

Calistoga Elementary School

Comprehensive School Safety Plan

2017-2018

Calistoga Joint Unified School District

Comprehensive School Safety Plan
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SECTION I

STATUS OF SCHOOL CRIME

- A. Each school site maintains records of crimes committed on campus. Summary data is made available to the public through district records. Records are reviewed and maintained by each site administrator. Recent review of records indicates that there have been no crimes committed on the elementary school site.
- B. Results of The California Healthy Kids Survey are reviewed and provide data, which guides development of the safety plan.
- C. The school provides appropriate administrative, counseling, and support services for students, and the curriculum provides students with opportunities to learn effective communication skills.
- D. The Board of Education (BOE) desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The BOE believes that high expectations for student behavior, effective classroom management and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible.
- E. Site administrators meet monthly with the Chief of Calistoga Police Department to discuss common issues. Site administrators also meet regularly with our local Diversion Counselor to discuss those students who are currently in diversion.
- F. The BOE is committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds. The BOE also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.
- G. Staff is trained in identifying harassment and in delivering curriculum designed to address this behavior. When any form of harassment takes place on campus, all staff knows that they are to report this to an administrator immediately.

SECTION II

PROCEDURES FOR COMPLIANCE WITH SCHOOL SAFETY LAWS

(SECTIONS 111 – X1)

DISTRICT POLICIES, REGULATIONS, AND PROCEDURES

- A. In accordance to Board Policy, Calistoga Joint Unified School District's (CJUSD) BOE 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.
- B. In accordance with Board Policy (BP) the administrative team of Calistoga Elementary School (CES) establishes rules to ensure the welfare, safety, and security of all students.
- C. CES is within Drug Free Zone established by the City of Calistoga and is posted as such. The BOE 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 BOE 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, CES supports the Board Policies. 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. CJUSD 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.

- D. Parents are held responsible for damage caused by student vandalism in accordance with BP 5131.5. The BOE 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 law.
- E. CES adheres to BP 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. CES requires all visitors to wear a nametag that identifies them as visitors on campus.
- F. CES and supports Administrative Regulation (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.

SECTION III

CHILD ABUSE REPORTING PROCEDURES

- A. All school personnel must attend annual training on Child Abuse Reporting Procedures. BP/AR 5141.4 states that the BOE 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 BOE 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 law.
- B. Staff members are required to report all suspected child abuse situations. Consultation with the principal is helpful, but not mandated. CES staff, upon making the report, does not investigate the concern; this is the function of CPS or law enforcement. The law is designed to provide confidentiality to the reporter.

- C. The CJUSD instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' right to live free of abuse, inform them of available support resources, and teach them how to obtain help and disclose incidents of abuse. The curriculum also shall include training in self-protection techniques.

SECTION IV

DISASTER PROCEDURES

- A. Through BP 3516, the CJUSD BOE 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 school 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.
- B. In accordance to AR 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. CES engages in all of these drills at least once a year.
- C. 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.

OBJECTIVES

This plan has the following objectives:

To provide for effective action to minimize injuries and the loss of life among students and school personnel in case of disaster during school hours; to provide for the maximum utilization of school personnel and facilities to care for disaster victims; to protect school property.

PUPIL PROTECTION POLICY

The policy of the BOE for pupil protection is as follows:

The safety of the students and school staff is of paramount importance. All actions taken shall bear in mind the safety and well-being of both students and district employees. Under no circumstances shall any child be released from the custody of school personnel unless and until such may be done with safety. Any adult calling for a pupil at a school site will be required to identify himself to an assigned staff member before being permitted to take a pupil out of school.

BUILDING UTILIZATION

Command Post:	CES Staff Room/CJUSD Conference Room
Media Center:	CJUSD District Office
Security Team:	CES Staff Room/Room 9
Base Search and Rescue:	CES Library/CJUSD Maintenance Yard
Medical Center:	CES Library/CES Conference Room
Food Distribution:	Multipurpose Room
Public Care Facility:	Multipurpose Room
Student Release Area:	Cafeteria/Grass Field - Playground
Waiting Area for Ambulance:	Front of Multipurpose Room
Student Care:	Room 1/Room 6
Morgue:	Behind Rooms 1-6
Shelter Areas (Families):	Family 1 (Yellow); Family 2 (Purple); Family 3 (Pink); Family 4 (Green)
Parent/Community Liaison:	Principal/School Site Council Chair/PFO President and/or parent members

**In the event of an earthquake, activities will be staged outside of these areas.*

Utility Shut Off: Location (see maps)

Water: Main Valve – Front parking lot, close to fence

Natural Gas: Main Valve – Fenced area behind the Art Storage Room, across from kitchen

Electricity: Basement, under the art storage building

EMERGENCY TELEPHONE NUMBERS

School Name: Calistoga Elementary | School Phone: (707) 942-4398
 School Address: 1327 Berry St. Calistoga, CA 94515 | District Phone: (707) 942-4703

	Work Phone	Cell	Name
Principal	707-942-4398	707-339-1133	Nicole Lamare
Vice Principal	707-942-4398	707-339-1623	George R. Valenzuela
Local District Superintendent	707-942-4703	707-245-6043	Erin Smith-Hagberg
Local District Facilities Manager	707-942-4564	707-291-7205	Chris Ochs
School Secretary	707-942-4398	707-583-4774 707-508-8123	Beatriz Rodriguez Veronica Montanez
School Nurse		707-339-0442	Nyda Delegeane
School Custodian	707-942-4398		Jose Peña
Bus Dispatch	707-942-4703	707-291-7205	Chris Ochs

