

Comprehensive School Safety Plan SB 187 Compliance Document

**2019-2020
School Year**

School: Calistoga Junior/Senior High School
CDS Code: 28662412831758
District: Calistoga Joint Unified School District
Address: 1608 Lake Street
Calistoga, CA 94515
Date of Adoption: December 16, 2019

Approved by:


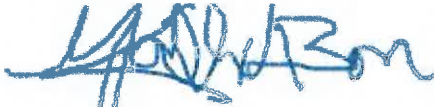

Name	Title	Signature	Date
Raul Guerrero	Principal		
Kathy Bone	SSC Chairperson		
Eric Heitz	School Safety Committee Lead		

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Senate Bill 187: Comprehensive School Safety Plan Purpose

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.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

A copy of the Comprehensive School Safety Plan is available for review at Calistoga Junior/Senior High School.

Safety Plan Vision

In accordance with Board Policy, Calistoga Joint Unified School District's Board of Trustees recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

In accordance with Board Policy, the administrative team of Calistoga Junior/Senior High School establishes rules to ensure the welfare, safety, and security of all students.

Components of the Comprehensive School Safety Plan (EC 32280–32289)

Calistoga Junior/Senior High School Safety Committee

Assessment of School Safety

Through Board Policy 3516, the Calistoga Joint Unified School District Board of Trustees recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters and which shall be included in the district's comprehensive safety plan. In developing the district and school emergency plans, the Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators.

In accordance to Board Regulation 3516, the Superintendent or designee shall ensure that district and school site plans address, at a minimum, the following types of emergencies and disasters: fire, earthquake or other natural disaster, bomb threats, and campus intruder. Calistoga Junior/High School engages in all of these drills at least once a year.

A protocol for dealing with suicide or other loss of life has been developed by the school, with assistance from the district. A district system for providing counseling services following a tragedy is in place.

Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)

Calistoga Junior/Senior High School is within a Drug-Free Zone established by the City of Calistoga and is posted as such. The Board of Trustees believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board desires to keep district schools free of alcohol and other drugs in order to help prevent violence, promote school safety and create a well-disciplined environment conducive to learning. Through curriculum taught within classes, Calistoga Junior/Senior High School supports the Board Regulations. The curriculum of all elementary and secondary schools shall include instruction on the effects upon the human body, as determined by science, of tobacco, alcohol, narcotics, dangerous drugs as defined in Health and Safety Code 11032, and other dangerous substances. Instruction shall be sequential in nature and suited to meet the needs of students at their respective grade level. District staff shall intervene whenever students use alcohol or other illegal drugs while on school property or under school jurisdiction. Staff members who have a reasonable suspicion that a student may be under the influence of alcohol or drugs shall immediately notify the principal or designee. If the principal or designee, in his/her professional capacity or in the course of his/her employment, knows, observes or suspects that a student may be under the influence of alcohol or drugs, he/she may notify the parent/guardian.

All the classroom doors at our site have locks that can be locked from the inside. Our classroom doors are fitted with interior trim rings that will note the key direction for quick locking.

Calistoga Senior High School is an open campus as provided in Board Policy and regulation 5112.5. In order to give students an opportunity to demonstrate responsibility and positive citizenship, the Board of Trustees establishes an open campus at all district high schools in which students shall have the privilege of leaving campus during lunch. Students shall not leave the school grounds at any other time during the school day without the written permission of their parents/guardians and school authorities. Students who leave school or who fail to return following lunch without authorization shall be classified truant and subject to disciplinary action.

Parents are held responsible for damage caused by student vandalism in accordance with Board policy 5131.5. The Board of Trustees considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti. Any district student who commits an act of vandalism shall be subject to disciplinary action by the district and also may be prosecuted through other legal means. If reparation of damages is not made, the district also may withhold the student's grades, diploma and/or transcripts in accordance with the law.

Calistoga Junior/Senior High School adheres to Board Policy 1250. To ensure minimum interruption of the instructional program, the Superintendent or designee shall establish procedures, which facilitate visits during regular school days. Visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during non-instructional time. To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds when school is in session. For purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises. Calistoga Junior/Senior High School requires all visitors to wear a name tag that identifies them as visitors on campus.

Calistoga Junior/Senior High School supports Board AR 3543. Each day, prior to driving a school bus, each school bus driver shall inspect the bus to ensure that it is in safe operating condition and equipped as required by law and that all equipment is in good working order. At the completion of each day's work, the driver shall prepare and sign a written report of the condition of the equipment listed in 13 CCR 1215, including any defect or deficiency discovered by or reported to him/her which would affect safe operation or result in mechanical breakdown of the bus, or indicating that no defect or deficiency was discovered or reported. Any defect or deficiency that would affect safe operation shall be repaired prior to operating the bus.

(A) Child Abuse Reporting Procedures

All school personnel are made aware through staff meetings and written notification of their obligation to report child abuse. Annual training on Child Abuse Reporting Procedures is mandatory. Board Policy/Regulation 5141.4 states that the Board of Trustees recognizes the district's responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly. The Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with the law.

(B) Disaster Procedures

Disaster Plan (See Appendix C-F)

Through Board Policy 3516, the Calistoga Joint Unified School District Board of Trustees recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters and which shall be included in the district's comprehensive safety plan. In developing the district and school emergency plans, the Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators.

In accordance with Board Regulation 3516, the Superintendent or designee shall ensure that district and school site plans address, at a minimum, the following types of emergencies and disasters: fire, earthquake or other natural disaster, bomb threats, and campus intruder. Calistoga Junior/High School engages in all of these drills at least once a year.

Automated external defibrillators (AED) and the box that holds the AED is installed in the entry to the large and small gym.

A protocol for dealing with suicide or other loss of life has been developed by the school, with assistance from the district. A district system for providing counseling services following a tragedy is in place.

Public Agency Use of School Buildings for Emergency Shelters

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

Students who violate a section of the Education Code are subject to suspension. Guidelines for infractions of school rules are delineated in an outlined in each student's handbook so that discipline has consistency district-wide and suspensions/expulsions are administered equitably.

Students who are expelled are enrolled in alternative education settings (community schools), operated by the Napa County Office of Education. Community schools provide a different kind of learning environment for students who are experiencing difficulties in a traditional school setting or who are exhibiting negative behavior patterns in school or the community. Students may range in age from 12 to 18 years old and a multiple-grade, multiple-subject curriculum is taught. Many of the students enrolled in these schools have been expelled from their district school, identified as habitually truant, or placed on probation by the juvenile court. The emphasis of the program is to re-establish the educational direction of students by providing a learning environment that meets their needs. Counseling and other support services are provided by public and community agencies.

Students who are expelled but have the expulsion suspended are enrolled in a regular or alternative program in the Calistoga Joint Unified School District.

All teachers can access suspension information by checking with the site administrator or site secretary.

(D) Procedures to Notify Teachers of Dangerous Pupils

All suspension letters and a log of letters are maintained by the site secretary in a confidential location. Teachers have access to this information before and after school or during their preparation period.

Teachers also have access to student files through the site secretaries and through the student information system, Aeries.net. Teachers are notified of students who have been convicted of violent crimes directed toward school personnel.

(E) Sexual Harassment Policies

Calistoga Joint Unified School District's Board Policy 5145.7 contains the district policies on sexual harassment. The Board of Trustees is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation. These policies are designed to prevent sexual harassment, to provide due process, and to immediately respond to any complaints that are made.

At Calistoga Junior/Senior High School, a clear message that students do not have to endure sexual harassment is communicated through our student handbook, curriculum and discussions within each and every class.

Students are encouraged to report observed instances of sexual harassment, even where the victim of the harassment has not complained.

