

NOVATO HIGH

COVID-19 School Site-Specific Protection Plan Guidance & Template

Guidance for Developing Your School's COVID-19 School Site-Specific Protection Plan (SSSPP)

1. Establish a multi-disciplinary Task Force (ie, teachers, custodians, school secretaries, para-educators, parents, students, and administrators) to develop and support this School Site-Specific Protection Plan who will meet regularly to monitor Public Health Information and adjust the plan based on input from all stakeholders as needed.
2. Perform a school site walkthrough with the Task Force of your campus, classrooms, multi-use rooms, and office spaces and use the protocols, guidance and best practices detailed in the Public Health Guided Return to Site-Based Classroom Instruction as a guide for conducting your assessment.
3. Develop and finalize your SSSPP and train staff before site-based classroom instruction begins.
4. Use the template below to create your own SSSPP by filling in the required details, based on your individual school site/school or district office, to mitigate the transmission of COVID-19, under the guidance of the Public Health Officer.
5. Finalize your SSSPP to distribute to staff and families and post on your school website. You may also post a copy at your school or office at a visible location, at or near the main entrance where students, staff and visitors can easily review it without touching the document, or post a Certificate of Completion (included below) with information on how to review the plan in its entirety online.
6. Post signs at each of the primary staff and student entrances to inform all students, staff and visitors that they should:
 - If you have COVID-19 symptoms, do not enter the facility;
 - Maintain a minimum six-foot distance from one another;
 - Sneeze and cough into a cloth or tissue or, if not available, into one's elbow;
 - Wear face coverings, as appropriate; and
 - Do not shake hands or engage in any unnecessary physical contact.

Templates for signs can be downloaded for use from the [Marin Recovers website](#).

Tools for Developing Your School Site-Specific Protection Plan

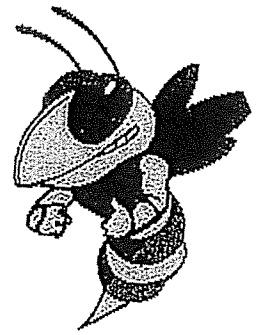
1. COVID-19 School Site-Specific Protection Plan (SSSPP) Template

The Marin County Office of Education is providing this template that can be used by any school or district in Marin to create their own School Site-Specific Protection Plan (SSSPP). It contains all of the standard content already written for you to re-open your school or school office and prompts you to "fill in the blank" where unique information is required in order to complete your SSSPP. The template has been reviewed and supported by Marin County's Public Health Officer.

2. School Specific Best Practices

The MCOE Rethinking Schools Task Force is monitoring updated guidance from the Center for Disease Control, the California Department of Public Health, the California Department of Education, and Marin County Public Health to support and promote emerging best practices to share with the school community in Marin. These best practices are based on alignment with local, state and federal guidelines in coordination with the county's Public Health Officer.

NOVATO HIGH



School or District Site Name	
Novato High School (Novato Unified School District) in Novato, CA	
School Type (select one)	
<input checked="" type="checkbox"/> Traditional/Alternative Public School <input type="checkbox"/> Charter School <input type="checkbox"/> Private, Independent or Parochial	
School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)	
Greg Fister- Assistant Principal of Novato High Task Force will meet bi-monthly (twice/month) set by Principal Mark Brewer- Principal of Novato High Caroline Purtell - Classified team member, Office manager, secretary. Michael Proffitt - Lead Custodian of Novato High. Jason Searle - Teacher Social Studies Abbie Brandt - Student leader (ASB senior). Skylar Thompson - Student lead (School Site Council). Jim Larson - AP of Counseling office, facilities Nurse Katy Sheffield Sunny Lyrek - Parent and member of School Site Council Nancy Overson, NFT representative	
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)	
Caroline Purtell (office manager) email cpurtell@nUSD.org Phone no. 415-898-2125 Mark Brewer (principal) email mbrewer@nUSD.org Phone no. 4415-898-2125	
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:	
August 12, 2020 plan was developed. It was signed on October 6, 2020	
Principal or Administrator	
Name: Greg Fister	Title: Assistant Principal of Site Council, School Site Plan, Emergency Disaster Preparedness and Master Schedule
Email: gfister@nUSD.org	Phone Numbers: 415-898-2125

Greg Fister

I, _____, certify that this SSSPP is posted on our school/district website, and that staff will receive training as described in this SSSPP before site-based classroom instruction begins.

Signature:

Date:

10/6/2020

HORNETS

Specific Control Measures and Screenings

Please provide as much detail as possible for how you intend to implement each guideline. If you need additional space, please provide an attachment.

- ☒ 1. All activities are consistent with and will adjust to changing applicable state and local Public Health Orders. A multi-disciplinary Task Force has been established to develop and support this School Site-Specific Protection Plan, who meet regularly to monitor and adjust the plan based on input from all stakeholders.

1. The NUSD Re-Entry Task Force was established in May of 2020 to craft the Novato Unified School District Covid-19 Return To School Guide <https://nUSD.org/nUSD-covid-19-return-to-school-guide/>. The NUSD Re-Entry Task Force was comprised of 150 students, teachers, classified staff, administrators, and parents who worked together to complete the COVID-19 Return to School Guide. This guide, which was approved by the Board of Trustees on June 16 and amended on July 28, is the basis for all NUSD School Site Specific Protection Plans. The site principal has convened a site level Task Force with meetings throughout the year. The Task Force will monitor and give feedback based on input from stakeholders. The Principal will distribute the SSSPP to all staff and families and post to the NUSD website when changes are made.

- ☒ 2. Health and safety practices and protocols are in place, including hand washing, appropriate face coverings, and access to essential protective equipment, and up to date student and staff attendance tracking.

All classrooms and office space will be supplied with standard COVID Supplies that include EPE and cleaning/disinfecting supplies. COVID Supplies will be replenished on a regular basis, either weekly and/or as needed. COVID Supplies include extra disposable face coverings for staff and/or students who may need them, gloves, face shields, hand sanitizer, cleaning and disinfecting supplies, disinfectant wipes (or spray bottles with paper towels). Isolation supplies will be provided to site offices which include EPE necessary to safely monitor a student who may develop potential COVID-19 symptoms during the school day while waiting to be picked up from school. Student attendance will be taken daily (each individual period at secondary sites) using the student information system (Aeries). Staff attendance will be taken through the daily health screening survey.

- ☒ 3. Training is provided to all staff, students and families reinforcing the importance of health and safety practices and protocols.

Training to reinforce the health and safety practices and protocols will be provided to all regular and substitute staff prior to the start of in-person instruction. Staff will receive training throughout the year when new/updated guidance from Public Health is released. Training resources are available on the NUSD COVID-19 website (<https://nUSD.org/covid/>) and Marin County Office of Education (MCOE) Rethinking Schools website (<https://sites.google.com/marinschools.org/mcoerethinkingschools/home>). Age appropriate health and training for students will be provided.

- ☒ 4. A primary and secondary point of contact are established, identified, and trained at each school site to direct questions or concerns around practices, protocols, or potential exposure. These points of contact will also serve as a liaison to Public Health and contact information is identified in the School Site-Specific Protection Plan. (Points of Contact listed above).

The Principal and Office Manager will serve as the primary and secondary points of contact respectively and serve as the Liaisons to Public Health. Any questions or concerns around practices, protocols, or potential exposure should be sent to the primary contact: Mark Brewer- Principal (mbrewer@nUSD.org; 415-898-2125) or secondary contact: Caroline Purtell (cpurtell@nUSD.org; 415-898-2125).

NOVATO HIGH

- ✓ 5. Plans are implemented for intensified cleaning and disinfecting, including training for staff and access to cleaning supplies and essential protective equipment, and regular disinfecting of frequently touched surfaces.

Cleaning, sanitizing, and disinfecting schedules and protocols based on CDC and CDHP guidelines have been designed. All custodial staff and custodial substitutes have been trained on disinfecting schedules and protocols. Custodial staff will disinfect all high touch areas in the classrooms, hallways, and other areas on campus on a nightly basis and sanitize these areas as needed. Bathrooms will be disinfecting on a nightly basis and sanitized multiple times daily, as needed. The District has purchased additional equipment to aid in the disinfecting process in the evening. Continual training for custodial staff will be mandated to reinforce cleaning protocols and as guidelines are updated.

- ✓ 6. Health screening for students and staff are conducted as advised and updated by Public Health. On July 23, 2020 the Centers for Disease Control and Prevention provided updated guidance on screening K-12 students emphasizing that parents and caregivers must monitor their children for signs of infectious illness every day at home, and universal symptom screening for K-12 students is not required. Staff should conduct daily health screening self assessment, which may be completed through an online survey. (Sample MCOE Staff Health Screening)

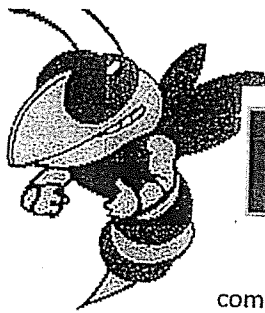
All staff will be required to respond to the following questionnaire before entering the classroom. This survey has health screening questions and teacher or staff will be asked what school/classroom they will be in for the day.
1. I affirm that I have been without fever for 24 hours without the use of fever-reducing medications and that I have not had symptoms of respiratory illness (cough, shortness of breath, or runny nose) in the past 24 hours.
2. I affirm that anyone that I live with or anyone that I have been in close contact with has been without fever (100.4 or above) for 24 hours, without the use of fever-reducing medication, and that they have not had symptoms of respiratory illness (cough, shortness of breath, or runny nose) in the past 24 hours.

- ✓ 7. Staff and students who are sick are expected to stay home and an isolation area is identified for students who begin to exhibit symptoms during the school day, until they can be picked up.
Describe placement of designated Isolation Area:

It is critical that all parents/guardians keep children at home if they show symptoms of COVID-19 and/or if they have a fever. Children should not return to school until the fever has been gone for at least 24 hours without the use of fever-reducing medication. Should a student arrive and exhibit any symptoms, s/he will be isolated in a predetermined isolation area. If a student is absent from school due to symptoms, the parent/guardian is requested to contact the school to report the absence reason, contact their healthcare provider, and monitor their child's symptoms.

- ✓ 8. Schools and districts will cooperate with Public Health to support testing strategies to mitigate transmission of COVID-19, including testing for staff at the beginning of the school year, and then no less than once every two months. This may include testing of students with appropriate parental permissions obtained in advance. (Identify testing vendors, if applicable)

Free staff testing is available weekly through the County of Marin and by appointment at Kaiser Permanente for Kaiser members. NUSD has partnered with the County of Marin to provide testing at a District Site (Hill Education Center in August and Novato High School in September). Staff will be notified of future testing windows and encouraged to obtain a test. Administration will work with staff that may require release time in order to be tested, if testing is not practicable outside of work hours.



NOVATO

- ✓ 9. Protocols, communications are in place for the following COVID-19 related scenarios (link: [Marin County Public Health Protocols & Communication Templates](#) for each scenario):
- A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above.
 - A family member or someone in close contact with a student or staff member tests positive for COVID-19.
 - A student or staff member tests positive for COVID-19.
 - A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.

1. A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above. Action for Scenario One
- Report information to administrator, send home
- Contact Healthcare provider/Public Health for testing (recommend testing)
- If positive, see Scenario #3; If negative, see Scenario #1
- School/Classroom will remain OPEN

2. A family member or someone in close contact with a student or staff member tests positive for COVID-19. Action for Scenario Two
- Report information to administrator, send home, quarantine for 14 days
- Contact Healthcare provider/Public Health for testing (recommend testing)
- School/Classroom will remain OPEN

3. A student or staff member tests positive for COVID-19. Action for Scenario Three
- Report information to administrator, send home, isolate as per Public Health
- Families of Students and Staff, quarantine and contact Healthcare provider/Public Health for testing
- Classroom CLOSED for 14 days from last exposure
- School Remains OPEN

4. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact. Action for Scenario Four.
- May return to school 24 hours after symptoms resolve
- 14-Day quarantine required for close contact with COVID-19 positive case
- School/Classroom remains OPEN

- ✓ 10. Where practicable, physical distancing of six feet is maintained between adults and adults and students; four feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice.

All classrooms will be set up in order to maximize physical distancing between students. Staff will implement spacing strategies and instruction in outdoor spaces. Staff training is provided to maintain physical distancing when practicable and still meet the medical, personal, and support needs of students.

- ✓ 11. For elementary schools, stable classroom cohorts (up to standard class size at each respective grade level) are maintained throughout each school day, and through each quarter or semester, with an assigned primary cohort teacher, and systems are in place to prevent the mixing of classroom cohorts.