Location/Name

Phone

Local Fire Station	Calistoga	707-942-2840
Local Police/Sheriff Dept.	Calistoga	707-942-2810
Local Hospital	St. Helena Hospital	707-963-3611
Ambulance	AMR-Am.Med.Response	855-267-5299; 707-501-5280
Medical Clinic (nearest)	Clinic Ole, Calistoga	707-709-2308
Sewer Authority	Calistoga	707-942-2828
Water Authority	Calistoga	707-942-2828



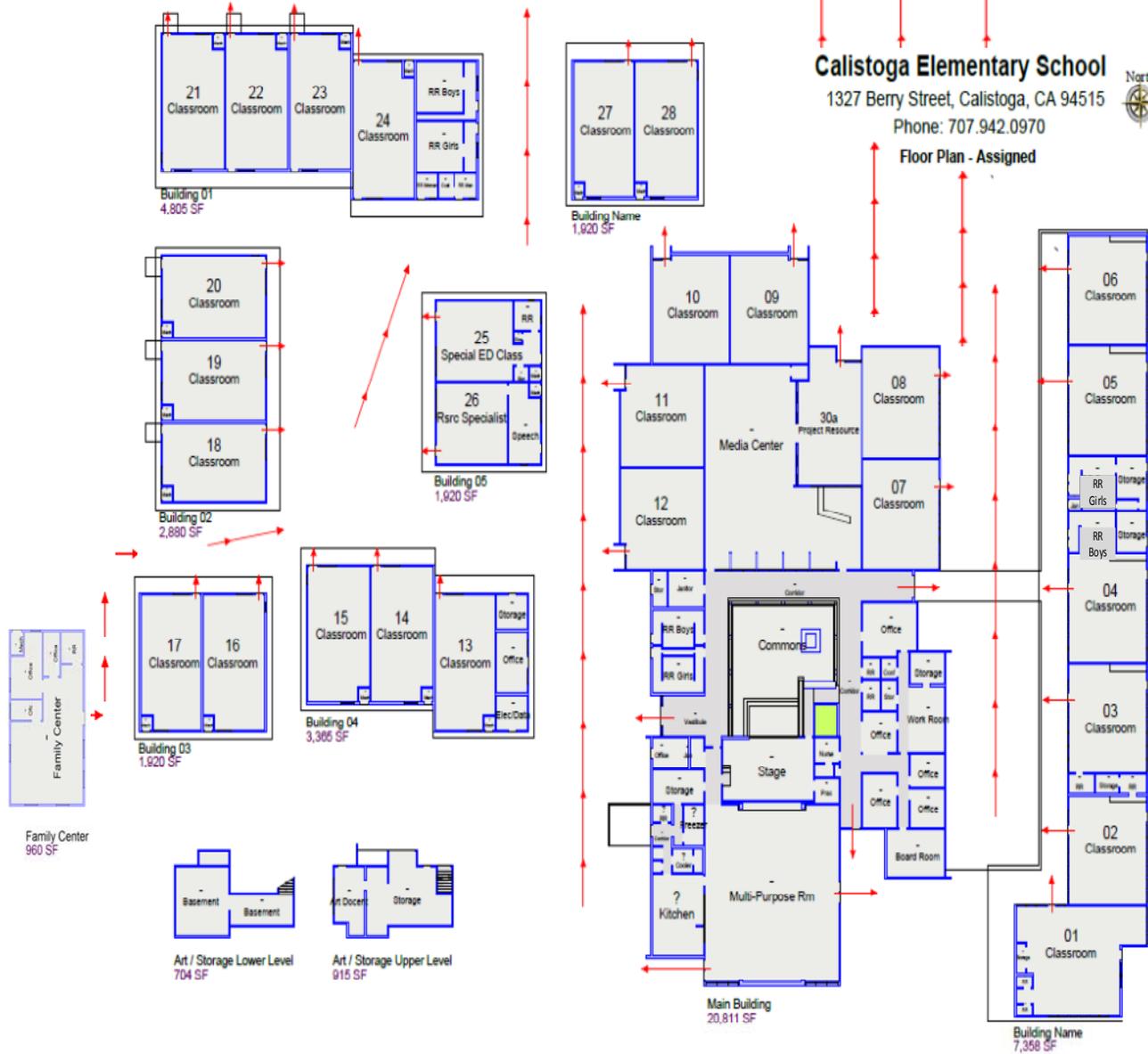
Calistoga Elementary School

1327 Berry Street, Calistoga, CA 94515

Phone: 707.942.0970



Floor Plan - Assigned



Calistoga Elementary Emergency Operational Center (EOC) – Updated December 2018

Management Incident Commander: Nicole Lamare (Alternate: George R. Valenzuela)		PIO: Erin Smith-Hagberg (PIO Alternate: Nicole Lamare) Safety Officer: Matthew Gudenius Liaison: George R. Valenzuela	
Operations Section Chief: George R. Valenzuela Alternate 1: Patty Lassen	Logistics Section Chief: Pam Rubel Alternate 1: Autumn Grove	Planning/Intelligence Section Chief: Alana Sysock Alternate 1: Tegan Henry	Finance/Administration Section Chief: Jenna Burrows Alternate 1
Search and Rescue <i>*Deb Burau</i> Marisa Henrichs Christine Guadarrama Kris Schaffer Jeremy Smith Isabel Rodriguez	Supplies and Staffing Team <i>*Ashlee Bradford</i> Olga Pimentel Maricela Robledo Isaura Espinoza Jose Pena	Documentation <i>* Tegan Henry</i> Chenoa Olson Marty Dias	
Security <i>*Joel Kriner</i> Brooke Alvarez Gaby Ochoa Armando Martinez	Transportation Team <i>* Beatriz Rodriguez</i> Lourdes Gonzalez		
Medical <i>* DJ Smith/Karen Yoder</i> Lisa Morgan Luly Gutierrez Susy Avina Melissa Trujillo Richie Adams Melinda Mendoza			
Student Release/Staff Acct. <i>* Amy Palma</i> Patty Lassen Martha Pena Jose Sevilla Veronica Montanez			
Student Care <i>*Jennifer Castle</i> Helen Bass Denise Hughes Joey May Melody Rivas Cathy Pope Lisa Shepard Nina Petersen Christina Patane Kristy Strakbein Autumn Duarte Tami Berryhill Sharon Parra			
Communication Team <i>* Jennifer Wodlinger</i> Daisy Bogart Karla Ferrando			

CES Emergency Organization Chart

2017-2018

INCIDENT COMMANDER: Nicole Lamare

ALTERNATE: George R. Valenzuela

Solely responsible for all emergency / disaster operations and shall remain at the Command Post to observe and direct all operations. Responds to all issues from Management/Command Team through continuous briefings / updates as emergency requires.

PUBLIC INFORMATION OFFICER: Erin Smith-Hagberg

Through briefings from the IC, ensures that accurate up to date information is disseminated to the public and/or appropriate support agencies as emergency requires.

SAFETY OFFICER: Matthew Gudenius

Ensures that all activities are conducted in as safe a manner as possible under the circumstances which exist. Monitors staff for fatigue/rest as emergency requires.

LIAISON OFFICER: George R. Valenzuela

Serves as the point of contact for outside Agency Representatives offering organizational assistance during the school site emergency response. Coordinates the efforts of these outside agencies while on-site to ensure the proper flow of information as emergency requires.

All Section Chiefs are responsible for providing the Incident Commander with continuous briefings from their team leaders throughout the crisis / emergency