Harassment policies, investigative procedures and letters to be used in communicating with the parents of the victim and accused has been provided to all administrative staff and they are available electronically on the student discipline program.

- Education Code 48900.2 (sexual harassment)
- Education Code 48900.3 (hate violence)
- Education Code 48900.4 (harassment of school/district personnel or pupil; threats/intimidation)
- Education Code 48900.7 (terrorist threat) Education Code 48900 subdivision

Students are informed to recognize harassment, to take it seriously, and to know how to respond to and report it.

Policies and the school's response to sexual harassment are detailed in the Student Handbook.

In the fall at Calistoga Junior/Senior High School, the administrators spoke with all students about harassment.

(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)

Administrative Regulation 5132 specifically addresses “gang-related” apparel and behavior. The Board of Education believes that appropriate student dress contributes to a productive learning environment, the Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction, which would interfere with the educational process. Student attire is the responsibility of the parents/guardian.

Prohibited Clothing and Specific Clothing Guidelines:

This list applies to students in all district schools:

1. Clothing which materially and substantially interferes with the educational process is prohibited, including the use or display on clothing, buttons, ribbons or badges of obscene, vulgar, or profane language or gestures, display of alcoholic beverages or controlled substances in such a way as may tend to promote their use by students.
2. Footwear must be worn at all times. Certain types of shoes may be required for P.E., science and woodshop classes for health and safety reasons.
3. Transparent or mesh shirts or blouses, halter-tops, and spaghetti straps are not permitted. All tops must be full length, completely covering the midriff during normal activity. Tops may not be low or revealing. Tank tops may only be worn if they completely cover the midriff and all undergarments. Specific dress code requirements are shared with students as part of their planner/student handbook.
4. Shorts and skirts must be hemmed and may not be excessively short. Neither undergarments nor excessive skin may show when bending or sitting.
5. Pants must fit so that undergarments are not visible and they must remain around the waist area without requiring the use of hands, pins or other accessories to hold them up.
6. Nothing may hang from pants. Examples include long belts, key chains, chains, bandanas, etc.
7. Bandanas of any color may not be worn or carried.
8. Gang related clothing is not allowed. Signs and symbols determined to be affiliated with gangs, are degrading to an ethnic/religious group, or that cause a disruption of school activities, are not allowed.

Teachers, classified staff, students and parents/guardians shall be informed about the school dress code at the beginning of the year and when revised. Teachers and other staff members are responsible for reporting students that are inappropriately dressed to the school administration. A student that violates the dress code shall be subject to appropriate disciplinary action as established by school site discipline policies. Habitual violation of the dress code will be treated as defiance of authority and will result in suspension from school.

Each student receives a “student handbook” which includes a section on school dress. This handbook is reviewed with students annually in all classes. Calistoga Junior/Senior High School does not permit attire which is unsafe, unhealthy, disrespects others, causes a classroom distraction, is gang related, or promotes sex, drugs, alcohol, tobacco, violence, profanity or discriminates against any person or groups.

(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School

Calistoga Junior High School is a closed campus. Students are not permitted to leave without parent permission and checking out through the main office. Calistoga Senior High School is an open campus only during lunch.

Visitors to the campus are required to sign in at the main office and receive a name tag prior to proceeding to buildings other than the main office.

Students are informed that they may be suspended for illegal activity which occurs on the way to and home from school and at school sponsored activities as well as on campus.

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

Component:

People and Programs

Element:

Drug and Alcohol Education

Opportunity for Improvement:

Continue to decrease alcohol and drug use among students.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Work closely with the UpValley Partnership for Youth Coalition to reduce drug and alcohol use in Calistoga.	Student mentoring through CLARO/CLARA	CLARO/CLARA	Principal	Group sign ups & Healthy Kids Survey results
The Calistoga Junior/Senior High School administrative team will meet regularly with Calistoga Chief of Police and the Calistoga Diversion Counselor to review community and school issues, which may have an effect at our site.	Monthly meetings		Principal	Meeting dates
Provide instruction on alcohol and drug use/abuse in 7th-10th grade physical education classes.	Curriculum	Curriculum resources	PE Teacher	Syllabus
Provide parent nights that provide information to parents related to drugs and alcohol.	Meeting dates	CLARO/CLARA	Principal	Meeting date

Component:

People and Programs

Element:

Social Emotional

Opportunity for Improvement:

Assure each student a safe, respectful, accepting, and emotionally nurturing environment free from harassment.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Use all classes on campus to educate students of their rights and responsibilities.	Student handbook review at the beginning of the year	Student Handbook	Administration	Schedule of presentations and outline
Continue to address bullying and cruelty on campus. The main focus will be to form a diverse student group, whose purpose to discuss current campus issues, target behaviors, and plan/develop non-confrontational strategies to intervene. One major goal of the group is to create a critical mass to affect systemic change on campus.	Restorative practices	Restorative Practices training provided to all staff	Administration/Counselor	A measured decrease in incidents of harassment among our students at Calistoga Junior/Senior High School. The data from the California Healthy Kids Survey will be used to determine the success of our goals.
After Class Enrichment (ACE), grades 7-9: ACE is an expanded learning program through the Napa County Office of Education that provides homework help, enrichment clubs, recreational sports, and group projects. It's a great place for students to further the learning that occurs in the school day, access computers and internet, as well as collaborate with their peers. We work with students to set and achieve goals, explore new areas of learning, and apply this knowledge to our community and the world surrounding us. ACE meets every day in the junior high quad after school and is open until 6 pm.	Restorative Practice training to ACE staff	Restorative Practices training	ACE staff	A measured decrease in incidents of harassment among our students at Calistoga Junior/Senior High School. The data from the California Healthy Kids Survey will be used to determine the success of our goals.

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>Our school is fortunate to have mental health therapists from Mentis to provide therapy for our students. Here is a description of the services Mentis provides: "Our School-Based Programs in conjunction with local school districts in Napa Valley identify and provide counseling to children and teens in elementary, middle and high schools struggling with depression, violence, and family conflicts that are causing emotional, behavioral, and academic problems. We partner with student assistant programs in Napa, Calistoga, Howell Mountain, and St. Helena to ensure that students receive the professional help and support they need to feel and function better at home, school, and in the community. Our therapists work closely with the students and their families to address and resolve problems that are having a significant impact on high-risk youth in Napa County."</p>	<p>Bi-monthly meetings to discuss referral list and updates on students</p>	<p>Mentis and Up Valley Staff</p>	<p>Zach Guzik</p>	<p>A measured decrease in incidents of harassment among our students at Calistoga Junior/Senior High School. The data from the California Healthy Kids Survey will be used to determine the success of our goals.</p>

Component:

People and Programs

Element:

Emergency Preparedness, Organization, and Training

Opportunity for Improvement:

Update emergency preparedness plan and have 100% of the members of the Calistoga Junior/Senior High School campus respond appropriately to emergency situations including those related to fire, earthquakes, lock-downs and shelter-in-place as demonstrated by successful participation in emergency exercises.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Regular planning of drills and evaluation after each one.	Create a year schedule of drills.	Monthly schedule of past practices.	Administration	Regular drills will be run throughout the 2019-20 school year. Some of these drills will require staff and students to evacuate to the track. The following drills have been and will be practiced: earthquake, lockdown, evacuation, fire, and intruder.
When needed staff and students will receive training regarding actions to be taken during emergency situations on campus.	Emergency preparedness team will evaluate needed training by issuing a Skills Inventory of all staff.	Napa County Office of Education and Sonoma County Office of Education.	Emergency Preparedness Team Lead	Regular drills will be run throughout the 2019-20 school year. Some of these drills will require staff and students to evacuate to the track. The following drills have been and will be practiced: earthquake, lockdown, evacuation, fire, and intruder.
All staff will update emergency bags/buckets.	Inventory needed materials for emergency bags/buckets in each classroom.	Checklist of materials needed.	Emergency Preparedness Team Lead	Inventory of emergency bags/buckets.
Update and implement an Emergency Operations Plan	Research updates to emergency preparedness and inventory staff skills.	Calistoga Police Department and Fire Department. Napa County Office of Education and Sonoma County Office of Education.	Emergency Preparedness Team Lead	Regular drills will be run throughout the 2019-20 school year. Some of these drills will require staff and students to evacuate to the track. The following drills have been and will be practiced: earthquake, lockdown, evacuation, fire, and intruder.

