AIMS K-12 College Prep Charter District

Governance Committee Meeting

Date and Time

Tuesday March 31, 2026 at 5:00 PM PDT

Location

171 12th Street, Oakland, CA 94607

Members of the public, staff, and faculty may join virtually at:

https://us05web.zoom.us/j/4853268122?pwd=Mk9yUUdzRFdkVzBFMzlQeVVDUFIrUT09
Meeting ID: 485 326 8122
Passcode: rcjFZ5

Click here to Submit Public Comment - https://bit.ly/aimsboardcomment

AIMS is committed to ensuring accessible participation for individuals with disabilities. Disability-related modifications or accommodations needed to take part in this meeting may be requested by contacting **Suzen Chu** at **510-390-1624** at least 24 hours in advance, if possible, so appropriate arrangements can be made.

The meeting agenda will be posted at least 72 hours prior to the scheduled meeting time.

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171 12th Street, Oakland, CA 94607

Members of the public, staff, and faculty may join virtually at:

Join Zoom Meeting
https://us06web.zoom.us/j/87594605508?pwd=7SSXWXx9FN7mP2gIp1YbkkoWRshdkQ.1

One tap mobile
+12532050468,,6614266860#,,,,*071330# US
+12532158782,,6614266860#,,,,*071330# US (Tacoma)

Meeting ID: 661 426 6860
Passcode: 071330
Find your local number: https://us02web.zoom.us/u/kb9RJj161W

Board Remote Locations:

- Kimi Kean 4153 Fruitvale Ave, Oakland 94602
- Tiffany Lascato 1900 Fruitvale Ave, Oakland 94601
- Megan Sweet 431 30th #250D Oakland, CA 94609
- Steven Leung 2450 Washington Ave Suite 100, San Leandro 94577

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Click on the link below to submit Public Comment:
https://docs.google.com/forms/d/e/1FAIpQLScK0rD4rkfpiHrMyGtxnKaPECne4SfCG-5ezqD3xUALg0OTAQ/viewform?usp=sharing

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Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**5:00 PM**
A.	Call the Meeting to Order		Kimi Kean	
B.	Record Attendance		Abigail Genova	1 m
C.	Adoption of Agenda	Vote	Kimi Kean	1 m

		Purpose	Presenter	Time
D.	Public Comment on Action Items	Discuss	Kimi Kean	10 m

Public comment on agenda items is set aside for members of the public to address items listed on the Board's agenda. The Board of Directors will not respond to or take action based on public comment, except that clarifying questions may be asked or staff may be directed. Comments are limited to two (2) minutes per speaker, with up to **ten (10) minutes allocated for this section**.

E.	Public Comment on Non-Action Items	Discuss	Kimi Kean	10 m

Public comment on non-agenda items is set aside for members of the public to address items listed on the Board's agenda. The Board of Directors will not respond to or take action based on public comment, except that clarifying questions may be asked or staff may be directed. Comments are limited to two (2) minutes per speaker, with up to **ten (10) minutes allocated for this section.**

II. Action Items — 5:22 PM

A.	AIMS School Calendar for 2026-2027 Approval for Consent	Vote	Marco Menendez	5 m
B.	Formation of Superintendent Search Committee	Vote	Tiffany Lacsado	5 m
C.	Superintendent Search Firm Proposals	Vote	Tiffany Lacsado	5 m

III. Non-Action Items — 5:37 PM

A.	Parent/Student Board Member Proposal	Discuss	Marco Menendez	5 m
B.	Comprehensive School Safety Plan	Discuss	Marco Menendez	5 m

IV. Closed Session — 5:47 PM

A.	Public Comment On Closed Session Items	Discuss	Kimi Kean	10 m

Public comment on closed session items is set aside for members of the public to address items on the Board's agenda for closed session. The Board of Directors will not respond to or take action in response to public comment, except that the Board may ask clarifying questions or direct staff. **Comments are limited to two (2) minutes per person, and a total time allotted for all public comment will not exceed thirty (30) minutes (10 minutes per section).**

		Purpose	Presenter	Time
B.	Legal Matter - Pre-litigation Update Pursuant to Section 54956.9	Discuss	Kimi Kean	
C.	Report Out of Closed Session		Kimi Kean	

V. Closing Items — 5:57 PM

A.	Adjourn Meeting		Kimi Kean	
B.	Accessibility Notice	FYI	Abigail Genova	

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Coversheet

AIMS School Calendar for 2026-2027

Section: II. Action Items
Item: A. AIMS School Calendar for 2026-2027
Purpose: Vote
Submitted by:
Related Material: 26-27 Calendar.pdf

AIMS K-12 College Prep Charter District

2026-2027 School Calendar

July 2026

S	M	T	W	T	F	S
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June 2027

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- Half Day
- Leadership PD
- Back to School Night
- Schools Closed
- Schools & Office Closed
- All Staff PD
- Parent/Teacher Conference
- First/Last Day of School
- Report Card Week
- Progress Report Week
- 100th Day of School
- AP/CAASPP Testing
- Summer School
- 184.5 Number of Instructional Days in the School Year
- *## Number of Instructional Days in the Month

^ No School For Students

JULY 3	Independence Day Observed (School & Office Closed)^
JULY 5 - JULY 24	Summer School
JULY 27 - JULY 31	AIMS Leadership PD (School Closed)^
AUG 3 - AUG 7	AIMS Staff Orientation (School Closed)^
AUG 10	First Day of School For Students
SEPT 3	Back to School Night (K-8)
SEPT 7	Labor Day (School & Office Closed)^
SEPT 9	Back to School Night (HS)
OCT 12	Indigenous Peoples' Day (School & Office Closed)^
OCT 16	Staff Development (School Closed)^
OCT 19	Parent/Teacher Conference (No School For Students)^
NOV 11	Veterans' Day (School & Office Closed)^
NOV 23 - NOV 27	Harvest Break (School Closed)^
DEC 21 - JAN 4	Winter Break (School Closed)^
JAN 5	Staff Development (School Closed)^
JAN 6	First Day of 2nd Semester
JAN18	Martin Luther King Jr. Day (School & Office Closed)^
FEB 15	Presidents' Day (School & Office Closed)^
MARCH 8	Staff Development Day (School Closed)^
MARCH 26	Farmworkers Day (School & Office Closed)^
MARCH 29 - APRIL 2	Spring Break (School Closed)^
MAY 31	Memorial Day (School & Office Closed)^
JUNE 10	Last Day of School
JUNE 18	Juneteenth Observed (School & Office Closed)^

Report Card Week

100th Day of School

Half Day

Coversheet

Comprehensive School Safety Plan

Section: III. Non-Action Items
Item: B. Comprehensive School Safety Plan
Purpose: Discuss
Submitted by:
Related Material: Draft_1_-_AIMS_CSSP_2025-2026.pdf

COMPREHENSIVE SCHOOL SAFETY PLAN (CSSP)
AIMS K–12 College Prep Charter District

AIMS College Prep K–8 (AIPCS II), AIMS College Prep Middle School (Grades 6–8) &
AIMS College Prep High School

171 12th Street, Oakland, CA 94607 | Main: (510) 893-8701
School Year: 2025–2026

PUBLIC VERSION (See Confidential Appendices for site maps and security-sensitive details)

Document Control and Approval

This Comprehensive School Safety Plan (CSSP) is developed pursuant to California Education Code sections 32280–32289. It is designed to prevent and mitigate emergencies, support a safe and orderly learning environment, and outline coordinated response procedures for campus incidents. This document is intended to be reviewed and updated annually.

Approval and Review Record

Approving Body / Reviewer	Name/Title	Date	Signature / Evidence
School Safety Planning Committee	Osandu Harambe - Director of Operations		
AIMS District Superintendent	Marco Menendez/ Executive Director		
K - 8	Jonathan Winn, Elementary and MS Head of School	K-8 SSC are every 3rd Wednesday of each month	
Director of Teaching and Learning	Dr. St. Roseman		
9-12 School Site Council	Julia Li, HS Head of School	HS SSC are every 2nd Wednesday of each month	
Governing Board / Charter Board			
Local Law Enforcement Review	Oakland Police Department (OPD)		Review form (Appendix)

Confidentiality: Certain appendices (e.g., detailed campus maps, camera locations, utility shutoffs, and tactical response details) are maintained for internal use and first-responder coordination. The public version omits or generalizes security-sensitive information.

