

# Comprehensive Safety Plan



*SY 2024-2025*  
**ALTUS SCHOOLS**  
Charter School of  
San Diego

# **COMPREHENSIVE SCHOOL SAFETY PLAN**

**Pursuant to Education Code 32280 – 32288**

**EFFECTIVE DATES: 2024 – 2025**

## **ALTUS SCHOOLS SAN DIEGO**

**AS Charter School of San Diego**

**10170 Huennekens St.**

**San Diego, CA 92121**

**(858) 678-2020**

**<https://charterschool-sandiego.net/>**

**Jay Garrity**

**Administrator of Instructional Services**

**This document is available for public inspection during regular business hours at the Altus Schools Charter School of San Diego.**

**NOTE: Details and tactical information are excluded from the public inspection document. A “Public Inspection Log” will be used to record the name, address, phone number and method used for verifying the identity of all individuals requesting to inspect this plan. This document is not available for inspection on the internet.**

## **TABLE OF CONTENTS**

### **SECTION ONE**

<b>Executive Summary.....</b>	<b>4</b>
-------------------------------	----------

### **SECTION TWO**

<b>Facility Information and Street/Aerial Maps.....</b>	<b>5</b>
<b>Location Hazard Assessment Summary.....</b>	<b>51</b>
<b>Assessment of School Crime.....</b>	<b>51</b>
<b>Responses to Dangerous, Violent and Unlawful Activity.....</b>	<b>52</b>
<b>Emergency Notification Information.....</b>	<b>53</b>
<b>Emergency Resource Information.....</b>	<b>55</b>
<b>Emergency Disaster Kit.....</b>	<b>55</b>
<b>Crisis Response Boxes.....</b>	<b>56</b>
<b>Emergency Operations Overview.....</b>	<b>57</b>
<b>Incident Team Command Overview.....</b>	<b>58</b>
<b>Notification to Staff of Dangerous Students.....</b>	<b>61</b>
<b>Anti-Discrimination and Harassment Policy.....</b>	<b>62</b>
<b>School-wide Dress Code.....</b>	<b>63</b>
<b>Going to and From School Safely.....</b>	<b>64</b>
<b>Safe Ingress and Egress Procedures.....</b>	<b>66</b>
<b>Loitering Law.....</b>	<b>67</b>
<b>Ensuring a Safe and Orderly Environment.....</b>	<b>69</b>
<b>Discipline Procedures.....</b>	<b>70</b>
<b>Child Abuse Reporting Procedures.....</b>	<b>72</b>

### **SECTION THREE**

<b>Evacuation Procedure.....</b>	<b>75</b>
<b>Shelter-In-Place.....</b>	<b>125</b>
<b>Lockdown Procedure.....</b>	<b>125</b>
<b>Parent Notification &amp; Reunification Procedure.....</b>	<b>136</b>
<b>Earthquake Procedure.....</b>	<b>137</b>
<b>Fire Procedure.....</b>	<b>138</b>
<b>Active Shooter and Other Armed Assailant Drills.....</b>	<b>142</b>
<b>Suspension and Expulsion Policy.....</b>	<b>153</b>
<b>Disaster-Related Administrative/Emergency Procedures.....</b>	<b>179</b>
<b>Emergency Responses.....</b>	<b>180</b>

### **SECTION FOUR**

<b>Emergency Plan Roles and Responsibilities.....</b>	<b>219</b>
---	------------

# COMMITTEE MEMBERSHIP

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

## Executive Safety Committee Members:

<b>Timothy Tuter</b>	<b>Deputy Superintendent School Services</b>	<b>Altus Schools</b>
<b>Tiffany Yandell</b>	<b>Director for Operations and Technology</b>	<b>Altus Schools</b>
<b>Angela Neri</b>	<b>Administrative Support to Superintendent School Services, Board of Directors and Facilities</b>	<b>Altus Schools</b>
<b>Eleanor Pe</b>	<b>Nurse Practitioner</b>	<b>Altus Schools</b>
<b>Jay Garrity</b>	<b>Administrator of Instructional Services</b>	<b>Altus Schools Charter School of San Diego, Mirus Secondary School</b>
<b>Veronica Radtke</b>	<b>Human Resources Administrator</b>	<b>Altus Schools</b>
<b>Ana Maria Rojas</b>	<b>Equity and Inclusion Administrator</b>	<b>Altus Schools</b>
<b>Rose Mooney</b>	<b>Health Assistant</b>	<b>Altus Schools</b>
<b>Aida Garcia</b>	<b>Operations Analyst</b>	<b>Altus Schools</b>