(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)

Calistoga Junior/Senior High School Student Conduct Code

Conduct Code Procedures

Counselor will continue to help the administrative team resolve differences between students through dialogue and mutual resolution.

Rules regarding student behavior including such areas as drugs, alcohol, tobacco and violence are clearly stated and published in the student handbook, which is updated annually.

Yearly classroom visitations by administrators provide a review of conduct policies and include prevention strategies related to (but not limited to) issues of drugs, alcohol, gangs, fights, harassment, weapons, and theft. Students are clearly taught that the school's jurisdiction covers student's activities on the way to and from school, as well as during the regular school day and school-related activities. Students are made aware that they are to report incidents that occur and that administrators will follow up.

Students are informed that firearms, including pistols, revolvers or any device designed to be used as a weapon such as pellet and BB guns are not allowed at school.

The school and district codes and gang policy are also reviewed and enforced.

A student with multiple California Education Code violations during his/her secondary school years may be referred for an expulsion hearing.

All incoming students with serious conduct issues meet with an administrator prior to enrolling.

Parent conferences are arranged for students who have truancy issues.

A student with excessive tardies or unexcused absences are required to attend a SART and SARB hearings. The student, parent/s, administrator and attendance tech are required for these meetings.

Parents are notified of school suspensions in person, by phone call and letter.

Student Study Team meetings, initiated by any staff member, but frequently by counselors, are held for students needing more assistance to succeed (attendance, behavior, grades, social, psychological, medical, etc.) The team consists of parents, student, counselor, principal, when needed the school psychologist, and others.

(J) Hate Crime Reporting Procedures and Policies

All school district superintendents and county office of education superintendents who operate educational programs are required to submit to the California Department of Education safe school assessment reports that contain specific numerical data on the incidents of crime, including hate crimes or hate-motivated incidents, occurring on their respective school campuses. Each school district or county office of education shall utilize the following procedure to report crime and hate-motivated incident data from school or program sites to the respective school district or county office of education superintendent, and to the California Department of Education:

(1) Each administrator of a school site or county office of education program, or designee, shall complete a California Safe Schools Assessment School Crime and Incident Reporting Form (July 1, 2001) for each incident of crime, including hate crime or hate-motivated incidents. The information on the form includes, but is not limited to, identification of the crime or hate-motivated incident, victim characteristics, suspect characteristics, if known at the time of the incident, and the actual or estimated dollar loss to the school district or county office of education resulting from a criminal act directed against property of the school district or county office of education. The site or program administrator shall use the crime and hate-motivated incident classification definitions as specified above in Section 700(b) and (d) and the reporting guidelines as specified below in Section 702(a) to determine if a crime or an incident is reportable for the purposes of the Safe Schools Assessment Program.

(2) The site or program administrator, or designee, shall retain on file for not less than three years the individual reports of crimes and hate-motivated incidents on which the aggregate data is based, and any other required documentation, as specified below in Section 702(b).

(3) Each month the data regarding reportable school crimes and hate-motivated incidents shall be reported to the designated person at the respective school district or county office of education.

(4) Any school district that has its own police department may have the chief of its police force or another administrator of the police department prepare the California Safe Schools Assessment School Crime and Incident Reporting Form (July 1, 2001) for its schools and submit the aggregated data to the California Department of Education.

(5) On or before February 1 and August 1 of each year, the respective school district or county office of education superintendent, or designee, shall aggregate the school crime and hate-motivated incident data reported by schools or programs within their jurisdiction and report the aggregated data to the California Department of Education.

(6) Beginning February 1, 1997, and thereafter, if a school district or county office of education chooses to submit its data to the California Department of Education in an electronic format, it must do so in a format designated by the California Department of Education. For the purposes of this section, an electronic format includes computer disk, modem transfer, or other electronic means.

Reportable crimes and hate-motivated incidents occurring at a school in the jurisdiction of another school district or county office of education shall be reported by the education agency in which the crime or hate-motivated incident occurred.

Note: Authority cited: Section 33031, Education Code; and Section 628.1, Penal Code. Reference: Section 48902, Education Code; and Sections 628-628.6, Penal Code.

Safety Plan Review, Evaluation and Amendment Procedures

1. The School Safety Plan shall be reviewed and updated by Calistoga Junior/Senior High School administrators on an annual basis.
2. The School Safety Plan is reviewed in its entirety two times per calendar year for staffing and policy changes.
3. The School Safety Plan is reviewed by Calistoga Junior/Senior High School staff, leadership team, and School Site Council.

Safety Plan Appendices

Emergency Contact Numbers

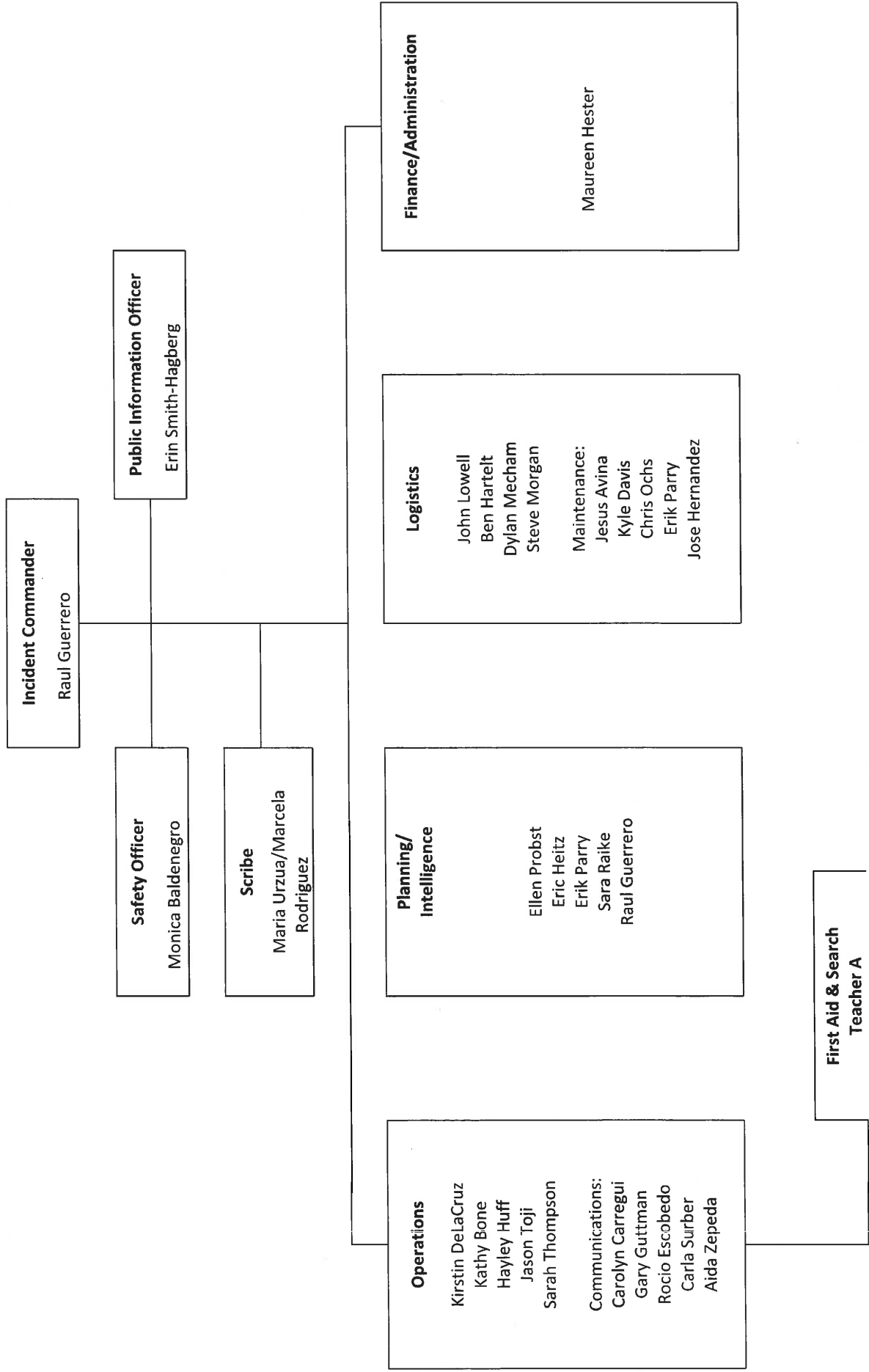
Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
School District	Raul Guerrero, CISHS Principal	707-942-6278 (work)	[REDACTED] (cell)
School District	Monica Baldenegro, CISHS Vice Principal	707-942-6278 (work)	[REDACTED] (cell)
School District	Erin Smith-Hagberg, CJUSD Superintendent	707-942-4703 (work)	[REDACTED] (cell)
School District	Chris Ochs, CJUSD Facilities Manager	707-942-4564 (work)	[REDACTED] (cell)
City Services	Calistoga Sewer and Water Authority	707-942-2828	
Emergency Services	AMR- American Medical Response (Ambulance)	855-267-5299	707-501-5280
Public Utilities	PG&E	1-800-468-4743	1-800-743-5002
Local Hospitals	St. Helena Hospital	707-963-3611	
Law Enforcement/Fire/Paramed ic	Calistoga Department Police	707-942-2810	
Law Enforcement/Fire/Paramed ic	Calistoga Fire Department	707-942-2840	

