SAN DIEGO UNIFIED SCHOOL DISTRICT

Site Emergency Response Plan

Twain High

6402 Linda Vista Rd., 92111

PUBLIC DOCUMENT

Emergency Startup Procedures

Teachers take attendance and fill out Student Accountability Form (#3) Once complete – give to Situation Analysis

Situation Analysis or IC accounts for all staff on the Staff Accounting/Status Report (Form #4) Once complete – give to Situation Analysis

Incident Commander makes critical staff assignments and allows team leaders to begin critical functions

Search and Rescue, First Aid/Medical and Facility Check & Maintenance begin assessing hazards, needs, damage and injuries. Team leaders report findings to IC

Situation Analysis determines any students or staff who are assigned to the school who are not physically present and complete School-wide Student/Staff Missing or Deceased Persons Log (Form #5)

Search and Rescue Leader coordinates with Situation Analysis to determine if further searches are necessary to locate missing persons. Follow-up may require double-checking medical and evacuation areas for missing persons

Once the above assessment is complete, copy form #5 and provide one copy to the Reunification Leader. Reunification Leader will obtain all medical logs when the reunification process is started to determine the location of students being requested.

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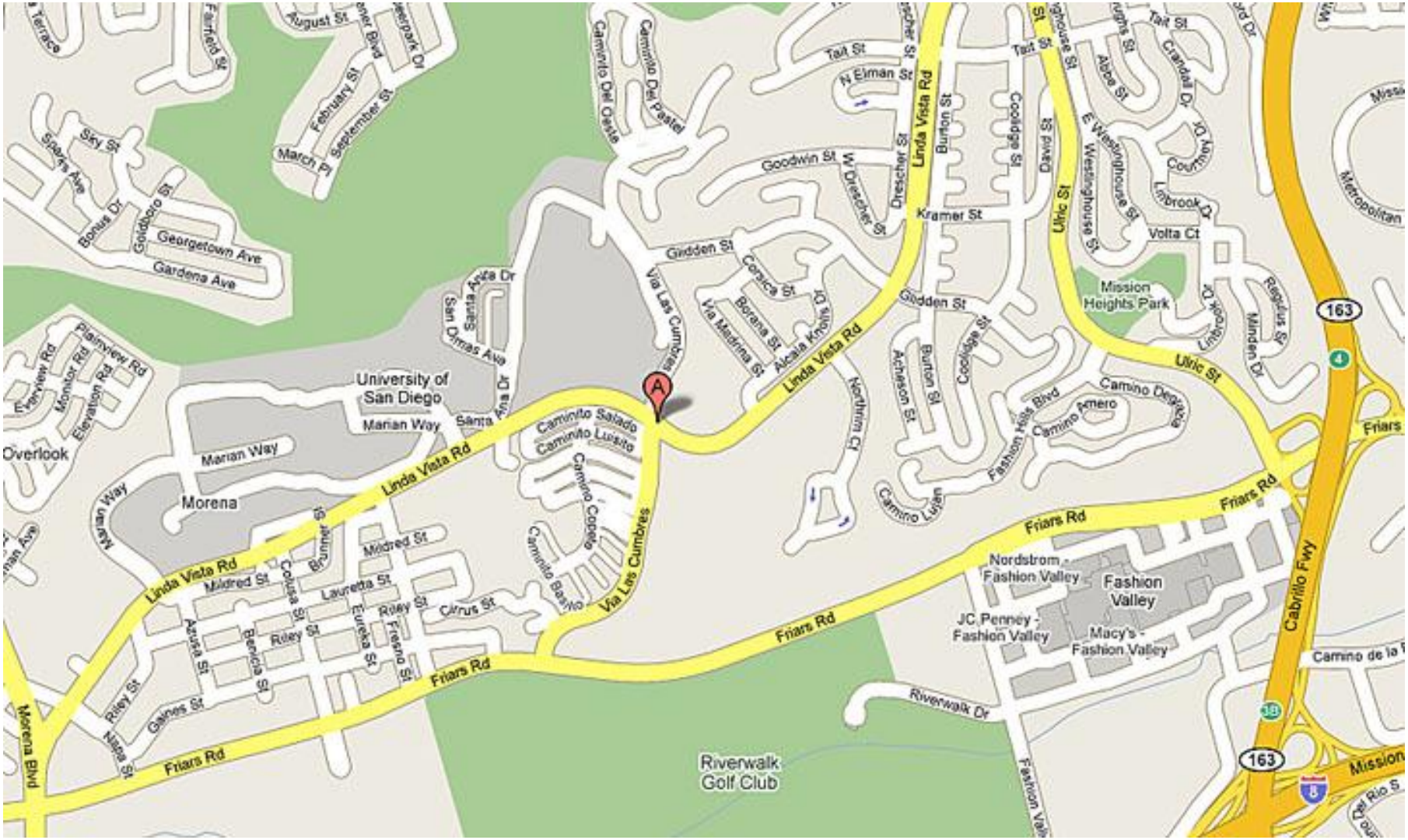
SECTION ONE - Site Facility Information

Location

Site Name:	Twain High	Site Direct Phone Number:	858-496-8706
Site Address:	6402 Linda Vista Rd., 92111	Site Fax Number:	858-576-9514
Site Public Phone Number:	858-800-5300	Thomas Bros. Page/Coordinate:	1248-J7



Site Hazard Assessment Summary

Twain Sr. High
San Diego Unified School District
6402 Linda Vista Rd., San Diego, CA 92111

1248-
J7

Hazard Site Assessment
(Note: See Attached Weighted Legend)

		Dam Failure	Earthquake	Liquefaction	Flood	Landslide	Tsunami	Wildfire	Weighted Total
Probability	Score:		3			1		1	
	Weight (45%):	0	1.35	0	0	0.45	0	0.45	2.25
Magnitude/ Severity	Score:		4			1		2	
	Weight (30%):	0	1.2	0	0	0.3	0	0.6	2.1
Warning Time	Score:		4			1		4	
	Weight (15%):	0	0.6	0	0	0.15	0	0.6	1.35
Duration	Score:		3			1		1	
	Weight (10%):	0	0.3	0	0	0.1	0	0.1	0.5
	Weighted Total:	0	3.45	0	0	1	0	1.75	6.2

Comments:

February of 2007

Site Emergency Resource Information

Emergency Disaster Kit

This site maintains 4 kits.

The Emergency Disaster Kit stores necessary resources for a site incident command. This kit should not be confused with the Emergency Response Box, which is carried out of the site to a Public Safety Incident Command Post. School personnel should use the items contained within the kit to manage their incident command. Further assistance can be found in District Emergency Procedure #16. The following equipment and supplies are stored inside the Emergency Disaster Kit:

- Handheld Air Horns – recommend a minimum of five (Site Incident Commander & Chiefs)
- Bull Horn – recommend a minimum of one
- Batteries – recommend a minimum of two sets for bull horn, flashlights, emergency radios and walkie talkies)
- Flashlights – recommend one per Site Incident Command Team member (17) (Search & Rescue Team and First Aid and Medical Team requirements listed separately in Section Five)
- Walkie Talkies – recommend a minimum of five (Site Incident Commander & Chiefs)
- Duct Tape – recommend a minimum of two rolls used for marking blank vests.
- Rosters - recommend a minimum of one set per room sorted by alphabet
- Steno Pads (5x7) – recommend one per Site Incident Command Team member (17)
- Pencils & Pens - recommend one each per Site Incident Command Team member (34)
- Copies of Forms – (See Section Five for all Forms)
- Chalk - recommend twenty-five sticks, red in color
- 3x5 Cards – recommend one hundred
- Department or Classroom Placards
- Medical Team Supplies – see Section Five - Form #4
- Search and Rescue Team Supplies – see Section Five - Form #11
- Vests for Key Personnel – recommend a total of 17 for Site Incident Command Team members (Search & Rescue Team and First Aid & Medical Team requirements listed separately in Section Five)

All Emergency Disaster Kits and their contents are the responsibility of the Site Incident Commander. The Site Incident Commander will conduct annual inspections in October of each year. The responsibility to inspect and replace non-operating equipment and supplies belongs to the site. The responsibility to delegate the transport the Emergency Disaster Kit to an activated Site Command Post belongs to the following individuals:

Emergency Response Boxes

This site maintains 1 Emergency Response Boxes. One box is for the Site Incident Command Team and one box is for the Public Safety Incident Commander.

The Emergency Response Boxes are a file folder type boxes. The boxes are clearly labeled and contain vital information needed by the Site Incident Command Team and Public Safety Incident Commander (in the event a public safety incident command post is established). Further assistance can be found in District Administrative Procedure 5000. The following information is stored inside each box:

- Current copy of the Site Emergency Response Plan which should include site evacuation procedures, including staging locations. Also included should be an aerial photo including all **new** structures, electric, gas, water cable, telephone, intrusion and fire alarm shutoffs, classroom numbers, gate openings for vehicles/pedestrians and all fire hydrants that have been added to accommodate these new structures.
- Current map of site or school layout. Map must show **all** buildings, classroom numbers, and evacuation routes.
- Most current blueprint (architectural drawings).
- Current roster of students and staff assigned to the site, as well as issues pertaining to special needs students. These rosters will be in alphabetical order for staff and students. Student roster must be in alphabetical order, divided by grade level and have emergency contact/release information.
- A list of the site's staff skills including language translation, specialized training, and emergency equipment carried in vehicles.
- If available, current student photos on CD-ROM or most recent year book.
- Telephone numbers listed in numerical order for each classroom/building.

Maintenance of the Emergency Response Boxes and their contents is the responsibility of the Site Incident Commander. The Site Incident Commander will work with School Police Services on conducting an inspection during October of each year. The responsibility to inspect and replace information belongs to the site.

The responsibility to carry the box to an activated Public Safety Incident Command Post belongs to the following individuals:

SECTION TWO - Emergency Procedures

Persons with Disabilities

In emergencies, persons with disabilities may need special assistance in evacuating to the designated location. Each Site Incident Commander is responsible for pre-identification of persons with disabilities who may need assistance and assigning staff to assist them. Persons with disabilities or other staff who may need special assistance in an evacuation situation are responsible for ensuring that their Department Head is aware of their needs for assistance.

Because of the volume of foot traffic that can be expected through stairways and corridors in a building during an evacuation, there must be an area of rescue assistance established aside from the main flow of foot traffic. Such an area must be clearly marked so disabled individuals know where to go for refuge in a critical time. Proper signage for this area is "**Area of Rescue Assistance**." Evacuation maps will articulate this information.

The responsibility to determine disability needs, assign appropriate staff and ensure proper resources for evacuation and reunification belongs to the following individuals at this site:

Return to Facility

The Site Incident Commander, in consultation with the Public Safety Incident Commander if necessary, will determine when individuals can return to the facility. In the event that staff or students must be released early, the Site Incident Commander must request approval from the Office of the Superintendent. School Police Services should be advised of this information.

Site Shelter-In-Place Procedure

Shelter-In-Place generally occurs when evacuating the site is more dangerous than taking shelter inside a building. This generally occurs during natural disasters, severe weather conditions, or health hazards. The following procedure applies to this site. Additional information pertaining to Shelter-in-Place is available in District Emergency Procedure 04.

Notification

The Site Incident Commander is responsible to notify the Site Incident Command Team when a Shelter-In-Place is necessary. School Police Services, in coordination with the Site Incident Commander is responsible for activating the Shelter-In-Place notification procedures for site-level personnel.

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If the primary emergency notification system fails to activate, the secondary notification method will be <u>handheld air horns</u> found in the Emergency Disaster Kit.

Activation & Deactivation

Quickly direct students and staff inside to the nearest room; do a verbal and visual sweep as you get everyone inside. Shut all doors and windows leading into the room, including interior doors. Doors may be opened for late arrivals if the exterior environment is safe. Take student attendance and report missing or extra students or adults to the office by radio, telephone or e-mail. For environmental emergencies, immediately shut off the air conditioning/heating system, try to seal air vents and gaps under doors and around windows. Monitor your local radio, T.V. or e-mail for updates. Remain in Shelter-in-Place until the “All Clear” notification is given.

Return to Facility

The Site Incident Commander, in consultation with the Public Safety Incident Commander if necessary, will determine when individuals can return to the facility. In the event that staff or students must be released early, the Site Incident Commander must request approval from the Office of the Superintendent. School Police Services should be advised of this information.

Site Lockdown Procedure

A lockdown is the act of confining students and personnel in a secured location until an emergency or threat (e.g., police activity) is over. You may be required to lockdown your room or facility when a dangerous person or situation is present on or near the site. Additional information pertaining to Lockdown is available in District Emergency Procedure 09.

Notification

The Site Incident Commander is responsible to notify the Site Incident Command Team when a Lockdown is necessary. School Police Services, in coordination with the Site Incident Commander is responsible for activating the Lockdown notification procedures for site-level personnel.

If the primary emergency notification system fails to activate, the secondary notification method will be handheld air horns found in the Emergency Disaster Kit.

Activation & Deactivation

Quickly gather students and personnel to the nearest room; do a verbal and visual sweep as you gather everyone inside. Lock all doors and windows, including any interior doors. Close all window coverings to prevent anyone from seeing inside your room. Keep away from doors and windows, be quite. Take attendance and quietly radio, telephone, or e-mail information pertaining to missing or extra students or adults to the office. If safe to do so, monitor e-mail for updates. If you hear gunfire or if someone tries to enter your room, have everyone “Duck, Cover, and Hold” under desks. Do not open doors or windows. Remain in lockdown until the “All Clear” notification is given.

Return to Facility

The Site Incident Commander, in consultation with the Public Safety Incident Commander if necessary, will determine when individuals can return to the facility. In the event that staff or students must be released early, the Site Incident Commander must request approval from the Office of the Superintendent. School Police Services should be advised of this information.

San Diego Unified
SCHOOL DISTRICT

Comprehensive School Safety Plan

CRITERION 1: Assessment of current status of school crime and site response to crime data

To obtain crime data for the vicinity surrounding your school site go to http://www.crimemapping.com and customize the dates for a period of six (6) months and adjust the Search Radius to a radius that gives sufficient information to answer the criteria. Click Trend Report icon. Please document.

Date range was used: 9.16.2013 – 2.16.2014

Search Radius was used: 0.2 mile radius search highlighted 12 crimes (0.5 miles identified 72 crimes)

12 crimes found within a **0.2 mile** radius of **6402 Linda Vista Rd, San Diego, California, 92111**

Type:	Description:	Case #:	Location:	Agency:	Date:
	VANDALISM (LESS THAN $400)	-	6400 BLOCK LINDA VISTA RD	San Diego Police	1/24/2014 07:30 AM
	FRAUD	-	6300 BLOCK CAMTO LUISITO	San Diego Police	1/13/2014 08:00 AM
	FRAUD	-	6300 BLOCK CAMTO ANDRETA	San Diego Police	12/16/2013 10:00 AM
	PETTY THEFT / THEFT OF PERSONAL PROPERTY / SHOPLIFT	-	6300 BLOCK LINDA VISTA RD	San Diego Police	12/12/2013 05:30 PM
	FRAUD	-	6300 BLOCK CAMTO TELMO	San Diego Police	12/10/2013 04:00 PM
	VEHICLE BREAK-IN/THEFT	-	LINDA VISTA ROAD / VIA LAS CUMBRES	San Diego Police	12/6/2013 09:00 PM
	VANDALISM ($400 OR MORE)	-	6300 BLOCK CAMTO TELMO	San Diego	12/1/2013 07:00 PM

				Police	
	TAKE VEHICLE W/O OWNER'S CONSENT/VEHICLE THEFT	-	6300 BLOCK CAMTO SALADO	San Diego Police	11/24/2013 12:01 AM
	FRAUD	-	6300 BLOCK CAMTO SALADO	San Diego Police	10/23/2013 11:00 PM
	FRAUD	-	6200 BLOCK CAMTO SALADO	San Diego Police	10/20/2013 08:00 AM
	COMMERCIAL BURGLARY	-	6300 BLOCK CAMTO SALADO	San Diego Police	10/17/2013 05:50 PM
	TRANSPORT/SELL NARCOTIC/CONTROLLED SUBSTANCE	-	6400 BLOCK LINDA VISTA RD	San Diego Police	9/30/2013 12:30 PM

The most dominant crime in the vicinity was the five fraud cases in the condo/apartment area to the southwest of campus. There were two vehicle thefts, two cases of vandalism, one theft, one with drugs, and one commercial burglary. Most (58%) of the crimes occurred in the evenings, with five during school hours. 60% of fraud crimes happened between 8:00-10:00 a.m.

The Mark Twain High School community will continue to work to reduce crime in our area. The surveillance cameras situated on campus and in the parking areas may act as a hindrance to crime. Our close proximity to the University of San Diego and the County Department of Education helps to provide a stable and safe environment for our neighborhood students. We will work to maintain our school culture and positive climate, based on our Code of Conduct and school goals. Student reps will continue to participate as Student Advisors on schoolwide issues. With our low student: staff ratio, staff is attune to students' needs. Students are comfortable and able to share non-academic concerns with support staff and teachers. Counselors have caseloads of less than 100 students. Effort is made to get to know each student and to personalize their Twain experience.

CRITERION 2: Child abuse reporting procedures

This procedure is outlined in Administrative Procedure 6370. You can meet this criterion by reviewing the procedure and incorporating the information into your School Safety Plan. Please describe below how you provide in-service training for your staff and students:

Mandatory procedures, such as child abuse reporting, are reviewed with the entire staff (All teachers, counselors, administrators, and support staff: classroom assistants, classified employees, security, infant center personnel, nurses, etc.) at yearly professional development meetings. Administrative Procedure No. 6370 is discussed and responsibilities are delineated. Our staff handbook is updated yearly with Administrative Procedure 6370 included in the handbook. Our last staff inservice was on **October 2, 2013.**

Staff are instructed that a known or suspected instance of child abuse must be reported by telephone immediately, or as soon as practically possible, to the child protective agency, followed with a written report shall be sent within 36 hours of receiving the information concerning the incident.

Although it is not required, Twain staff should inform the principal/vice principal of the incident. Students and parents shall be made aware that students also may report instances of child abuse on themselves or others to their teachers, counselors, or the principal/vice principal.

Students are informed of child abuse reporting via the *Code of Conduct* and HomeBase (advisory) review lessons. Twain counselors provide bi-monthly guidance lessons to all students in Period 5 HomeBase classes, with topics such as child abuse and depression discussed. Counseling groups, like anger-support and alcohol/addiction support groups, are offered to deal with issues related to child abuse.

CRITERION 3: Disaster procedures, routine, and emergency

The Site Emergency Response Plan is reviewed annually with SDUSD Police Department. While a Public version is available for inspection, a Confidential version is kept in the site's Emergency Response Box and reviewed annually with site staff.

Describe below when the plans are reviewed with staff and the type of drill held by with staff and students:

Our Site Emergency Response Plan is discussed and reviewed at least three times yearly. At the beginning of the year, our three Emergency Evacuation Maps (one for each Twain site) is reviewed. SDUSD's Emergency Quick Reference Guide is highlighted at another meeting, with our Confidential Site Emergency Response Plan studied with each updated-personnel version.

Drills are held throughout the year to prepare for fire, earthquake, lockdown, and shelter-in-place. Twain participates in the annual *Great California Shake-Out*, as well as hosting its own drills periodically. At least two drills per semester are held.

During fire drills, all campus buildings are evacuated with the students and teachers assembling in assigned areas. With an earthquake drill, all drop/take protective position, and then evacuate their buildings when the ground has stopped shaking and the "fire" bell has rung. With a lockdown and shelter-in-place, all rooms are locked with blinds/shades drawn. Students, who are out of their scheduled classes, are informed to seek refuge in the closest room immediately after hearing the bells. Staff is aware to not open doors and windows unless unlocked by school/police/district personnel.

Quick Glance Reference
Emergency Notification System

FIRE: Notification Method is **Intermittent short bells.**
EARTHQUAKE: Notification Method is **Duck, cover and hold followed by 1 long bell (Probably won't need bell.).**
LOCKDOWN: Notification Method is **1 long, continuous bell and then one short bell/buzzer.**
SHELTER-IN-PLACE: Notification Method is **three short bells followed by one long bell (Lockdown).**
ALL-CLEAR: Notification Method is **series of short bells.**

CRITERION 4: Policies and acts related to suspension, expulsion, or mandatory expulsion

This mandate is outlined in Administrative Procedures 6290 and 6295, and "Report on Suspension" form, Stock item 22-R-2220 (English), and item 22-R-2222 (Spanish).

Describe below details on how staff is in-serviced on these procedures and how the community is informed of the process (parent conferences, student handbooks, etc.):

In Mark Twain's *Code of Conduct*, our student handbook, our school goals and policies are described. Descriptions of student success are outlined, as well as consequences for negative actions and behaviors. At every Orientation, parents and students review the *Code of Conduct*. Parents and students are required to attend orientations annually. Students new to Twain attend a two-week Passport program to help new students transition to Twain and the handbook is discussed again. Throughout the year, HomeBase classes review the *Code of Conduct.*

At Twain, formal suspensions are limited to those suspensions called for by SDUSD's Zero Tolerance policies OR if a student is a danger to others or self, OR if all other methods have been utilized. *In these cases,* suspension is defined as removal of a student from ongoing instruction for adjustment purposes, spent in the custody of the student's own parents/guardians.

Students are expelled according to the district guidelines, such as:

- causing serious physical injury to another person, except in self-defense.
- assault or battery upon any school employee
- furnishing drugs/controlled substances for sale, and/on
- possession/sale/furnishing of a weapon.
  - Sexual assault.
  - Attempted sexual battery.
  - Sexual battery.
  - Committed or attempted to commit robbery or extortion.
  - Product with tobacco or nicotine, fourth offense.

CRITERION 5: Notification to teachers of dangerous students

To meet this mandate, refer to Administrative Procedure 4613 and incorporate information. Site administrators are obligated to tell staff about students considered dangerous or troublesome, but it is important that the students' rights be respected as well.

Describe below how staff is notified of students considered dangerous or troublesome:

Information on students who have been placed on probation, been released from incarceration, or received court "orders" is sent from SDUSD's Placement and Appeals Office to the principal/vice principal. This information is transmitted to teachers, counselors, or staff with direct supervisory or disciplinary responsibility over the minor in order to enable them to (a) work with the student in an appropriate fashion, (b) avoid being needlessly vulnerable, or (c) protect other persons from needless vulnerability. Staff is informed for staff and student safety. In most cases, the individual student will reveal his/her "criminal" history, prior to notification from SDUSD's Placement & Appeal.

This information is confidential and shall not be disseminated further by the teacher, counselor, etc.
Administration and counselors often work in partnership with specific students' probation officers and/or mental health providers. After each student's information is received, a support plan will/can be developed for the identified student. This plan will identify appropriate supports and interventions. Staff and student safety will be of paramount concern.

CRITERION 6: A sexual harassment policy

A districtwide sexual harassment policy is outlined in Administrative Procedure 0112 and 6290.

Describe below how staff is in-serviced on this policy:

Mark Twain High School (MTHS) is committed to making schools free from sexual harassment. Mandatory procedures, such the districtwide sexual harassment policy, are reviewed with the entire staff (All teachers, counselors, administrators, and support staff: classroom assistants, classified employees, security, infant center personnel, nurses, etc.) at yearly professional development meetings. Administrative Procedure No. 0112 and 6290 is discussed and responsibilities are delineated. Our staff handbook is updated yearly with the Administrative Procedures included in the handbook. SDUSD distributes annually an informative flyer for all staff to read and discuss. Our last staff inservice was on **November 6, 2013.** Mark Twain staff is aware that the trainings are to benefit both staff and students. Both school administrators have recently completed the district's required online training.

MTHS students review the school's and district's sexual harassment policy at yearly orientations, through HomeBase discussions of the *Code of Conduct* and during HomeBase guidance lessons run by counselors and outside agencies.

Sexual harassment is described as a form of sexual discrimination which includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting. The district prohibits all sexual harassment and any sexual harassment that has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment. The district also prohibits sexual harassment in which a student's grades, benefits, services, honors, program, or activities are dependent on submission to such conduct.

Students should report any sexual harassment to their school principal, vice principal, counselor, or teacher. Students who violate this policy shall be disciplined appropriately.

The district believes it can resolve harassment issues at the school site. If not, students may contract the A student who has a complaint of discrimination or sexual harassment should contact a teacher or principal for resolution at the school site. If the complaint cannot be resolved, the student should contact: Michelle Crisci, Title IX Coordinator, Eugene Brucker Education Center, 4100 Normal Street, Rm. 2129, San Diego, CA 92103 For questions or additional information please call (619) 725-7225.

CRITERION 7: The provisions of any schoolwide dress code

Referring to Administrative Procedure 6270 and Board Education Policy H-6050 can address this mandate. Be sure to incorporate into your plan the language that addresses the wearing of gang attire, including the fact that the wearing of gang attire is NOT protected under the first amendment.

Describe below your site's dress code along with how students, parents and staff are informed and any reference to your student handbook and/or website:

Referring to the district's procedures and Board policies, **t**he Board of Education finds the wearing of gang-related signs, insignia, distinctive modes of dress denoting gang affiliation, and gang-related behaviors by students constitute a substantial disruption of school and school-related activities, and regulation of student dress is necessary for the health and safety of the school environment.

Because Twain is considered a place of business, it is important that students reflect this image. In addition "all students and staff . . .have an inalienable right to attend campuses which are safe, secure, and peaceful." (CA. CONST., ART I-28 ©).
Also, MTHS's dress code is described in the Code of Conduct and reviewed at annual orientations, through HomeBase discussions of the *Code of Conduct* and during HomeBase guidance lessons run by counselors.

Students are required to wear clothes that are neat in appearance and appropriate for school.

- Attire should protect health and safety of the student. Shoes must be worn at all times.
- Attire should not advertise gang affiliation or advocate the use of alcohol, drugs, or tobacco. This also applies to garments with writing or pictures that are obscene, sexual, suggestive, or depict violence.
- Backless, strapless, halter-type, and low necklines, are **NOT** appropriate for school or work. Undergarments, such as white "wife-beaters", are not acceptable. Clothes that expose undergarments, such as spaghetti straps, "see-through", net shirts, and ultra-baggy, are also inappropriate.
- Pants are to be worn covering undergarments, such as briefs and boxers.
- Clothing must be worn as designed; if it has shoulder straps, they must be fastened over the shoulder.
- Walking-type shorts are acceptable. However, "short" shorts and skirts, higher than mid-thigh, are distracting and not permitted.
- Any item of clothing with graffiti, slogans, street gang names, "colors", symbols that contain any "hidden" or "double" meaning, is prohibited.

CLOTHING TO KEEP AT HOME:

- bandanas and "do-rags/skull caps"
- exposed undergarments
- clothing and sun glasses with graffiti, slogans, street gang names, "colors", symbols that contain any "hidden" or "double" meaning or gang affiliation.
- sharp metal studs or heavy chains on clothes or accessories

CRITERION 8: Procedures to ensure safety of students, staff, and parents/guardians while going to and from school

In order to meet this criterion, refer to district's emergency procedures. You should refer to current site maps and Crimemapping.com data. Verify the safe and proper avenues of travel for students, staff, and parents.

Describe below your plan in case of an accident, fire, earthquake, or other emergency affects these routes:

MTHS is comprised of three sites, with Twain Mesa and Twain Morse students from the neighborhood areas. Main Twain and SOAR (independent studies) students live throughout San Diego county and take multiple routes to school. Most students rely on public transportation, and MTHS staff has worked closely with SD Metro Transist to ensure that the bus schedule coincide with Twain's schedule.

In case of emergencies, planned evacuation routes, assembly areas, utilities shut-off valves, first aid/supply stations, and designated areas for prolonged student/staff care are discussed. Safety drills (including fire, earthquake/disaster preparedness, and campus emergencies) are held periodically including primary/alternate routes and assembly areas, assigned responsibilities, and actions to take. Accurate records of each drill are maintained. All students and staff review site evacuation procedures.

CRITERION 9: Safe and orderly school environment

This deals with not only creating a safe school environment, but also an effective discipline policy that maintains that environment. Refer to Administrative Procedure 6270 and incorporate these policies.

Describe how you share these procedures with your school community—not just with your students, staff, and parent/guardian, but also how you work with local fire and law enforcement authorities. Include details on what you are doing to improve communication, both with the partners in your school community and between on-campus organizations or groups of students.

MTHS's guidelines for a safe and orderly environment are described in the *Code of Conduct* and reviewed at annual orientations, through HomeBase discussions of the *Code of Conduct* and during HomeBase guidance lessons run by counselors. All stakeholders review and are aware of school expectations. Our local fire department conducts yearly safety visits to our campus, as well as the district's Hazardous Waste team and Police department. Our partners, as visitors on our campus and as participants in our students' future, are aware and follow the *Code of Conduct*.

Teachers shall be responsible for classroom discipline which will ensure a proper learning environment for all students. Students are to be under direct supervision of a staff member at all times while in school, or while attending a school-directed activity. The school's plan for a safe and orderly school environment is discussed and reviewed each fall with all staff during our August staff development trainings. Copies of the school's plan, which was developed by a committee, are distributed to school staff.

School Discipline, adopted pursuant to Education Code Sections 35291 and 35291.5 Reference Administrative Procedure No. 6270

BEHAVIOR "CODE OF CONDUCT"

This behavior code is provided to each student because the students, families, and staff at Twain High School expect a safe, secure, and orderly campus. These procedures comply with San Diego Unified School District' policy, as well as state and federal law, and are based on timely and consistent consequences for conduct which is disruptive to our purposes.

Students who follow these rules will find their education at Twain to be challenging and rewarding. At Twain, we expect and assist students to change and correct their prior patterns of behavior which may have caused problems at their previous schools.

This behavior code was originally developed by staff, students and parents at Twain, and is updated annually. The purpose is:

- to promote within each individual the good citizenship necessary to function effectively in our society; and
- to insure that all of students have an educational climate conducive for learning.

To accomplish these purposes, discipline, or self-control, is necessary. As we are not born with discipline, it is a learned behavior. At Twain we teach self-discipline by instruction and by requiring acceptable standards of behavior. All students will comply with the regulations, pursue the courses of study, and respect the authority of school staff. Our goal is to build accountability, responsibility, respect for others and respect for self.

Students are expected to maintain normal standards of conduct while on campus and at school-sponsored activities. Students are expected to follow this "Code of Conduct", which was established for the
benefit of the entire student body and community. School is a place of business. Good behavior will be rewarded with incentives and rewards, such as special lunches, activities, prizes, and awards.

CONSEQUENCES:

Students whose behavior is defiant, disobedient, or unacceptable may be counseled by the teacher, school counselor or administration. Depending upon the severity of the unacceptable conduct, a student will:

- have a parent contacted;
- be required to have parent conference and/or parent attend school with student;
- be held for detention by classroom teacher;
- be assigned "in-school" suspension;
- be suspended for one or more days; **OR**
- be moved to another program/school.

CLASSROOM EXPECTATIONS

Students are expected to follow the **"Success @ Twain"** chart printed on page 1 and posted in each classroom.

CONSEQUENCES:

Teachers will initiate corrective measures which include parent contact. Continued misbehavior will result in referral to counselor or vice principal. **Consequences for defiant behavior** will include:

- detention
- "in-school" suspension
- after-hours campus beautification
- parent "shadowing" student
- suspension
- transfer to another program
- expulsion, and/or legal intervention, such as probation or police contact.

In case of emergencies, each site has a district School Emergency Radio and participates in the required periodic radio checks. At all sites, the radio is located in the central office, and the "office manager" (Administrative Assistant at Main, School Clerk at Mesa and Morse Twains) is responsible for monitoring and maintainence. At Main Twain, the nearest fire department is approximately one mile down Linda Vista Rd. All sites have used the district's tech systems, from Data Director to Blackboard Connect to contact parents for class updates to reminders and invitations to school events.

CRITERION 10: Assisted Rescue Protocols

During natural disasters, fires, or black-outs, equipment used to assist individuals between elevate floors, stages, or multi-level walkways may become inoperable. *Blind, mental disability, etc.*

Please describe the site's plans to assist individuals with limited mobility. Include the equipment used, the training conducted with staff on the use of such equipment and where the equipment is stored in preparation of an emergency.

A large majority of MTHS staff have been trained in basic CPR and AED certification. Our campus is completely wheelchair accessible, and there are two wheelchairs in the Nurse's office for emergency usage. There is attached to the stage an elevated lift so that those individuals with limited mobility can ride up onto the stage. All of our three campuses consist of one-story buildings and/or bungalows. All of our walkways are kept clean of debris at all times.

CRITERION 11: School Safety Committee formation

The law outlines who has to be on your committee, generally your site governance team, or a specially designated school safety committee. Their work in developing your plan must involve the consultation of a law enforcement representative. This can be done with our district's own police department.

Describe below when and where the presentation to your School Site Council was conducted. If it was not held during a School Site Council meeting, describe how it was presented. The meeting must provide an opportunity for members of the public to share an opinion of the plan. Include how you announced the meeting to your school community. Your plan must include a list of people on your school safety committee, their role, and how their participation was coordinated in developing your plan.

Our Parent/Community/Students Comprehensive School Safety Plan Meeting was held on February 18, 2014, as the first agenda item at our monthly School Site Council (SSC) meeting. Its purpose was to inform, share, and review with parents, community and student members the purpose of Comprehensive School Safety Plan. As with all of the Mark Twain High meetings, parents and community are notified in a timely way and in a language and format they understand. The meeting was open to the public and an agenda was posted in advance of the meeting.

The Safe School Planning Committee reviews year the updated plan that is presented to the entire staff and the School Site Council for consultation. This way all the representatives from the sites, including teachers, parents and students, plus clerical and administrators, will be able to provide feedback. The SSC will review the plan on February 18, 2014.

The Safe School Planning Committee is comprised of the school Principal Mr. Cesar Alcantar, Vice Principal Jo Berman, Administrative Assistant Kathy Gartland, Nurse Loretta Costa, and Building Services Supervisor Steve Ladeby. This up-to-date plan, when approved by SSC and SDUSD Police Services, will be distributed and discussed at the total staff meeting on March 5, 2014.

Comprehensive School Safety Plan
School Safety Committee Meeting Minutes

Mark Twain High School
School Site Council
02/18/14
Minutes

Members present: Larry Mikulanis, Cesar Alcantar, Marilyn Bradford, Jackie Clingan, Jo Berman, Nathan Rodriguez.

Jo Berman presented the Comprehensive School Safety Plan and discussed each criterion in depth. Discussion and questions were on-going with each section. The Comprehensive School Safety Plan was unanimously approved as written.

The minutes of the 02/06/14 SSC meeting were read and approved.

Mikulanis distributed last month's budget approval and discussed each budget code number to ease understanding of the budget grid.

Mikulanis once again, discussed the SSC's role in the upcoming WASC Accreditation.

Nathan Rodriguez questioned the funding of sports equipment to be used during breaks, lunch and P.E. classes. Mr. Alcantar and Ms. Berman said funding was available to purchase new equipment to replace the worn out ones. Mr. Alcantar also said he and Jo will check what is currently available at Twain.

Mikulanis distributed the upcoming testing schedule for the second semester.

Alcantar mentioned that he will check on the EAP and Science CST dates.

Mikulanis distributed the 2013/2014 College Trip information. He mentioned the application is due on Feb. 26, 2014. He also mentioned that all the universities have been contacted and we are currently waiting for verification.

The meeting adjourned at 5:25.