institutional metrics, UPA has adopted the following strategic pillars to maintain an optimal safety environment:

1. Campus Security Perimeter: To mitigate external criminal threats, UPA maintains a gated perimeter. All visitors are required to undergo a formal registration process at the administrative office to gain authorized entry.
2. Behavioral Intervention and Support: The School utilizes a positive behavior support system and provides rigorous administrative supervision during all student transition periods to minimize disciplinary incidents.
3. Attendance Preservation: UPA employs a proactive notification system, contacting parents or legal guardians on the day of any student absence.
4. Absenteeism Mitigation: Following three (3) unexcused absences, a formal conference is convened between school leadership and the family to identify barriers and implement support solutions. These interventions are documented by the Executive Director to monitor progress and compliance.

Strategies shall be reviewed annually and adjusted based on crime trend analysis.

Section 4: Violence Prevention and Response Procedures

4.1 Purpose

University Preparatory Academy (UPA) is committed to maintaining a safe, secure, and orderly learning environment for all students, staff, and visitors. In accordance with California Education Code §§ 32280–32289.5, UPA establishes procedures for the prevention of and response to school crime, threats of violence, and other safety concerns.

Acts or threats of violence occurring on campus, during school-sponsored activities, or through school-related electronic communication are strictly prohibited and will be addressed promptly and in accordance with established procedures.

All employees are required to immediately report any suspected safety threat to the Executive Director or designee.

4.2 Threat Assessment and Response Procedures

4.2.1 Initiation of Threat Assessment

A threat assessment shall be initiated when any student, employee, or visitor engages in behavior or communication that indicates potential risk of harm to self or others. Threats may be communicated verbally, in writing, electronically, symbolically, or through conduct.

All reports of potential threats shall be immediately forwarded to the Executive Director or Director of Student Services.

4.2.2 Immediate Safety Measures

If an imminent threat is identified, school administration shall immediately initiate appropriate emergency procedures, which may include:

- Lockdown
- Shelter in Place
- Evacuation
- Contacting local law enforcement
- Emergency medical response

Protection of life and campus safety shall take priority over all other considerations.

4.2.3 Threat Assessment Process

The Executive Director or designee shall oversee the threat assessment process. A multidisciplinary Threat Assessment Team may be convened and may include:

- Executive Director
- Director of Student Services
- School Counselor
- Special Education representative (if applicable)
- Relevant instructional staff
- Law enforcement, when appropriate

4.2.4 Assessment Process

The assessment process may include:

- Interviewing the reporting party
- Interviewing the student of concern
- Reviewing relevant records
- Reviewing written or electronic communications
- Evaluating access to weapons
- Determining level of risk (low, moderate, high, imminent)

Threat assessments shall distinguish between transient threats (statements made without intent) and substantive threats (credible threats with planning or intent).

4.2.5 Parent/Guardian Notification

Parents or guardians shall be notified when their student is involved in a threat assessment unless otherwise directed by law enforcement or prohibited by law. Notification shall occur as soon as reasonably possible following stabilization of the situation.

4.2.6 Law Enforcement Consultation

Law enforcement shall be contacted when:

- A weapon is involved
- A credible plan for violence is identified
- The threat involves serious bodily injury
- Criminal conduct is suspected
- Administration determines additional safety intervention is necessary

4.2.7 Documentation and Record Keeping

All threat assessments shall be documented in writing and maintained in accordance with applicable privacy laws.

Documentation shall include:

- Nature of the reported concern
- Individuals interviewed

- Risk determination
- Actions taken
- Parent notification
- Follow-up plan

4.2.8 Intervention and Monitoring

Interventions may include:

- Behavioral safety plan
- Counseling referral
- Restorative practices
- Disciplinary action consistent with Education Code § 48900
- Special education review, if applicable
- Ongoing monitoring

The goal of intervention is to reduce risk and restore a safe educational environment.

Section 5: Suicide Prevention and Mental Health Response

(Required for Grades 7–12 – EC § 215)

5.1 Purpose

University Preparatory Academy (UPA) maintains a Suicide Prevention and Intervention Protocol consistent with California Education Code § 215. The purpose of this section is to establish procedures for identifying, assessing, responding to, and monitoring students exhibiting suicidal ideation or behaviors, and to promote a safe and supportive school environment.