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
Reviewed and approved by School Site Council	9/26/19	Agenda
Signed and approved by site principal	9/26/19	

Callistoga Junior/Senior High School Incident Command System



Search & Rescue:
Ellen Probst
Ben Hartelt
Melissa Davis
Tyrone Sorrentino
Brandon Keeton
Kassandra Rodriguez
Rebecca Apolinar

First Aid:
Eric Heitz
Louise Owens
Leslie Mata
Maggie Swarner

Crisis Intervention:
Rosa Rubio
Michele Craig-Morales
Zach Guzik
Marcela A. Rodriguez

**Student Release &
Accountability
TeacherB**

Student Release:
Marcela Rodriguez
Emily Vosberg
Maria Urzua
Sara Raike

Accountability/Assembly:
Jeanne Heck
Jessica Musser
Jeremy Grove
Morgan Santoro
Heather Brooks
Nina Pedersen
Patty Dias

Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

Emergency Plan Prep

This plan is designed to provide a framework for protecting students, staff, volunteers and school facilities, as well as to describe the responsibilities of staff members, for a wide range of emergency and disaster situations that may occur. It has been prepared in compliance with legal requirements and in cooperation with the Sonoma County Office of Emergency Preparedness and the Sonoma County Office of Education (SCOE).

In the event of a widespread emergency, such as an earthquake, it is recognized that available government resources will be overtaxed and may be unable to respond to all requests for assistance.

This plan assumes that the school must be self-sufficient for a time and may be required to provide shelter to the immediate community.

Management

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

Planning & Intelligence

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

Operations

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

Logistics

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

Finance & Administration

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

Emergency Response Guidelines

Step One: Identify the Type of Emergency

This plan is designed to provide a framework for protecting students, staff, volunteers and school facilities, as well as to describe the responsibilities of staff members, for a wide range of emergency and disaster situations that may occur. It has been prepared in compliance with legal requirements and in cooperation with the Sonoma County Office of Emergency Preparedness and the Sonoma County Office of Education (SCOE).

In the event of a widespread emergency, such as an earthquake, it is recognized that available government resources will be overtaxed and may be unable to respond to all requests for assistance.

This plan assumes that the school must be self-sufficient for a time and may be required to provide shelter to the immediate community.

Step Two: Identify the Level of Emergency

Emergencies are described by one of the following three levels:

Level One Emergency: A localized emergency that CJUSD personnel can handle by following the procedures in their own emergency plan. Examples: power outage, minor earthquake, etc.

Level Two Emergency: A moderate to a severe emergency, somewhat beyond the CJUSD response capability, which may require mutual aid assistance from the Fire Department, Police Department, etc. Examples: fire, severe earthquake with injuries and/or structural damage.

Level Three Emergency: A major disaster, clearly beyond the response capability of CJUSD personnel, where large amounts of mutual aid assistance will be required, recovery time will be extensive, and the response time from major supportive agencies may be seriously delayed and/or impaired.

Step Three: Determine the Immediate Response Action

Response and actions will be determined based on the emergencies are described by one of the following three levels:

Level One Emergency: A localized emergency that CJUSD personnel can handle by following the procedures in their own emergency plan. Examples: power outage, minor earthquake, etc.

Level Two Emergency: A moderate to a severe emergency, somewhat beyond the CJUSD response capability, which may require mutual aid assistance from the Fire Department, Police Department, etc. Examples: fire, severe earthquake with injuries and/or structural damage.

Level Three Emergency: A major disaster, clearly beyond the response capability of CJUSD personnel, where large amounts of mutual aid assistance will be required, recovery time will be extensive, and the response time from major supportive agencies may be seriously delayed and/or impaired.

Step Four: Communicate the Appropriate Response Action

The Plan will be:

Initiated by the Principal or designee when conditions exist which warrant its execution.

Implemented by all staff that will remain at CJSHS and performs those duties as assigned until released by the principal.

Reviewed at least annually by the Site Safety Committee (SSC).

Emergency and disaster functions have been identified and pre-assigned.

New staff will be surveyed annually to identify strengths for team assignments.

The Emergency Teams will be updated at least annually.

Contact Calistoga Fire Department: 707-942-2840

Contact Calistoga Police Department: 707-942-2810

Types of Emergencies & Specific Procedures

Aircraft Crash

This plan is designed to provide a framework for protecting students, staff, volunteers and school facilities, as well as to describe the responsibilities of staff members, for a wide range of emergency and disaster situations that may occur. It has been prepared in compliance with legal requirements and in cooperation with the Sonoma County Office of Emergency Preparedness and the Sonoma County Office of Education (SCOE).

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Level One Emergency: A localized emergency that CJUSD personnel can handle by following the procedures in their own emergency plan. Examples: power outage, minor earthquake, etc.

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The Plan will be:

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Implemented by all staff that will remain at CJSHS and performs those duties as assigned until released by the principal.

Reviewed at least annually by the Site Safety Committee (SSC).

Emergency and disaster functions have been identified and pre-assigned.

New staff will be surveyed annually to identify strengths for team assignments.

The Emergency Teams will be updated at least annually.

Contact Calistoga Fire Department: 707-942-2840

Contact Calistoga Police Department: 707-942-2810

Animal Disturbance

This plan is designed to provide a framework for protecting students, staff, volunteers and school facilities, as well as to describe the responsibilities of staff members, for a wide range of emergency and disaster situations that may occur. It has been prepared in compliance with legal requirements and in cooperation with the Sonoma County Office of Emergency Preparedness and the Sonoma County Office of Education (SCOE).