TABLE OF CONTENTS

Document Control and Approval 2
Emergency Contacts and Quick Reference 4
Immediate Actions: Standard Emergency Commands 4
1. Introduction and Context 6
2. School Safety Planning Committee 7
3. Assessment of Current Status of School Crime and Safety 9
4. Child Abuse and Neglect Reporting Procedures 10
5. Safe Ingress and Egress Procedures 11
6. Campus Safety and Security 12
7. Safe and Orderly Learning Environment 13
8. Disaster Procedures and Emergency Response 15
8.5.1 Evacuation 16
8.5.2 Earthquake Procedure 16
8.5.3 Lockdown 16
8.5.4 Shelter-in-Place 16
9. Incident-Specific Response Protocols 18
10. Continuity of Operations and Student Support 20
11. Public Agency Access and Use of School Facilities 21
12. First Responder Review 22
Appendices 23

Emergency Contacts and Quick Reference

In any immediate threat to life safety, call 911. Use the direct numbers below when appropriate to expedite response.

Agency / Service	Phone	Use When
Emergency (Police/Fire/Medical)	911	Immediate life-threatening emergencies
Oakland Police Department (Non-Emergency)	(510) 777-3333	Non-life-threatening incidents; reports
Oakland Fire Department – Direct Emergency Line	(510) 444-1616	Medical/fire emergencies when 911 is delayed
Oakland Fire Department (Non-Emergency)	(510) 444-3322	Non-urgent fire-related concerns
Alameda County Child Abuse Hotline (24/7)	(510) 259-1800	Mandated reporter calls; suspected child abuse/neglect
988 Suicide & Crisis Lifeline	988	Mental health crisis support (students/families/staff)
Crisis Support Services of Alameda County	1-800-309-2131	24/7 crisis support (local)
Poison Control	1-800-222-1222	Suspected poisoning
PG&E – Gas Leak / Downed Line (after calling 911)	1-800-743-5000	Utility emergencies
EBMUD – Water Emergency / Quality	1-866-403-2683	Water main break, hydrant leak, water concerns

Immediate Actions: Standard Emergency Commands

AIMS uses plain-language emergency commands so that every adult can act quickly and consistently. The Incident Commander (typically the site administrator or designee) will announce the command via intercom, radio, or runner.

Command	What Staff Do (Minimum Actions)
EVACUATE	Move immediately to the designated assembly area using posted routes. Take rosters/go-kits. Take attendance; report status.
LOCKDOWN	Lock classroom/office doors; lights off; move students out of sight; maintain silence; do not open door until all-clear.
SECURE CAMPUS	Bring students indoors; lock exterior doors; continue instruction; limited movement pending further direction.
SHELTER-IN-PLACE	Move to interior space; close doors/windows; shut HVAC if directed; maintain attendance and await instructions.
HOLD	Stay in place and clear hallways (short-term). Continue instruction as appropriate; await next directive.

1. Introduction and Context

AIMS K–12 College Prep Charter District is committed to a safe, inclusive, and orderly learning environment where students can focus on rigorous academics and college preparation. The AIMS mission is to cultivate a community of diverse learners who achieve academic excellence, supported by high expectations in attendance, academic achievement, and character development. AIMS' vision emphasizes a rigorous foundation that prepares students—particularly those traditionally underserved—for four-year college completion and lifelong success.

AIMS' Golden E.A.G.L.E.S. values—Engagement, Accountability, Growth Mindset, Leadership, Empathy, and Service—shape expectations for student behavior and adult practice, and they inform the prevention and response strategies described in this plan. The AIMS Credo ("The Family, The Goal, The Faith, The Journey") reinforces a shared responsibility for student safety and well-being.

1.1 Site Overview (12th Street Campus)

The 12th Street Campus is located at 171 12th Street, Oakland, CA 94607, and includes AIMS College Prep K–8 (AIPCS II) and AIMS College Prep Middle School (Grades 6–8). Collectively, the campus serves more than 800 students across grades K–8, with dedicated administrative, academic, student support, and facilities teams.

The campus is a closed campus during the school day. All visitors must enter through the main office, present identification, sign in, and receive a visitor badge. Staff supervise campus grounds before school, during transitions, and after dismissal. Fire, earthquake, and lockdown drills are conducted and reviewed throughout the year, and this CSSP is updated annually.

The High School Campus is located at 746 Grand Ave, Oakland, CA 94610. Collectively, the campus serves more than 360 students across grades 9-12, with dedicated administrative, academic, student support, and facilities teams. The campus is a closed campus during the school day. All visitors must enter through the main office, present identification, sign in, and receive a visitor badge. Staff supervise campus grounds before school, during transitions, and after dismissal. Fire, earthquake, and lockdown drills are conducted and reviewed throughout the year, and this CSSP is updated annually.

1.2 Legal Requirements and Scope

California Education Code sections 32280–32289 require schools to develop and annually update a Comprehensive School Safety Plan. This CSSP addresses, at minimum: (a) assessment of the current status of school crime; (b) child abuse reporting procedures; (c) disaster and emergency procedures (including earthquake procedures); (d) policies related to suspension/expulsion and discipline; (e) teacher notification procedures regarding dangerous pupils; (f) discrimination, harassment, intimidation, and bullying policies; (g) dress code (when applicable); (h) safe ingress and egress procedures; and (i) procedures for ensuring a safe and orderly environment. The plan also includes tactical response protocols and first-responder review documentation.

1.3 Plan Development, Maintenance, and Public Availability

This CSSP is developed collaboratively by the School Safety Planning Committee, with input from school leadership, educators, student support staff, parents/guardians, and operations personnel. The plan is reviewed annually and updated as needed based on drills, incident after-action reviews, and evolving risk conditions. The public portion of the CSSP is made available upon request and, when required, posted in accordance with district practice. Security-sensitive details are maintained in confidential appendices for staff and first-responder coordination.

2. School Safety Planning Committee

The School Safety Planning Committee certifies that the requirements of California Education Code 32280–32282 have been met in the development of this CSSP. The committee represents cross-functional campus expertise to ensure emergency preparedness, prevention, and response systems are coherent and executable.

2.1 Committee Membership

Member	Role
Alexander Lee	Technology Coordinator
Irene St. Roseman	Director of Teaching and Learning
Osondu Harambe	Director of Operations
Jonathan Winn	Head of School (k - 8, and 6-8)
Julia Li	Head of School (HS)
Marco Menendez	Executive Director
Ayodele Mims	Dean of Students (K - 5)
Mikael Wooten	Dean of Students (6–8)
Brenda Nixon	Assistant Head of School (HS)
Jimmie Brown	Director of Program Compliance
Alexis Brown	Health Coordinator
Ali Faruqbey	Teacher Representative
Monique Otis	Parent/Guardian Representative
Natasha Kennard	SEL Counselor

Plan approved by School Safety Planning Committee: February 27, 2025.
School Site Council approval: [INSERT DATE].
Governing Board adoption: [INSERT DATE].

2.2 Committee Responsibilities

- Review campus risks and incident data, including local community safety conditions impacting student ingress/egress.
- Maintain the annual crime status assessment and update prevention strategies.
- Review emergency procedures, roles, and communications systems; ensure annual training for all staff.
- Plan, document, and analyze required drills; conduct after-action reviews and make updates.
- Coordinate with local first responders (law enforcement, fire) for review and alignment.
- Ensure public version availability and maintain confidential appendices.

2.3 Safety Committee Goals and Continuous Improvement Priorities

For 2025–2026, the committee identified the following priorities:

- Strengthen pick-up and drop-off procedures for safety and efficiency (biannual review and communications; staff/volunteer coverage; signage and structured dismissal).

- Improve campus security through surveillance and access control (visitor verification; ensure unused doors remain locked; periodic testing of security systems).
- Enhance annual staff training on safety protocols (onboarding + annual refresher; scenario-based practice; clear role cards).
- Strengthen student well-being supports and early intervention (behavioral and mental health supports; threat assessment protocols; mandated reporter refreshers).
- Maintain operational readiness for continuity of instruction during emergencies (communications, devices/hotspots as applicable, and procedures for temporary relocation).