N/A

- ✓ 12. For middle and high schools, larger cohorts made up of students from more than one classroom may be arranged as long as accurate attendance data for students and adults is maintained on a daily basis while avoiding schoolwide mixing of students and staff.

Student attendance will be taken each period using the student information system (Aeries). Staff attendance will be taken through the daily health screening survey.

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- ☒ 13. Where practicable, desks are arranged facing forward to minimize face to face proximity between students.

All classrooms will be set up with desks arranged facing forward in order to minimize face to face proximity and to maximize physical distancing between students.

- ☒ 14. School staff are permitted to visit and instruct more than one classroom cohort, following physical distancing and face covering protocols, and must document/record visits to classrooms that are not identified as their primary classroom cohort.

All visits by staff to interact with students will be documented, unless it is identified as their primary classroom cohort. Hybrid program limits additional certificated and classified staff interaction with student cohorts, except in circumstances deemed critical to student learning. Virtual learning will continue to be used, when practicable to limit mixing cohorts.

The District has implemented a tracking system for staff with the use of QR Codes in each room/space to track movement throughout the campus.

- ☒ 15. Routes for entry and exit to the campus will be designated for each classroom cohort, using as many entrances/exits as feasible.

The site has a map with identified entry/exit which will be posted on the site website and communicated to students/families.

- ☒ 16. Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom cohorts.

Bell Schedules have been strategically coordinated to prevent mixing of classroom cohorts. The Hybrid Schedule limits campuses to approximately 40% capacity. The lunch schedule is at the end of in person instruction and FANS lunch service is "grab and go".

NOVATO HIGH

- ☒ 17. Congregate movement through hallways will be minimized as much as practicable.

Routes through campus will be clearly marked to indicate the direction of movement at the beginning and end of the school day and during the day as needed. Movement will be minimized, to the extent practicable, throughout the school site. Students and staff will remain in their assigned classrooms as much as possible.

- ☒ 18. Large gatherings (i.e., school assemblies) are currently prohibited.

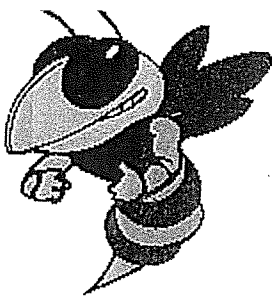
No gatherings of multiple cohorts, such as assemblies, special events or performances, will be permitted. To the extent possible, meetings such as parent conferences, Individual Education Program (IEP) meetings, and staff meetings will be conducted virtually.

- ☒ 19. The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort. Efforts should also be made to maximize fresh air flow in classrooms through existing ventilation systems and opening of windows and doors as much as possible.

Use of outdoor areas will be utilized to the extent practicable for instruction to maximize physical distancing between students. Windows and doors will be kept open, when weather and other external factors allow, to maximize fresh airflow. Use of HVAC equipment will be based upon CDC, Cal/OSHA, and ASHRAE guidance. All classrooms will be outfitted with air purifiers with HEPA filters

- ☒ 20. Use of shared playground equipment will be limited in favor of physical activities that require less contact with surfaces, and shared equipment will be cleaned between uses.

The use of shared playground equipment will be limited.



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- ☒ 21. Use of non-classroom space for instruction such as gymnasiums and multi-use rooms should be considered to support physical distancing with cleaning between uses.

In most cases, the regular classroom space is preferred to the gymnasiums on campus, but the gymnasiums will be used when appropriate and cleaned between uses.

- ☒ 22. Meals will be served outside as much as possible or in classrooms instead of cafeterias or dining room with individually plated or bagged meals as much as practicable.

The lunch period will be at the end of the in person instructional day. Meals served by the Food and Nutrition Services (FANS) department will be served in a "grab and go" style to limit contact between students.

- ☒ 23. Routines and schedules will be developed to enable students and staff to regularly wash their hands at staggered intervals.

Bell schedules and routines will be developed to allow students to frequently wash their hands or use hand sanitizer. Wall mounted sanitizer stations have been added to each campus. Students and staff will wash hands or hand sanitizer when appropriate, including upon entrance into the classroom, after blowing nose, coughing, or sneezing, after using the restroom, and before eating.

- ☒ 24. All staff as well as all students in grades 3 - 12 are required to wear face coverings while in the classroom and on campus unless there is a medical or behavioral contraindication. Students from grades TK - 2 are strongly encouraged to wear face coverings and should be supported and taught how to wear them properly.

All staff and students will wear a face covering except when medically or behaviorally contraindicated.

NOVATO HIGH

- ☒ 25. Training will be provided for staff and students on proper use of face coverings which will include instruction to minimize touching of face coverings.

Staff training on proper use of face coverings has been provided. Age and developmentally appropriate instruction on the use of face coverings will be part of the instruction in classrooms.

- ☒ 26. Sharing of supplies, manipulatives, toys, sports equipment, and other learning and recreational materials will be limited and each student will have separate individually labeled boxes or cubbies.

Sharing of student supplies and equipment will be avoided, wherever practicable. If sharing is required, supplies and equipment will be disinfected between uses. All personal items should be labeled and kept in a separate bag to ensure personal items are separate from others.

- ☒ 27. Sharing of electronic devices, clothing, books and other games or learning aids will be avoided as much as practicable.

All students have been issued a Chromebook. Sharing of student supplies and equipment will be avoided, wherever practicable. If sharing is required, supplies and equipment will be disinfected between uses. All personal items should be labeled and kept in a separate bag or container to ensure personal items are separate from others.

- ☒ 28. Use of privacy boards or clear screens will be considered as much as practicable.

Movable shields/student desk barriers are available for use when physical distancing between students and staff may be challenging or at other times when deemed appropriate by staff.



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- ☒ 29. Non-essential visitors, including parent volunteers will be limited and essential workers will be required to adhere to all health and safety guidelines.

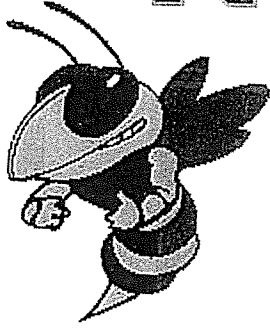
Non-essential visitors will be limited. Student drop-off and pick-up will be at the designated area and parents will not be permitted beyond the designated drop-off area. All campus visitors will be required to sign-in using the site check-in survey or at the office and respond to the health screening.

- ☒ 30. A School Site-Specific Protection Plan outlining the above measures is completed, posted and shared with all stakeholders and updated as state and local Public Health guidance dictates.

Parents and Staff are provided a copy of this SSSPP and it is available on the NUSD website.

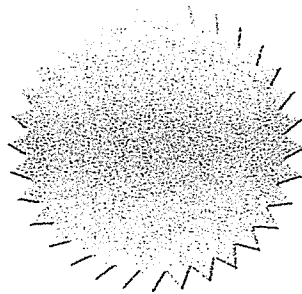
*****Attach any supporting documents or additional information for each Guideline to the back of the SSSPP.***

NOVATO HIGH



School Site-Specific Protection Plan

Certificate of Completion



(enter School Site Name here)

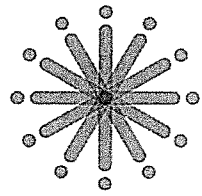
NOVATO HIGH SCHOOL (Novato, Ca).

has completed the School Site-Specific Protection Plan with current information related to COVID-19 Protocols and Procedures. The full SSSPP is available for viewing or download here:

(enter School Site or District website here)

<https://novatohigh.nusd.org/>

This certificate should be displayed in the site's main office and the full SSSPP should be available online at the above web address.



NOVATO UNIFIED SCHOOL DISTRICT



Emergency Preparedness & School Safety Plan

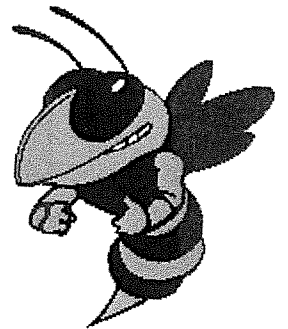


Mitigation • Preparedness • Response • Recovery

NOVATO HIGH SCHOOL



August 12, 2020



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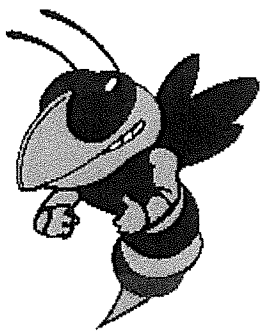
FORWARD

This plan is intended for use by *District Office* leadership personnel to assist them in responding to and preparing for a disaster or emergency situation. For the purposes of this plan, Emergency and Disaster Preparedness will be defined as the planning and testing of plans to minimize the loss of life and property in the event of natural or man-made disaster or other emergency.

This Safety Plan addresses hands-on EMERGENCY PROTOCOL, while the District Safety Plan is directed at EMERGENCY PROTOCOL coordination and resource allocation relative to an affected school site.

It is also the express intent of this document to comply with the National Incident Management System (NIMS) concepts that provide a common language and standard operating procedures for NUSD staff and first responders (e.g., police, fire, city, etc.). Adopting NIMS provides the structure for interagency cooperation and seamless management in crisis situations.

NIMS was adopted by the Board of Education.



NOVATO HIGH HORNETS

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HORNETS

SCHOOL SITE ROSTER OF ALL STAFF (Novato High Phone Tree 20-21)
ATTACHED TO EMAIL Greg Fister sent
(Admin, Teachers, Office Staff, FANS, Custodians, Resource, Library
Tech, etc. with mobile phone numbers)

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NOVATO HIGH

COVID-19 School Site-Specific Protection Plan (SSPP)

Site Specific Questions

3. Training is provided to all staff and students reinforcing the importance of health and safety practices and protocols. Describe below:

Novato High will facilitate a training once staff returns officially August 17 in the first 2 weeks in a staff meeting about PPE protection, face mask usage, and safety protocols contained within MCOE's guidance during the covid worldwide pandemic.

We also hold an annual training in preparation for the Emergency drill to inform and instruct staff, teachers and all employees how to perform in lockdowns, active shooters situations, fire drills and emergencies, whether in class, at lunch or out on school grounds after dismissal at the end of the school day.

15. Routes for entry and exit to the campus will be designated for each classroom cohort, using as many entrances/exits as feasible. Describe below:

A map is attached to the Site Plan by August 17 with arrows delineating which one-way routes through hall ways must be adhered to by students during passing periods and lunch/break times. Parents and community will be emailed these instructions, updates via an InTouch message, and will be posted on NHS website.

17. Congregate movement through hallways will be minimized as much as practicable:

Novato High school employs 2-3 campus security supervision monitors who are visible and present during all passing periods and will aid in the flow of students away from high traffic areas. Common areas like the 2100/2300 wing bathrooms and 2400/2600 bathrooms will be monitored all day and especially during these moments where kids are en route to class during passing periods.

19. The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort. Describe below:

Novato High has an adequate amount of outdoor seating and pop up shade umbrellas that have been purchased for the school by PTSA. This contribution from PTSA has improved the quality of benches, tables and locations where students can sit during class sessions with their teachers and helps to alleviate the amount of time classes take place indoors.

23. Routines and schedules will be developed to enable students and staff to regularly wash their hands at staggered intervals. Describe below:

Circles have been ordered and blue tape markings will be evident on the grounds and walk ways where students and staff walk. Office spaces and bathrooms will be stocked with sanitizer and soap and washing stations will be kept clean and managed. Custodians will disinfect counter tops and commons areas like the staff room, copy room (mail room) and locations where sinks exist in the main office and staff faculty restrooms in 2100/2300, 2400/2600, 1600, 3300, and 3500 wings frequently and consistently during the day.

25. Training will be provided for staff and students on proper use of face coverings which will include instruction to minimize touching of face coverings.

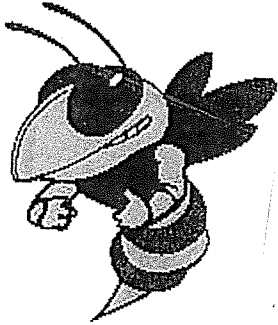
When staff returns on August 17, within the first 2-3 weeks off the certificated calendar for 20-21, a Zoom staff meeting will take place to educate staff on masks, facial coverings and 6 feet spacing requirements for social distancing between all staff, students and faculty.

This page must be updated annually and submitted to the Superintendent's Office by September 1.

NOVATO UNIFIED SCHOOL DISTRICT DISASTER/FIRE DRILL SCHEDULE

SCHOOL NAME:
NOVATO HIGH SCHOOL

SCHOOL YEAR:
2020-21



MANDATED DRILLS

Per Education Code Section 32001, 35297

Elementary schools must complete monthly fire drills

Middle schools must complete 4 fire drills

High schools must complete 2 fire drills

FIRE DRILL SCHEDULE		
Month	Date	Time
GreatCaliforniaShakeOut	October 15 th	10:15am
Fire Drill	November 11	11:30am
Drop Cover Hold Drill	Thurs April 29	9:40am

In accordance with state law:

An earthquake "Drop, Cover and Hold" drill will be held each quarter (4) for elementary schools and one each semester (2) for secondary schools. (EC 35297)

All students and staff will participate in these mandated drills.