UPA shall provide annual suicide prevention training to certificated and classified staff in accordance with Education Code § 215.

5.2 Staff Responsibilities

All staff members shall immediately refer students expressing suicidal ideation, self-harm behaviors, or related warning signs to a school counselor or administrator.

Staff shall not independently investigate suicidal intent. Students identified as potentially at risk shall not be left unsupervised.

5.3 Referral and Risk Assessment

Upon referral, a school counselor or qualified administrator shall:

1. Conduct a timely suicide risk assessment using an approved county or evidence-based protocol.
2. Determine the level of risk (low, moderate, high, or imminent).
3. Ensure the student remains supervised during assessment when risk is present.
4. Develop an initial safety plan as appropriate.

If imminent risk is identified, emergency services shall be contacted immediately.

5.4 Counseling Response

Following assessment, the counselor shall:

1. Notify the student's parent or guardian as soon as reasonably possible.
2. Provide crisis resource information and recommended next steps.
3. Document the assessment, parent communication, and recommendations.
4. Develop a follow-up monitoring plan.
5. Coordinate with administration as necessary.

If emergency responders are involved, school staff shall follow their direction regarding supervision and release.

5.5 Parent/Guardian Communication

Parents or guardians shall be informed of:

- The nature of the concern,
- The level of risk determined,
- Recommended follow-up care,
- Available crisis resources.

Parent notification and recommended actions shall be documented in accordance with student privacy laws.

5.6 Emergency Procedures

If a student is determined to be at imminent risk of self-harm:

- Emergency services shall be contacted.
- The student shall remain supervised at all times.
- Administration shall be notified.
- Documentation shall be completed promptly.

5.7 Re-Entry and Ongoing Monitoring

Upon a student's return to campus following hospitalization or mental health crisis:

- A re-entry meeting shall be conducted with administration, counseling staff, and the student's parent or guardian.
- A safety plan shall be reviewed or developed.
- Academic accommodations may be considered, as appropriate.
- Ongoing check-ins shall be scheduled.
- Relevant staff shall be informed on a need-to-know basis.

5.8 Postvention Response

In the event of a student death by suicide, UPA shall activate crisis response procedures, which may include:

- Coordinated communication with the family,
- Providing counseling support to students and staff,
- Monitoring students who may be vulnerable,
- Avoiding communication that may contribute to suicide contagion,
- Collaborating with district or county crisis response resources as appropriate.

5.9 Student Education and Prevention

UPA shall provide age-appropriate suicide prevention education to students. Instruction shall include:

- Identification of warning signs,
- Strategies for seeking help for oneself or others,

- Information regarding school-based and community mental health resources.

Crisis resource information shall be made accessible to students and families.

Section 6: Child Abuse Reporting (CANRA Compliance)

6.1 Mandated Reporter Requirements

All employees of University Preparatory Academy are mandated reporters under California Penal Code §§ 11164–11174.3.

Any employee who knows of or reasonably suspects child abuse or neglect shall immediately report the incident to:

- Local law enforcement, and/or
- Child Protective Services.

Reporting to a supervisor does not fulfill the mandated reporting requirement.

6.2 Reporting Procedures

Mandated reporters shall:

1. Make an immediate verbal report to the appropriate agency.
2. Submit a written follow-up report within statutory timelines.
3. Document the date and time of the report for internal records.

6.3 Training

Annual mandated reporter training shall be provided to all staff within eight weeks of the start of the school year or their date of hire.

Section 7: Emergency Operations and Disaster Response

(In accordance with Education Code § 32282(a)(2))

7.1 Purpose

University Preparatory Academy (UPA) maintains an Emergency Operations Plan to provide clear procedures for prevention, preparedness, response, and recovery during emergencies or disasters affecting the school community. Protection of life and safety is the primary objective.

7.2 Incident Command Structure

UPA utilizes the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS).

The Executive Director serves as Incident Commander unless delegated.

Assigned roles are maintained in Appendix F and reviewed annually.