3. Assessment of Current Status of School Crime and Safety

The annual crime status assessment is the foundation for prevention planning and resource allocation. AIMS reviews multiple data sources on a recurring cycle and uses the results to update supervision plans, behavioral supports, training priorities, and emergency readiness.

3.1 Data Sources and Review Cycle

- Office discipline referrals (ODRs), including time/location patterns and repeat referrals
- Suspension/expulsion data (CALPADS and local records), disaggregated by grade level and student group
- Incident logs (medical, safety, facilities, and behavioral incidents), including any law enforcement contacts
- Attendance and tardy patterns (as leading indicators of supervision needs during transitions)
- School climate data (e.g., student/family surveys, staff feedback, and any available CHKS or local instruments)
- Local community conditions relevant to safe ingress/egress (e.g., nearby construction, events, or public safety advisories)

The School Safety Planning Committee reviews a summary dashboard at minimum each semester, with an annual consolidated analysis included in this CSSP and updated prior to adoption.

3.2 Baseline School Climate Indicators (SARC)

As an objective baseline, the School Accountability Report Card (SARC) for AIPCS II reports the following suspension and expulsion rates for the school:

Measure	2020–21	2021-22	2022–23	2024–25	2025-26
Suspensions	0.00%	0.30%	0.88%	3.86%	2.26%
Expulsions	0.00%	0.00%	0.00%	0.00%	0.00%

The SARC also describes AIPCS II as a closed campus with active supervision by administrators and campus supervisors, and regular fire, earthquake, and lockdown drills.

3.3 Current-Year Crime Status Narrative (to be updated annually)

The committee's current-year analysis is documented in Appendix A (Crime Status Assessment Worksheet). At minimum, the analysis should summarize: (a) the most frequent incident types; (b) trends by month and by location (e.g., hallways, cafeteria, restrooms, arrival/dismissal); (c) any safety concerns related to the surrounding community; and (d) prevention actions taken and their observed impact.

For 2025–2026, AIMS' prevention priorities emphasize: (1) strengthened arrival/dismissal and transition supervision; (2) consistent implementation of behavior expectations aligned to Golden E.A.G.L.E.S.; and (3) staff readiness through training, drills, and clear role assignments.

4. Child Abuse and Neglect Reporting Procedures

AIMS is committed to protecting students from harm. In accordance with California Penal Code sections 11164–11174.3 (Child Abuse and Neglect Reporting Act), all employees who are mandated reporters must report known or reasonably suspected child abuse or neglect.

4.1 Definitions (Overview)

- Physical abuse; sexual abuse (assault or exploitation); severe emotional abuse; willful cruelty or unjustified punishment; unlawful corporal punishment or injury; and neglect (acts or omissions).
- Neglect includes negligent treatment or maltreatment that threatens the child's health or welfare.

4.2 Mandated Reporter Responsibilities

- Reports must be made immediately (or as soon as practicably possible) by phone to an appropriate agency.
- A written report must be submitted to the same agency within 36 hours (using the SS 8572 form or successor).
- The duty to report is individual—employees do not satisfy their obligation by reporting only to a supervisor or colleague.
- Do not investigate; do not interview beyond what is necessary for immediate safety; do not promise confidentiality.

4.3 Where to Report (Primary Contacts)

Primary reporting contact (Alameda County): Alameda County Child Abuse Hotline (24/7) – (510) 259-1800.

If there is immediate danger, call 911 first, then complete mandated reporting steps.

A copy of the reporting form and step-by-step guidance is included in Appendix B.

4.4 Internal Notification and Student Support

After making the external report, the mandated reporter should notify the site administrator (or designee) that a report was filed, so that the school can coordinate student safety and support services. Internal notification does not replace the mandated reporter obligation.

- Ensure the student is safe and supervised; contact the nurse/health support staff as needed.
- Document the time, date, and agency contacted; maintain confidentiality and store documentation in a secure location.
- Engage appropriate student support personnel (counseling, mental health, SST) without disclosing unnecessary details.

4.5 Training and Compliance

- All staff receive mandated reporter training at onboarding and at least annually thereafter.
- Training includes recognizing indicators of abuse/neglect, reporting timelines, and documentation requirements.
- Compliance is monitored by the Director of Program Compliance

5. Safe Ingress and Egress Procedures

Safe ingress and egress procedures are designed to protect students and families during the highest-traffic periods of the day—arrival and dismissal—and to reduce risks associated with street traffic, congestion, and community activity in the area surrounding the 12th Street campus & the High school Campus.

5.1 Arrival and Dismissal Supervision Plan

- Campus supervision begins before the start of school and continues through the end of dismissal.
- Staff are assigned to fixed posts at designated entrances/exits, stairwells, hallways, and transition points.
- The Campus Supervisor and Deans of Students lead supervision coverage and coordinate real-time response to safety concerns.
- Parents/guardians may volunteer to support supervision during arrival and dismissal, consistent with AIMS volunteer screening requirements.

5.2 Separation of Student Groups and Controlled Access

AIMS implements controlled movement and, where applicable, separates elementary, middle school, and high school student flows to reduce congestion and improve supervision. Entrances, floors, lunch areas, and instructional spaces may be assigned by grade band to support safety and age-appropriate supervision.

5.3 Traffic, Pedestrian Safety, and Family Communications

- Biannual review of pick-up and drop-off procedures with families; communication via ParentSquare, website postings, and on-site signage.
- Use clearly marked drop-off/pick-up locations and directional signage; reinforce expectations for double-parking, blocking crosswalks, and idling.
- Designate staff coverage during peak dismissal windows (e.g., 2:30–4:00 PM) and adjust staffing based on observed congestion patterns.
- Collect feedback at least twice per year from families, students, and staff; use feedback to refine procedures.

5.4 Safety During Off-Campus Activities

- Field trips and off-campus activities require administrative approval, supervision ratios, emergency contact rosters, and first-aid supplies.
- Staff carry student emergency contact information and ensure medication protocols are followed (per health office procedures).
- Transportation vendors, if used, must meet charter district screening and insurance requirements.

6. Campus Safety and Security

6.1 Closed Campus and Visitor Management

AIMS maintains a closed campus during instructional hours. All visitors must enter through the main office, present government-issued identification, sign in, and wear a visitor badge while on campus. Staff are expected to challenge individuals on campus without proper identification or authorization.

- Main entrance procedures include controlled access, sign-in/out logs, and visitor badge issuance.
- Vendors/contractors must check in and may be escorted depending on the scope of work and area accessed.
- *Visitors* are limited to areas needed for their purpose; access to student areas is restricted unless authorized.

6.2 Staff Identification, Access Control, and Keys

- Exterior doors remain secured during the school day; unused doors remain locked.
- Key/card access is issued based on role and is tracked by Facilities; lost keys are reported immediately.
- Emergency bar locks and other life-safety hardware are maintained consistent with fire code requirements.

6.3 Student Release and Custody Protections

Students are released only to adults listed in the student's emergency contacts or as authorized in writing by the parent/guardian. Office staff verify identification and authorization prior to release. Court orders and custody restrictions are maintained in student records and followed.

- Early release requires office sign-out and verification of identity.
- In emergencies, reunification procedures (Section 8.6) are used to ensure controlled and documented release.

6.4 Background Checks and Volunteer Screening

- All employees complete background checks as required by law and charter district policy prior to service.
- Volunteers and contractors are screened consistent with AIMS policies and are supervised as appropriate.

6.5 Trespassers and Disruptive Individuals

A trespasser is an individual on campus without legitimate business or authorization. Staff should immediately notify the office and the Campus Supervisor. If a person refuses to leave, becomes disruptive, or presents a threat, staff call 911 and implement the appropriate command (e.g., Secure Campus or Lockdown).

6.6 Reporting Safety Concerns

- Students and staff are encouraged to report safety concerns immediately to any adult, the office, or via established reporting channels.
- Anonymous reporting options may be made available; all reports are triaged by the Dean of Students / administrator and documented.
- Threats of violence or weapons are treated as emergencies and escalated immediately.