OPERATIONS

Section Chief: George R. Valenzuela

PLANNING

Section Chief: Alana Syssock

LOGISTICS

Section Chief: Pam Rubel

FINANCE / ADMINISTRATION

Section Chief: Jenna Burrows

OPERATIONS

Section Chief: George R. Valenzuela

Manages the direct response to the disaster, which includes the following teams:

Site Security Team

Search & Rescue Team

Medical Team

Student Care Team

Student Release Team

Site Security

Site Security Team Leader: Joel Kriner

Backup: Brooke Alvarez

Assess, identify and mitigate campus hazards during and immediately following an on-site disaster/emergency. This team is also responsible for campus security for the duration of the incident, or until the arrival of first responders that assume responsibility.

Site Security Team:

Armando Martinez

Gaby Ochoa

Search & Rescue

Search & Rescue Team Leader: Deborah Burau

Backup: Isabel Rodriguez

Coordinates all on-site search and rescue efforts including identifying search and rescue priorities and making team assignments. Responsible for ensuring the safety of his/her team while in the field.

Search & Rescue Team:

Marisa Henrichs

Christine Guadarrama

Kris Schaffer

Jeremy Smith

Medical Team

Medical Team Leader: DJ Smith/Karen Yoder

Backup: Lisa Morgan

Provides emergency medical response, first aid, and counseling. Informs Operations Chief or IC when the situation requires health or medical services that staff cannot provide. Ensures that appropriate actions are taken in the event of deaths.

Medical Team:

Luly Gutierrez

Susy Avina

Melissa Trujillo

Richie Adams

Melinda Mendoza

Student Care

Student Care Team Leader: Jennifer Castle

Backup: Helen Bass [*Crisis Intervention/Shock/Grief*]

Provides for the safe sheltering and care of students and staff while on-site during an emergency. Also in charge of facilitating campus evacuation when the school site is deemed by the Management Team to be unsafe.

Student Care Team: *(Includes all other unassigned school personnel)*

Denise Hughes

Joey May

Sharon Parra

Melody Rivas

Cathy Pope

Lisa Shepard

Nina Pederson

Autumn Duarte

Christina Patane

Kristy Strakbein

Tami Berryhill

Student Release

Student Release Team Leader: Amy Palma

Backup: Patty Lassen

Oversee the reunification of students with their parents or authorized adult through separate Request and Release Gates.

Student Release Team:

Martha Pena

Jose Sevilla

Veronica Montanez

PLANNING

Section Chief: Alana Sysock

Responsible for the collection, evaluation, documentation and the use of information about the development of the incident and the status of resources. Maintain accurate records and site map. Provide ongoing analysis of situation and resource status. Work with the IC to develop the *Incident Action Plan*. Planning includes the following team:

Situation Analysis / Documentation

Situation Analysis / Documentation

Documentation Team Leader: Tegan Henry

Backup: Marty Dias

Responsible for the collection, evaluation and use of information about the development of the incident and the status of resources. Maintains accurate *Site Map & Activity Log* and provides ongoing analysis of situation and resource status.

