



Calistoga Junior and Senior High School

Creating a school where students, staff, and community members are part of a connected society in which they are “safe to learn”

2017-18

School Climate and Safety Plan

SCHOOL LEVEL COMPREHENSIVE 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.
- 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 desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board 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. An Every 15 Minutes program focusing on the dangers of drinking and driving is conducted every three years at Calistoga Junior/Senior High School. In the spring of 2017 Calistoga Junior/Senior High School participated in the Every 15 Minutes program.
- G. The Board of Education is committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.
- H. Staff is trained in identifying hate crimes and in delivering curriculum designed to decrease hate-motivated behavior. When any form of a hate-motivated crime takes place on campus, all staff know that they are to report this to an administrator immediately.

Section II Procedures for Compliance with School Safety Laws (Sections III-XI) District Policies, Regulations, and Procedures

- A. In accordance to Board Policy, Calistoga Joint Unified School District's Board of Education 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

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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 the administrative team of Calistoga Junior/Senior High School establishes rules to ensure the welfare, safety, and security of all students.
- C. All the classroom doors at our site have locks that can be locked from the inside. Our classroom doors are being fitted with interior trim rings that will note the key direction for quick locking.
- D. Calistoga Junior/Senior High School is within Drug Free Zone established by the City of Calistoga and is posted as such. The Board of Education 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.
- E. 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 Education 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 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.
- F. Parents are held responsible for damage caused by student vandalism in accordance with Board policy 5131.5. The Board of Education 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

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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.

- G. 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 nametag that identifies them as visitors on campus.

- H. Calistoga Junior/Senior High School and 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.

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Section III Child Abuse Reporting Procedures

- A. All school personnel are made aware through staff meetings and written notification of their obligation to report child abuse. Board Policy/Regulation 5141.4 states that the Board of Education 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 law.
- B. The district's 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 (Routine & Emergency)

- A. Through Board Policy 3516, the Calistoga Joint Unified School District Board of Education 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.
- B. 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.
- C. Automated external defibrillators (AED) and the box that hold the AED is installed in the entry to the large gym.
- D. 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.

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Section V Suspension & Expulsion

- A. 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.
- B. 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.
- C. Students who are expelled but have the expulsion suspended are enrolled in a regular or alternative program in the Calistoga Joint Unified School District.
- 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 school personnel.

Section VI Notification to Teachers of Dangerous Students

- A. 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.
- B. Teachers also have access to student files through the site secretaries and through the student records system Aeries.net.

Section VII Harassment Policy

A. Sexual Harassment

- A. Calistoga Joint Unified School District's Board Policy 5145.7 contains the district policies on sexual harassment. The Board of Education 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

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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.

- B. 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.
- C. Students are encouraged to report observed instances of sexual harassment, even where the victim of the harassment has not complained.
- D. 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
- E. Students are informed to recognize harassment, to take it seriously, and to know how to respond to and report it.
- F. Policies and the school's response to sexual harassment are detailed in the Student Handbook.
- G. In the fall at Calistoga Junior/Senior High School, the administrators spoke with all students about harassment.

B. DIVERSITY AND GENDER EQUITY

- A. Sexual harassment and gender equity training is provided to all staff, which affords an opportunity to learn effective communication skills, participate in group discussions, and be aware of behavior expectations and consequences for policy violations. Board policy 5145.7 contains the district policies on sexual harassment. These policies are designed to address all forms of harassment, provide due process, and immediately respond to any complaints that are brought forward.
- B. School rules promote personal/social responsibility and respect for diversity. School discipline strategies contain elements relating to anger management and conflict resolution.

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- C. Clubs offer a wide array of activities for positive student involvement and personal responsibility for planning and implementing projects which focus on diversity and human issues. Below is a list of the current clubs (2016-17) offered at Calistoga High School:

2016-17 CLUBS		
NAME	ADVISOR	SCHEDULE
Chess Club	Mr. Tyrone Sorrentino	Weekly
Interact	Ms. Craig-Morales	Biweekly
GSA	Ms. Carla Surber	Biweekly
Engineering Club	Ms. Heather Brooks	Biweekly
“S” Club	Ms. Kirstin De La Cruz	Biweekly
La Promesa Club	Ms. Maggie Swarner	Biweekly
Mathletes	Ms. Kathy Bone	Biweekly

- D. Various assemblies and classroom activities bring guests to the campus for the purpose of introducing diverse cultures to the student body.