7. Safe and Orderly Learning Environment

AIMS maintains safety through prevention-first systems: clear expectations, consistent supervision, early intervention, and supportive discipline practices that protect instructional time and student dignity. Expectations are anchored in AIMS Golden E.A.G.L.E.S. values and reinforced through consistent routines.

7.1 Schoolwide Expectations and Supervision

- Consistent routines for arrival, transitions, classroom entry/exit, and dismissal.
- Active supervision in high-traffic locations (hallways, stairwells, restrooms, cafeteria) during transitions.
- Clear signage and posted expectations; staff re-teach expectations after breaks and as needed.

7.2 Discipline Rules and Procedures (Overview)

Discipline practices prioritize safety, learning continuity, and student growth. The AIMS Student and Family Handbook and school-level codes of conduct outline behavioral expectations, progressive interventions, due process protections, and parent/guardian communications. Where behavior presents an immediate safety concern, emergency procedures take precedence.

- Progressive interventions: reteaching, restorative conversations, parent contact, behavior plans, and referral to student support team (SST) as appropriate.
- Documentation: office discipline referrals and administrative actions are documented and reviewed for trends.
- Due process: students receive notice of alleged misconduct and an opportunity to respond; parents are notified per policy.

7.3 Suspension and Expulsion (Summary)

Suspension and expulsion are used only when necessary to protect safety and maintain an orderly learning environment. Procedures align with applicable Education Code provisions and charter district policies, including documentation, parent notification, and appeal rights.

- Suspension is typically reserved for serious misconduct or repeated violations after interventions.
- Expulsion is reserved for the most serious offenses as defined by law and policy, with formal hearing procedures.
- Alternative supports and restorative interventions are considered whenever appropriate.

7.4 Notification of Teachers Regarding Dangerous Pupils

Consistent with Education Code requirements, AIMS notifies appropriate staff when they have a legitimate educational interest and when such notification is necessary to protect safety. Notifications are managed by the site administrator or Dean of Students and are shared confidentially.

- Information shared is limited to what is necessary for safety and supervision planning.
- Records are maintained securely and access is restricted.

7.5 Prohibiting Discrimination, Harassment, Intimidation, and Bullying

AIMS prohibits unlawful discrimination, harassment, intimidation, and bullying on the basis of protected characteristics. Students and families may report concerns to school administration or through established complaint processes (including Uniform Complaint Procedures and Title IX processes, as applicable).

- All reports are investigated promptly; interim safety measures are implemented as needed.
- Retaliation is prohibited.
- Support services are offered to impacted students.

7.6 Dress Code (If Applicable)

If a dress code is in effect, it is applied consistently and in a manner that supports safety, minimizes disruption, and respects student identity. Dress code details are maintained in the student handbook and communicated annually.

8. Disaster Procedures and Emergency Response

This section defines the organizational structure, communications, and response protocols used to manage emergencies. AIMS uses the Incident Command System (ICS) framework to ensure clear roles, redundancy, and coordination with public safety agencies.

8.1 Incident Command System (ICS) Structure

During an emergency, the Incident Commander (IC) is typically the site administrator (or designee). The IC assigns section leads as needed based on the nature and scale of the incident.

ICS Role	Primary Responsibilities
Incident Commander (IC)	Overall command; activates emergency command; liaises with first responders; authorizes communications and reunification.
Operations	Manages tactical response: evacuation, lockdown, search/clear, first aid, student accounting.
Planning/Student Accounting	Tracks attendance/accountability; maintains situation status; documents actions; supports reunification data.
Logistics	Supplies, radios, keys, facilities support, utilities shutoff coordination, staging of equipment.
Public Information / Family Liaison	Coordinates messages to families, staff, and media (as authorized by IC).

Role assignments and backups are maintained in Appendix C and updated annually.

8.2 Emergency Communications

- Internal communications: intercom/PA announcements, two-way radios, runners, and direct phone calls as needed.
- External communications: 911 and direct contact with OPD/OFD when appropriate; coordination with charter district office.
- Family communications: ParentSquare (or successor), phone calls, and posted updates at reunification sites.
- Media communications: handled by authorized district leadership or designee; staff do not provide interviews during active incidents.

8.3 Emergency Equipment and Supplies

- Classroom go-kits: roster, emergency cards, first-aid supplies, flashlight, whistle, basic PPE as applicable.
- Campus supplies: AED(s), trauma/first-aid kits, fire extinguishers, emergency water/food (as applicable), and student medications per health plan.
- Opioid overdose response: naloxone (Narcan) is maintained and accessible to trained staff per Section 9.6.
- Facilities: keys and access tools for emergency egress; utility shutoff information maintained in confidential appendix.

8.4 Required Drills and Exercise Program

AIMS conducts required drills and documents completion, outcomes, and follow-up actions. Drill schedules may be adjusted for instructional calendars and campus conditions.

Drill/Exercise	Minimum Frequency
Fire Drill	Monthly
Earthquake/Drop-Cover-Hold On Drill	At least once per quarter
Lockdown Drill	At least twice per year
Shelter-in-Place / Secure Campus (tabletop or functional)	At least once per year
Reunification Exercise (tabletop)	At least once per year

Drill logs and after-action templates are provided in Appendix D.

8.5 Core Response Procedures

8.5.1 Evacuation

- Announce “EVACUATE” and type of emergency if known (e.g., fire, gas leak).
- Teachers take rosters and go-kits; close doors if safe to do so; use posted routes.
- Proceed to designated assembly area; take attendance immediately; report missing/unaccounted students to Student Accounting.
- Do not re-enter buildings until the Incident Commander issues an all-clear in coordination with first responders.

8.5.2 Earthquake Procedure

- During shaking: “Drop, Cover, and Hold On.” Stay away from windows and heavy objects.
- After shaking stops: assess injuries and hazards; evacuate if directed; do not use elevators.
- At assembly area: take attendance; render first aid; anticipate aftershocks; await instructions.

8.5.3 Lockdown

- Lock classroom/office doors; lights off; move students out of line of sight; silence phones.
- Do not open the door for anyone; follow law enforcement directions when present.
- Take attendance silently; prepare to communicate status via a pre-established method (e.g., colored card in window, radio, text).
- Remain in lockdown until an official all-clear is given by administration or law enforcement.

8.5.4 Shelter-in-Place

- Move to interior space as directed; close windows/doors; shut ventilation if directed.
- Maintain attendance; continue instruction if appropriate; await updates.
- Prepare for extended sheltering (water, restroom plan) if the incident is prolonged.

8.6 Family Reunification

Reunification is activated when students must be released from a designated location following an evacuation or extended incident. AIMS uses a controlled process to ensure students are released only to authorized adults and that student whereabouts are documented.

- Identify and announce reunification site(s): primary and alternate locations.

- Set up stations: Check-in/ID verification; Student runner/dispatch; Release and documentation; Support services.
- Require government-issued photo ID; verify against emergency contacts; document time of release.
- Do not release students to unauthorized individuals; consult administrators for custody restrictions.

Detailed reunification forms and station roles are included in Appendix E.

9. Incident-Specific Response Protocols

This section provides procedures for likely incident types. The Incident Commander may adjust actions based on real-time conditions and first-responder direction.

9.1 Medical Emergency

- Call 911 for life-threatening emergencies; send a runner to the office.
- Do not move the student unless necessary for immediate safety.
- School staff trained in CPR/First Aid respond; retrieve AED if needed.
- Assess severity of injury and CPR/First Aid trained staff will apply necessary first aid until EMS arrive.
- Notify parent/guardian as soon as practicable; document incident.

9.2 Behavioral Crisis / Threat of Self-Harm

- Do not leave the student alone; notify administrator/counselor immediately.
- If imminent danger: call 911 and/or 988 as appropriate; follow crisis response protocol.
- Engage mental health staff and follow district suicide prevention policy (assessment, safety plan, parent contact, documentation).
- After incident: provide support to affected students/staff; conduct re-entry meeting(s) and monitor.

9.3 Intruder / Unauthorized Person

- Notify the office and Campus Supervisor immediately; provide location and description.
- If threat is credible: initiate Secure Campus or Lockdown as directed; call 911.
- Do not physically engage unless necessary to protect students from immediate harm.