A district-wide drill/simulation is recommended annually.

NUSD Required: 1 comprehensive disaster drill

DISASTER DRILL		
Type	Date	Time
Fire Drill Full Evacuation	Wednesday January 20, 2021	9:25am 1 st Period

This page must be updated annually and submitted to the Superintendent's Office by September 1.

**NOVATO UNIFIED SCHOOL DISTRICT
LOCKDOWN DRILL SCHEDULE**

SCHOOL NAME: NOVATO HIGH SCHOOL

SCHOOL YEAR: 2020-2021

NUSD Required: 3 Lockdown Drills per year

DISASTER DRILL		
Type	Date	Time
Full Lockdown/Evac	Monday April 19, 2021	11:30am
Break Lock down	Wed, March 3, 2021	10:15am
Lock down in class	Friday May 21, 2021	10:05am

Three (3) Lockdown drills per school year:

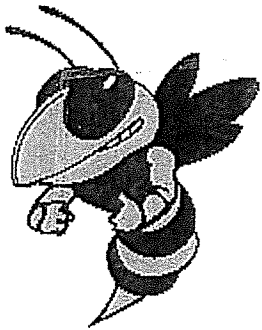
- One when students are in class
- One when students are at either access or recess
- Unannounced

This page must be updated annually and submitted to the Superintendent's Office by September 1.

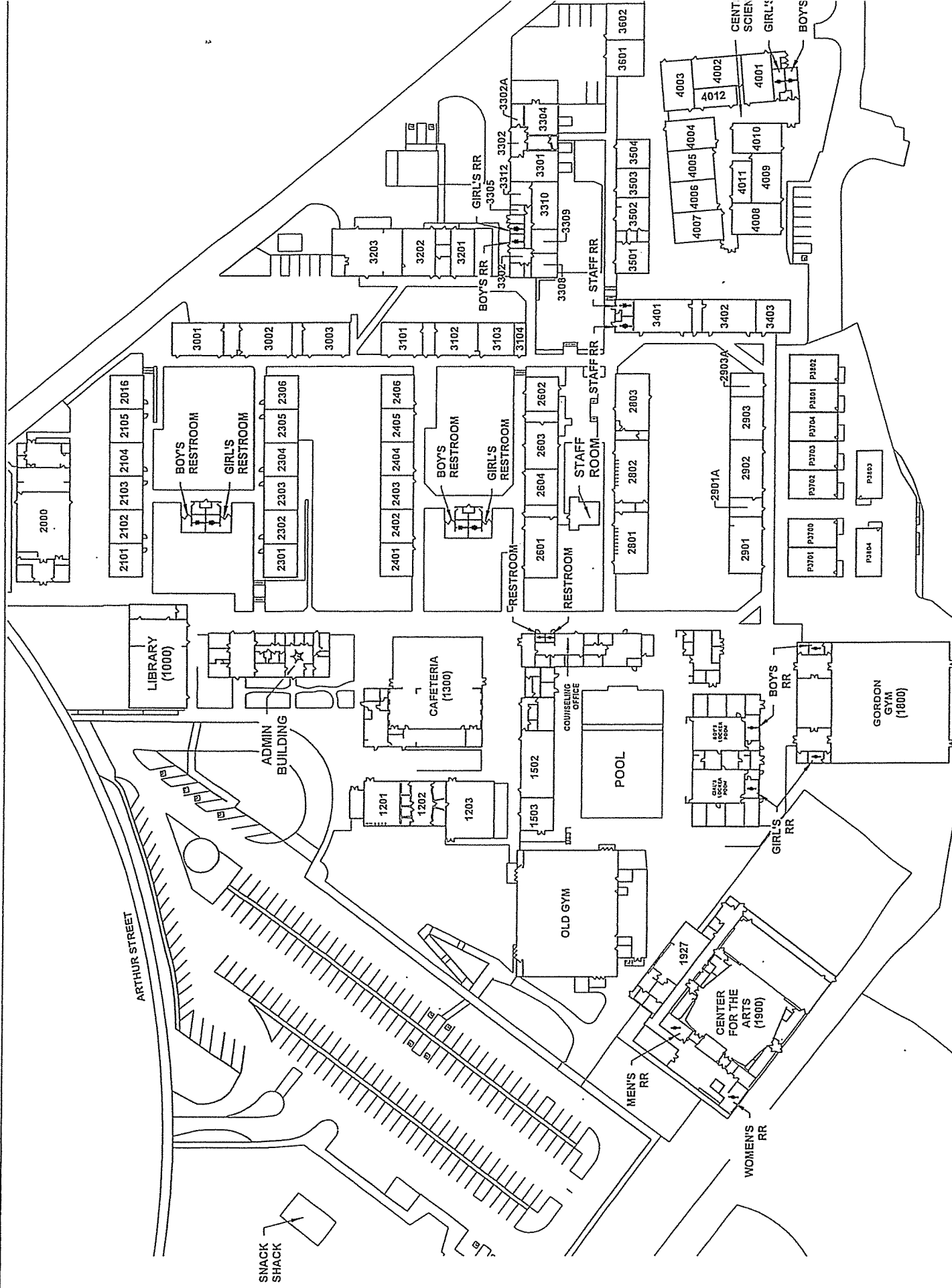
(Site Map)- Attached to Email by Greg Fister (Routes to be Drawn)
*Waiting on New Map end of August from Mike Woolard with New Buildings
(B&W copy or PDF okay)

Please include the following on School Site Map designating:

1. Primary / Secondary assembly area locations
 - a. Primary = Football Field and Track Upper Location
 - b. Secondary = Lower level new cork turf Lacrosse field location.
2. Offsite evacuation location
 - a. IN the event of an Active Shooter there is no Rendevour point. However, in the event of a separate meeting location, students are to report to the Church at the corner of Arthur and Novato Boulevard.
3. Primary / Secondary Incident command post locations
 - a. Primary = Main office near main office door/windows/phone/entry point.
 - b. Secondary = If evacuating to distant lacrosse field, Incident command post location for Command can be Press Box on the upper football field.
4. Primary / Secondary First Aid Triage area locations
 - a. Primary = Upper football field near end zone, easy access for Ambulance.
 - b. Secondary = Main upper parking lot location, easy access for Ambulance.
5. Primary / Secondary Student release locations
 - a. Primary = Upper football field main entrance gate, w/ 2 translators Spanish.
 - b. Secondary = Main parking lot area by Snack Shack, easy access for cars.



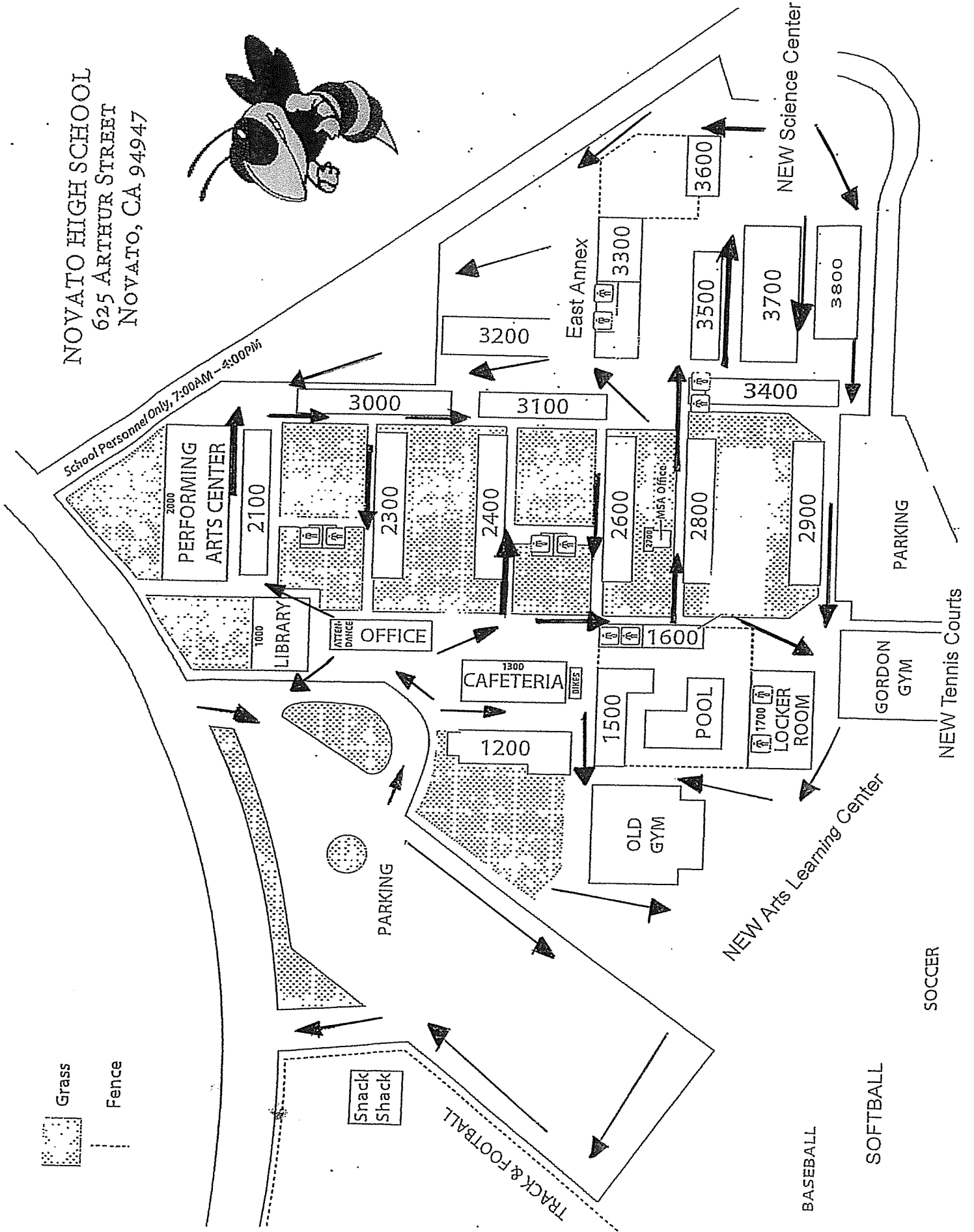
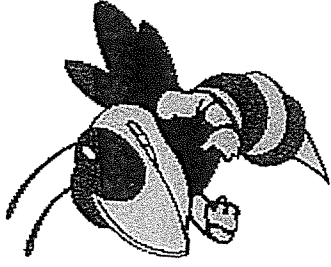
NOVATO HIGH HORNETS



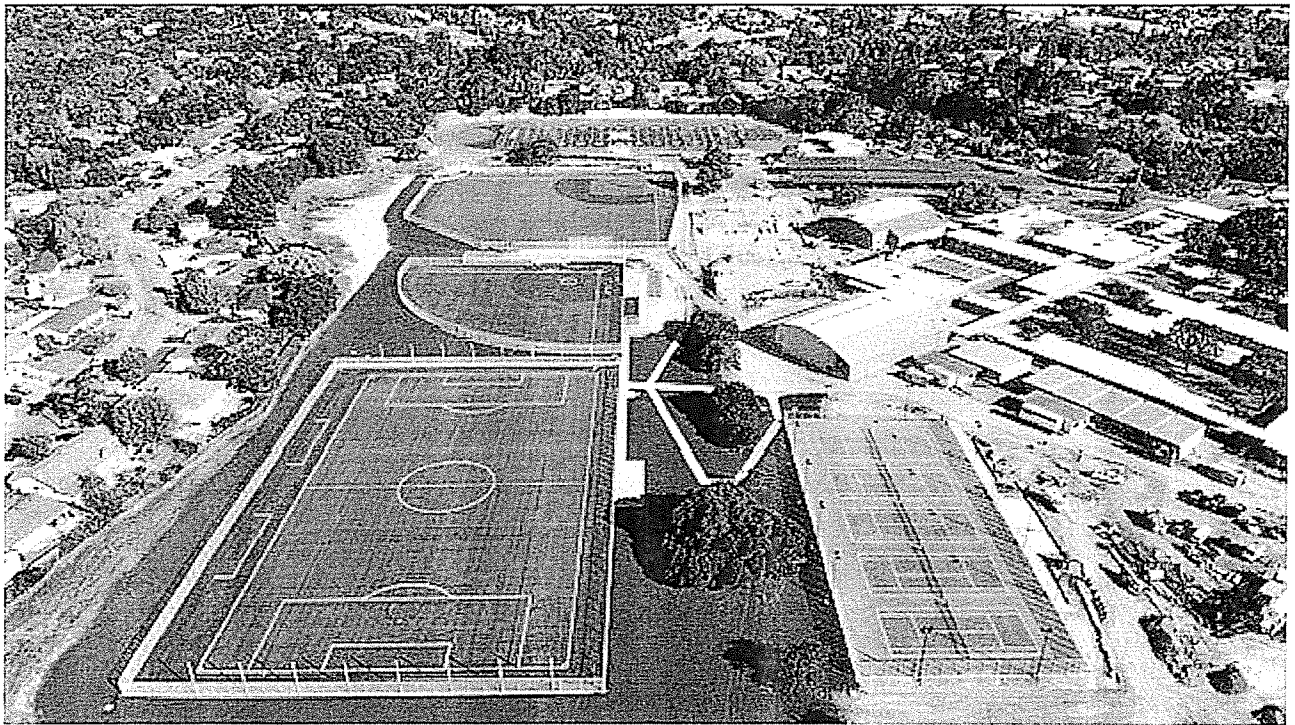
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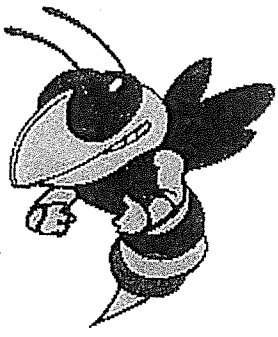
HORNETS