7.3 Emergency Communication

During emergencies, administration shall:

- Activate internal notification systems
- Contact emergency services (911) as appropriate
- Coordinate with law enforcement and fire authorities
- Communicate with families using designated mass notification systems

Media communication shall be handled by administration.

7.4 Evacuation Procedures

Evacuation shall occur when:

- Fire alarms activate
- Structural hazards are present
- Directed by emergency responders
- Directed by the Incident Commander

Staff shall escort students to designated evacuation areas, bring rosters, and account for all students.

Re-entry shall occur only upon official authorization.

7.5 Earthquake Procedures

Upon seismic activity:

- Drop, Cover, and Hold On.
- Evacuate when directed.
- Assess injuries and hazards.
- Account for all individuals.

7.6 Fire Response

Upon fire alarm activation or detection of smoke or flame:

1. Contact emergency services.
2. Evacuate in an orderly manner.
3. Account for all individuals.
4. Report missing persons immediately.

7.7 Lockdown Procedures

Lockdown shall be implemented when there is a potential or actual threat on or near campus.

Staff shall:

- Secure classroom doors
- Maintain students inside
- Follow administrative directives
- Await official “All Clear.”

7.8 Active Assailant Response (Run, Hide, Defend)

In the event of an active assailant:

- Evacuate if safe.
- Secure and barricade if evacuation is not possible.
- Defensive action is a last resort when faced with imminent harm.

Administration shall coordinate with law enforcement.

7.9 Hazardous Materials and Environmental Threats

In the event of chemical, biological, or environmental hazards:

- Contact emergency services.
- Implement Shelter in Place or evacuation as directed.
- Follow public health guidance.

7.10 Medical Emergencies

For serious injury or illness:

- Contact emergency services.
- Provide first aid within training limits.
- Notify administration.

- Document incident.

7.11 Student Release and Reunification Procedures

In the event of a campus emergency requiring early dismissal, University Preparatory Academy (UPA) shall implement its Student Reunification Plan to ensure orderly, secure, and documented release of students.

7.11.1 Authorization for Release

Students shall be released only to individuals designated as authorized contacts in the school's official student information system, unless otherwise directed by emergency responders.

7.11.2 Identification Verification

All individuals seeking to pick up a student must present valid government-issued photo identification. School personnel shall verify identity prior to release.

7.11.3 Documentation of Release

School personnel shall document:

- Name of student
- Name of authorized adult
- Date and time of release
- Verification of identification

Documentation shall be maintained in accordance with school recordkeeping procedures.

7.11.4 Supervision and Accountability

Students shall remain under direct supervision at all times until released to an authorized adult. Staff shall account for all students during the reunification process.

7.11.5 Reunification Locations

Primary and alternate reunification sites are identified in Appendix E. Locations may be adjusted based on the nature of the emergency and direction from law enforcement or emergency personnel.

7.12 Emergency Procedures for Students with Disabilities

University Preparatory Academy shall ensure that emergency preparedness, response, evacuation, and reunification procedures account for the needs of students with disabilities.

Students with disabilities who require individualized emergency accommodations shall have those needs addressed through their Individualized Education Program (IEP), Section 504 Plan,

or Individual Emergency Response Plan (IERP), as applicable.

Staff shall receive information necessary to implement emergency supports while maintaining student confidentiality.

Emergency drills shall be conducted in a manner that is accessible and appropriate for students with disabilities.

7.13 Training and Drills

UPA shall conduct emergency drills in compliance with state requirements, including:

- At least two fire drills annually
- At least one earthquake drill annually
- At least one lockdown drill annually

Staff shall receive annual training in emergency procedures.

Drill performance shall be evaluated and documented following each exercise.

Drill records are maintained in the office of the Director of Student Services.

7.13.1 Trauma-Informed Drill Implementation

All emergency drills shall be conducted in a trauma-informed and age-appropriate manner consistent with California law.

High-intensity simulations involving realistic weapons, simulated gunfire, role-playing as assailants, or unannounced active assailant scenarios are prohibited.

Drills shall be announced in advance to staff and students, and appropriate supports shall be made available for students who may experience distress.