9.4 Weapons / Active Assailant (Tactical Response)

Any report of a weapon, shots fired, or credible threat of lethal violence is treated as an immediate emergency. Call 911 and implement Lockdown or Evacuation based on conditions.

- If inside and assailant is outside/unknown: LOCKDOWN.
- If inside and safe route exists away from threat: EVACUATE (run) to a safe off-site location and notify IC.
- If direct contact is imminent and evacuation is not possible: barricade, conceal, and prepare to defend life (last resort).
- When law enforcement arrives: keep hands visible; follow commands; do not run toward officers.

Security-sensitive tactical details, building schematics, and law enforcement coordination notes are maintained in Confidential Appendix F.

9.5 Bomb Threat / Suspicious Package

- Keep the caller on the line if possible; record details (voice, background sounds, exact wording).
- Notify administration immediately; call 911.
- Do not use radios or cell phones near a suspected device if instructed by law enforcement.
- Evacuate when directed; do not touch suspicious packages; restrict access to the area.

9.6 Opioid Overdose Response (Naloxone)

AIMS maintains naloxone (Narcan) and trains designated staff in its use. Suspected opioid overdose is a medical emergency.

- Call 911 immediately; send a runner to the office and request a naloxone kit.
- Assess responsiveness and breathing; begin rescue breathing/CPR if trained and indicated.
- Administer naloxone per training and product instructions; continue to monitor and provide rescue breathing/CPR as needed.
- Stay with the individual until EMS arrives; provide EMS with details and any known substance information.
- Notify site administrator; complete incident documentation and follow-up support.

- Report all reversals to Naloxone@dhcs.ca.gov after each use.

9.7 Seizure Response

- Remain calm and note the time the seizure begins.
- Protect the student from injury: assist to the ground if necessary, clear surrounding objects, place something soft under the head, and loosen restrictive clothing.
- Do not restrain the student and do not place anything in the student's mouth. Do not give food or drink during the seizure.
- After seizure activity stops, place the student on their side (recovery position) and monitor breathing and responsiveness.
- Notify the health coordinator or site administrator immediately. Follow the student's Seizure Action Plan if one is on file.
- Call 911 if:
    - Seizure lasts longer than 5 minutes
    - Repeated seizures occur without recovery
    - Student has difficulty breathing
    - Student sustains injury
    - Seizure occurs in water
    - It is the first known seizure
    - Emergency medication is administered
    - Student does not regain consciousness
    - Notify the parent/guardian as soon as practicable.
- Document the incident and submit required reports according to district procedures.

9.8 Sudden Cardiac Arrest Response

- Recognize the emergency: individual collapses, is unresponsive, and is not breathing normally.
- Activate emergency response: call 911 immediately and notify the front office and health coordinator.
- If CPR trained, begin hands-only CPR immediately and continue until emergency responders arrive or the individual regains responsiveness.
- Retrieve and use the Automated External Defibrillator (AED) as soon as possible; follow the device voice prompts.
- Direct EMS responders to the scene and maintain a safe area for emergency personnel.
- Notify the site administrator and parent/guardian (if a student is involved) as soon as practicable.
- Document the incident and submit required reports according to district procedures.

AEDs shall be maintained in accessible, clearly marked locations on campus and inspected regularly according to manufacturer guidelines.

Designated staff shall receive CPR/AED training annually, consistent with nationally recognized emergency cardiac care guidelines.

9.9 Communicable Disease Outbreak Response

The school will maintain procedures for monitoring illness trends, promoting hand hygiene and respiratory etiquette, and coordinating with local health authorities during communicable disease events.

- Report suspected outbreaks immediately to the health coordinator and site administrator for assessment and coordination.
- Isolate individuals exhibiting symptoms of communicable illness and supervise them in a designated health area until they can safely leave campus.
- Notify the local public health department and follow guidance regarding reporting, testing, isolation, exclusion, or quarantine requirements.
- Communicate with staff and families regarding symptoms, prevention measures, and public health recommendations while maintaining student confidentiality.
- Implement infection control measures such as increased cleaning and disinfection of high-touch surfaces, respiratory hygiene, and handwashing protocols.
- Follow public health guidance regarding classroom, activity, or school closures if necessary to limit disease spread.
- Document actions taken and maintain records of communications, reported cases, and response measures in accordance with district procedures.

9.10 Severe Allergic Reaction Response

- Recognize signs of a severe allergic reaction, including difficulty breathing, swelling of the face or throat, hives, dizziness, vomiting, or loss of consciousness.
- Activate emergency response: call 911 immediately and notify the health coordinator and site administrator.
- Administer epinephrine (EpiPen or authorized auto-injector) immediately if available and trained to do so, following the individual's Allergy Action Plan when applicable.
- Monitor the individual's breathing and responsiveness and keep them lying down with legs elevated if possible unless breathing is difficult.
- A second dose of epinephrine may be administered if symptoms continue and in accordance with medical authorization.
- Remain with the individual until EMS arrives and provide responders with relevant health information.
- Notify the parent/guardian as soon as practicable and document the incident according to school procedures.
- Document the incident and submit the required report according to district procedures.

9.11 Asthma Emergency Response

Students with asthma should have an Asthma Action Plan and medication authorization on file as required by district policy and state law.

Designated staff shall receive training on recognizing asthma symptoms and assisting with emergency response procedures.

- Recognize signs of an asthma emergency, including severe coughing, wheezing, chest tightness, shortness of breath, difficulty speaking, or bluish lips or fingernails.
- Notify the school nurse and site administrator immediately.
- Assist the student with using their prescribed quick-relief inhaler (rescue medication) according to their Asthma Action Plan, if one is on file.
- Keep the student calm and seated upright while monitoring breathing and responsiveness.
- Call 911 immediately if symptoms do not improve after medication, worsen rapidly, or if the student has severe breathing difficulty or loss of consciousness.
- Remain with the student until symptoms improve or emergency responders arrive.
- Notify the parent/guardian as soon as practicable and document the incident according to school procedures.
- Document the incident and submit the required report according to district procedures.

9.12 Diabetic Emergency Response

Students with diabetes shall have a Diabetes Medical Management Plan (DMMP) or Individualized Health Plan (IHP) on file, including medication authorization as required by district policy and state law.

Designated staff shall receive training on recognizing diabetic emergencies and assisting with appropriate response procedures.

- Recognize signs of a diabetic emergency, including shakiness, sweating, confusion, dizziness, headache, irritability, extreme thirst, nausea, or loss of consciousness.
- Notify the health coordinator and site administrator immediately.
- If the student is conscious and able to swallow, provide a fast-acting source of glucose (such as glucose tablets, juice, or candy) in accordance with the student's Diabetes Medical Management Plan (DMMP) or health plan.
- Allow the student to rest and monitor their condition until symptoms improve.
- Call 911 immediately if the student is unconscious, having a seizure, unable to swallow safely, or symptoms do not improve after treatment.
- Administer emergency medication (such as glucagon) if authorized by physician order and trained staff are available.
- Notify the parent/guardian as soon as practicable and document the incident according to school procedures.
- Document the incident and submit the required report according to district procedures.

9.13 Medical Response for Students with Disabilities

- Maintain a confidential list of students with disabilities who have medical conditions requiring emergency response, based on health plans, IEPs, or 504 plans.
- Designate trained staff and backup personnel responsible for responding to medical emergencies and assisting affected students.
- Staff will recognize signs of medical distress and immediately notify the office, initiate first aid as trained, and contact emergency services (911) when necessary.
- Ensure authorized access to emergency medications and medical equipment (e.g., epinephrine, inhalers, AEDs, diabetic supplies) and maintain awareness of their locations.
- Notify the health coordinator and administration immediately and contact parents/guardians according to district protocols; provide relevant medical information to emergency responders.
- Maintain supervision and provide appropriate accommodations during the emergency while ensuring the safety of surrounding students.

- Document the incident, actions taken, medications administered, and notifications made in accordance with district reporting procedures.
- Provide annual staff training on medical emergency response and review procedures regularly to ensure continued compliance and effectiveness.

9.14 Fire / Smoke / Gas Leak

- Pull the fire alarm if present; announce EVACUATE; call 911.
- If gas smell: do not use electrical switches; evacuate immediately; contact PG&E after 911 as appropriate.
- Account for all students at the assembly area; do not re-enter until cleared.