In the event of a widespread emergency, such as an earthquake, it is recognized that available government resources will be overtaxed and may be unable to respond to all requests for assistance.

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Reviewed at least annually by the Site Safety Committee (SSC).

Emergency and disaster functions have been identified and pre-assigned.

New staff will be surveyed annually to identify strengths for team assignments.

The Emergency Teams will be updated at least annually.

Contact Calistoga Fire Department: 707-942-2840

Contact Calistoga Police Department: 707-942-2810

Armed Assault on Campus

DEFINITIONS:

Active Shooter – A suspect is actively engaged in violent behavior with a firearm against community members and is seeking to injure or kill as many victims as possible within a condensed period of time prior to the arrival of law enforcement. The suspect(s) actions may include shooting into an area where it is reasonably expected that people could be struck by the suspect(s) fire. These situations leave little or no time for proper planning and normally require law enforcement to take immediate action to end the threat.

Violent Intruder – A suspect is actively engaged in violent behavior without a firearm against community members and is seeking to injure or kill victims within a condensed period of time and prior to the arrival of law enforcement. The suspect may be armed with a weapon such as a knife, instead of a firearm.

RESPONSE:

In any situation, quickly determine the most reasonable way to protect your own life.

Remember that students or visitors are likely to follow the lead of faculty and staff members during an active shooter/violent intruder event.

PROCEDURES:

PA announcement, "Lockdown, Lockdown."

Immediately and quickly bring into your classroom any students who are outside.

Lock doors, close blinds, turn off lights.

Hide in the least visible locations and behind objects that can shield you. Stay away from doors and windows.

Be prepared to Run, Hide, Fight if needed (discuss with students).

Biological or Chemical Release

Gas Leak or Chemical Release:

The person detecting the odor of natural gas or chemicals will:

Notify the School Administrator(s)

Determine where the odor of gas is emanating from (a particular room or area, inside or outside the building).

The School Administrator(s) will:

Immediately call 9-1-1 and notify the Calistoga Fire Department (CFD) (707-942-2822) and provide:

building address,

site name

description of the odor, and

location of the odor

If ordered to do so, evacuate the building.

If the gas odor emanates from outside the building, close all windows and doors and remain inside. Follow the instructions of the CFD.

Notify Pacific Gas and Electric (PG&E) at 1-800-468-4743

If necessary, the Superintendent may order the school closed due to the gas leak or chemical release.

Bomb Threat/ Threat Of violence

This plan is designed to provide a framework for protecting students, staff, volunteers and school facilities, as well as to describe the responsibilities of staff members, for a wide range of emergency and disaster situations that may occur. It has been prepared in compliance with legal requirements and in cooperation with the Sonoma County Office of Emergency Preparedness and the Sonoma County Office of Education (SCOE).

In the event of a widespread emergency, such as an earthquake, it is recognized that available government resources will be overtaxed and may be unable to respond to all requests for assistance.

This plan assumes that the school must be self-sufficient for a time and may be required to provide shelter to the immediate community.

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Level Three Emergency: A major disaster, clearly beyond the response capability of CJUSD personnel, where large amounts of mutual aid assistance will be required, recovery time will be extensive, and the response time from major supportive agencies may be seriously delayed and/or impaired.

The Plan will be:

Initiated by the principal or designee when conditions exist which warrant its execution.

Implemented by all staff that will remain at CJSHS and performs those duties as assigned until released by the principal.

Reviewed at least annually by the Site Safety Committee (SSC).

Emergency and disaster functions have been identified and pre-assigned.

New staff will be surveyed annually to identify strengths for team assignments.

The Emergency Teams will be updated at least annually.

Contact Calistoga Fire Department: 707-942-2840

Contact Calistoga Police Department: 707-942-2810

Bomb Threat or Suspicious Object Procedures:

Cue: PA announcement, "There's been a report of a possible suspicious object on campus. Please calmly evacuate to the football field, don't touch anything on the way."

Before evacuating, check your room for items you don't recognize. Do the same on the way to the football field. When you arrive at your designated location, report any suspicious items to the administrative team.

Doors remain open and unlocked.

Bus Disaster

This plan is designed to provide a framework for protecting students, staff, volunteers and school facilities, as well as to describe the responsibilities of staff members, for a wide range of emergency and disaster situations that may occur. It has been prepared in compliance with legal requirements and in cooperation with the Sonoma County Office of Emergency Preparedness and the Sonoma County Office of Education (SCOE).

In the event of a widespread emergency, such as an earthquake, it is recognized that available government resources will be overtaxed and may be unable to respond to all requests for assistance.

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Implemented by all staff that will remain at CJSHS and performs those duties as assigned until released by the principal.

Reviewed at least annually by the Site Safety Committee (SSC).

Emergency and disaster functions have been identified and pre-assigned.

New staff will be surveyed annually to identify strengths for team assignments.

The Emergency Teams will be updated at least annually.

Contact Calistoga Fire Department: 707-942-2840

Contact Calistoga Police Department: 707-942-2810

Disorderly Conduct

This plan is designed to provide a framework for protecting students, staff, volunteers and school facilities, as well as to describe the responsibilities of staff members, for a wide range of emergency and disaster situations that may occur. It has been prepared in compliance with legal requirements and in cooperation with the Sonoma County Office of Emergency Preparedness and the Sonoma County Office of Education (SCOE).

In the event of a widespread emergency, such as an earthquake, it is recognized that available government resources will be overtaxed and may be unable to respond to all requests for assistance.

This plan assumes that the school must be self-sufficient for a time and may be required to provide shelter to the immediate community.

Emergencies are described by one of the following three levels:

Level One Emergency: A localized emergency that CJUSD personnel can handle by following the procedures in their own emergency plan. Examples: power outage, minor earthquake, etc.

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Implemented by all staff that will remain at CJSHS and performs those duties as assigned until released by the principal.

Reviewed at least annually by the Site Safety Committee (SSC).

Emergency and disaster functions have been identified and pre-assigned.

New staff will be surveyed annually to identify strengths for team assignments.

The Emergency Teams will be updated at least annually.

Contact Calistoga Fire Department: 707-942-2840

Contact Calistoga Police Department: 707-942-2810

Earthquake

Earthquake Procedures:

Inside a building

1. Duck, Cover, and Hold On

Get under desks/tables

Drop to knees with back to windows

Clasp both hands firmly behind head, covering neck

Bury face in arms, protecting head

Hold on to desk or table

2. Evacuate when signaled to the football field

When shaking stops, teacher directs students to evacuate building and report to the evacuation area and line-up by CATvisory room (per fire drill)

3. Leave doors open and unlocked

4. Admin will notify when evacuation or lockdown is needed.

If necessary, the Superintendent may close the school due to structural damage and/or the need to keep students and staff safe due to the resulting damage from the earthquake.

There are two basic types of emergency responses:

1. Evacuate (safer outside)

Staff will take their emergency pack, grade book, room keys, laptop, and personal items.

Before students leave the room, the staff will check the evacuation route to make sure it's safe. **DO NOT WALK UNDER COVERED WALKWAYS UNLESS IT IS NECESSARY.**

Staff will be the last to leave the room, making sure all students have exited.

Staff and students will exit to the football field. Students will form a line with their CATvisory.

2. Lockdown (safer inside)

Explosion or Risk Of Explosion

The person detecting the odor of natural gas will:

Notify the School Administrator(s)

Determine where the odor of gas is emanating from (a particular room or area, inside or outside the building).

The School Administrator(s) will:

Immediately call 9-1-1 and notify the Calistoga Fire Department (CFD) (707-942-2822) and provide:

building address,

site name

description of the odor, and

location of the odor

If ordered to do so, evacuate the building.

If the gas odor emanates from outside the building, close all windows and doors and remain inside. Follow the instructions of the CFD.