Documentation Team:

Chenoa Olson

LOGISTICS

Section Chief: Pam Rubel

Alternate: Autumn Grove

Responsible for providing facilities, services, personnel, equipment, materials, and forms in support of the incident. Logistics sets up and maintains an *Incident Check-In Roster*.

Logistics is made up of the following teams:

Supplies / Facilities Communications / Staffing Transportation

Supplies / Facilities

Supplies / Facilities Team Leader: Ashlee Bradford

Backup: Jose Pena

Responsible for providing facilities, equipment, supplies, and materials in support of the incident.

Supplies / Facilities Team:

Olga Pimentel

Maricela Robledo

Isaura Pena

Communications / Staffing

Communications Team Leader: Jennifer Wodlinger

Backup: Daisy Bogart

Responsible for coordinating check-in and assignment of personnel in support of the incident. Also responsible for establishing, coordinating and directing verbal and written communication within the school disaster site and with the school district.

Communications / Staffing Team:

Karla Ferrando

Transportation

Transportation Team Leader: Beatriz Rodriguez

Backup: Lourdes Gonzalez

Responsible for implementing the transportation plan during school emergencies, including assessing the need for buses and trucks for the ferrying of students, staff and/or supplies, and directing vehicles to where they are needed.

DISASTER PROCEDURES

Purpose

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.

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.

THREE LEVELS OF EMERGENCIES: Emergencies are described by one of the following three levels:

Level One Emergency: A localized emergency which 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 severe emergency, somewhat beyond the CJUSD response capability, which may require mutual aid assistance from the fire department, Sheriff's 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.

Authorities and References

The Plan is based on federal and state law and district policy.

Plan Implementation

The Plan will be:

1. Initiated by the Principal or designee when conditions exist which warrant its execution
2. Implemented by all staff that will remain at CES and perform those duties as assigned until released by the principal.
3. Reviewed at least annually by Site Safety Committee
 - Emergency and disaster functions have been identified and pre-assigned.
 - The Emergency Teams will be updated at least annually.



FIRE DRILL

- Teacher will take the **emergency folder** and the roll sheet to the evacuation area (the grassy field beyond the picnic tables in back of the school).
- All classes are to silently walk to the evacuation area.
- Each classroom reports to their color coded Team and "Family" (see Evacuation Drill Procedures).
- Students who are with a prep teacher during the drill will be led by that teacher to the assigned class location on the field.
- Roll will be taken. If all children are present, display a "GREEN CARD" from the emergency folder at the front of your line. *If a child is at school* but missing from the field, display a "RED CARD" & child's name to administration.
- Wait for the "all clear" announcement to return quietly to class.



EARTHQUAKE / EMERGENCY DRILL

Inside the classroom students will:

- 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

When all students are in a protected position, teacher drops and covers under the nearest desk/table until the “all clear” bell rings or announcement.

In the event of a real earthquake:

- Teacher directs class to duck/cover until earthquake is over
- When shaking stops, teacher directs students to evacuate building and report to the evacuation area and color coded Team and Family (per fire drill)



LOCKDOWN DRILL

- Principal will use intercom system to call a lock down.
- Students will be directed by teacher to drop and cover away from all windows
- Teachers will visually sweep the area outside their room and pull in any unaccompanied students
- After sweeping the area and/or pulling in any unaccompanied students, teacher will proceed to immediately **lock their classroom doors from the inside** (one full turn with classroom key to the left will secure the lock so it cannot be opened from the outside)
- Window coverings will be immediately drawn to obscure vision into classrooms
- All classrooms will remain in “lock down” mode until the “all clear” direction is given over the intercom.
- Each classroom reports to their color-coded Team and “Family” if instructed by administration.

LOCKDOWN ACTIVE SHOOTER

- School staff should move students into classrooms/buildings and call 9-1-1.
- Begin lockdown procedures including covering windows, turning off lights, and seeking cover under or near furniture and away from windows.
- Use appropriate communications methods (i.e. phones, radios, etc.) to contact the School Administrators.
- Take roll and identify all students and staff in the classroom.
- Be prepared for an evacuation at any time.
- Follow the direction of Calistoga Police Department (707-942-2822).

TEACHER DOWN

- Teacher will review with student what the procedure would be if an adult (Teacher/Staff) was to be found unconscious
- Student on the phone will say “This is _____ from Room ___ and my teacher is down/unconscious”
- Teacher will have various students learn to use the class phone and designate 2 students to call in case of an emergency
- Teacher will review with students who the closest adult/classroom would be in case of an emergency
- Student will walk to nearest adult/classroom and say “I am from Mrs./Mr. _____ and s/he is down/unconscious”.
- Teacher will pretend she is unconscious
- One student will call the office at X 3910 and X3920 (Remember to teach them to push the dial button)
- Office staff will make note of classrooms that have called