9.15 Hazardous Materials / Air Quality

- If external hazard (smoke, chemical release): SHELTER-IN-PLACE; close doors/windows; shut HVAC if directed.
- If internal spill: evacuate immediate area; isolate; call 911 if needed; consult MSDS/SDS and trained staff.
- Communicate updates to families as appropriate.

10. Continuity of Operations and Student Support

10.1 Continuity of Operations (COOP)

AIMS maintains continuity of operations procedures to sustain essential functions during disruptions (e.g., facility closure, utility outage, public health event). The COOP outlines decision-making authority, communications, temporary relocation, and restoration of services.

- Decision-making: Incident Commander consults with charter district leadership to determine closures, relocations, or schedule changes.
- Communications: ParentSquare and other channels provide timely updates; staff are contacted via established channels.
- Temporary relocation: an alternate site may be utilized if available and safe (e.g., 746 Grand Avenue, Oakland), subject to facilities and authorization.
- Instructional continuity: teachers and staff implement remote or alternative instructional plans as directed; access needs are assessed for students requiring devices/connectivity.

10.2 Pandemic / Communicable Disease Response

- Follow guidance from Alameda County Public Health and California Department of Public Health (CDPH).
- Maintain infection prevention measures appropriate to current conditions (hand hygiene, cleaning protocols, isolation procedures).
- Communicate requirements and updates to families and staff; maintain privacy consistent with FERPA.

10.3 Cybersecurity and Data Protection During Emergencies

- Maintain secure access to student information systems and communications tools.
- Use approved platforms for remote instruction and communications; avoid sharing sensitive information via unsecured channels.
- Report suspected breaches immediately to administration/technology coordinator; follow incident response procedures.

10.4 Supporting Immigrant Students and Family Rights

AIMS is committed to ensuring that schools remain safe and welcoming spaces for learning and teaching, regardless of a student's immigration status. Staff safeguard privacy rights under FERPA and follow established protocols for requests from immigration enforcement on school grounds.

- Do not share student records or information without appropriate legal process and authorization.
- Direct any request from immigration enforcement to the site administrator and district leadership.
- Provide families with available resources and referrals as appropriate.

11. Public Agency Access and Use of School Facilities

AIMS cooperates with local public safety agencies and authorized public agencies as permitted by law. During emergencies, the Incident Commander coordinates access to campus and, when appropriate, supports unified command with responding agencies.

11.1 Public Agency Access During Emergencies

- Law enforcement, fire, EMS, and other authorized agencies may access campus for emergency response, investigation, or protective actions.
- The Facilities Manager or designee provides access information and supports utilities shutoff coordination as needed.
- Staff follow directions of the Incident Commander and first responders; campus access points are managed to maintain scene integrity.

11.2 Community/Third-Party Use of Facilities (Non-Emergency)

Use of AIMS facilities by outside organizations requires prior approval, a facilities use agreement, compliance with insurance requirements, and adherence to campus safety procedures (including visitor controls and supervision expectations).

12. First Responder Review

To strengthen coordination and meet Education Code expectations, AIMS submits the CSSP for review to appropriate local first responders (law enforcement and fire). Feedback is documented and incorporated as feasible without compromising student privacy or campus security.

12.1 Agencies for Review (12th Street Campus & High school Campus)

- Oakland Police Department (OPD) – Community Resource/School Liaison (as assigned)
- Oakland Fire Department (OFD) – Fire Prevention Bureau / Emergency Management liaison (as assigned)
- Alameda County Office of Education / County Office of Emergency Services (as applicable)

12.2 Review Process and Documentation

1. Provide first responders with the CSSP public version and, when requested, the confidential appendices necessary for operational coordination.
2. Request written feedback using the First Responder Review Form (Appendix G).
3. Document any recommended changes, decisions, and implementation timelines.
4. Maintain review evidence (email confirmations, signed forms) with the plan's document control record.

A completed review form is required for submission readiness. See Appendix G.

Appendices

The following appendices provide templates and documentation used to implement and maintain this CSSP.

Appendix A — Crime Status Assessment Worksheet (Annual)

Complete this worksheet annually using discipline data, incident logs, attendance patterns, and school climate input. Attach supporting tables/graphs as available.

Prompt	K-8	HS
1. Date range of data reviewed (e.g., Aug–Dec; Jan–May):		
2. Top 5 incident categories (by frequency):		Vaping Physical altercation
3. Top locations/times for incidents (hot spots):		Location: Student bathrooms and hallway Times: Before lunch time and transition
4. Suspension/expulsion counts and rates (with notes on disproportionality checks):		As of Mar 4 for SY26-27, AIMS HS has had 5 suspensions.
5. Safety concerns related to ingress/egress or neighborhood conditions:		
6. Effectiveness of prevention actions implemented this year:		Campus supervisor circulate the building Conflict resolution between students Educational and informational materials to students
7. Priorities for next year (supervision, training, supports, facilities):		Vaping senors Security officers More camera

Appendix B — Mandated Reporter Quick Guide

- Call Alameda County Child Abuse Hotline (24/7): (510) 259-1800 (or 911 if immediate danger).
- Submit a written report (SS 8572) within 36 hours to the same agency.
- Document the report reference number and time/date of submission.
- Notify site administrator after external report for student support coordination (do not delay reporting).

SS 8572 form can be obtained from the California Department of Justice website or county resources.

Appendix C — ICS Role Assignments (Update Annually)

Complete and post internally. Maintain a backup for each role.

ICS Role	Primary	Backup
Incident Commander (IC)	Jonathan Winn - Head of School k-8th Julia Li - Head of School 9-12th	Mikale Wooten - Dean of students 6-8th grade Brenda Nixon Assistant Head of school (9th -12th)
Operations	Osondu Harambe - Director of Compliance	Jimmie Brown - Director of compliance)
Planning/Student Accounting	Monique Oatis -AIMS parent United	Rosa Vargas - Aims Parent United
Logistics	Osondu Harambe - Director of Compliance	Jimmie Brown - Director of Compliance
Public Information / Family Liaison	Yesenia Duarte - Community school Manager	Laila Ahmad -Nutritional service Coordinator
	Alexis Brown - Health Coordinator	

Appendix D — Fire Drill Log and After-Action Review

12th Street Campus Drill Log

Date	Drill Type	Start/End Time
01/08/26	Fire Drill	9:15am-9:22am
12/11/2025	Fire Drill	9:15am-9:25am
11/13/2025	Fire Drill	9:15am-8:00am
10/09/2025	Fire Drill	9:15am-9:23am
09/30/2025	Fire Drill	9:15am-9:27am
08/28/2025	Fire Drill	9:15am-9:25am

High School Campus Drill Log

Date	Drill Type	Start/End Time
03/19/2026	Fire Drill	
02/19/2026	Fire Drill	9:00 AM- 9:08 AM
01/	Fire Drill	
12/18/25	Fire Drill	9:00 AM - 9:10 AM
	Fire Drill	
	Fire Drill	

After-Action Review (AAR) Template

Prompt	Response
What happened (brief timeline)?	Performed our monthly and quarterly drill with all staff and students.
What went well?	The evacuation process has improved in addition to students and staff response time
What needs improvement?	Consistently getting the evacuation time to 5 minutes total
Any communication issues?	I have not experienced any communications issues
Any facilities/access issues?	There are not facilities/ access issued
Corrective actions (with owners and due dates):	

Appendix E — Quaterly Drill Log and After-Action Review

12th Street Campus Drill Log

Date	Drill Type	Start/End Time
Q1-10/16/2025	Lockdown	9:00AM-9:04 AM
Q1-10/16/2025	EarthQuack	9:00AM-9:03 AM
Q2-01/15/2026	Lockdown	9:15AM-9:05 AM
Q2-01/15/2026	EarthQuack	9:00AM-9:07AM
Q3-03/04 /2026	Lockdown	1:10 PM- 1:14 PM
Q3-03/ 09 /2026	EarthQuack	10:10 AM- 10:15PM-

High School Campus Drill Log

Date	Drill Type	Start/End Time
Q1-	Lockdown	
Q1-	EarthQuack	
Q2-	Lockdown	
Q2-	EarthQuack	
Q3-03/16/26	Lockdown	12:00PM-
Q3-03/05/26	EarthQuack	9:15 AM-9:19 AM