Notify Pacific Gas and Electric (PG&E) at 1-800-468-4743

If necessary, the Superintendent may order the school closed due to the gas leak.

Fire in Surrounding Area

POWER OUTAGE/ROLLING BLACKOUTS

Due to the Tubbs Fires during October of 2017, PG&E may conduct intentional power outages or rolling blackouts due to the need to prevent future fires in Napa County. Additionally PG&E may conduct the same drills due to the need to conserve energy and/or power during times when the outdoor temperatures are in the triple digits.

It is the District's intent that school will remain open during a power outage. However, if necessary, the Superintendent may order the school closed.

How to Prepare for an Outage:

Ensure portable lighting (i.e. flashlights and batteries) are available at CJSHS.

Keep hallways and pathways clear at all times.

Ensure school staff has established alternative teaching methods and plans to be used during power outages.

Conduct a survey of your school site for the classrooms and offices with no windows and identify relocation options.

During an Outage:

Contact School Administrator(s) if CJSHS is experiencing a blackout.

After 30 minutes, have School Administrators walk through campus and check on the status of individuals in each building.

Ensure students use a buddy system when going to the restroom.

Do NOT use candles or gas lanterns.

Turn off computers, monitors, printers, copiers, major appliances, and lights when not in use or needed.

EMERGENCY EVACUATION PROCEDURES

CJSHS is responsible for identifying and planning safe ingress and egress routes on their school property as well as appropriate evacuation routes. In addition, CJSHS must plan for assisting students, staff, and visitors with disabilities. Under the Americans with Disabilities Act (ADA) of 1990, individuals who are deaf/hard of hearing, blind/partially sighted, mobility impaired and or cognitively/emotionally impaired, must be assisted.

CJSHS must develop plans that identify the location of potential evacuation sites. Evacuation plans must also address the following:

The population of people with disabilities/special needs.

Appropriate signage and equipment (e.g. wheelchairs/stretchers) needed for individuals with disabilities/special needs.

Training for school staff to assist individuals with disabilities/special needs.

Coordination with first responders.

Evacuation Locations:

In the event of an emergency, either an on-campus or off-campus evacuation may be necessary. In order to be prepared, CJSHS must identify safe evacuation locations to relocate the school population.

On Campus Evacuation Location: Football field

See appendix for on campus evacuation map "Evacuation Drill Procedures"

Off Campus Evacuation Location: Fairgrounds

CJSHS students are to evacuate the school site, when directed to do so by District Officials, to the following locations: Calistoga Fairground

Fire on School Grounds

FIRE DRILL

Cue: Fire Alarm and Announcement by Admin/Office Staff

Before you evacuate to the football field, wait for Admin/Office Staff to confirm there is a fire. Then evacuate.

Doors closed and unlocked

Wait for the "all clear" announcement to return quietly to class.

EMERGENCY EVACUATION PROCEDURES

CJSHS is responsible for identifying and planning safe ingress and egress routes on their school property as well as appropriate evacuation routes. In addition, CJSHS must plan for assisting students, staff, and visitors with disabilities. Under the Americans with Disabilities Act (ADA) of 1990, individuals who are deaf/hard of hearing, blind/partially sighted, mobility impaired and or cognitively/emotionally impaired, must be assisted.

CJSHS must develop plans that identify the location of potential evacuation sites. Evacuation plans must also address the following:

The population of people with disabilities/special needs.

Appropriate signage and equipment (e.g. wheelchairs/stretchers) needed for individuals with disabilities/special needs.

Training for school staff to assist individuals with disabilities/special needs.

Coordination with first responders.

Evacuation Locations:

In the event of an emergency, either an on-campus or off-campus evacuation may be necessary. In order to be prepared, CJSHS must identify safe evacuation locations to relocate the school population.

On Campus Evacuation Location: Football field

See appendix for on campus evacuation map "Evacuation Drill Procedures"

Off Campus Evacuation Location: Fairgrounds

CJSHS students are to evacuate the school site, when directed to do so by District Officials, to the following locations: Calistoga Fairground

Flooding

Instruction from Principal via PA system.

Before you evacuate to the football field, wait for Admin/Office instructions. Then evacuate to designated area.

Use gym as alternative evacuation area.

Doors closed and unlocked

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The Plan will be:

Initiated by the principal or designee when conditions exist which warrant its execution.

Implemented by all staff that will remain at CJSHS and performs those duties as assigned until released by the principal.

Reviewed at least annually by the Site Safety Committee (SSC).

Emergency and disaster functions have been identified and pre-assigned.

New staff will be surveyed annually to identify strengths for team assignments.

The Emergency Teams will be updated at least annually.

Contact Calistoga Fire Department: 707-942-2840

Contact Calistoga Police Department: 707-942-2810

Loss or Failure Of Utilities

POWER OUTAGE/ROLLING BLACKOUTS

Due to the Tubbs Fires during October of 2017, PG&E may conduct intentional power outages or rolling blackouts due to the need to prevent future fires in Napa County. Additionally, PG&E may conduct the same drills due to the need to conserve energy and/or power during times when the outdoor temperatures are in the triple digits.

It is the District's intent that school will remain open during a power outage. However, if necessary, the Superintendent may order the school closed.

How to Prepare for an Outage:

Ensure portable lighting (i.e. flashlights and batteries) are available at CJSHS.

Keep hallways and pathways clear at all times.

Ensure school staff has established alternative teaching methods and plans to be used during power outages.

Conduct a survey of your school site for the classrooms and offices with no windows and identify relocation options.

During an Outage:

Contact School Administrator(s) if CJSHS is experiencing a blackout.

After 30 minutes, have School Administrators walk through campus and check on the status of individuals in each building.

Ensure students use a buddy system when going to the restroom.

Do NOT use candles or gas lanterns.

Turn off computers, monitors, printers, copiers, major appliances, and lights when not in use or needed.

PLANNED POWER OUTAGES:

In the event of a planned PG&E power outage, we will not hold school if the outage occurs before the school day begins. This is because our schools would not have heat, air conditioning, or lighting and no means to prepare meals for our students.

CJUSD will communicate our intent to close the school as soon as reasonably possible after receiving a notice of an upcoming power outage from PG&E.

EMERGENCY EVACUATION PROCEDURES

CJSHS is responsible for identifying and planning safe ingress and egress routes on their school property as well as appropriate evacuation routes. In addition, CJSHS must plan for assisting students, staff, and visitors with disabilities. Under the Americans with Disabilities Act (ADA) of 1990, individuals who are deaf/hard of hearing, blind/partially sighted, mobility impaired and or cognitively/emotionally impaired, must be assisted.

CJSHS must develop plans that identify the location of potential evacuation sites. Evacuation plans must also address the following:

The population of people with disabilities/special needs

Appropriate signage and equipment (e.g. wheelchairs/stretchers) needed for individuals with disabilities/special needs.

Training for school staff to assist individuals with disabilities/special needs.

Coordination with first responders

Evacuation Locations:

In the event of an emergency, either an on-campus or off-campus evacuation may be necessary. In order to be prepared, CJSHS must identify safe evacuation locations to relocate the school population.

On-Campus Evacuation Location: Football field

See appendix for on-campus evacuation map "Evacuation Drill Procedures"

Off-Campus Evacuation Location: Fairgrounds

CJSHS students are to evacuate the school site, when directed to do so by District Officials, to the following locations: Calistoga Fairground

Motor Vehicle Crash

Emergencies are described by one of the following three levels:

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New staff will be surveyed annually to identify strengths for team assignments.

The Emergency Teams will be updated at least annually.

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Contact Calistoga Police Department: 707-942-2810

Psychological Trauma

Emergencies are described by one of the following three levels:

Level One Emergency: A localized emergency that CJUSD personnel can handle by following the procedures in their own emergency plan. Examples: power outage, minor earthquake, etc.