7.14 Continuity of Instruction

In the event of a prolonged campus closure due to disaster, public health emergency, or other significant safety event, University Preparatory Academy shall implement continuity of instruction procedures consistent with state law, Governing Board policy, and applicable instructional guidelines.

Operational plans for remote or alternative instructional delivery are maintained separately and may be activated as necessary.

7.15 Disaster Service Worker Designation

All employees are designated Disaster Service Workers in accordance with California law and may be assigned duties during declared emergencies.

Section 8: School Climate and Student Discipline

8.1 Purpose

University Preparatory Academy (UPA) is committed to maintaining a safe, inclusive, and orderly learning environment that promotes academic achievement, social-emotional development, and respect for all members of the school community.

This section establishes discipline procedures in accordance with California Education Code §§ 48900 et seq., federal law, and applicable regulations. Discipline practices shall prioritize restorative and preventive approaches while preserving the authority of the school to impose suspension or expulsion when required by law.

This section is consistent with and further detailed in the UPA Student and Family Handbook.

8.2 Positive School Climate and Prevention Framework

UPA utilizes a multi-tiered system of support to promote positive behavior and reduce exclusionary discipline.

Frameworks include:

- Multi-Tiered Systems of Support (MTSS)
- Positive Behavioral Interventions and Supports (PBIS)
- Restorative Practices
- Social-Emotional Learning (SEL)

Preventive strategies may include:

- Restorative conversations and circles
- Counseling support
- Behavior monitoring systems
- Student Success Team (SST) meetings
- Family engagement meetings
- Tiered behavioral interventions

Suspension shall be used only when alternative means of correction have failed or when the severity of the conduct warrants immediate removal pursuant to Education Code § 48900.5.

8.3 Alternatives to Suspension

Consistent with Education Code § 48900.5 and § 48900.6, alternatives to suspension may include:

- Parent/guardian conferences

- Behavioral contracts
- Counseling and mentoring
- Community service
- Restorative practices
- In-school alternatives
- Structured reflection assignments
- Social-emotional skill development

Alternatives shall be documented prior to suspension unless the offense involves violence, weapons, drugs, or other serious conduct.

8.4 Grounds for Suspension

A student may be suspended for conduct enumerated in Education Code § 48900 when the act is related to school activity or attendance, including:

- While on school grounds
- While going to or coming from school
- During lunch period
- During or while going to or from a school-sponsored activity

Suspension-eligible conduct includes, but is not limited to:

- Causing or attempting to cause physical injury
- Possession or use of controlled substances
- Robbery or extortion
- Damage or theft of property
- Harassment, intimidation, or bullying
- Sexual harassment (EC § 212.5)
- Hate violence (EC § 233(e))
- Terroristic threats
- Possession of imitation firearms
- Drug paraphernalia

Disruption or defiance shall be addressed consistent with current state law restrictions on suspension for willful defiance.

8.5 Non-Discretionary Suspension and Expulsion

In accordance with federal and state law, students shall be recommended for expulsion for:

- Possession of a firearm or destructive device (18 U.S.C. § 921; Gun-Free Schools Act)
- Other mandatory expulsion offenses as defined in EC § 48915(c)

The Governing Board retains authority for final expulsion decisions.

8.6 Suspension Procedures

Suspensions shall not exceed five (5) consecutive school days per incident unless extended pending expulsion proceedings.

Procedures shall include:

1. Informal conference with the student
2. Notice of the charges and evidence
3. Opportunity for the student to present their version
4. Written notice to parent/guardian
5. Documentation of suspension

Emergency suspensions may occur when a clear and present danger exists.

Parent attendance at a conference shall not be a condition of student reinstatement.

8.7 Expulsion Procedures

Students recommended for expulsion are entitled to:

- Written notice of hearing
- Statement of charges
- Right to counsel or advisor
- Right to present evidence
- Right to confront witnesses
- Closed session hearing unless otherwise requested

The Governing Board shall issue written findings of fact supported by substantial evidence.

The Governing Board's decision shall be final unless otherwise provided by law.