NOVATO HIGH SCHOOL
625 ARTHUR STREET
NOVATO, CA 94947



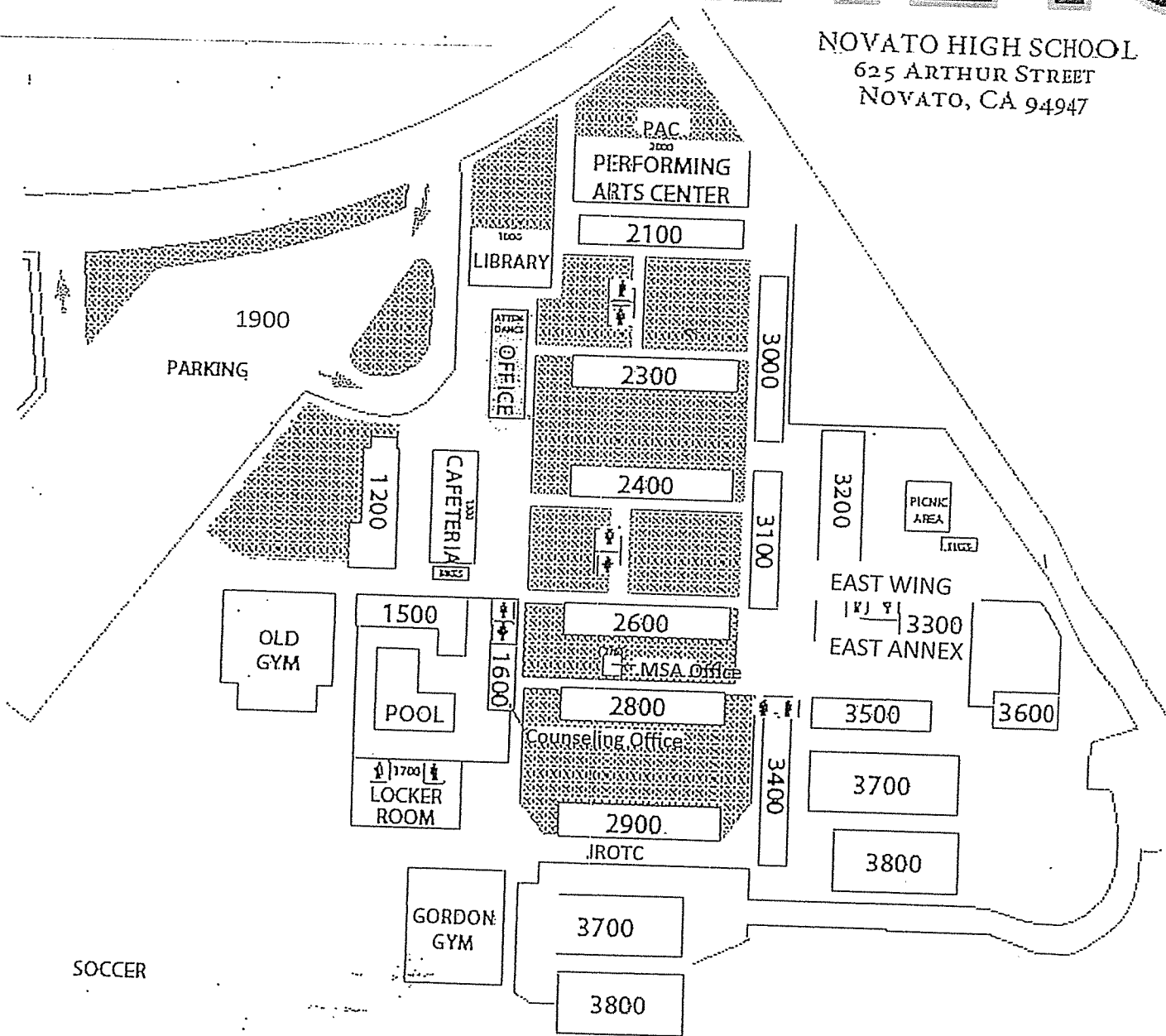
NOVATO HIGH HORNETS





NOVATO HIGH HORNETS

NOVATO HIGH SCHOOL
625 ARTHUR STREET
NOVATO, CA 94947



Character ♦ Cultural Competence

Critical Thinking ♦ Communication ♦ Collaboration ♦ Conscientious Learner ♦

NOVATO UNIFIED SCHOOL DISTRICT SEXUAL HARASSMENT POLICY FOR STUDENTS

BOARD OF EDUCATION POLICY

The Board of Education is committed to maintaining a safe school environment that is free from harassment and discrimination.

The Board prohibits sexual harassment targeted at any student by anyone, at school or at school-sponsored or school-related activities.

The Board also prohibits retaliatory behavior or action against any person who reports or files a complaint, or testifies about or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity, or who has experienced off-campus sexual harassment that has created a hostile educational environment on campus, to immediately contact his/her teacher, the principal, or any other available school employee.

COMPLAINT PROCESS

If you are a student and feel you have been subjected to sexual harassment, please tell a trusted adult on campus--administrator, teacher, counselor, aide. That school employee will report your complaint to the designated school official within 24 hours. **The designated person on your campus is:**

Michelle Cortez

mcortez@nUSD.org

415.892.7915

As a complainant, you have the opportunity to describe the complaint, present witnesses and other evidence of harassment or retaliation, and put the complaint in writing.

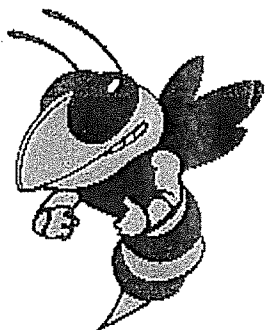
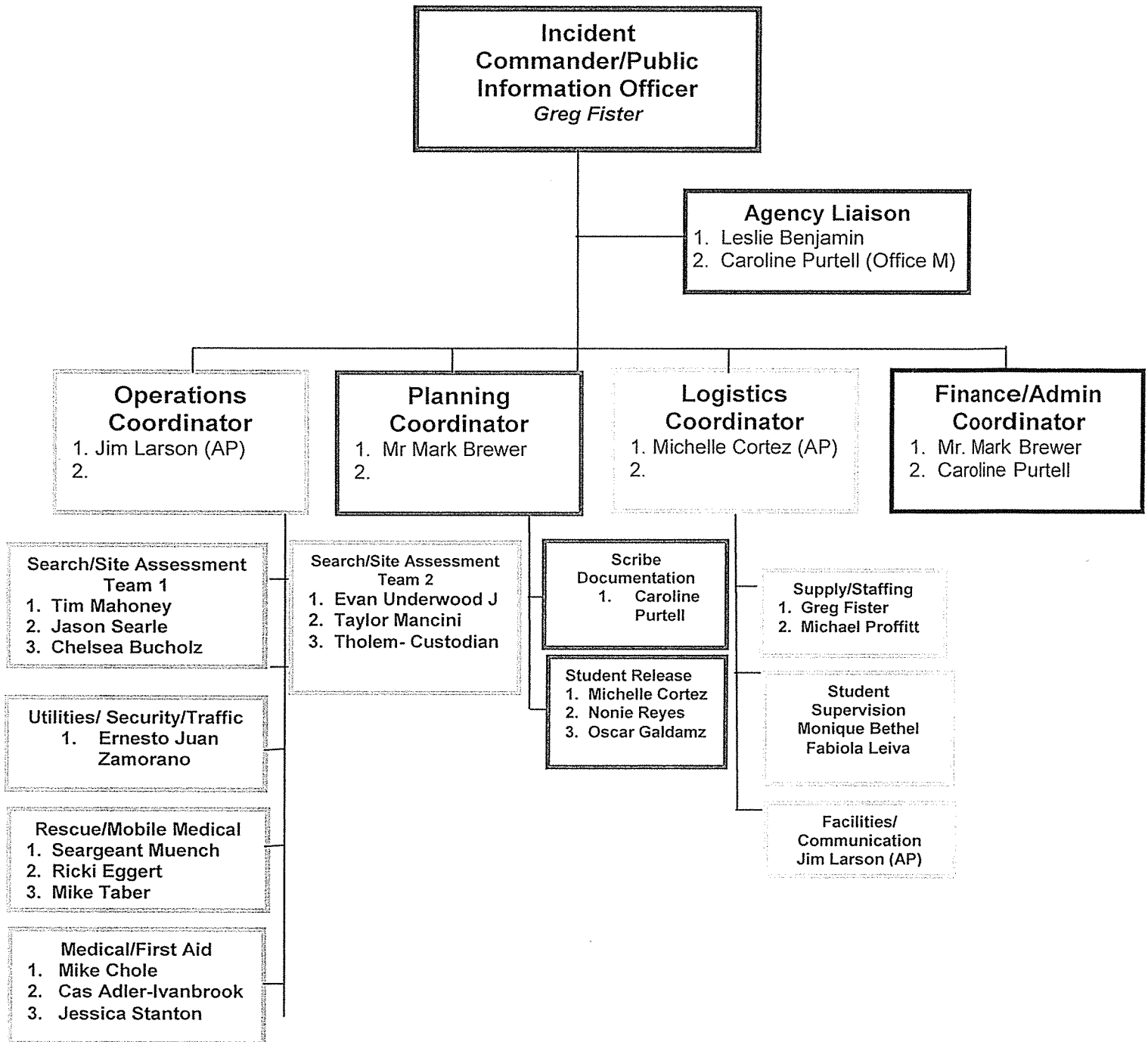
Please know that if an adult witnesses the sexual harassment, they are required to report it whether or not you make a complaint.

WHAT HAPPENS THEN?

The designated person who receives the complaint shall immediately investigate according to the procedures outlined in Board Policy and regulations. The investigation may include interviews of the complainant and other relevant witnesses. If it is determined that sexual harassment occurred, the following actions will be taken:

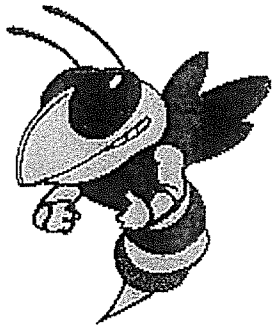
- The designated district person will take prompt, appropriate steps to end the harassment
- The victim will be supported to address the effects of the harassment and prevent retaliation or further harassment
- The designated district person will advise the victim of any other remedies available
- A written report will be filed with the Superintendent
- Where required, the matter will be referred to law enforcement
- If an adult employed by the district is found to have engaged in sexual harassment or sexual violence toward any student, the adult will be terminated in accordance with law and the applicable collective bargaining agreement
- Any student found to have engaged in sexual harassment or sexual violence shall be subject to disciplinary action including possible suspension and/or expulsion

This page must be updated annually and submitted to the Superintendent's Office by September 1.



NOVATO HIGH HORNETS

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NOVATO HIGH HORNETS

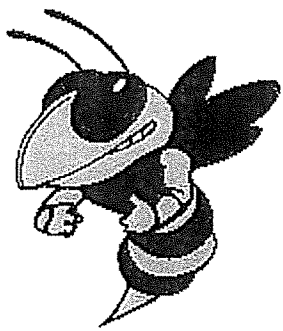
This page must be updated annually and submitted to the Superintendent's Office by September 1.

SCHOOL RESOURCES

Safety Container on the football field (Upper evacuation location) by track long jump pit, scoreboard.