# BOARD APPROVAL: 28 February 2024

## ALTUS SCHOOLS SAN DIEGO

DBA – ALTUS SCHOOLS AUDEO · ALTUS SCHOOLS CHARTER SCHOOL OF SAN DIEGO

(A California Non-Profit Public Benefit Corporation)

Len Hering RADM, USN (ret) – Chairman,

Scott Barton – Member, David Crean – Member, Tim Morton – Member, Eric Schweinfurter - Member

### REGULAR BOARD OF DIRECTORS MEETING MINUTES

Wednesday, February 28, 2024, 8:30 a.m.

Via Teleconference at

2190 Carmel Valley Road, Unit D, Del Mar, CA 92014, 25104 Creek Hollow Drive, Ramona, CA 92065, 1063 Cactus Cut Rd, Middleburg, FL, 32068, 5183 Mercury Pt, San Diego, CA 92111

and at

Clairemont RC 4340 Genesee Avenue, Suite 109, SD 92117, College Avenue RC 4585 College Drive, Suite C, SD, 9211, Downtown RC 1095 K Street Suite A, SD 92101, Euclid RC 220 Euclid Avenue, SD 92114, Lake Murray RC 8776 Lake Murray Boulevard, SD 92119, Mira Mesa RC 8290 B, Mira Mesa Blvd., SD 92126, North Park RC 2940 North Park Way, SD 92104, Northgate RC 4125 Alpha Street, Suite C, SD, 92133, Old Town Office 2245 San Diego Avenue, Suite 115, SD 92110, Petco RC 1091 K Street, Suite A101, SD 92101, Point Loma RC 3145 Rosecrans Street, Suite D, SD 92110, Scripps Ranch RC 9910 Mira Mesa Blvd, Suite A2, SD 92131, Sorrento Mesa Office 10170 Huennekens Street, SD, 92121, Tierrasanta RC 10425 Tierrasanta Blvd, Suite 101, SD 92124, Woodman RC 2939 Alta View Drive, Suite B/C, SD 92139, and Kearny Mesa RC 7520 Mesa College Drive, SD 92111, K5 Home School Resource Center 10725 Tierrasanta Boulevard, CA 92124, La Jolla RC 7458 Girard Avenue, SD 92037, Mission Valley East RC 3230 Camino Del Rio North, SD 92108, Pacific Beach RC 959 Hornblend Street, SD, 92109

Access to the live video conference was available prior to the start of the meeting at

Altus Schools Charter School of San Diego: <https://charterschool-sandiego.net/board-governance/> Altus

Schools Audeo: <https://www.audeocharterschool.net/board-of-directors/>

#### 1.0 OPEN SESSION

##### 1.1 Call to Order

Hering called the meeting to order at 8:33 a.m.

##### 1.2 Roll Call

Members present at the meeting were David Crean, Len Hering, Tim Morton, and Eric Schweinfurter.

Absent: Scott Barton

Also in attendance: Mary Bixby, Veneeta Chan, Angela Neri, Tim Tuter, and General Counsel, Paul Minney of Young, Minney and Corr.

##### 1.3 Establishment of Quorum

It was moved by Crean and seconded by Morton that the following Directors, constituting a quorum of the board were present at the meeting: David Crean, Len Hering, Tim Morton, and Eric Schweinfurter.

Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

##### 1.4 Pledge of Allegiance

Hering led all in the Pledge of Allegiance.