8.8 Students with Disabilities

Discipline of students identified under IDEA or Section 504 shall comply with:

- Manifestation determination requirements
- Continued provision of educational services
- Interim alternative educational setting procedures
- Procedural safeguards

8.9 Prohibition of Discrimination, Harassment, Intimidation, and Bullying

UPA prohibits discrimination, harassment, intimidation, and bullying based on actual or

perceived protected characteristics under state and federal law.

This includes:

- Race or ethnicity
- Religion
- Nationality
- Gender identity or expression
- Sexual orientation
- Disability
- Immigration status
- Any other protected classification

Reports shall be investigated promptly. Retaliation is prohibited.

Full procedures are detailed in the Student and Family Handbook.

8.10 Notification to Teachers Regarding Dangerous Pupils

In accordance with Education Code § 49079, teachers shall be notified when a student enrolled in their class has engaged in conduct described in Education Code § 48900 within the previous three school years.

The Executive Director or designee shall ensure that relevant information is provided to affected teachers for the purpose of maintaining a safe learning environment.

Information provided pursuant to this section shall be:

- Based on documented disciplinary records
- Shared only with school personnel who have a legitimate educational interest
- Maintained in a confidential manner

This notification shall not replace the requirement for individualized student support and intervention.

8.11 Sexual Harassment

UPA maintains a strict prohibition against sexual harassment in accordance with:

- Education Code § 212.5
- Title IX
- Applicable Board policies

Complaints shall be investigated promptly and confidentially.

Students shall receive information annually regarding their rights and reporting procedures.

8.12 Gender Equity and Student Rights

UPA affirms the rights of students under Education Code § 221.8 and § 221.5.

Students shall have:

- Equal access to programs and activities
- Protection from gender-based discrimination
- Access to facilities consistent with gender identity
- Protection from harassment related to gender identity

8.13 Student Supervision

UPA maintains active supervision during:

- Before school
- Passing periods
- Break and lunch
- After school

Supervision schedules are maintained in Appendix G.

8.14 Attendance and Punctuality

Regular attendance is required under California compulsory education law.

UPA shall:

- Take attendance each instructional period
- Notify parents of unexcused absences
- Implement interventions for chronic absenteeism
- Maintain accurate attendance records

Attendance procedures are further detailed in the Student and Family Handbook.

8.15 Technology and Mobile Devices

Use of mobile devices shall be governed by policies outlined in the Student and Family Handbook.

Infractions may result in corrective action consistent with the California Education Code.

8.16 Immigration Enforcement and Student Privacy

University Preparatory Academy complies with California laws protecting student privacy and limiting voluntary cooperation with immigration enforcement.

The School shall not collect or disclose information regarding the immigration status of students or families except as required by law.

Access to non-public areas of campus by immigration enforcement officers shall require appropriate legal authority.

Student records shall be protected in accordance with federal and state privacy laws. UPA affirms that all students are entitled to equal access to education regardless of immigration status.

8.17 Professional Boundaries and Employee Conduct

University Preparatory Academy maintains a Professional Boundaries Policy governing employee conduct, communication with students, and appropriate physical and digital interactions.

Employees are required to adhere to established standards of professional conduct as outlined in Board policy and the Employee Handbook. Allegations of boundary violations shall be investigated in accordance with applicable law and school policy.

Section 9: Student Health Services and Medical Safety

9.1 Purpose

University Preparatory Academy (UPA) shall implement student health policies and procedures consistent with applicable provisions of the California Education Code, Health and Safety Code, and other governing laws to promote student safety, prevent communicable disease, and support student access to education.

This section establishes governance-level health requirements. Operational procedures are maintained in administrative guidelines.

9.2 Required Health Screenings

9.2.1 Health Examination Certificates

Upon enrollment, UPA shall verify compliance with Health and Safety Code § 124040 (Child Health and Disability Prevention Program) or receipt of appropriate waivers as permitted by law.

Records shall be maintained in the student's permanent file.

9.2.2 Vision and Hearing Screening

In accordance with Education Code § 49455:

- Students shall receive vision and hearing screenings as required.
- Color vision screening shall occur once for male students.
- Parents/guardians may submit written waiver documentation as permitted by law.
- Screening results shall remain confidential.