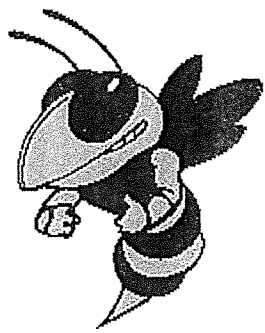
Red Cross Trailer (All emergency supplies are in main container at field)

Other Equipment such as orange vests, flashlights, tools in Container.



NOVATO HIGH HORNETS

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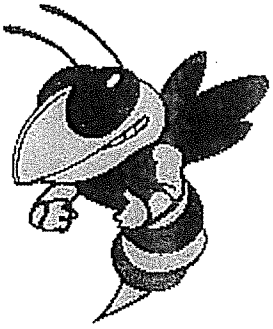


NOVATO HIGH HORNETS

EMERGENCY PREPAREDNESS PLANNING CALENDAR

PERSON RESPONSIBLE	ACTIVITY	MONTH
PRINCIPAL or DESIGNEE	<input checked="" type="checkbox"/> School Facilities Hazard Assessment Walk-through (buildings, grounds, evacuation routes, shut-off valves)	August
	<input checked="" type="checkbox"/> Review School Emergency Management Plan	August
	<input checked="" type="checkbox"/> Update School Emergency Team Assignments	August
	o Staff Skills Survey for new teachers	August
	<input checked="" type="checkbox"/> New assignments as needed	August
	<input checked="" type="checkbox"/> Staff orientation of School Emergency Management Plan	August
	<input checked="" type="checkbox"/> Plan annual training schedule	August
	<input checked="" type="checkbox"/> Update resource agreements and contacts	September
	<input checked="" type="checkbox"/> Parent Back to School Assembly	September
	<input checked="" type="checkbox"/> Fire Drill	September
	<input checked="" type="checkbox"/> Staff meeting: Review winter storm and flooding preparedness	October
	<input checked="" type="checkbox"/> Earthquake Drill	October
	o CPR/ First Aid training if possible	November
	o Fire Drill	November
	o Staff development emergency training	January
	o Earthquake Drill	February
	o Earthquake drill planning with staff	March
	o Fire Drill	March
	o Table top exercise	April
	o Countywide/District Drill	April
	o Review drill assessment	May
SECRETARY	<input checked="" type="checkbox"/> Update classroom backpacks (rosters, etc.)	September
	<input checked="" type="checkbox"/> Distribute emergency cards/ student release procedures to families	September
MAINTENANCE DIRECTOR	<input checked="" type="checkbox"/> Conduct facility hazard assessment	August
	<input checked="" type="checkbox"/> Check fire extinguishers, batteries	August
	<input checked="" type="checkbox"/> Review equipment needs	September
	<input checked="" type="checkbox"/> Update school maps and site plans	September
TEACHERS	<input checked="" type="checkbox"/> Staff Orientation of School Emergency Management Plan	August
	o CPR/ First Aid training if possible	November
	o Staff development emergency training	January
PTA DISASTER COORDINATOR	<input checked="" type="checkbox"/> Recruit Parent Disaster Committee	September
	<input checked="" type="checkbox"/> Family preparedness materials to parents	September
	<input checked="" type="checkbox"/> Replenish emergency supply cache and classroom backpack	Sept – Oct
	<input checked="" type="checkbox"/> Attend Parent Disaster Advisory Council Meetings	Quarterly
	<input checked="" type="checkbox"/> Preparedness tips in PTA Newsletter	Monthly
	o Recruit Parent Disaster Committee	April

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NOVATO HIGH HORNETS

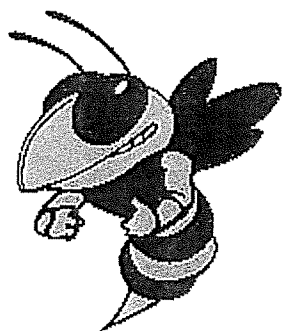
ANNUAL EMERGENCY PREPAREDNESS BEST PRACTICES

School Novato High School year- 2020-2021

Date	Activity	Responsible Person	Date Completed
Summer	Review School Safety Plan	<u>Greg Fister</u>	<u>July 23 & Aug 8-Aug 14</u>
Summer	School facilities walk-thru with public safety	<u>To be Scheduled</u>	<u>Annually</u>
Summer	Grounds access/egress and hazard assessment and mitigation	<u>Grounds/Mainten.</u>	<u>Aug 2020</u>
Summer	Inventory/restock emergency supplies	<u>Greg w/PTSA</u>	<u>Mar/Apr 2020 Again Sept 9</u>
Summer	Test communication equipment	<u>Greg Fister</u>	<u>Mar/April 20 again Aug11</u>
Summer	Assess training needs (see "Other", below) and schedule workshops	<u>Staff Meeting annually in</u>	<u>Nov/Dec before Drill</u>
August	Review evacuation/alternate evacuation routes	<u>Map being compiled by Greg, will review w/Admin</u>	<u>August 9-14</u>
August	Survey special staff skills		
August	Survey staff dismissal priorities		
August	Update staff and emergency phone numbers and resources	<u>Greg Fister/Caroline</u>	<u>August 8</u>
August	Assign school staff to Incident Command System (ICS) functions	<u>Admin Team</u>	<u>Aug Stf Mtg.</u>
September	Distribute maps, emergency contact info to local public safety agency	<u>SPO / FIRE DEPT</u>	<u>OCTOBER</u>
September	Staff orientation of School Safety Plan, emergency response actions, policies and performance expectations	<u>Staff Mtg Zoom TRAINING</u>	<u>OCT 2</u>

Date	Activity	Responsible Person	Date Completed
September	Disaster Service Worker training for new staff	<u>Greg Fister</u>	<u>Oct 3, 2020</u>
September	Parent orientation/information on School Safety Plan	<u>Greg Fister to PTSA</u>	<u>Sept 3 at 7pm</u>
October	Earthquake/evacuation drill: Great California ShakeOut	<u>Greg Fister</u>	<u>Oct 15 at 1015am</u>
Other Drills	<u>California Education Code, Section 32001.</u> Fire alarm and drill at least once every month in elementary schools, at least four times every school year in middle schools and at least twice every school year in secondary schools. <u>California Education Code, Section 35297.</u> Drop, Cover, Hold On drill at least once each school quarter in elementary schools, once a semester in secondary schools.		
Other Trainings	Special ICS functions for staff (damage assessment, search and rescue, CERT) CPR – every other year Basic First Aid – every other year NIMS IS-100.SCa for new staff		

Prepared By Greg Fister Date August 8- August 17, 2020



NOVATO HIGH HORNETS

Novato High

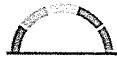
Explore the performance of Novato High under California's Accountability System.

Suspension Rate



Green

English Learner Progress



No Performance Color

Graduation Rate



Green

College/Career



Orange

English Language Arts



Green

Mathematics



Yellow

School Details

NAME

Novato High

ADDRESS

625 Arthur Street
Novato, CA 94947-4499

WEBSITE

<http://www.nusd.org>

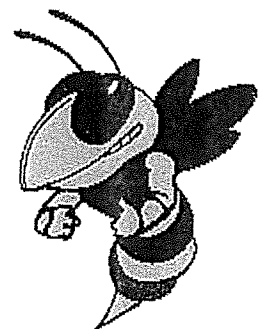
GRADES SERVED

9-12

NOVATO HIGH

Student Population

Explore information about this school's student population.



Enrollment

1,410

Socioeconomically Disadvantaged

38%

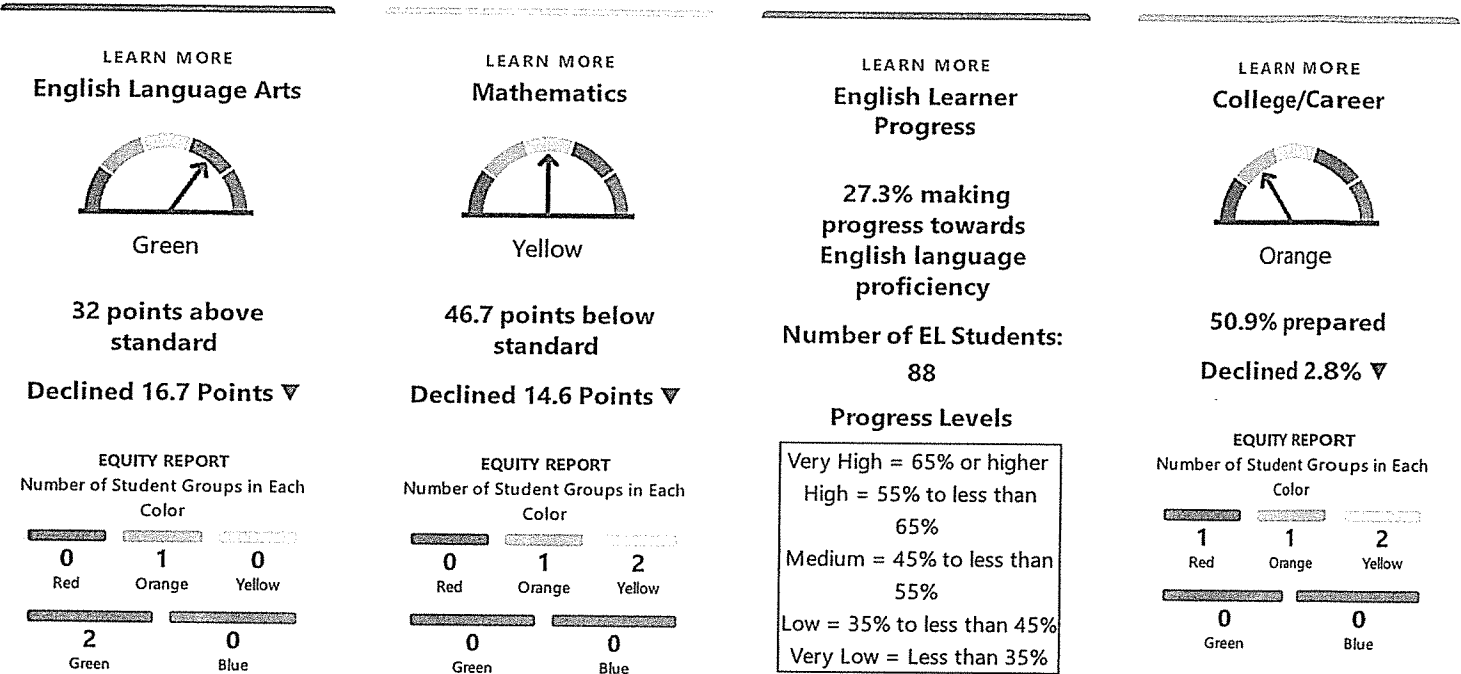
English Learners

8.2%

Foster Youth

0.1%

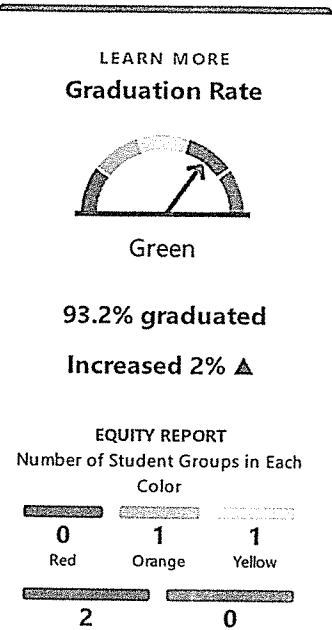
school performance.



NOVATO HIGH

Academic Engagement

See information that shows how well schools are engaging students in their learning.



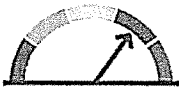
Conditions & Climate

View data related to how well schools are providing a healthy, safe and welcoming environment.



LEARN MORE

Suspension Rate



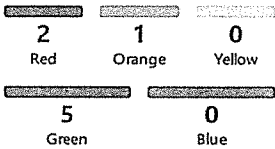
Green

4.2% suspended at
least once

Declined 0.3% ▼

EQUITY REPORT

Number of Student Groups in Each
Color



HORNETS

African American



No Performance Color

Less than 11 students - data not displayed for privacy

Number of Students: 6

American Indian



No Performance Color

Less than 11 students - data not displayed for privacy

Number of Students: 2

Asian



No Performance Color

98.2 points above standard

Declined 4.7 Points ▼

Number of Students: 17

English Learners



No Performance Color

80.8 points below standard

Increased 14.6 Points ▲

Number of Students: 29

Filipino



No Performance Color

Less than 11 students - data not displayed for privacy

Number of Students: 1

Two or More Races



No Performance Color

Less than 11 students - data not displayed for privacy

Number of Students: 8

Pacific Islander



No Performance Color

Less than 11 students - data not displayed for privacy

Number of Students: 2

Students with Disabilities



No Performance Color

105.2 points below standard

Declined 72.3 Points ▼

Number of Students: 12

Hispanic



Orange

12.3 points below standard

Maintained 0.2 Points

Number of Students: 79

Socioeconomically Disadvantaged



Green

0 points above standard

Increased 3.8 Points ▲

Number of Students: 89

White



Green

60.5 points above standard

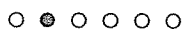
Declined 24.8 Points ▼

Number of Students: 83

Distance From Standard (English Language Arts)

Distance from Standard measures how far, on average, students are from the lowest possible score for Standard Met. The Smarter Balanced Consortium has identified Standard Met as demonstrating the knowledge and skills necessary for students to be on track for college and career readiness at their grade level.