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Section VIII School Dress Code

- A. 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.

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. 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.
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.
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. 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.

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- B. 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.

- C. 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.

Section IX Procedures for Safe Ingress and Egress

- A. 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.

- B. The school parking lots are monitored by staff before and after school, and throughout the day. 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 school and at school sponsored activities as well as on campus.

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Section X Safe & Orderly Environment

Goals & Objectives

Action Plan for Component 1 -- People and Programs

Goal # 1: Continue to decrease alcohol and drug use among students

- A. Work closely with the UpValley Partnership for Youth Coalition to reduce Drug and Alcohol use in Calistoga.
- B. The Calistoga Junior/Senior High School Administrative team meets 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.
- C. If deemed necessary, a Calistoga Police Officer and their drug detection dog will be used on CJHS campus. During the 2017-17 school year, a drug dog was used prior to the senior trip to Southern California.
- D. Continue instruction on alcohol and drug use/abuse in 7-10th grade Physical Education classes.
- E. Provide in-service for staff regarding the extent and symptoms of drug use.
- F. Continue to provide guest speakers at ELAC, that provide information to parents related to drugs and alcohol.
- G. Prior to Prom and the Senior trip, the Principal meets with the parents of seniors regarding the role of alcohol and drugs in some student celebrations and the negative results we have seen. The Principal also talks about the consequences of being found in possession or under the influence of drugs or alcohol.

Measure of Success: A measured decrease in drug and alcohol use 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.

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Goal # 2: To assure each student a safe, respectful, accepting and emotionally nurturing environment free from harassment.

- A. Use all classes on campus to educate students of their rights and responsibilities.
- B. 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.
- C. 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 everyday in the junior high quad after school and is open until 6 pm. Please contact Cassandra Van Dyne for information or questions, 707-492-9021.
- D. Our school is fortunate to have mental health therapist 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."
- E. Our school has also started during the 2017-18 school year a "Positive Behavior Interventions & Supports (PBIS) program. The goals are:
 - a. Develop a culture of students being safe, respectful and responsible
 - b. Create a safer, more effective school climate
 - c. Provide clear expectations for behavior with incentives
 - d. Recognition and celebration for student success.

Measure of Success: A measured decrease incidences 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.

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Goal # 3: 100% of the members of the Calistoga Junior/Senior High School campus will respond appropriately to emergency situations including those related to fire, earthquakes, lockdowns and shelter-in-place as demonstrated by successful participation in emergency exercises

- A. Regular planning, drills, and reflection
- B. When needed staff and students will receive training regarding actions to be taken during emergency situations on campus.
- C. All staff will be provided with complete emergency bags.
- D. Implementation of an Emergency Operations Plan

Measure of Success: Regular drills will be run throughout the 2017-18 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, bomb and intruder.

Section XI School Discipline, Rules & Procedures

- A. Counselor will continue to help the administrative team resolve differences between students through dialogue and mutual resolution.
- B. 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 yearly.
- C. 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.
- D. 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.
- E. The school and district codes and gang policy are also reviewed and enforced.
- F. A student with multiple California Education Code violations during his/her secondary school years may be referred for an expulsion hearing.

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- G. All incoming students with serious conduct issues meet with an administrator prior to enrolling.
- H. The parent conferences are arranged for students who have truancy issues.
- I. A student with excessive tardies or unexcused absences are required to attend a SART hearing. The student, parent/s, administrator and attendance tech are required for these meetings. If the SART doesn't
- J. Parents are notified of school suspensions in person, by phone call and letter.
- K. 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.
- L. Information about these policies is reviewed with staff at staff meetings on a yearly basis.
- M. School-level discipline plans are maintained at each site and are updated bi-annually.