9.2.3 Scoliosis Screening

Pursuant to Education Code § 49452.5:

- Female students in grade 7 and male students in grade 8 shall be screened.
- Parents shall be notified of suspected cases.
- Screening shall be conducted by qualified personnel.
- Records shall remain confidential.

9.3 Immunizations

UPA shall comply with California immunization requirements as a condition of admission.

Students shall not be admitted unconditionally without documentation of required immunizations unless exempt under current state law.

9.3.1 Medical Exemptions

Medical exemptions shall be honored only when issued in accordance with state law.

9.3.2 Exclusion for Non-Compliance

Students who fail to provide required documentation within statutory timelines shall be excluded from attendance until compliance is achieved.

Immunization records shall be maintained in accordance with student record retention policies.

9.4 Administration of Medication

UPA shall administer or assist in the administration of medication in accordance with Education Code § 49423 and § 49423.1.

9.4.1 Required Documentation

Medication may be administered only upon receipt of:

1. Written authorization from a licensed health care provider.
2. Written consent from the parent or legal guardian.

Updated documentation shall be required annually or upon change in medication.

9.4.2 Self-Administration

Students may carry and self-administer:

- Inhaled asthma medication (EC § 49423.1)
- Epinephrine auto-injectors (EC § 49423.1)

Upon receipt of required provider authorization and parental consent.

9.4.3 Storage and Recordkeeping

- Medications shall be stored securely.
- Access shall be limited to authorized personnel.
- A medication log shall be maintained.
- Confidentiality shall be preserved in accordance with law.

9.5 Emergency Medical Response

9.5.1 First Aid

Trained staff shall provide first aid within the scope of their certification. Emergency services shall be contacted when necessary.

9.5.2 Emergency Epinephrine

In accordance with Education Code § 49414:

- UPA shall maintain emergency epinephrine auto-injectors.
- Designated staff shall be trained annually.
- Epinephrine may be administered to any person reasonably believed to be experiencing anaphylaxis.

9.5.3 Emergency Information

Parents/guardians shall maintain current emergency contact information. The School shall rely on this information during medical emergencies.

9.5.4 Opioid Antagonists (Naloxone)

In accordance with Education Code § 49414.3, University Preparatory Academy may maintain opioid antagonists for emergency use and train designated personnel in their administration.

Naloxone may be administered to any person reasonably believed to be experiencing an opioid overdose. Records of administration shall be maintained in accordance with school health record procedures.

9.6 Communicable Disease and Health Exclusion

Students with contagious or infectious conditions may be excluded from attendance consistent with public health guidance.

Students may return upon medical clearance or determination by the Executive Director or designee that the condition no longer poses a risk.

9.7 Individual Emergency Response Plans (IERP)

Students with significant medical conditions may have an Individual Emergency Response Plan developed in collaboration with parents/guardians and health professionals.

Plans shall:

- Identify emergency procedures
- Specify equipment and accessibility needs
- Identify trained staff
- Be reviewed annually or upon change in condition

IERPs shall be treated as confidential medical records.

9.8 Confidentiality of Health Records

All student health information shall be maintained in compliance with:

- FERPA

- State privacy laws
- School record retention policies

Health information shall be shared only with individuals who have a legitimate educational interest.

Appendix

Appendix A - Statutory Compliance Summary

The University Preparatory Academy Comprehensive School Safety Plan complies with the following applicable statutes and regulations:

- California Education Code §§ 32280–32289.5 (Comprehensive School Safety Plans)
- California Education Code § 215 (Suicide Prevention Policies for Grades 7–12)
- California Education Code §§ 48900–48927 (Student Discipline)
- California Education Code § 49079 (Notification to Teachers Regarding Dangerous Pupils)
- California Education Code §§ 49400–49427 (Student Health Services)
- California Education Code § 49414.3 (Opioid Antagonists)
- California Education Code § 32288 (Public Access to the Plan)
- Penal Code §§ 11164–11174.3 (Child Abuse and Neglect Reporting Act – CANRA)
- Health and Safety Code § 124040 (Health Examination Requirements)
- Federal Gun-Free Schools Act (20 U.S.C. § 7961)
- Title IX of the Education Amendments of 1972

This plan is reviewed annually by the School Safety Committee and presented to the Governing Board for approval by March 1 of each year.