Two or More Races
Pacific Islander
Students with Disabilities



African American

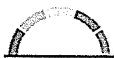


No Performance Color

Less than 11 students - data not displayed for privacy

Number of Students: 5

American Indian



No Performance Color

Less than 11 students - data not displayed for privacy

Number of Students: 2

Asian



No Performance Color

24.9 points above standard

Declined 6.9 Points ▼

Number of Students: 17

English Learners



No Performance Color

177.7 points below standard

Declined 29.5 Points ▼

Number of Students: 27

Filipino



No Performance Color

Less than 11 students - data not displayed for privacy

Number of Students: 1

Two or More Races



No Performance Color

Less than 11 students - data not displayed for privacy

Number of Students: 6

Pacific Islander



No Performance Color

Less than 11 students - data not displayed for privacy

Number of Students: 2

Students with Disabilities



No Performance Color

Less than 11 students - data not displayed for privacy

Number of Students: 10

Socioeconomically Disadvantaged



Orange

87.3 points below standard

Maintained 1.7 Points

Number of Students: 76

Hispanic



Yellow

99.7 points below standard

Increased 5 Points ▲

Number of Students: 71

White



Yellow

6 points below standard

Declined 15.2 Points ▼

Number of Students: 77

All Student Groups by Performance Level

4 Total Student Groups



Red

English Learners



Orange

Hispanic



Yellow

Socioeconomically Disadvantaged

White



Green

No Students



Blue

No Students



No Performance Color

African American

American Indian

Asian

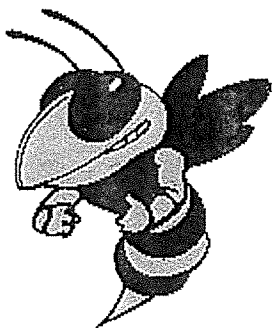
Filipino

Foster Youth

Homeless

Two or More Races

Students with Disabilities



NOVATO HIGH
HORNETS

Conditions and Climate

View data related to the attitudes, behaviors, and performance of students.

Suspension Rate

All Students

Explore information about the percentage of students in kindergarten through grade 12 who have been suspended at least once in a given school year. Students who are suspended multiple times are only counted once.

All Students



Green

4.2% suspended at least once

Declined 0.3% ▼

Number of Students: 1,480

Student Group Details

All Student Groups by Performance Level

8 Total Student Groups



Red

African American
Students with Disabilities



Orange

English Learners



Yellow

No Students



Green

Asian
Hispanic
Two or More Races
Socioeconomically Disadvantaged
White



Blue

No Students



No Performance Color

American Indian
Filipino
Foster Youth
Homeless
Pacific Islander

American Indian



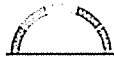
No Performance Color

0% suspended at least once

Maintained 0%

Number of Students: 15

Filipino



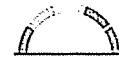
No Performance Color

0% suspended at least once

Declined 6.7% ▼

Number of Students: 14

Foster Youth



No Performance Color

Less than 11 students - data not
displayed for privacy

Number of Students: 5

Homeless

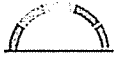


No Performance Color

Less than 11 students - data not
displayed for privacy

Number of Students: 2

Pacific Islander



No Performance Color

Less than 11 students - data not
displayed for privacy

Number of Students: 6

African American



Red

14% suspended at least once

Increased 7% ▲

Number of Students: 43

Students with Disabilities



Red

10.2% suspended at least once

Maintained -0.1%

Number of Students: 108

English Learners



Orange

8.6% suspended at least once

Maintained -0.1%

Number of Students: 140

Asian



Green

1.3% suspended at least once

Maintained 0%

Number of Students: 75

Hispanic



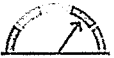
Green

5% suspended at least once

Declined 0.7% ▼

Number of Students: 582

Two or More Races



Green

2.9% suspended at least once

Declined 0.7% ▼

Number of Students: 68

Socioeconomically Disadvantaged



Green

5.6% suspended at least once

Declined 0.5% ▼

Number of Students: 605

White



Green

3.4% suspended at least once

Declined 0.5% ▼

Number of Students: 677

Report Contents

KEY RATINGS

EXECUTIVE SUMMARY

GENERAL

ENGAGEMENT

RELATIONSHIPS

CULTURE

COMMUNICATION & FEEDBACK

RESOURCES

SCHOOL SAFETY

CUSTOM QUESTIONS

IN THEIR OWN WORDS

APPENDIX

* School Safety Response Distributions

Response Distribution charts show the proportion of respondents who chose each response option for questions on a scale of 1 to 5, with the most positive response (known as a likert question). A variety of different response distributions can result in the same average rating provide additional context.

For example, two very different response distributions could both have an average rating of '3'.

In sample question 1 below, the majority of respondents (70%) feel neutral about the question, with a handful of respondents having a experience.

Sample Question 1



In sample question 2 below, there is a much greater variation in family member experience.

Sample Question 2



Continue scrolling to see your data.

My child is safe from violence at school. - Overall

☐ Strongly disagree ☐ Disagree ☐ Neither agree nor disagree ☐ Agree ☐ Strongly Agree

Your School - Jan 2020



Your School - Jan 2019



Your School - Jan 2018



Average of CA schools



Average of YouthTruth schools



My child is safe from violence at school. - Subgroup

☐ Strongly disagree ☐ Disagree ☐ Neither agree nor disagree ☐ Agree ☐ Strongly Agree

Female

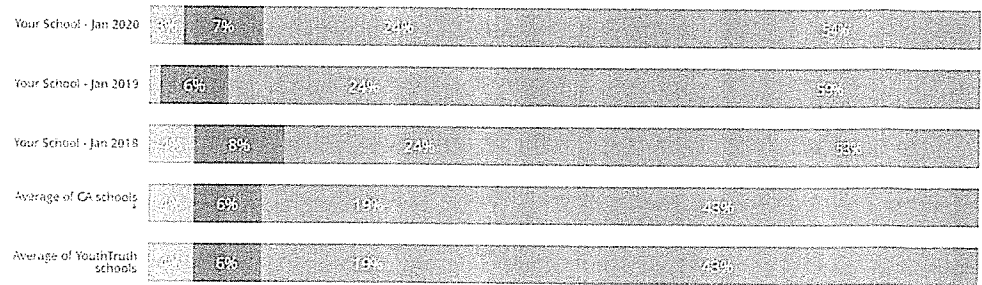


Male



My school is a safe place to learn. - Overall

☐ Strongly disagree
 ☐ Disagree
 ☐ Neither agree nor disagree
 ☐ Agree
 ☐ Strongly Agree



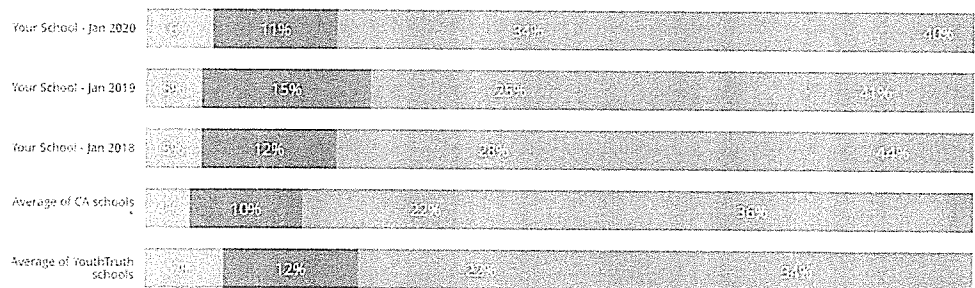
My school is a safe place to learn. - Subgroup

☐ Strongly disagree
 ☐ Disagree
 ☐ Neither agree nor disagree
 ☐ Agree
 ☐ Strongly Agree



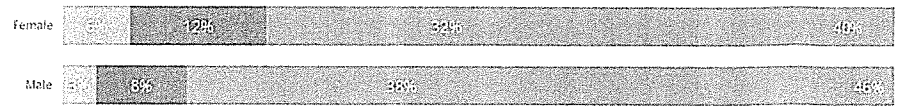
My child is safe from bullying at school. - Overall

☐ Strongly disagree
 ☐ Disagree
 ☐ Neither agree nor disagree
 ☐ Agree
 ☐ Strongly Agree



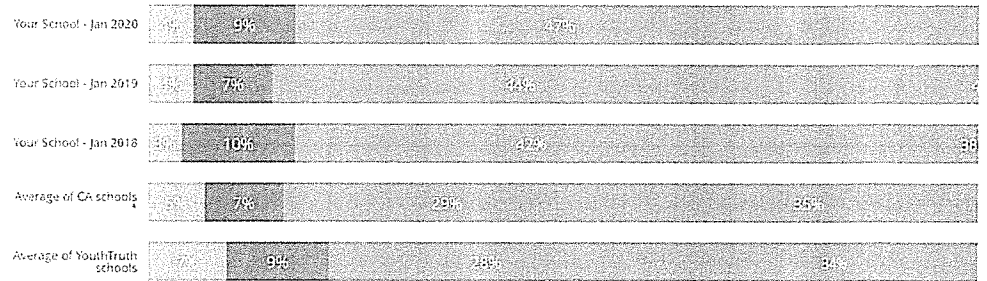
My child is safe from bullying at school. - Subgroup

☐ Strongly disagree
 ☐ Disagree
 ☐ Neither agree nor disagree
 ☐ Agree
 ☐ Strongly Agree



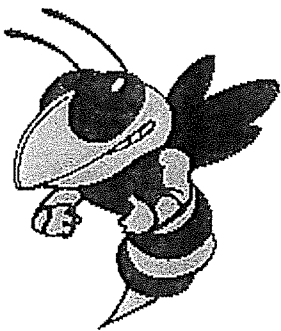
Discipline in this school is fair. - Overall

☐ Strongly disagree
 ☐ Disagree
 ☐ Neither agree nor disagree
 ☐ Agree
 ☐ Strongly Agree



Discipline in this school is fair. - Subgroup

☐ Strongly disagree
 ☐ Disagree
 ☐ Neither agree nor disagree
 ☐ Agree
 ☐ Strongly Agree



NOVATO HIGH HORNETS

Report Contents

KEY RATINGS

EXECUTIVE SUMMARY

ENGAGEMENT

ACADEMIC RIGOR

RELATIONSHIPS

CULTURE

BELONGING & PEER COLLABORATION

COLLEGE & CAREER READINESS

ACADEMIC SUPPORT SERVICES

EMOTIONAL & MENTAL HEALTH

SCHOOL SAFETY

STUDENT MOTIVATION

CUSTOM QUESTIONS

IN STUDENTS' OWN WORDS

APPENDIX



School Safety Response Distribution

Response Distribution charts show the proportion of students who chose each response option for questions on a scale of 1 to 5, where most positive response (known as a likert question). A variety of different response distributions can result in the same average rating, so additional context.

For example, two very different response distributions could both have an average rating of '3'.

In sample question 1 below, the majority of students (70%) feel neutral about the question, with a handful of students having a more ne



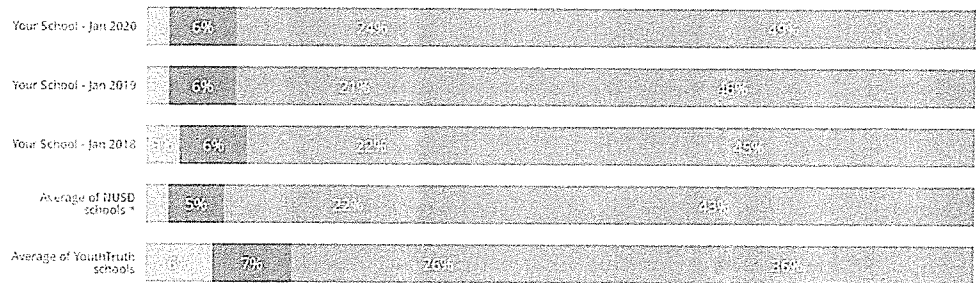
In sample question 2 below, there is a much greater variation in student experience.