Level Two Emergency: A moderate to a severe emergency, somewhat beyond the CJUSD response capability, which may require mutual aid assistance from the Fire Department, Police Department, etc. Examples: fire, severe earthquake with injuries and/or structural damage.

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The Emergency Teams will be updated at least annually.

Contact Calistoga Fire Department: 707-942-2840

Contact Calistoga Police Department: 707-942-2810

Suspected Contamination of Food or Water

Emergencies are described by one of the following three levels:

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Contact Calistoga Fire Department: 707-942-2840

Contact Calistoga Police Department: 707-942-2810

Unlawful Demonstration or Walkout

Calistoga Joint Unified School District (CJUSD) supports our students' ability to exercise their First Amendment rights. While we cannot sponsor student protests, and neither encourage nor discourage student protests, we understand that student leaders may choose to organize a local school walkout in coordination with national events.

In the event of a planned walkout or demonstration at school, it's important to note that students are not obligated to participate, and teachers will remain in classrooms to teach students who choose to remain in class. Those who do choose to walkout will not be penalized academically for their participation, and we will take attendance upon return to class.

In the event of student demonstrations, principals work with student leaders in our junior high schools and high schools to ensure safe and orderly walkouts. In alignment with that practice, staff also prepares ahead of time to create safe venues for students while providing alternative forums for expression that avoid disrupting class time. The District asks that students remain on campus for the duration of any walkout. CJUSD may involve additional campus supervision from administrators and/or police in order to maintain a safe environment during such events.

Emergency Evacuation Map

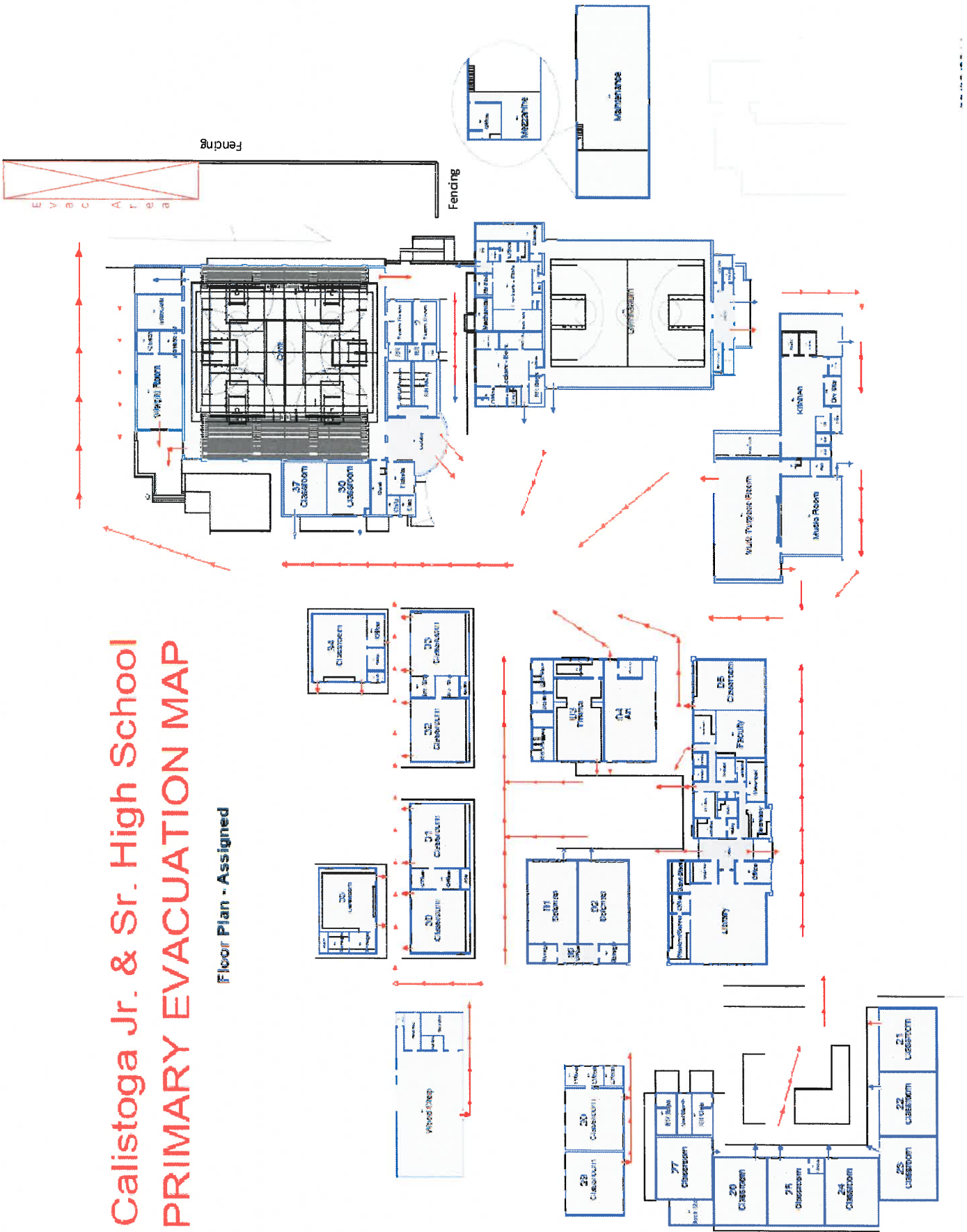
CALISTOGA JUNIOR SENIOR HIGH SCHOOL
Emergency Drill Schedule
2019-2020

DATE	TYPE	TIME
Thursday, Sept. 5	Lockdown	CATvisory period
Thursday, October 17	Great "Shake Out"	CATvisory!! 4th period(10:17am)
Wednesday, November 20	Fire Evacuation	5th period
Tuesday, January 21	Fire Evacuation	2nd period
Friday, February 21	Lockdown	7th period
Thursday, March 5	Fire Evacuation	6th period
Wednesday, April 15	Earthquake Evacuation	1st period

All classified and certificated staff should follow the emergency procedures as listed in the Emergency Plan. Evacuation routes are posted in each classroom, on large posters, with specific reporting sites identified.

Calistoga Jr. & Sr. High School PRIMARY EVACUATION MAP

Floor Plan - Assigned



School Site: **Calistoga Junior Senior High School**

Date Posted: **9/23/2019**

Calistoga Joint Unified School District School Site Council (SSC) Agenda/Minutes

Reasonable Accommodations: Any individual with a disability who requires reasonable accommodations to attend or participate in the SSC meeting should please contact the school office two weeks before the scheduled meeting.

Para solicitar servicios de traducción en cualquier reunión, por favor póngase en contacto con la Oficina del Distrito, dos semanas antes de la reunión programada.