Appendix B - School Safety Committee Membership (2025–2026)

The School Safety Committee is composed in accordance with Education Code § 32281(b) and includes representation from the following stakeholder groups:

- Executive Director or Designee
- Director of Student Services
- Certificated Teacher Representative
- Classified Staff Representative
- Parent/Guardian Representative

Membership is reviewed annually to ensure statutory representation requirements are met.

Appendix C - Drill Documentation Templates

 Missing Student/Staff Roster						
Name of Admin Charge						
Name of Evacuation Site Lead						
Line #	Classroom Name	Roster Collected	Roster Missing	Line #	Classroom Name	Roster Collected
All Rosters From Site Collected					Yes ____	No ____
Missing Rosters (List classroom numbers)						
Notes: _____ _____ _____ _____ _____						
Site Lead Signature: _____			Date: _____			
Site Admin in Charge Signature: _____			Date: _____			
Missing Students and Staff						
Teacher	Student Name	Status		Notes		
		Missing	Injured			



Emergency Attendance Sheet

Teacher Name: _____

Date: _____

Classroom: _____

1. Class Roster Check

Total Students Enrolled: _____

Students Present Today: _____

2. Student Status

Student Name	A	M	U	A of R	Notes

A = Absent, M = Missing, U = Unknown, A of R = Area of Refuge

3. Teacher Report

- Green Card displayed = All students accounted for.
- Red Card displayed = Missing/injured/extra students.

Teacher Signature: _____

Time: _____



Emergency Drill Documentation & Evaluation Form

Drill Information

Type of Drill:

- Earthquake
- Fire
- Lockdown
- Shelter in Place
- Evacuation
- Other: _____

Date Conducted: _____

Time Initiated: _____

Time Concluded: _____

Total Duration: _____

Number of Students Participating: _____

Number of Staff Participating: _____

Drill Evaluation

Rate each category using the following scale:

- 1 = Needs Significant Improvement
- 2 = Needs Improvement
- 3 = Satisfactory
- 4 = Proficient
- 5 = Highly Effective

Evaluation Category	Rating (1 - 5)
Timeliness of Response	
Staff Adherence to Protocol	
Student Compliance	
Communication Effectiveness	
Supervision & Accountability	
Safety Procedures Followed	
Accessibility for Students with Disabilities	

Observations

Strengths Identified:

Areas for Improvement:

Corrective Action Plan

Corrective Actions Required:

Person(s) Responsible: _____

Timeline for Completion: _____

Review & Verification


Drill Reviewed By (Administrator Name): _____

Signature: _____

Date Reviewed: _____

Appendix D - Student Reunification Release Form Template

The following form is used during emergency reunification:

	<h2 style="margin: 0;">Student Reunification Release Form</h2>
Student Name:	_____
Student ID (if applicable):	_____
Name of Authorized Adult:	_____
Relationship to Student:	_____
Government-Issued ID Verified (Y/N):	_____
Date of Release:	_____
Time of Release:	_____
Staff Member Releasing Student (Print and Sign):	_____

All release documentation is maintained in accordance with school record retention policies.

Appendix E - Parent and Student Reunification Location

Parent and Student Reunification Location	Backup Reunification Location
San Jose Masonic Center 2500 Masonic Drive San Jose, CA 95125 Phone: (408) 267-7121 Fax: (408) 267-9015	San Jose Scottish Rite Center 2455 Masonic Drive San Jose, CA 95125 Phone: (408) 978-7483

Appendix F - Incident Command Structure (ICS)

University Preparatory Academy utilizes the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS) to manage emergency response operations. The Executive Director serves as Incident Commander unless delegated.

The following ICS roles may be activated depending on the nature and scope of the emergency:

- Incident Commander
- Public Information Officer
- Safety Officer
- Liaison Officer
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

Role assignments are designated annually and may be adjusted based on staffing needs and the specific emergency.

A current roster of assigned personnel is maintained in the school's internal emergency management binder and reviewed annually by administration.