Conti

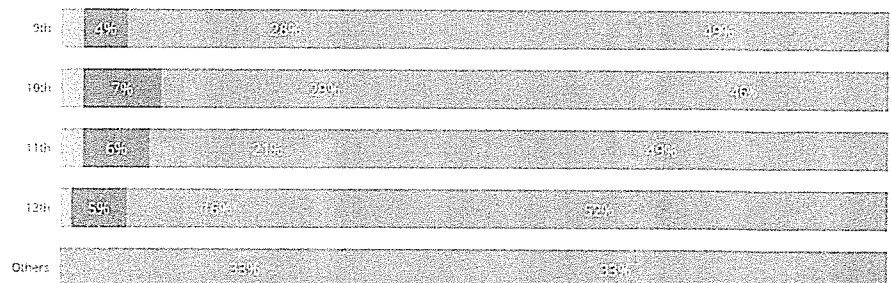
I feel safe from harm while... At school in general - Overall

☐ Strongly disagree ☐ Disagree ☐ Neither agree nor disagree ☐ Agree ☐ Strongly agree



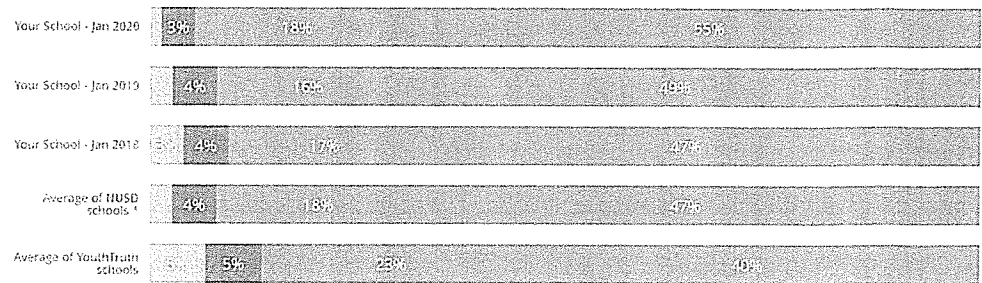
I feel safe from harm while... At school in general - Subgroup

☐ Strongly disagree ☐ Disagree ☐ Neither agree nor disagree ☐ Agree ☐ Strongly agree



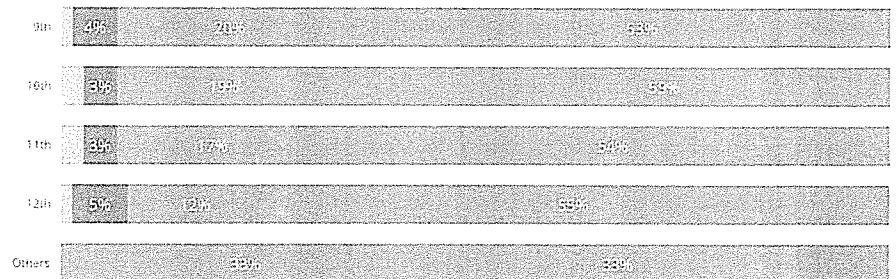
I feel safe from harm while... In my classes - Overall

Strongly disagree Disagree Neither agree nor disagree Agree Strongly agree



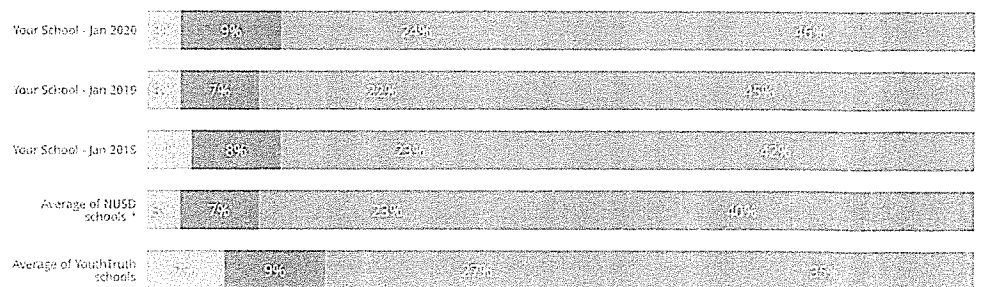
I feel safe from harm while... In my classes - Subgroup

Strongly disagree Disagree Neither agree nor disagree Agree Strongly agree



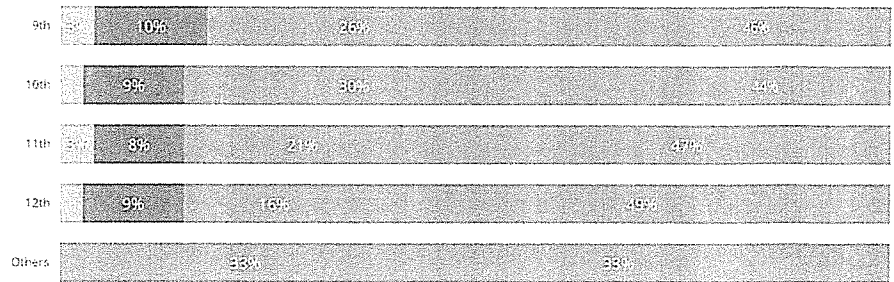
I feel safe from harm while... In the hallways, bathrooms, and locker rooms at my school - Overall

Strongly disagree Disagree Neither agree nor disagree Agree Strongly agree



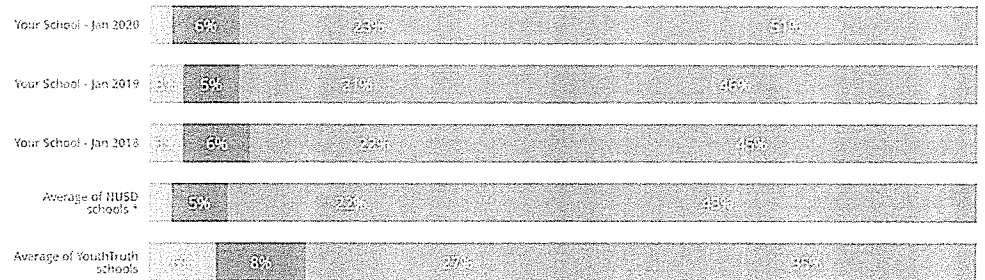
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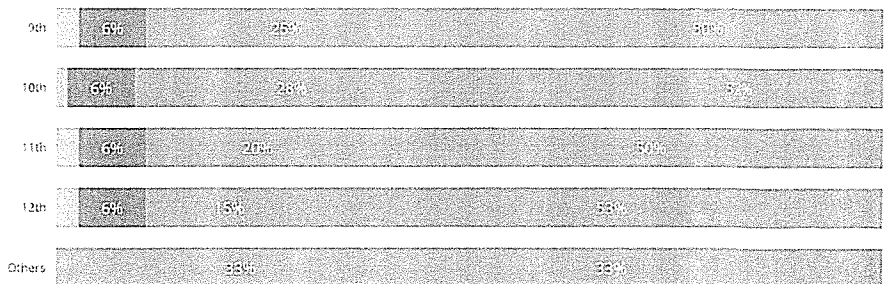
I feel safe from harm while... On school property outside my school building - Overall

Strongly disagree Disagree Neither agree nor disagree Agree Strongly agree



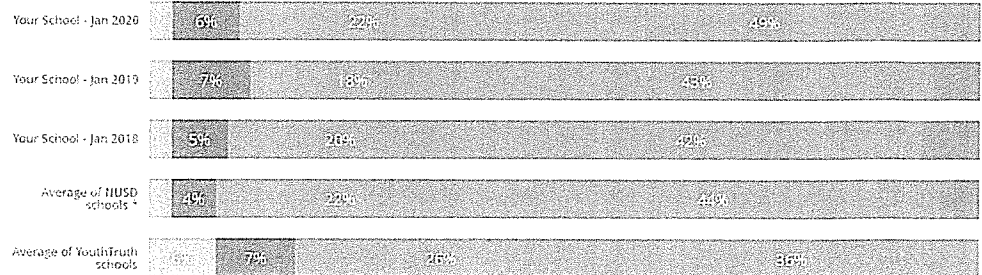
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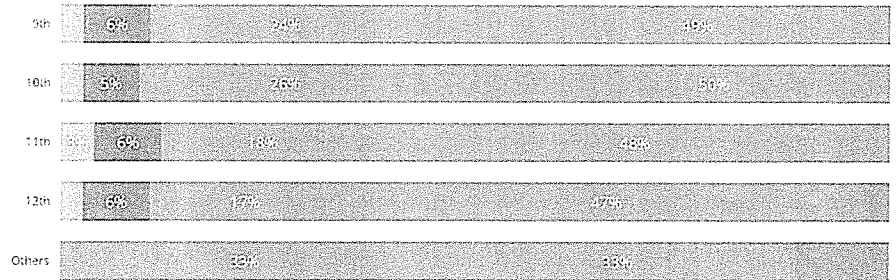
I feel safe from harm while... Going to and from school - Overall

Strongly disagree Disagree Neither agree nor disagree Agree Strongly agree



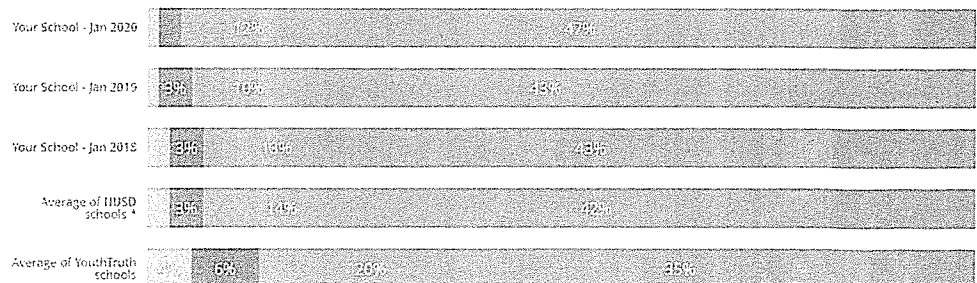
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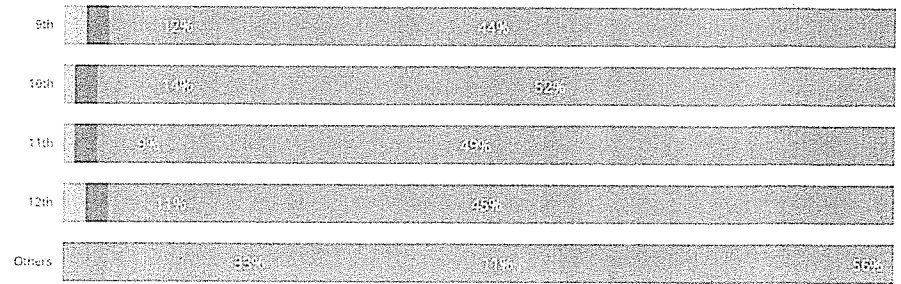
I feel safe from harm while... In the neighborhood I live in - Overall

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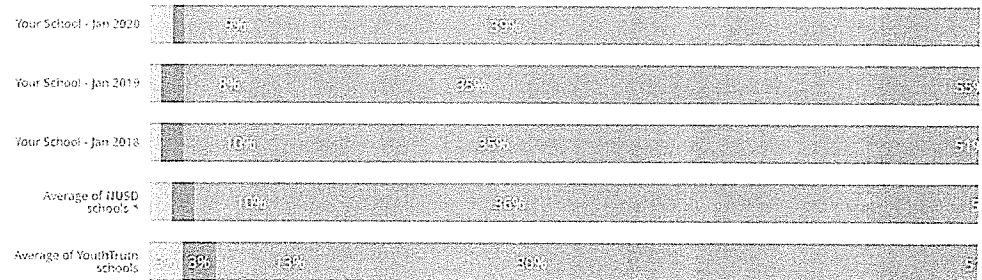
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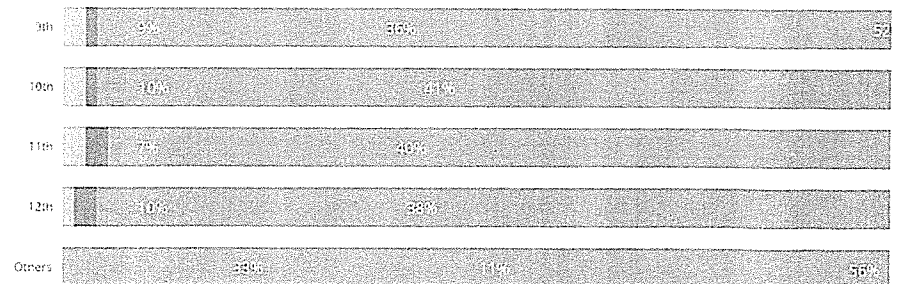
I feel safe from harm while... In my home - Overall