##### 1.5 Approval of Agenda

It was moved by Crean and seconded by Morton to Approve the

**Agenda. Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.**

## **2.0 PUBLIC COMMENT**

Public comment for items of interest to the public and within the scope of Altus Schools San Diego Board (non-agenda) shall be no longer than two (2) minutes. Public comment for agenda items shall be no longer than three (3) minutes. Speakers may not yield their time. In

meetings held over Zoom, any person who wishes to make a comment on either non-agenda or agenda items shall use the “Raise Hand” feature of Zoom to notify the Board. In accordance with the Brown Act, no discussion or action may occur at this time, but it is the Board’s prerogative to respond or give direction to staff. All public comment will be heard at this point in the agenda as ordered below. Each agenda item being commented on will have a maximum of 20 minutes allotted and each non-agenda item will have a maximum of 10 minutes allotted. If necessary, the Board Chair may equivalently decrease the time for each speaker in order to stay within the allotted maximum.

### **2.1 Non-Agenda Public Comment**

There were no comments from the public.

### **2.2 Agenda Public Comment**

There were no comments from the public.

## **3.0 CLOSED SESSION**

The Closed Session opened at 8:40 a.m.

### **3.1 Board Chairman Announcement Regarding Closed Session Items**

**3.2 Public Comment on Closed Session Items** There were no comments from the public.

## **MOVE TO CLOSED SESSION**

### **3.2.1 Conference With Legal Counsel—Anticipated Litigation**

**Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d) of section 54956.9: (one case)**

## **4.0 RETURN TO OPEN SESSION**

The Board returned to open session at 9:06 a.m.

**4.1 Report out of action taken in closed session, if any. No action was taken at Closed Session**

## **5.0 ADMINISTRATIVE ITEMS**

**5.1 Review and Consider Approval of Amendment to the Employment Agreement of Chief Business Officer/Chief Financial Officer/Treasurer and Founding Director to Allow an Increase in Cost of Health Benefits**

Hering reported that the amendments are solely limited to update the health benefits to keep up with the cost of the benefit which is regulated by the State Insurance Commission. All other terms and conditions of this position’s employment agreement would remain the same. Hering recommends the Board to approve the amendment.

It was moved by Crean and seconded by Morton to Approve the Amendment to the Employment Agreement of Chief Business Officer/Chief Financial Officer/Treasurer and Founding Director to Allow an Increase in Cost of Health Benefits.

**Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.**

**5.2 California Fair Political Practices Commission Statement of Economic Interest – Form 700 Annual Filing**

**Every elected official and public employee who makes or influences governmental decisions is required to submit a Statement of Economic Interest, also known as the Form 700. The Form 700 provides transparency and ensures accountability in two ways:**

- 1. It provides necessary information to the public about an official's personal financial interests to ensure that officials are making decisions in the best interest of the public and not enhancing their personal finances.**
- 2. It serves as a reminder to the public official of potential conflicts of interest so the official can abstain from making or participating in governmental decisions that are deemed conflicts of interest.**

**The Board Members are reminded that Form 700 must be filed by April 2, 2024.**

**5.3 Governance Parental Representative Posting 2024-2025 on Respective School Webpages and Resource Centers on January 9, 2024. Deadline to Submit Application: April 8, 2024**  
**5.3.1 Altus Schools Audeo**

**5.3.2 Altus Schools Charter School of San Diego**

Hering noted that this is the annual publication for vacant Parent Board representative that started on January 9, 2024, and the deadline to submit an application is on April 8, 2024. This was publicized by posting at each Resource Center/Office, and on the websites for Altus Audeo and Altus Charter School of San Diego respectively.

**5.4 Superintendent School Services and Founder's Report**  
**5.4.1 School Outreach**

Bixby shared that during the recent flooding that occurred in San Diego, we had 16 families that were dramatically impacted. That was very upsetting certainly to the families, students, teachers and our staff. They were so wonderful about doing whatever they could to help them through this difficult period. We wanted the Board to be aware that we have not only been working on an individual basis by keeping their education going, but also as a School. Amy Butler, our outreach liaison that works with the Community Groups has been trying to support them anyway we can.