INTRUDER ON CAMPUS

- A campus intruder is defined as an individual who loiters or creates disturbances on school property. If an intruder is found on campus:
 - Assess the situation and if it appears safe to approach the intruder, greet the individual in a polite and non-threatening manner.
 - Identify yourself as a school official.
 - Ask the intruder for identification.
 - Ask the intruder what his/her purpose is for being on campus.
 - Ask the intruder to quietly leave the campus or invite him/her to accompany you to the office.
 - If the intruder refuses to respond to your requests, inform him/her of your intention to summon law enforcement officers.
 - If the intruder gives no indication of voluntarily leaving the premises, call 9-1-1- and provide a description and location of the intruder. Notify staff to lockdown.
- If an intruder appears on school grounds during recess or lunch:
 - Outdoor supervisors should immediately notify the School Administrators and guide all students to nearby buildings/classrooms.
 - Lock all doors and windows.
- In the event the perpetrator(s) is inside a classroom.
 1. Staff should take a leadership role and perform the following actions:
 - Calm, reassure, and quiet others (students/staff)
 - Staff actions will influence others.
 2. Staff should attempt to actively diffuse the situation:
 - Attempt to quietly move students away from the perpetrator.
 - If deemed safe to do so, staff should approach the perpetrator in a calm, non-confrontational manner and ask him/her to leave the campus.
 3. If the perpetrator leaves the classroom, staff should immediately block the door using whatever is available (desks, file cabinets, books, or other furniture)

EMERGENCY EVACUATION PROCEDURES

- CES is responsible for identifying and planning safe ingress and egress routes on their school property as well as appropriate evacuation routes. In addition, CES 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.
- CES 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. EVAC Chairs) 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, CES must identify safe evacuation locations to relocate the school population.
- **On Campus Evacuation Location**
 - See appendix for on campus evacuation map “Evacuation Drill Procedures”
- **Off Campus Evacuation Location**
 - CES students are to evacuate the school site, when directed to do so by District Officials, to the following locations:

- **Primary Off Site Location**

Organization	Pioneer Park
Address	1308 Cedar Street, Calistoga, CA 94515
Point of Contact	Rachel Melick
Phone Number	707-942-2844

- **Secondary Off Site Location**

Organization	Calistoga Boys/Girls Club
Address	1401 North Oak Street, Calistoga, CA 94515
Point of Contact	Lainey Cronk
Phone Number	707-709-6950

Hazard Assessment

- Each school year, prior to the arrival of the teaching staff, the Principal and/or designee, will undertake a physical survey of all hazards likely to be encountered in the evacuation routes from classrooms and other activity rooms to safe, open-space areas.
- During the first month of the school year each teacher will conduct a classroom hazard checklist to be submitted to the principal.

Staff Orientation/Training

- All CES staff will be oriented to this plan by the Principal and/or designee at the beginning of each school year.
- Staff members designated for medical responsibilities shall have first aid and CPR certification and training in triage.

Evacuation Routes

- The Principal is responsible for establishing safe evacuation routes from all school facilities.
- Evacuation routes must be posted in all classrooms, multi-purpose rooms, and the school office.

Parent Communication/Responsibility

- Pertinent components of this plan will be included in the beginning-of-school parent packet and other means of regularly communicating with parents.
- All parents will complete a Student Release form for their child and designate other persons who are authorized to pick-up their child in the event of an emergency.

Supplies and Equipment

Disaster supplies and equipment are maintained as follows:

1. Emergency kits in each classroom, to include student contact information, flashlight, batteries, and basic first aid supplies.
2. First aid and other search and rescue supplies which may be needed during the first few hours following an emergency are located in each quad and the garden shed (for quad 4)
3. Tools for shutting off the utilities at each shut-off location are available at the custodial office.

Emergency File

- An Emergency File containing Student Release-Permission Slip information for all students will be maintained in the school office marked EMERGENCY FILE and will be taken by the school office manager whenever the school building is evacuated.

Communications

- During an emergency, telephones and cell phones will only be used to report emergency conditions or to request emergency assistance. Internal telephones will only be used to report in by specific request of the emergency management team. The all call system may be used by the emergency management team.
- In the event that telephone and/or electrical service are interrupted, other means must be relied upon to relay information. A bullhorn and/or runners will be utilized within the school building and on school grounds.
- It is the responsibility of the Superintendent/Principal to disseminate information to the public.

PRINCIPAL'S RESPONSIBILITIES

The Principal of CES is responsible for all pre-disaster planning and preparedness for CES. In the event of an emergency, the principal or his designee will assume overall direction of disaster procedures for CES. The Principal is the sole representative of the CES communicating with the media. The following alternates are appointed to act in succession in the absence of the Principal regarding administration and supervision of all aspects of the emergency:

- Office Manager
- Head Custodian

Every teacher should become thoroughly familiar with the contents of this emergency action guide, and students should be instructed in the procedures outlined for emergency action so they will be prepared to react quickly to instructions given to them in times of emergency.

ACTION OF SCHOOL STAFF

PRINCIPAL-in her absence, the designated representative shall assume overall direction of emergency procedures.

1. Direct evacuation of building, as required, for fire, threatened explosion, or following cessation of earthquake tremors.
2. Arrange for transfer of students if threatened by floods or approaching fires.
3. The Principal is the sole public information officer for communicating with the media and press unless designated otherwise.

TEACHERS - will be responsible for the supervision of students in their charge.