Meeting Date: September 26, 2019	Meeting Location: CJSHS Room 21
Starting Time: 4:00 PM	Ending Time:

Item	Actions Taken	Comments/Parent Advice
1. Call to Order	None	The meeting was called to order by Ms. Bone at 4:02 in room 21.
2. Roll Call of Members	None	Kathy Bone, President; Patricia Dias, sped Paraprofessional, Ellie Galindo, parent, Dan Herndon, parent (vice president), Brian Fennen, Monica Baldenegro (secretary) Clarification of members- There are 2 members that are not here-- Michelle Hickman and Nancy Castillo arrived a bit late. Ms. Raike (teacher) will be another teacher member.
3. Additions/Changes to Agenda	There aren't any proposed changes.	
4. Reading/Approval of Minutes	All members read the	Bone motioned and Galindo moved to approve. All members who were present last year approved the minutes.
5. Reports of Officers/ Committees A. Updates: District, Site, WASC, Data	The new principal and new bell schedule. Students like the later start but not the later exit time. Students enjoy a slower pace and not having all classes in one day. No official feedback has been solicited from students. Cameras were updated over the summer. We are continuing with intervention. Tutoring is ongoing. There were 2 days of Restorative Practices for staff members. It is an inclusive process to discuss topics or resolve conflicts. This process also	

AGENDA MUST BE POSTED 72 HOURS PRIOR TO THE MEETING DATE

	<p>facilitates conversation with parents. There was a circle in Math Lab and all students were able to participate with the use of a talking piece. The hope is that the conversation style will help resolve conflicts at a lower level. There is also new funding to support English learners and Immigrant students.</p> <p>Schoolwide teams to address school culture and student recognition.</p> <p>Tutoring is in the library and Math has begun but not science and English are pending.</p> <p>Parent Advisory Committee-- at CES they will be disbanded and want to form a district-wide parent meeting.</p> <p>Teen Center wants to do a Haunted House and CES wants to collaborate with them.</p> <p>PTA does not allow for 2 schools under 1 but PTO does.</p> <p>WASC visit will be in the Springtime. Ms. Musser will be overseeing the process.</p> <p>Ms. Baldenegro shared the “takeaways” from the DLT, including</p> <p>Admin will be meeting with</p> <p>Math is collaborating with CES for 6 days this school year with UC Davis in PD. The initial conversations have included pacing and guiding of Math Curriculum. The goal is to have all Math teachers on the same page K-12.</p>	
<p>6. Public Comment*</p>	<p>Ms. Baldenegro shared a message regarding DELAC meetings on the 3rd Wednesday of the month.</p> <p>There was some confusion this week about the class shirts and why students are asking for money. If this is a tradition, how can we help support parents? The students take on the task and there are pieces that are a bit unorganized because they are learning the process. Students are working on the details of the shirt. Mr. Guerrero shared that admin went to the CATvisory to remind students of the process for</p>	

7. Unfinished Business		
8. New Business A. Orientation to SSC B. Establish Meeting Dates C. Review School Safety Plan D. Review & Revise Family Engagement Policy E. UCP Annual Notice F. Review LCAP Goals	A. We do have the parents present for SITE Council. It is a 2-year term. Any other parents are welcome to attend the meetings. <ul style="list-style-type: none"> a. made up of 4 staff members, parents, and a student (pending) B. 4:30 is a better start time and we would like to have a monthly meeting. The meetings will be last Thursday of the month (except Halloween). October 24, no meeting in Nov/Dec, Jan. 30, Feb.27, March 26, April 30, May 28 C. Safety Plan--This is a continuation of last year's plan. We have also established a Safety Team on campus which will be meeting monthly. <ul style="list-style-type: none"> a. Mr. Guerrero reviewed the Safety plan and emergency drill dates. b. A parent requested what does the bullying policy look like. Where does the "bullying" process go in the safety plan? c. Ms. Baldenegro shared the process of what happens when a student reports bullying. d. A parent shared a comment that the community is divided. <ul style="list-style-type: none"> i. How can we promote more inclusivity for all? ii. What can we do proactively to help prevent bullying? e. Mr. Guerrero shared that the School Culture Team will be meeting. <ul style="list-style-type: none"> i. We will share and discuss these items ii. CATvisory also allows for students to have conversations and open dialogue of issues 	

	<p>that impact or community</p> <ul style="list-style-type: none"> iii. Parent education is also part of the process iv. Red Tickets at JH v. We need to make uniform the dress code policy so that it matches what is in our student handbook and in the packet that goes home in the fall. vi. Galindo moves to approves and Bone 2nds--all in favor. <p>D. Reviewed the documents --Draft AR on Parent Involvement and LCAP Actions Summary for 2019-2020</p> <ul style="list-style-type: none"> a. A parent shared that at CES they discussed the parent engagement and how the meetings have morphed. b. There is an AR 6020 with regard to parent involvement. c. We will continue to work on the d. We are working to increase the communication on Aeries e. Also, increase the parent portal usage and emails that can be sent from Aeries to home with progress grades 	
<p>9. Announcements</p>	<ul style="list-style-type: none"> ● Homecoming-October 14-18 ● JH went on a class trip--Bothe hiking ● 1st Home Football meeting ● CAASPP scores went out <ul style="list-style-type: none"> ○ Will there be a presentation at the board meeting? ○ Will there be discussions? ○ What comments will occur? ○ How can parents better interpret and understand their student's scores? ○ We should celebrate the successes ○ we need to look at the averages overall 	

	<ul style="list-style-type: none"> ○ A question was asked about Palisades and if they are included in the CJSHS SITE Council ○ Ms. Baldenegro shared that she thought it is included as it was a conversation last year. 	
10. Adjournment	The meeting was adjourned at 5:27pm by Ms. Bone.	

**Under the Open Meeting Law, no action related to public comment may be acted upon at the meeting. Issues raised at the meeting may be scheduled for another SSC meeting, as approved by the council. Public comment is generally limited to two minutes per person.*

Prepared By (print): Raúl Guerrero	Date: 9/23/2019
Signature:	*attach the sign-in sheet

Emergency Response

There are two basic types of emergency responses:

1. **Evacuate** (safer outside)
 - Staff will take their emergency pack, grade book, room keys, laptop, and personal items.
 - Before students leave the room, the staff will check the evacuation route to make sure it's safe. **DO NOT WALK UNDER COVERED WALKWAYS UNLESS IT IS NECESSARY.**
 - Staff will be the last to leave the room, making sure all students have exited.
 - Staff and students will exit to the football field. **Students will form a line with their CATvisory.**
2. **Lockdown** (safer inside)

Situation	Response	Rationale
Fire	<p>Cue: Fire Alarm & Announcement by Admin/Office Staff</p> <ol style="list-style-type: none"> 1. Before you evacuate to the football field, wait for Admin/Office Staff to confirm there is a fire. Then evacuate. 2. Doors closed and unlocked <p>Cue: Fire Alarm</p> <ol style="list-style-type: none"> 1. Duck, Cover, and Hold On 2. Evacuate when signaled to the football field 3. Doors open and unlocked 4. Admin will notify if evacuation or lockdown is needed 	<ul style="list-style-type: none"> ● It is dangerous inside the building ● We may not be able to re-enter the buildings ● Firefighters may need to enter the rooms ● Falling objects are dangerous ● It may be dangerous in the building ● We may not be able to re-enter the buildings ● Emergency personnel may need to enter the rooms
Bomb/Suspicious Object	<p>Cue: PA announcement, "There's been a report of a possible suspicious object on campus. Please calmly evacuate to the football field, don't touch anything on the way."</p> <ol style="list-style-type: none"> 1. Before evacuating, check your room for items you don't recognize. Do the same on the way to the football field. When you arrive at your designated location, report any suspicious items to the administrative team 2. Doors remain open and unlocked 	<ul style="list-style-type: none"> ● Report any such items to an administrator at the evacuation site. ● It is dangerous inside the building ● We may not be able to re-enter the buildings ● Emergency personnel may need to enter the rooms
Intruder Alert & Environmental Hazard	<p>Cue: PA announcement, "Lockdown, Lockdown."</p> <ol style="list-style-type: none"> 1. Immediately and quickly bring into your classroom any students who are outside 2. Lock doors, close blinds, turn off lights 3. Hide in the least visible locations and behind objects that can shield you. Stay away from doors and windows. 4. Be prepared to Run, Hide, Fight if needed (discuss with students) 5. If the Fire Alarm sounds, wait for the administration to confirm if evacuation or lockdown is needed. 	<ul style="list-style-type: none"> ● Keep out intruders and obscure view ● Protect yourselves ● Make the room seem empty ● Keep environmental hazards out