Appendix G - Student Supervision Schedule

		Location			
Supervisor	Hours	Before School	Passing Periods	Break & Lunch	After School
Campus Sup 1	7:45am to 4:15pm	FO Parking Lot	Roam FLC	FO Parking Lot	Traffic Horton then clear FLC
Campus Sup 2	8:00am to 4:30pm	Horton Parking Lot	Roam Horton	Amphitheater	Traffic Masonic then clear Horton & LC
Campus Sup 3	8:00am to 4:30pm	Amphitheater	Roam LC	Roam All Bldgs.	Canoas Garden Ave. Gate traffic then Amphitheater
Admin 1	7:45am to 4:15pm			Roamer	
Admin 2	8:00am to 4:30pm			Cafe	
Admin 3	8:00am to 4:30pm			Roamer or coverage	Roamer or coverage
Staff 1	8:00am to 4:30pm			Reach Out Parking Lot	

Detailed supervision schedules are maintained internally and reviewed regularly.

FO: Front Office

LC: Learning Center

FLC: Family Life Center

Appendix H - Glossary of Common Terms

504 Plan

A plan developed under Section 504 of the Rehabilitation Act of 1973 that provides accommodations and supports to ensure equal access to education for students with disabilities who do not qualify for special education.

Active Assailant Response Procedures (commonly referred to as Run, Hide, Defend)

UPA's protocol for responding to an active assailant situation, emphasizing evacuation when safe, securing in place when evacuation is not possible, and last-resort defensive actions.

CANRA (Child Abuse and Neglect Reporting Act)

California law requiring designated mandated reporters to report suspected child abuse or neglect.

Continuity of Instruction

Procedures implemented to maintain instructional services during prolonged campus closure or emergency conditions.

Disaster Service Worker

A public employee designated under California law to assist in disaster response activities when required by state emergency regulations.

Education Code § 48900

California statute outlining grounds for student suspension and expulsion.

Evacuation

The orderly relocation of students and staff to a designated safe area due to an unsafe condition inside or outside a school facility.

Expulsion

The removal of a student from enrollment following a formal hearing process and Governing Board decision.

IDEA (Individuals with Disabilities Education Act)

Federal law governing special education services and protections for eligible students with disabilities.

IEP (Individualized Education Program)

A legally binding document outlining specialized instruction, supports, and services for a student eligible for special education.

IERP (Individual Emergency Response Plan)

An individualized plan outlining emergency procedures and accommodations for a student with specific medical or disability-related needs.

Incident Command System (ICS)

A standardized structure used to organize roles and responsibilities during emergency response.

LEA (Local Educational Agency)

A public authority legally responsible for the administration of educational services and compliance with state and federal law.

Lockdown

A protective protocol used when there is an immediate threat of violence on or near campus, requiring secured classrooms and restricted movement.

Manifestation Determination

A legally required review conducted when a student with a disability faces significant disciplinary action to determine whether the behavior was related to the student’s disability.

Mandated Reporter

An individual required by law to report suspected child abuse or neglect.

Opioid Antagonist (Naloxone)

A medication used to reverse the effects of an opioid overdose.

Reunification

The controlled process of releasing students to verified parents, guardians, or authorized adults following a significant emergency.

School Safety Committee

The committee responsible for reviewing and updating the Comprehensive School Safety Plan in accordance with Education Code § 32281.

SELPA (Special Education Local Plan Area)

A regional consortium that provides coordination and support for special education services among member local educational agencies.

SEMS (Standardized Emergency Management System)

California’s framework for coordinating emergency response across agencies and jurisdictions.

Sexual Harassment

Unwelcome conduct of a sexual nature that creates a hostile educational environment, as defined under state and federal law.

Shelter in Place

A directive to remain indoors due to an external hazard, such as environmental conditions or nearby emergency activity.

Suspension

The temporary removal of a student from regular classroom instruction for disciplinary reasons, consistent with Education Code.

Threat Assessment

A structured school-based process used to evaluate reported concerning behavior and determine appropriate intervention.

Title IX

Federal law prohibiting discrimination on the basis of sex in educational programs receiving federal funding.