1. Direct evacuation of children in their charge to inside or outside assembly areas.
2. Give DROP command during an earthquake or in a surprise attack.
3. Take roll when class relocates outside, inside an assembly area or at any other location.
4. Responsible for bringing backpack emergency supplies.
5. Report missing students to the principal.
6. Send students in need of first aid to school nurse or person trained in first aid.

TEACHERS (FIELD TRIPS) - in the event of an emergency while on a field trip, teachers will:

1. Take backpack with Student Emergency Forms and first aid kit on the field trip.
2. Follow directions under "TEACHERS" above.
3. Follow emergency directions of local emergency officials.
4. Contact CES via telephone, or request local emergency officials to contact CES or CJUSD officials.

INSTRUCTIONAL ASSISTANTS - will remain with their assigned teachers and assist them in the performance of their assigned tasks.

OFFICE MANAGER

1. Report fire or disaster to appropriate authorities.
2. Man telephone, monitor radio emergency broadcast, serve as messenger, and aid in administering first aid.
3. Stand by office area as appropriate.

CUSTODIAN

1. Check bathrooms in multi-purpose room, primary buildings and outside upper classroom area.
2. Examine building and plant for damage and keep principal informed of condition of plant. Turn off ventilation systems.
3. Direct Fire Department or emergency personnel to emergency

SCHOOL NURSE - if present, administer first aid and supervise administration of first aid by those trained in it.

CAFETERIA MANAGER - if present, direct the use and preparation of cafeteria, food, and water supply when necessary.

BUS DRIVERS

1. Supervise the care of children if emergency occurs while children are in bus.
2. Issue DROP command if earthquake or surprise attack occurs while children are in bus.

3. Transfer students to new locations, when directed by Principal.

OTHER STAFF - Evacuate children, remain with them in assigned area, and return them to teacher if teacher is in that area.

Emergency Teams: See EOC at beginning of this document

Team Membership:

- The CES Emergency Teams shall be comprised of personnel selected by the principal and the CES Safety Committee. Each team will consist of individual team members, a team leader, and an alternate team leader. These persons shall receive training and shall be required to participate in a number of “emergency readiness” activities before an actual disaster occurs, in order to be fully prepared to respond both during and after the emergency.

Team Leader Responsibilities:

The leader of each team shall have a number of ongoing responsibilities, including the following:

- requesting the principal or designee to fill any vacancies on the team;
- arranging for the training of new members and alternates;
- ensuring that necessary supplies and equipment are maintained;
- recommending purchase of necessary supplies and equipment to the principal or designee;
- conducting annual meetings with team members to validate or update procedures;
- attending annual meetings with other team leaders and the principal or designee;
- determining where and under what conditions the team will meet during emergencies; and
- Coordinating team activities during actual emergencies.

NOTE: Any CES employee, as a disaster services worker, may be asked to assist an Emergency Team whenever necessary.

Personal Preparedness

- When a major emergency occurs, every employee should be prepared and committed to serving their students. To do this each employee must have the confidence that they have prepared their own families to deal with emergencies and know and complete those assignments for which they are assigned.
- The time and energy an individual commits to being personally prepared will provide the best assurance that students and family are capable of dealing with emergency situations.

SECTION V

SUSPENSION & EXPULSION

- A. Students who violate a section of the Education Code are subject to suspension. Guidelines for infractions of CES rules are delineated in an outlined in each student’s handbook so that discipline has consistency district-wide and suspensions/expulsions are administered equitably.
- B. Students who are expelled are enrolled in alternative education settings Community Schools, operated by the Napa County Office of Education (NCOE). 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.

- C. Students who are expelled but have the expulsion suspended are enrolled in a regular or alternative program in the CJUSD.
- D. All teachers can access suspension information by checking with the site administrator or site secretary. Teachers are notified of students who have been convicted of violent crimes directed toward CES personnel.

SECTION VI

NOTIFICATION TO TEACHERS OF DANGEROUS STUDENTS

- A. The site secretary maintains a binder containing all suspension letters and a log of letters. Teachers have access to this binder before and after school or during their preparation period.
- B. Teachers also have access to student files through the student records system Aeries.net.
- C. Information regarding a dangerous student in violation of Penal Code Section 243 shall be relayed to school staff in a manner insuring maximum confidentiality. This shall be communicated individually or at a staff meeting.

SECTION VII

HARASSMENT POLICY

a. BULLYING

CES is committed to protecting its students and employees from bullying, harassment or discrimination for any reason and of any type. All students and employees are entitled to a safe equitable and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be a cause for disciplinary action.

Our philosophy is one of a culture of health, wellness, safety, respect and excellence. We strive to train staff and students on intervention and instructional strategies on prevention, including violence prevention. We follow up when incidents are reported or occur.

“Bullying” is described as unwanted purposeful written, verbal, non-verbal, or physical behavior, including but not limited to any threatening, insulting or dehumanizing gesture, by an adult, student, or environment that causes long term damage, causes discomfort or humiliation, or unreasonably interferes with the individual’s CES performance or participation.

Bullying may involve, but is not limited to:

- Unwanted teasing
- Threatening
- Intimidating
- Stalking
- Cyber stalking
- Cyber bullying
- Physical Violence
- Theft
- Sexual, religious, nor racial harassment
- Public humiliation

Education Code § 48900.4 (harassment of school/district personnel or pupil; threats/intimidation)

b. SEXUAL HARRASSMENT

Definition: Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature has the purpose or effect of unreasonably interfering with an individual's education or creating an intimidating, hostile, or offensive educational environment.