Appendix F — Reunification Forms (Templates)

Sample Reunification Check-In Form (Template)

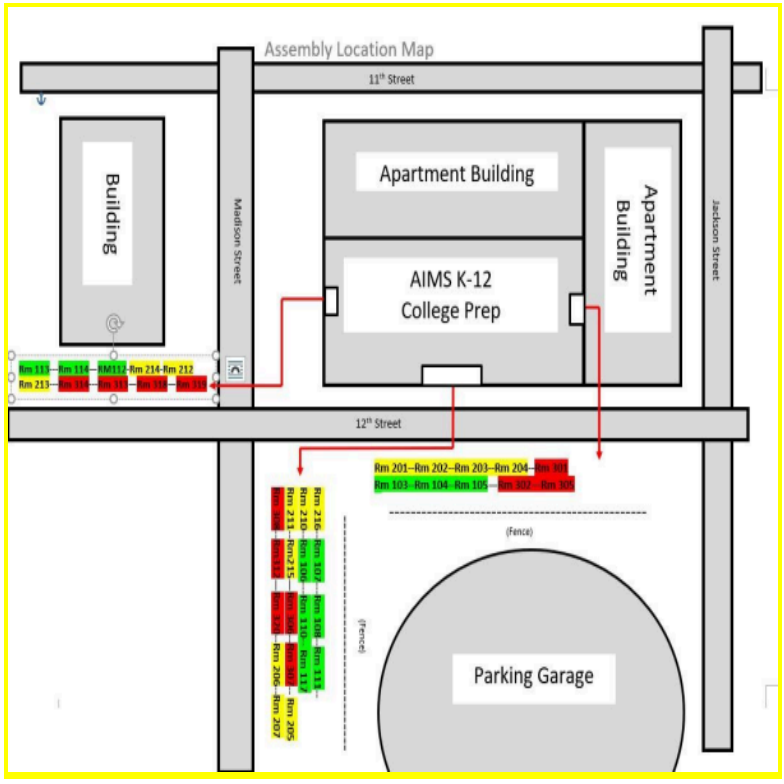
Student Name	Grade/Homeroom	Authorized Adult (Name/ID Verified)	Time Released / Staff Initials

Station roles and flow charts should be posted internally at reunification sites.

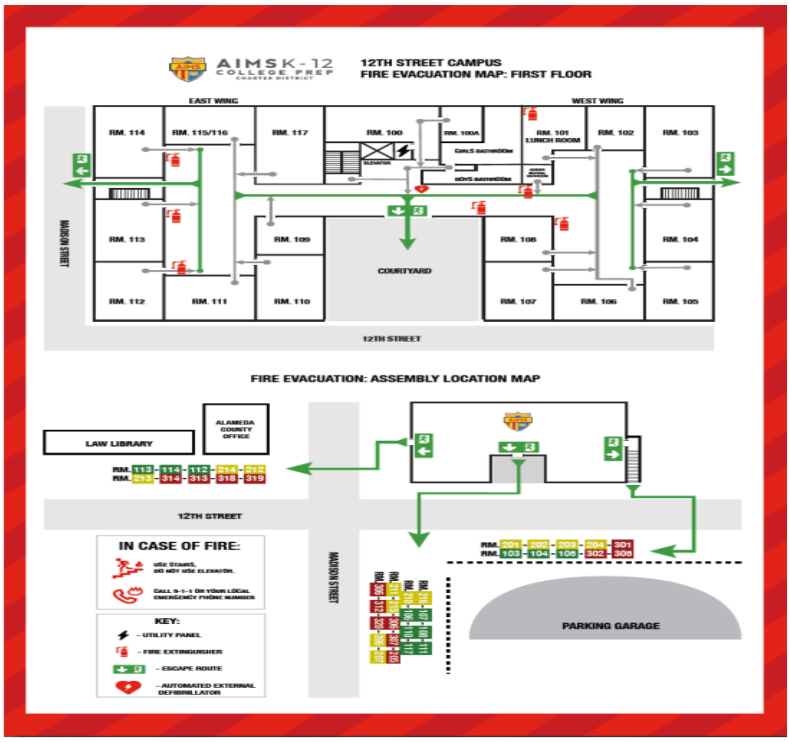
Appendix G — Confidential Appendices (Internal / First Responders Only)

This appendix is maintained separately from the public CSSP and may include: detailed campus maps, evacuation routes, assembly areas, camera locations, utility shutoffs, keys/access protocols, and tactical coordination notes. Distribute only to authorized staff and first responders.

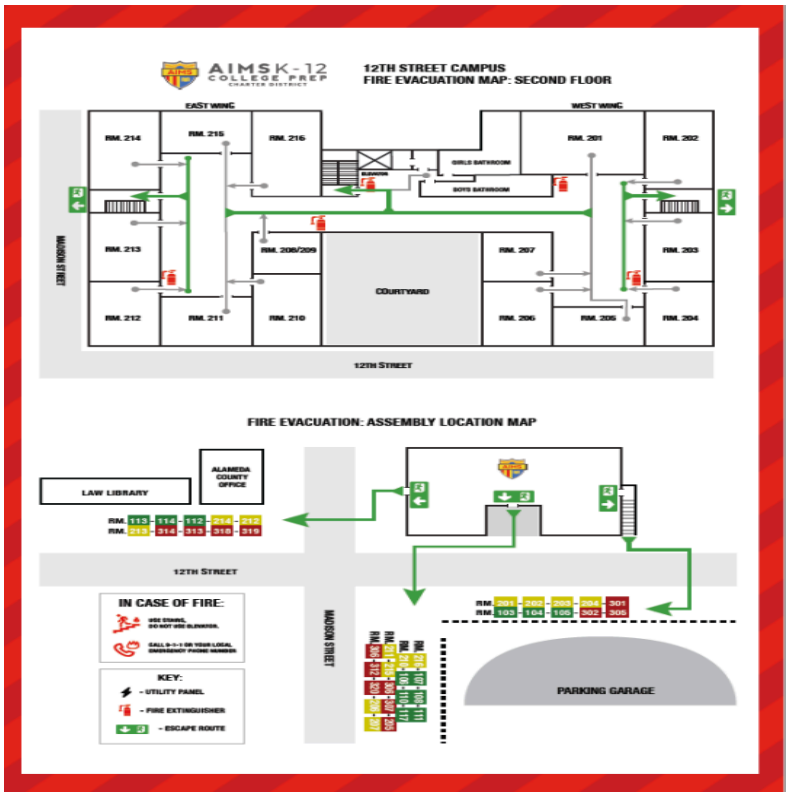
12th Street Evacuation Plan:



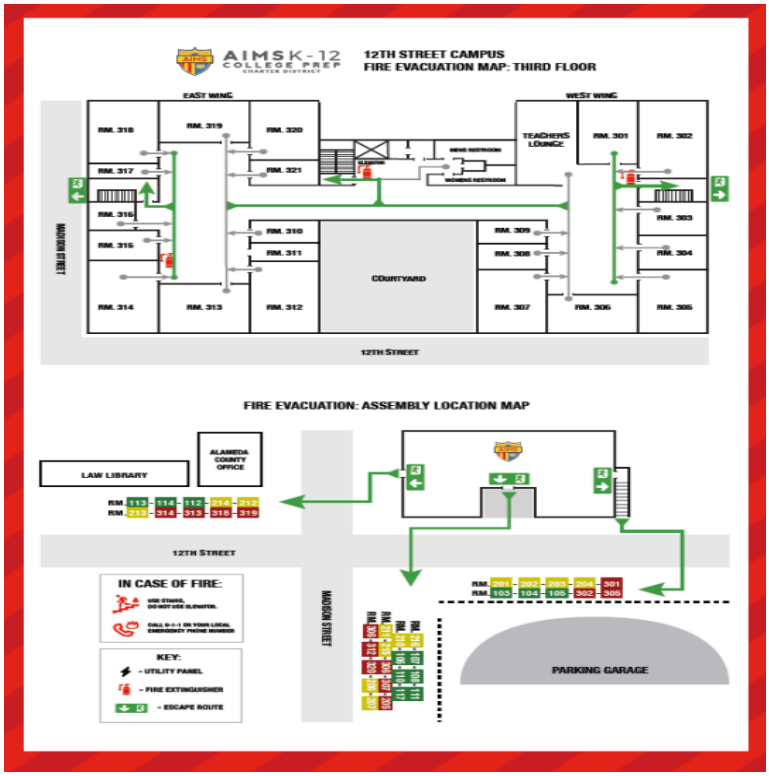
12th Street 1st floor Evacuation Map:



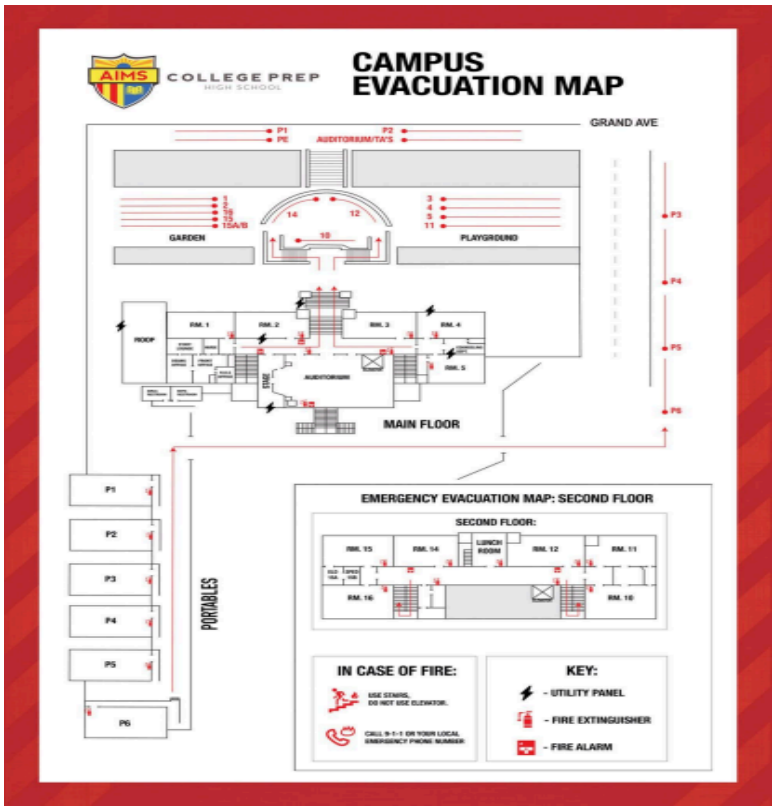
12th street 2nd Floor Evacuation Map:



12th Street 3rd Floor Evacuation Map



High School 2nd Floor Evacuation Map:



Appendix H — First Responder Review Form

Complete one form per agency and attach evidence of submission and feedback.

Item	Response
School/Campus:	
Agency (OPD/OFD/Other):	
Reviewer Name/Title:	
Reviewer Contact (email/phone):	
Date CSSP provided:	
Materials provided (Public CSSP; Confidential appendices):	
Feedback summary / recommended changes:	
AIMS response / actions taken:	

Reviewer Signature: _____ Date: _____

Appendix I — Record of Change (Plan Maintenance)

Version	Date	Summary of Changes	Approved By

Appendix J — Education Code Key Components Crosswalk

This crosswalk is included to support submission review and to demonstrate coverage of Education Code key components.

Required Component	Where Addressed
Assessment of current status of school crime	Section 3; Appendix A
Child abuse reporting procedures	Section 4; Appendix B
Disaster procedures (incl. earthquake)	Section 8; Section 9
Suspension/expulsion policies	Section 7.3
Teacher notification regarding dangerous pupils	Section 7.4
Discrimination/harassment/intimidation/bullying policies	Section 7.5
Dress code	Section 7.6
Safe ingress and egress procedures	Section 5
Procedures to ensure a safe and orderly environment	Section 7; Section 6
Tactical response protocols	Section 9.4; Confidential Appendix F
First responder review	Section 12; Appendix G

Coversheet

Public Comment On Closed Session Items

Section: IV. Closed Session
Item: A. Public Comment On Closed Session Items
Purpose: Discuss
Submitted by:
Related Material: Safe Harbor Agenda for Closed Sessions (4843-4002-2251.v1) (1).pdf

Safe Harbor Agenda for Closed Sessions

§ 54954.5. Description of closed session items

For purposes of describing closed session items pursuant to Section 54954.2, the agenda may describe closed sessions as provided below. No legislative body or elected official shall be in violation of Section 54954.2 or 54956 if the closed session items were described in substantial compliance with this section. Substantial compliance is satisfied by including the information provided below, irrespective of its format.

(a) With respect to a closed session held pursuant to Section 54956.7:

LICENSE/PERMIT DETERMINATION
Applicant(s): (Specify number of applicants)

(b) With respect to every item of business to be discussed in closed session pursuant to Section 54956.8:

CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: (Specify street address, or if no street address, the parcel number or other unique reference, of the real property under negotiation)

Agency negotiator: (Specify names of negotiators attending the closed session) (If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator so long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Negotiating parties: (Specify name of party (not agent))

Under negotiation: (Specify whether instruction to negotiator will concern price, terms of payment, or both)

(c) With respect to every item of business to be discussed in closed session pursuant to Section 54956.9:

CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Section 54956.9)
Name of case: (Specify by reference to claimant's name, names of parties, case or claim numbers)

or

Case name unspecified: (Specify whether disclosure would jeopardize service of process or existing settlement negotiations)

CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (Specify number of potential cases)

(In addition to the information noticed above, the agency may be required to provide additional information on the agenda or in an oral statement prior to the closed session pursuant to paragraphs (2) to (5), inclusive, of subdivision (e) of Section 54956.9.)

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (Specify number of potential cases)

(d) With respect to every item of business to be discussed in closed session pursuant to Section 54956.95:

LIABILITY CLAIMS
Claimant: (Specify name unless unspecified pursuant to Section 54961)
Agency claimed against: (Specify name)

(e) With respect to every item of business to be discussed in closed session pursuant to Section 54957:

THREAT TO PUBLIC SERVICES OR FACILITIES
Consultation with: (Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title)

PUBLIC EMPLOYEE APPOINTMENT
Title: (Specify description of position to be filled)

PUBLIC EMPLOYMENT
Title: (Specify description of position to be filled)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: (Specify position title of employee being reviewed)

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
(No additional information is required in connection with a closed session to consider discipline, dismissal, or release of a public employee. Discipline includes potential reduction of compensation.)

(f) With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:
CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: (Specify names of designated representatives attending the closed session) (If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative so long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Employee organization: (Specify name of organization representing employee or employees in question)

or

Unrepresented employee: (Specify position title of unrepresented employee who is the subject of the negotiations)

(g) With respect to closed sessions called pursuant to Section 54957.8:

CASE REVIEW/PLANNING
(No additional information is required in connection with a closed session to consider case review or planning.)

(h) With respect to every item of business to be discussed in closed session pursuant to *Sections 1461, 32106, and 32155 of the Health and Safety Code* or *Sections 37606 and 37624.3 of the Government Code*:

REPORT INVOLVING TRADE SECRET
Discussion will concern: (Specify whether discussion will concern proposed new service, program, or facility)
Estimated date of public disclosure: (Specify month and year)

HEARINGS
Subject matter: (Specify whether testimony/deliberation will concern staff privileges, report of medical audit committee, or report of quality assurance committee)

(i) With respect to every item of business to be discussed in closed session pursuant to Section 54956.86:

CHARGE OR COMPLAINT INVOLVING INFORMATION PROTECTED BY FEDERAL LAW
(No additional information is required in connection with a closed session to discuss a charge or complaint pursuant to Section 54956.86.)

(j) With respect to every item of business to be discussed in closed session pursuant to Section 54956.96:

CONFERENCE INVOLVING A JOINT POWERS AGENCY (Specify by name)
Discussion will concern: (Specify closed session description used by the joint powers agency)
Name of local agency representative on joint powers agency board: (Specify name)

(Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives.)

(k) With respect to every item of business to be discussed in closed session pursuant to Section 54956.75:

AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE