



Redwood Academy of Ukiah
School Site Council
Harvard Classroom
1059 N. State Street * Ukiah, CA 95482
(707) 467-0500
December 7, 2022 *2:00 p.m.

Welcome! The agenda is provided for this annual/organizational meeting of the School Site Council of *Redwood Academy*. Business of the Council is limited to these items and is conducted to adhere to legal mandates in conformance with Council By-laws. If you wish to speak or present written comments, please notify the chairperson. A copy of any items that are identified as “back-up” is available upon request.

I. Welcome and Training

- a. Welcome to the School Site Council 2022-2023/Call to Order/Roll Call of Elected Representatives
- b. Adoption of Agenda

II. Annual/Organizational Meeting—Action Items

- a. Approval of Minutes of the October 5, 2022 meeting – Council members are requested to approve the minutes of the last meeting.
- b. Review any proposed revisions and approve the WASC Action Plan

III. Discussion and Reports

- a. Review and propose changes to the Comprehensive School Safety Plan.

IV. Public Comment for Items Not on the Agenda—The Council reserves 10 minutes for members of the public to address the Board on items not on the agenda and within its jurisdiction.

V. Next Regular Meeting—Wednesday, February 1, 2023 @ 2:00 p.m. @ *Harvard Classroom*
Agenda will include: Discussion of the LCAP and LCAP Federal Addendum for 2022-2023.

VI. Adjournment



Redwood Collegiate Academy

School Site Council

Harvard Classroom

1059 N. State Street | Ukiah, CA 95482 | (707) 467-0500

Minutes of the meeting of Wednesday, October 5, 2022.
Redwood Collegiate Academy open for public comment.

I. Welcome and Training

- A. The meeting was called to order at 2:03 p.m. by Caleb Cimmiyotti. Six of eight Council members were in attendance:

Caleb Cimmiyotti	Principal	Yes
Laura Keast	Classroom Teacher	Yes
Wilson Chavez	Classroom Teacher	Yes
Sharon Ward	Other School Staff	Yes
Theresa McNerlin	Parent/Community Member	Yes
Tracy Thieriot	Parent/Community Member	No
Devin Johnson	Secondary Student	Yes
Sylvia Wartell	Secondary Student	No

- B. Principal C. Cimmiyotti welcomed the School Site Council 2022-2023.
- C. Adoption of Agenda
1. On a first by L. Keast and a second by W. Chavez, the Council voted (6-0) to adopt the agenda.
- D. Training was provided by Principal C. Cimmiyotti regarding actions required of the School Site Council.

II. Annual/Organizational Meeting—Action Items

- A. Election of Officers
1. On a first by S. Ward and a second by D. Johnson, the Council voted (6-0) to elect Laura Keast as vice chairperson/secretary to serve until the next organizational meeting.
 2. On a first by L. Keast and a second by S. Ward, the Council voted (6-0) to elect Theresa McNerlin as chairperson to serve until the next organizational meeting.
- B. Adoption of Calendar 2022-23
1. On a first by W. Chavez and a second by S. Ward, the Council voted (6-0) the Council approved October 5, 2022 as the date of the annual and organizational meeting and December 7, 2022 and February 1, 2023 at 2:00 p.m. as meeting dates.
- C. Review and Adoption of Title I Parent Involvement Policy
1. On a first by S. Ward, and second by L. Keast, the Council reviewed and adopted as written, the Charter Academy of the Redwoods board policy.

III. Discussion and Reports

A. The Council reviewed the Redwood Academy WASC Action Plan, CAASPP/CAST results, Student Survey results, and Parent Survey Results. There was some discussion regarding Goal #1 and the perceived student motivation for attending college after high school graduation. Conversation regarding Goal #2 focused on the timeline for item D and the plans for a new dedicated science lab. It was suggested that Goal #2 be broadened to include “STEM” as a focus rather than exclusively science. In discussing Goal #3, it was observed that the Buddy Program improves school climate for 7th, 8th, 11th, and 12th grades, but that 9th and 10th grades do not seem to have an equivalent program at this time. It was suggested that grade-level field trips and the Redwood Reads program be added to the Specific Steps to Achieve Goal #3.

IV. Public Comment for Items Not on the Agenda—No public comments

V. Next Regular Meeting

- A. Wednesday, December 7, 2022 at 2:00 p.m. in the Harvard Classroom
- B. Agenda will include: (1) Review of School Safety Plan, (2) the LCAP federal addendum, and (3) recommended modifications to the WASC Action Plan.

VI. Adjournment—As acclaimed by the chair, the meeting was adjourned at 3:06 p.m.

Respectfully submitted,

Laura Keast
Vice Chairperson/Secretary

For the Record:

Before 2:00 pm on Wednesday, October 5, 2022, this meeting agenda was:

Hand-delivered to all eight committee members and both corporate officers and management staff;

Posted in the offices of Redwood Collegiate Academy and Sequoia Career Academy

Posted on www.caredwoods.org

Comprehensive School Safety Plan

**2021-2022
School Year**

School: Redwood Collegiate Academy
CDS Code: 23-65615-2330413
District: Redwood Collegiate Academy
Address: 1059 North State Street
Ukiah, CA 95482

Date of Adoption:

Date of Update:

Date of Review:

- with Staff
- with Law Enforcement
- with Fire Authority

Approved by:

Name	Title	Signature	Date

Table of Contents

Comprehensive School Safety Plan Purpose.....	4
Safety Plan Vision.....	4
Components of the Comprehensive School Safety Plan (EC 32281).....	5
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	5
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	5
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines.....	5
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	5
(E) Sexual Harassment Policies (EC 212.6 [b]).....	5
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	5
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2).....	5
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2).....	5
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5).....	6
(K) Hate Crime Reporting Procedures and Policies.....	6
(J) Procedures to Prepare for Active Shooters.....	7
Procedures for Preventing Acts of Bullying and Cyber-bullying.....	7
Safety Plan Review, Evaluation and Amendment Procedures.....	8
Safety Plan Appendices.....	9
Emergency Contact Numbers.....	10
Safety Plan Review, Evaluation and Amendment Procedures.....	11
Redwood Collegiate Academy Incident Command System.....	12
Incident Command Team Responsibilities.....	13
Emergency Response Guidelines.....	14
Step One: Identify the Type of Emergency.....	14
Step Two: Identify the Level of Emergency.....	14
Step Three: Determine the Immediate Response Action.....	14
Step Four: Communicate the Appropriate Response Action.....	14
Types of Emergencies & Specific Procedures.....	15
Aircraft Crash.....	15

Animal Disturbance.....	15
Armed Assault on Campus	15
Biological or Chemical Release.....	15
Bomb Threat/ Threat Of violence	15
Bus Disaster.....	16
Disorderly Conduct	16
Earthquake	16
Explosion or Risk Of Explosion	16
Fire in Surrounding Area	16
Fire on School Grounds	16
Flooding	17
Loss or Failure Of Utilities	17
Motor Vehicle Crash	17
Psychological Trauma.....	17
Suspected Contamination of Food or Water	17
Tactical Responses to Criminal Incidents	17
Unlawful Demonstration or Walkout.....	17
Emergency Evacuation Map.....	18

Comprehensive School Safety Plan Purpose

Effective January 1, 2019, Assembly Bill 1747 (Rodriguez), School Safety Plans, became law. This bill requires that during the writing and development of the comprehensive school safety plan (CSSP), the school site council or safety committee consult with a fire department and other first responder entities in addition to currently required entities. It requires the CSSP and any updates made to the plan to be shared with the law enforcement agency, the fire department, and the other first responder entities.

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

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

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

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

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

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

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

A copy of the Comprehensive School Safety Plan is available for review at the office..

Safety Plan Vision

To optimize the safety of all persons on campus during all situations.

Components of the Comprehensive School Safety Plan (EC 32281)

Redwood Collegiate Academy Safety Committee

Assessment of School Safety

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

(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)

All school staff are trained in Child Abuse Reporting Procedures annually, using the online training module provided by Keenan Safe Schools. All school staff actively monitor the safety and welfare of all students, and all school employees are mandated reporters. Staff members understand their responsibility as childcare custodians and immediately report all cases of known and suspected child abuse to Child Protective Services and the school principal.

(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)

Disaster Plan (See Appendix C-F)

Redwood Collegiate Academy maintains an Emergency Operations Plan (EOP) which is updated annually. Students are instructed in their classrooms each year about safety procedures. Student and Staff Drills are conducted as mandated. Maps, procedures, and more information are included in our full Emergency Operations Plan (EOP).

Public Agency Use of School Buildings for Emergency Shelters

Under Government Code 3100, all school personnel are Disaster Services Workers and are required to assist during a disaster until they are released by the Incident Commander/Principal.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

It is the intent of the governing board to maintain a safe learning environment for all students. Student behavior management is conducted in a manner consistent with federal law, the Education Code of California, governing board policies and district administrative regulations. School staff members adhere to the procedures set forth in the Student and Family Handbook.

(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)

In accordance with EC 49079 the Principal informs the teacher of any student in his/her class who has engaged in, or is suspected of, any act during the previous three years which could constitute grounds for suspension or expulsion under EC 48900.

(E) Sexual Harassment Policies (EC 212.6 [b])

Redwood Collegiate Academy is committed to maintaining a safe school environment that is free from discrimination and harassment. Discrimination against any student or employee and/or sexual harassment of any student or employee by another person is prohibited.

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

Students are required to adhere to the Dress Code both as an issue of safety and of school pride. The Dress Code is set forth in the Student and Family Handbook.

(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)

Redwood Collegiate Academy annually defines procedures for safe ingress and egress of pupils as well as details regarding the nature and hours of campus supervision, locations of safe drop-off and pick-up of students and the safe ingress and egress to the campus. Safety procedures and expectations are described for those students who drive cars, ride local mass transit, ride their bikes, and walk to and from school.

(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)

Component:

Element:

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation

Component:

Element:

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation

Component:

Element:

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation

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

Redwood Collegiate Academy Student Conduct Code

In order to provide a positive and safe learning environment for students, Redwood Collegiate Academy has created school wide expectations for behavior and discipline.

Conduct Code Procedures

Procedures are set forth in the Student and Family Handbook.

(K) Hate Crime Reporting Procedures and Policies

(J) Procedures to Prepare for Active Shooters

Redwood Collegiate Academy, in consultation with law enforcement officials, has developed tactical responses to criminal incidents at the school site that may result in death or serious bodily injury. In accordance with EC 32281(f) the school elects not to disclose the tactical response portions in the publicly viewed copy of the plan. General procedures for Shelter-in-Place, Lockdown, Evacuation, and Run-Hide-Fight are contained in the Emergency Operations Plan.

Procedures for Preventing Acts of Bullying and Cyber-bullying

Redwood Collegiate Academy recognize the harmful effects of bullying on student learning and school attendance and desire to provide learning environments that protect students from physical and emotional harm. Redwood Collegiate Academy has developed strategies to support a safe and orderly environment free from bullying and intimidation.

No individual or group shall, through physical, written, verbal or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any other student or site personnel.

Safety Plan Review, Evaluation and Amendment Procedures

Safety Plan Appendices

Emergency Contact Numbers

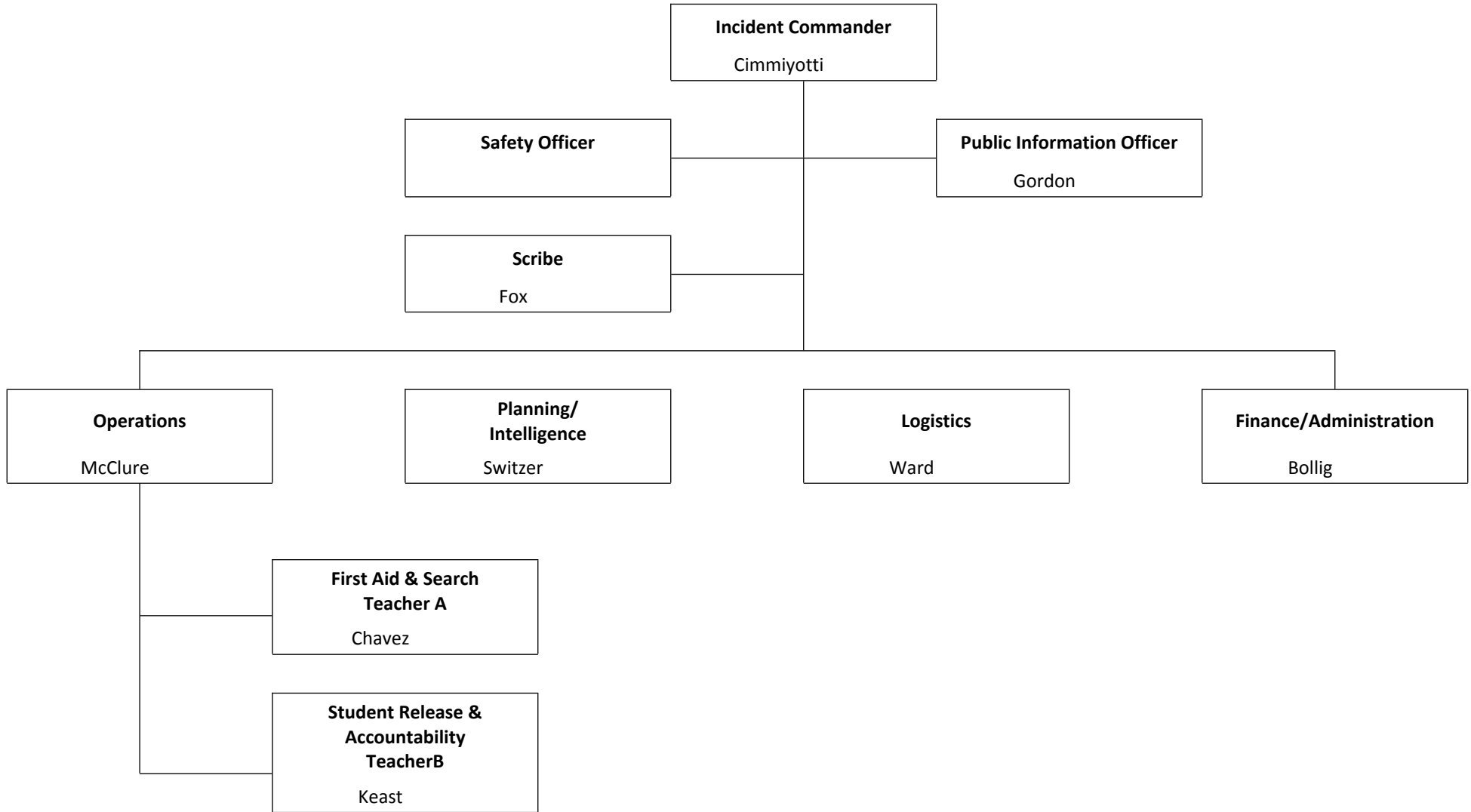
Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	California Highway Patrol	(707) 467-4040	Emergency? Call 911
Law Enforcement/Fire/Paramedic	Mendocino County Sheriff's Office	(707) 463-4086	
Law Enforcement/Fire/Paramedic	Ukiah Police Department	(707) 463-6242	
Law Enforcement/Fire/Paramedic	Ukiah Valley Fire Department	(707) 463-6262	
Local Hospitals	Adventist Health Ukiah Valley	(707) 462-3111	
Other	Poison Control	(800) 222-1222	
Other	Deep Valley Security	(707) 462-5200	

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)

Redwood Collegiate Academy Incident Command System



Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

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

Management

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

Planning & Intelligence

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

Operations

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

Logistics

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

Finance & Administration

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

Emergency Response Guidelines

Step One: Identify the Type of Emergency

Step Two: Identify the Level of Emergency

Step Three: Determine the Immediate Response Action

Step Four: Communicate the Appropriate Response Action

Types of Emergencies & Specific Procedures

Aircraft Crash

Animal Disturbance

In the event of an animal disturbance:

- 1) Secure all persons within a building
- 2) Contact the office to report the type of animal, observed behavior, and its last known location
- 3) Administrator will contact animal control

Armed Assault on Campus

- 1) Ensure the safety of students and staff first.
- 2) Defuse situation, if possible. Contain the area where assault took place; then move students away from area.
- 3) Call 9-1-1, if necessary. Then call the office with information about who is involved, where they are currently located, what happened and what needs to happen. Let the office know if CPR/first aid-certified persons are needed. Office staff will summon them.
- 4) The principal notifies law enforcement if: a weapon was used; if there is a threat of further conflict; if the victim has physical injury causing substantial pain or impairment of physical condition; or if the assault involved sexual contact (intentional touching of anus, breast, buttocks or genitalia of another person in a sexual manner without consent; this includes touching of those areas covered by clothing).
- 5) Administrative staff meets with involved students, victims, and witnesses and notifies parents of students involved in assault. Meetings are documented.
- 6) Assess counseling needs of victim(s) or witness(es). Determine post-crisis procedures and resources for the situation.
- 7) Determine if Discipline Hearing is to be convened.

Biological or Chemical Release

- 1) Shelter within a building, call 9-1-1, and report the situation to the office.
- 2) Close all doors, windows, and turn off ventilation system
- 3) If possible, wet a large piece of fabric/cloth and press it underneath the door to improve its seal.
- 4) If possible, place trash bags over windows, using tape to close seams and creating a complete sheet covering everything up to the window frame.
- 5) If possible, place trash bags over ventilation system openings and secure with tape.

Bomb Threat/ Threat Of violence

Upon receiving a message that a bomb has been planted in school, follow these steps:

- 1) Ask the caller/informant where the bomb is located, when the bomb will go off, what materials are in the bomb, who is calling, and why the caller is doing this.
- 2) Listen closely to the caller's voice and speech patterns and to noises in the background.
- 3) After hanging up the phone, immediately check the number on the caller ID or use *69 to trace the call.
- 4) Notify the principal or other designated staff member. The principal or designee will notify the appropriate emergency, law enforcement, and/or security agencies.
- 5) The principal or designee will provide direction to staff for all persons inside school building(s). This may be a lock down or it may involve relocating to another area.

Likely relocation options: If a short distance is appropriate, the site designated for emergency evacuation will be used. If a greater distance is needed, the fairgrounds parking lot on State Street will be used. If the fairgrounds need to be evacuated, Vinewood Park may be designated.

Bus Disaster

Disorderly Conduct

- 1) Ensure the safety of students and staff first.
- 2) Contact the office with information about who is involved, where they are currently located, what happened, and what needs to happen.
- 3) The administrator will assess the situation and either attempt to diffuse the situation, or call 9-1-1.

Earthquake

In the event of an earthquake while you are indoors:

- 1) Direct all students to take cover in the crash positions for at least 60 seconds, longer if the shaking persists.
 - a) Duck and cover under a sturdy surface such as a desk.
 - b) Move away from windows and get below windowsill height.
 - c) Wait for instructions to evacuate.

In the event of an earthquake while you are outdoors:

- 1) Move everyone away from buildings, utility poles, wires, streetlights, trees, and any other object that you may be in the path of.

When shaking has stopped:

- 1) Talk calmly to reassure students.
- 2) Follow evacuation procedures when directed to evacuate the building or area. The "fire alarm" will be used to indicate evacuation. Evacuation may take time as the evacuation path may need to be cleared.
- 3) Report any missing or injured individuals to the principal or designated staff member.

Explosion or Risk Of Explosion

Fire in Surrounding Area

- 1) Bring students indoors, close doors and windows, call the office, and await further instructions.
- 2) The principal or designee will contact emergency services for additional information and develop an appropriate course of action.

Fire on School Grounds

In the event that fire, smoke from a fire, or a gas odor has been detected:

- 1) Pull the closest fire alarm. When safe, notify the office staff with information about where and what has been detected.
- 2) Follow the normal fire drill route to evacuate students and staff to a safe distance away from buildings. Follow an alternate route if the normal route is too dangerous.

Designated Primary Gathering Locations

1059 North State Street - The upper parking lot
1031 North State Street - North side parking lot
Flower Building - Southeast driveway
Home Arts Building - Northeast driveway
Junior Building - Amphitheater

- 3) If the usual site is unsafe, classroom staff may move students to the fairgrounds gravel parking lot or other safe gathering area. Avoid areas that may be trafficked by safety response personnel or vehicles.
- 4) Classroom staff takes class roster and first aid kits; office staff takes emergency contact cards; lunch staff takes roll sheets.
- 5) The principal or designated office staff notifies appropriate emergency, public safety, and/or security agencies.
- 6) Classroom staff takes roll after being evacuated. Report any missing students to the office staff.
- 7) No one may reenter building(s) until notified by the principal that the entire area has been declared safe by emergency response personnel.

8)) When the emergency has been terminated, students and staff may resume normal operations or will receive additional instructions.

Flooding

- 1) Ensure the safety of students and staff
- 2) Contact the office and report the nature of the situation
- 3) Evacuate the lower campus and shelter in the upper campus
- 4) Principal or designee will determine additional actions, such as school closure, if needed.

Loss or Failure Of Utilities

Loss of phone service: Use cell phones or runners to communicate with the office. Continue regular operations.

Loss of power: Continue operations until the principal or designee cancels or closes the school. Principal or designee will contact the City of Ukiah for an estimated repair time.

Loss of water: Contact the office and continue operations until the principal cancels or closes the school. Principal or designee will contact the Fairgrounds and/or City of Ukiah for an estimated repair time.

Motor Vehicle Crash

- 1) Ensure the safety of students and staff.
- 2) Call 9-1-1 and then call the office to report the incident, its location, those involved (if known), and if CPR/first aid certified staff are needed.
- 3) The office will dispatch additional support, as needed.

Psychological Trauma

Suspected Contamination of Food or Water

Tactical Responses to Criminal Incidents

Code Red (Air raid siren may sound)

- 1) Keep all individuals inside and urgently summon students outside into the classroom.
- 2) Lock doors and windows - Cover windows with blinds/curtains.
- 3) Inform students that a serious threat exists, that they need to be calm, silent, and follow directions.
- 4) Direct students to drop to the floor and move away from doors and windows.
- 4) Use desks, tables, books, etc. to erect barricades if needed.

Unlawful Demonstration or Walkout

Emergency Evacuation Map