Examples:

1. Making unsolicited written, verbal, physical and/or *visual* contact with sexual overtones such as:
2. Suggestive or obscene letters, notes, invitations, pictures, or objects.
3. Leering and other suggestive or lewd looks, expressions, or gestures.
4. Derogatory comments, slurs, jokes, or epithets.
5. Assault, touching, impeding or blocking movement.
6. Continuing to express sexual interest after being informed that the interest is unwelcome.
7. Making, threatening or implying reprisals following a negative response.

Education Code §§ 48900.2, 48900.4

Confidentiality: Reasonable efforts will be made to keep a complaint and the results of the investigation confidential. Witnesses shall be informed that it is a violation of the district policy to disclose the complaint, the nature and outcome of the investigation or the parties involved.

Disciplinary action: Students in grades 4 - 12 are subject to disciplinary action. Interventions may include conferencing, warning, counseling, detention, or school service. More serious infractions or chronic violations of the district's sexual harassment policy may result in suspension or expulsion.

Retaliation prohibited: A student shall not be subject to retaliation or reprisal for filing a complaint. Every effort will be made by school personnel to insure non-retaliation and, if this policy is violated, appropriate disciplinary action will be taken.

The CJUSD Title IX Officer is John Mauro, located at the District Office.

SECTION VIII

AR 5132 specifically addresses "gang-related" apparel and behavior. The BOE believes: that appropriate student dress contributes to a productive learning environment, and it 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 CJUSD 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. Shoes 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. Shoes and sandals must protect the feet. CES students may not wear flip-flops or backless shoes, or high heels, as these pose a safety hazard on the playground.
3. Transparent or mesh shirts or blouses, halter-tops, and spaghetti straps (less than 1") 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.

4. Shorts and skirts must be hemmed and may not be excessively short. Neither undergarments nor excessive skin may show when bending or sitting. Shorts and skirts should be even or below the bottoms of thumbs when standing normally.
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. Pajama tops, bottoms or slippers are not allowed.
7. Nothing may hang from pants. Examples include long belts, key chains, chains, bandanas, etc.
8. Bandanas of any color may not be worn or carried.
9. 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. Examples include, but are not limited to: the initials S, N, BP, WP, confederate flags, masks, swastikas, laugh now, cry later, prison insignia, tears, the numbers 420, 13, 14, XIV, XIII, and hairnets. Jewelry, belts, and accessories with spikes may not be worn.
10. Hats may not be worn in buildings.
11. CES students are not allowed to wear make-up. This includes body glitter, colored lip gloss, perfume, artificial nails and tattoos at school.

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 possible suspension from CES.

Each student receives a “student handbook” which includes a section on school dress. This handbook is reviewed with students annually in all classes. CES 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.

SECTION IX

SAFE INGRESS & EGRESS

- A. CES is a closed campus. Students are not permitted to leave without parent permission and checking out through the Main Office.
- B. Neighbors are encouraged to report any activity around the perimeter of the campus, which appears suspicious.
- C. Visitors to the campus are required to sign in at the Main Office and receive a nametag prior to proceeding to buildings other than the main office.
- D. Students are informed that they may be suspended for illegal activity, which occurs on the way to and home from CES and at CES-sponsored activities as well as on campus.

CAMPUS VISITORS

- All campus visitors, including parents are to report to the office. CES has a volunteer sign-in binder that should be filled out when arriving on campus.
- Signs are posted at entrances indicating that all visitors are to report to the office.

RELEASING CHILDREN FROM SCHOOL

- A child may not be released to anyone other than a parent, guardian, or a person listed on the child's emergency card. A child may go home with someone other than those listed on the card if the child brings a note to CES. This note should be given to the office staff.
- If someone other than listed on the card arrives at CES to pick up a child, the child will not be released to that person unless the parent or guardian can be located to approve such release.
- **Parents are requested to send a note to CES if the child will be leaving from school early. Adults must report to the office, not the classroom. Children will be picked up in the office.**

CHILD SAFETY INSTRUCTIONS

- Students are regularly reminded about behaviors that will maximize their safety in public and going to and from school, especially in how to respond to strangers or potentially unsafe situations. These reminders may be given during an assembly or if there is information about suspicious activity in the community. In such cases, where appropriate, a written safety alert will be sent home to advise parents.

SECTION X

SAFE & ORDERLY ENVIRONMENT: GOALS & OBJECTIVES

Procedures to Ensure a Safe and Orderly Environment

The following goal addresses the following two Safe Schools Components:

- People and Programs
- Physical Environment

Goal: School safety is enhanced when all children have a sense of belonging and inclusion in the school.

Objective 1: A variety of activities will be planned that represent the diversity of the school and the community, and is reflected in the social studies standards and the visual and performing arts frameworks.

Activity 1: Students will attend at least one assembly or go on at least one field trip which includes content that is reflective of diverse historical or cultural expressions.

Activity 2: As appropriate and relevant, CES will disseminate or post community events or functions. Staff will be encouraged or invited to attend events in the community that may include their students.

Objective 2: CES will create a physical environment that communicates respect for learning and for individuals, and recognizes students who exemplify positive values and leadership.