**5.4.2 Altus Schools Dashboard Outcomes 2023 Presentation by Aaron Smith** California's accountability system is based on a multiple measures system that assesses how local educational agencies (LEAs) and schools are meeting the needs of their students. Performance on these measures is reported through the California School Dashboard (Dashboard). Aaron Smith presented the Dashboard Outcomes for our Schools.

**5.4.3 Annual Update to the Local Control and Accountability Plan (LCAP) and the Local Control Funding Formula Budget Overview for Parents Presentation by Tim Tuter**  
**5.4.3.1 Altus Schools Audeo**

**5.4.3.2 Altus Schools Charter School of San Diego**

Tim Tuter presented the Annual Update to the Local Control and Accountability Plan (LCAP) and the Local Control Funding Formula Budget Overview for Parents.

**5.5 Strategic Plan Update**  
**5.5.1 School Productivity Indicators**

**5.5.1.1 Altus Schools Audeo 5.5.1.1.1 School Participation Report for the Period of 2023- 2024 Month 5 - 7: 10/23/2023 – 01/12/2024**

**5.5.1.2 Altus Schools Charter School of San Diego 5.5.1.2.1 School Participation Report for the Period of 2023- 2024 Month 5 - 7: 10/23/2023 – 01/12/2024**

**Tuter reviewed the School Productivity Indicators with the Board.**

**6.0 CONSENT AGENDA**

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The Superintendent School Services and Founder recommends approval of all consent agenda items.

**6.1 Consent Action Items for Altus Schools Audeo and Altus Schools Charter School of San Diego for Each School**

**6.1.1 Approval of Board Meeting Minutes for December 7, 2023**

**6.1.2 Approval of Amendments to the Board Policies**

**It was moved by Morton and seconded by Schweinfurter to Approve the Consent Agenda Items 6.1.1 – 6.1.2.**

**Ayes – 4, Nays – 0, Absent – 1, Abstain – 0, Motion Approved.**

**7.0 ACTION ITEMS FOR ALTUS SCHOOLS AUDEO AND ALTUS SCHOOLS CHARTER SCHOOL OF SAN DIEGO FOR EACH SCHOOL**

**7.1.1 Approval of the Comprehensive School Safety Plan 2023-2024**

**It was moved by Schweinfurter and seconded by Crean to Approve the Comprehensive School Safety Plan 2023-2024.**

**Ayes – 4, Nays – 0, Absent – 1, Abstain – 0, Motion Approved.**

**8.0 ACTION ITEMS**

**8.1 Actions Items for Altus Schools Audeo 8.1.1 Approval of the Annual Update to the Local Control and Accountability Plan (LCAP) and the Local Control Funding Formula (LCFF) Budget Overview**

**It was moved by Schweinfurter and seconded by Morton to Approve the Annual Update to the Local Control and Accountability Plan (LCAP) and the Local Control Funding Formula (LCFF) Budget Overview.**

**Ayes – 4, Nays – 0, Absent – 1, Abstain – 0, Motion Approved.**

**8.2 Actions Items for Altus Schools Charter School of San Diego 8.2.1 Approval of the Annual Update to the Local Control and Accountability Plan (LCAP) and the Local Control Funding Formula (LCFF) Budget Overview**

**It was moved by Crean and seconded by Morton to Approve the Annual Update to the Local Control and Accountability Plan (LCAP) and the Local Control Funding Formula (LCFF) Budget Overview.**

**Ayes – 4, Nays – 0, Absent – 1, Abstain – 0, Motion Approved.**

**9.0 BOARD ANNOUNCEMENTS AND COMMENTS**

From time to time, the Board has topics of interest that they would like to share with the community. These are informational in nature and do not require action.

**Hering reminded the Board Members that there is a Special Board Meeting scheduled on March 7, 2024, at**



**8:30 a.m.**

**10.0 ADJOURNMENT**

**It was moved by Morton and seconded by Schweinfurter to adjourn the meeting at 10:26 a.m.**