Activity 1: CES' "Building Effective Schools Together" (BEST) program is a school wide effort to reinforce positive behaviors. The motto, "Be Safe, Be Respectful, Be Responsible", is posted throughout the school and referred to regularly. Monthly awards assemblies will be used to recognize students based on the BEST themes.

Activity 2: The BEST committee will review discipline data to establish trends and determine areas of support.

Activity 3: The Principal and staff will reinforce the importance of students taking responsibility to confide in adults about potentially dangerous or unsafe behavior.

Activity 4: The activities that support these goals are included in the school's *Comprehensive School Plan* which is submitted to CJUSD each February.

Activity 5: Emergency procedures will be practiced throughout the year. Adults will review annually in SEMS-compliant response procedures.

SECTION XI SCHOOL DISCIPLINE, RULES & PROCEDURES

a. School Discipline

- CES students will show respect for one another, allow teachers to teach and students to learn, and conduct themselves so that everyone can come to CES each day feeling safe and ready to learn.
- People in CES should conduct themselves in such a way as to not hurt others on the “outside” with muscle or the “inside” with words. Children are expected to conduct themselves in travel or play in such a way that they are not hurt or that they don't hurt anyone else. Behavior which threatens the emotional or physical well-being of other students, staff, and volunteers cannot be tolerated.
- Finally, CES staff has received training in Building Effective Schools Together (BEST) training. As a result, a BEST committee meets monthly to review student discipline data and determine next steps in addressing behavior trends both in the classroom and during recess time. School wide activities include BEST training days and student rewards for being safe, respectful and responsible.

The following guidelines and rules are meant to insure a safe learning environment for everyone at school:

- Respect other people's property, bodies, and feelings.
- Follow directions and cooperate with others.
- Use language which is respectful and courteous.
- Play safely and only in areas with adult supervision.
- Honestly accept responsibility for one's actions.

Note: Consequences may vary depending on circumstances and age/grade of student

Classroom: Teachers should immediately establish guidelines and rules for appropriate student conduct. These should be communicated verbally, posted in writing, and shared with parents. They are most effective when they are few in number, regularly reinforced, and are part of a positive classroom environment. In most cases, consequences in the class and parent contacts work best. Referral to the office should be for offenses, which are serious or chronic in nature. Teachers may also use recess, or lunch for a time out.

Assemblies: Students are expected to sit with their classes in assigned areas, to conduct themselves properly and not get up and move around. Talking during performances, yelling, and whistling are not acceptable. Students should be warned and/or directed to the office if behavior is disruptive. Review conduct prior to events.

b. Procedures: Search and Seizure

- CJUSD is making every effort to keep students safe on campus, as well as maintaining a drug free zone within CJUSD.

Individual Searches: CES officials may search individual students, their property and district property under their control, when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law, Board Policy, Administrative Regulation, or other rules of CJUSD or CES.

Employees shall not conduct strip searches or body cavity searches of any student. (Education Code §49050)

Searches of individual students shall be conducted in the presence of at least two district employees.

The Principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

Student Desks: The Principal or designee may conduct a general inspection of CES properties that are within the control of students, such as lockers and desks, on a regular, announced basis. Any items contained in a locker or desk shall be presumed to be the property of the student to whom the locker or desk was assigned.

From time to time, CES officials may open and inspect student lockers or desks for general health and safety inspections, or for purposes of disposing abandoned property. Since lockers and desks are under the joint control of the student and CJUSD, CES officials shall have the right and ability to open and inspect any school locker or desk without student permission or prior notice when they have reasonable suspicion that the search will uncover evidence of illegal possessions or activities or when odors, smoke, fire and/or other threats to health, welfare or safety emanate from the locker or desk.

c. Bicycle Safety

Children in Grades 3 through 6 may ride their bicycles to school. Bike helmets are required of all students using bicycles. Anyone using their bicycle in an unsafe manner will not be allowed to bring their bicycle to school. Bicycles are to be walked on school sidewalks and on the campus at all times. Bicyclists must walk their bicycles at crosswalks near the school and must wait for the directions of the crossing guard. They should be left alone in the bicycle rack area once the bicycle is parked. Students are not allowed in the bicycle area during the school day. Bicycle locks are required and licenses are recommended. The following bicycle safety rules should be understood by the students:

1. Be careful and alert at all times.
2. Obey all traffic rules and signs.
3. Ride in a single file.
4. Never weave in and out of traffic.
5. Never cut corners on left turns.
6. Always use arm signals when turning.
7. Always keep to the right side of the road or in bicycle lanes.
8. Never hang on to moving vehicles.
9. Be careful where you park your bike.
10. Always ride one on a bike.
11. Always walk your bicycle on the sidewalk when crowded or on the school grounds.
12. **Always wear a helmet - it is the law.**

Comprehensive School Safety Plan Verification

Calistoga Elementary School

The undersigned verify that the Comprehensive School Safety Plan for 2017-2018 was reviewed and revised, as needed, and approved by the School Site Council on or before March 1, 2018 as required by Education Code § 35294.

Reviewed by Calistoga's Safety Committee

December 7, 2017
Date

Reviewed with Staff

January 8, 2018
Date

Reviewed with School Site Council

January 18, 2018
Date

School Principal

January 18, 2018
Date