Strongly disagree Disagree Neither agree nor disagree Agree Strongly agree



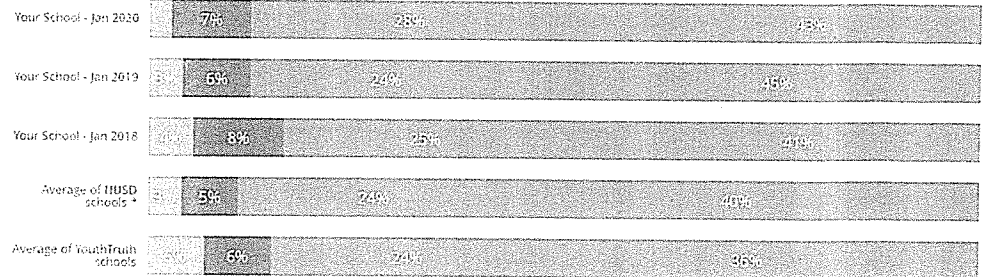
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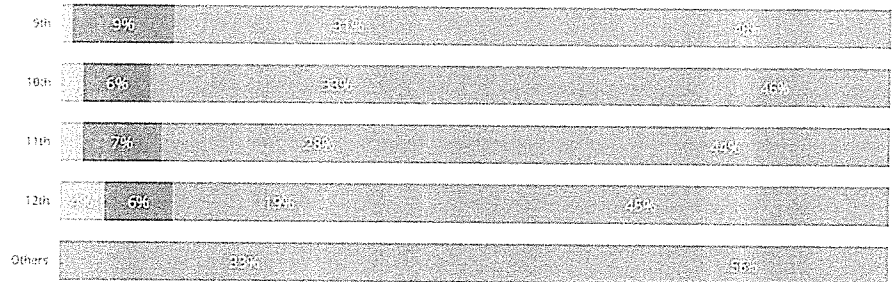
In my school, there are clear rules against hurting other people - Overall

Strongly disagree Disagree Neither agree nor disagree Agree Strongly agree



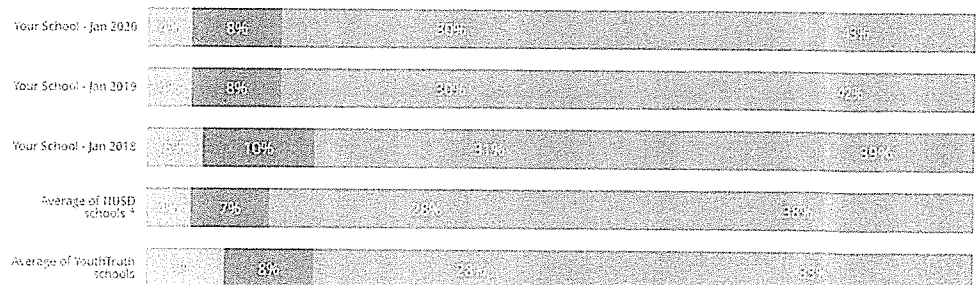
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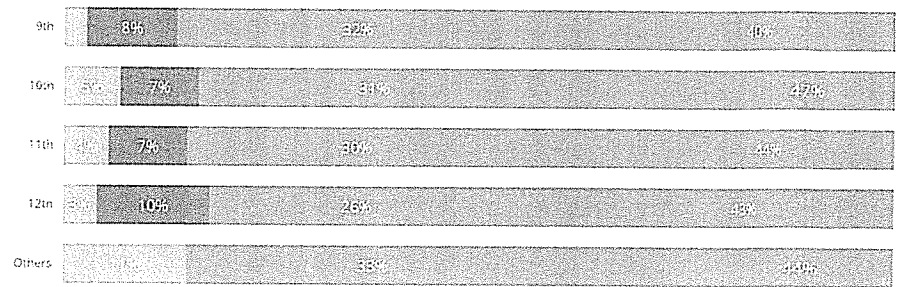
Adults at my school try to stop bullying and harassment - Overall

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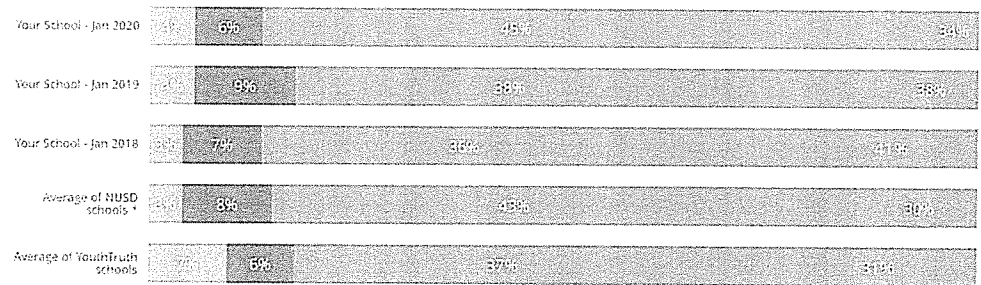
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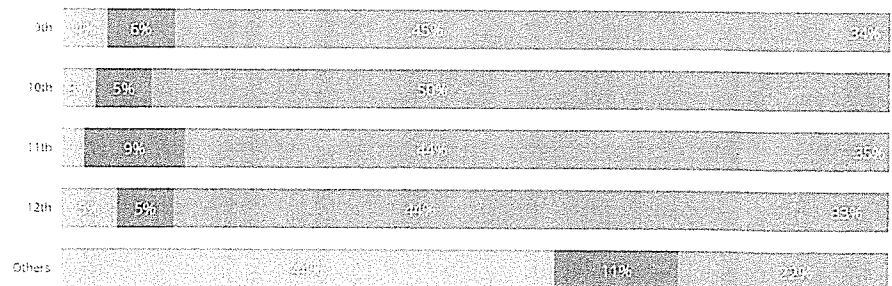
I usually try to help other students who are being bullied or harassed - Overall

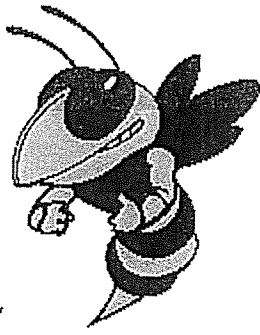
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NOVATO HIGH HORNETS

Relationships Percent Positives

Percent Positives (4's and 5's)

Question	Your School - Jan 2020	Your School - Jan 2019	Your School - Jan 2018	T
Administrators treat staff with respect	81%	78%	48%	-----
Staff treat administrators with respect	80%	75%	66%	
Staff treat families with respect	91%	88%	86%	
Families treat staff with respect	76%	69%	70%	
Staff treat each other with respect	74%	78%	79%	
Students treat staff with respect	67%	79%	67%	
Staff treat students with respect	89%	91%	86%	
Staff and students care about each other	89%	84%	80%	
Staff and administrators care about each other	75%	58%	49%	
Staff and families care about each other	76%	71%	52%	
Teachers in my school work together to improve instructional practice	78%	71%	62%	
I feel comfortable approaching the administration if I need help solving a problem	72%	70%	62%	
I feel comfortable approaching other staff members if I need help solving a problem	78%	84%	81%	
I feel comfortable speaking honestly to families about their child's progress	81%	76%	82%	
My school is cooperative and team-oriented	72%	57%	41%	

EMERGENCY ACTION

LOCKDOWN

LOCKDOWN is initiated to isolate students and school staff from danger when there is a crisis on campus and movement within the school might put students and staff in jeopardy. LOCKDOWN is used to prevent intruders from entering occupied areas of the building. The concept of LOCKDOWN is no one in, no one out. All exterior doors are locked, and students and staff must remain in the classrooms or designated locations at all times. Teachers and other school staff are responsible for accounting for students and ensuring that no one leaves the safe area. LOCKDOWN is not normally preceded with an announcement. This ACTION is considered appropriate for, but is not limited to, the following types of emergencies:

- Gunfire
- Rabid animal at large
- Extreme violence outside the classroom

ANNOUNCEMENT:

1. Make an announcement in person directly or over the public address system and/or sound the special lockdown alarm tone:

Example: "Attention please: (Pause) LOCKDOWN: (Pause) LOCKDOWN:
(Pause) LOCKDOWN: (Pause) Additional information will
follow."

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Make the announcement. Instruct teachers and staff to immediately lock doors and remain in the classroom or secured area until further instructions are provided.
- ☐ 1) Call 911, 2) call North Bay Security (415) 235-2340 or (415) 572-4196, and 3) call the District Office/Superintendent (415) 897-4211. Provide location, status of campus, all available details of situation.
- ☐ When a school official or authorized official unlocks the door from the outside, it is safe to leave the room.
- ☐ If appropriate, send home with students a brief written description of the emergency, how it was handled and what steps are being taken in its aftermath.

STAFF ACTIONS:

- ☐ If it is safe to clear the hallways, bathrooms and open areas, direct students to the closest safe classroom.
- ☐ Immediately lock doors and instruct students to lie down on the floor.
- ☐ Close any shades and/or blinds if it appears safe to do so.
- ☐ Remain quiet and calm in the classroom or secured area until further instructions are provided by the principal or law enforcement.

STUDENT ACTIONS:

- ☐ Move quickly and quietly to the closest safe classroom.

If rooms are locked, immediately hide in the closest safe zone: bathroom, janitorial closet, office area, library. Lock the door or move furniture or trash can to bar access to the room. Remain quiet until further instructions are provided by the principal or police.

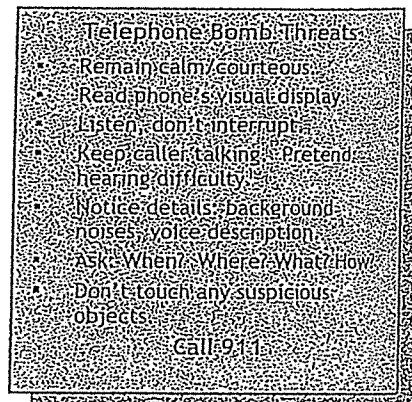
EMERGENCY PROTOCOL

BOMB THREAT

In the event that the school receives a bomb threat by telephone, follow the Bomb Threat Checklist on the next page to document information about the threat. Keep the caller on the telephone as long as possible and listen carefully to all information the caller provides. Make a note of any voice characteristics, accents, or background noises and complete the Bomb Threat Report as soon as possible.

PERSON RECEIVING THREAT BY TELEPHONE:

- 0 Listen. Do not interrupt caller.
- 0 Keep the caller on the line with statements such as *"I am sorry, I did not understand you. What did you say?"*
- 0 Alert someone else by prearranged signal to call 911.
- 0 Notify site administrator immediately after completing the call.
- 0 Complete the Bomb Threat Checklist.



PERSON RECEIVING THREAT BY MAIL:

- 0 Note the manner in which the threat was delivered, where it was found and who found it.
- 0 Limit handling of item by immediately placing it in an envelope so that fingerprints may be detected. Notify law enforcement as soon as possible.
- 0 Notify principal or site administrator.
- 0 Caution students against picking up or touching any strange objects or packages.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- 0 Call 911.
- 0 Call North Bay Security.
- 0 Notify the District Superintendent of the situation.
- 0 Instruct staff to turn off two-way radios. Do not use devices during a threat since explosive devices can be triggered by radio frequencies.
- 0 Determine whether to evacuate the threatened building and adjoining buildings. If the suspected bomb is in a corridor, modify evacuation routes to bypass the corridor.
- 0 Use the intercom, personal notification by designated persons, or the PA system to evacuate students and staff to designated areas.
- 0 Do not return to the school building until it has been inspected and determined safe by proper authorities.

Emergency Protocol Novato High School

Staff Actions

All students and staff report to their 3rd period Attendance location on the football field.

INTRUDER/ACTIVE SHOOTER:

1. If gunfire is heard inside the school grounds, implement LOCKDOWN immediately. Do not wait for the LOCKDOWN announcement.
2. Alert the Principal/Designated Site Administrator.
3. Take immediate action to prevent casualties. If it is safe to clear the hallways, bathrooms and open areas, direct students to the closet classroom.
4. Move others to a safe area to protect them from danger. Implement LOCKDOWN.
5. Provide first aid for victims, if needed.
6. Account for all students.
7. Remain calm and quiet in the secured area away from doors and windows. No one out, no one in until further instructions are provided by the administrator or law enforcement.
8. Assist police officers – provide identity, location and description of individual(s) and weapons.

BOMB THREAT:

1. Evacuate students as quickly as possible as directed by site administration. Primary evacuation site is the FOOTBALL FIELD.
2. Upon Arrival at the designated safe site, take attendance. Notify the site administration of any missing students.
3. DO NOT return to the building until emergency response officials determined it is safe.

EARTHQUAKE:

1. Give DROP, COVER, and HOLD ON command. Instruct students to move away from windows, bookshelves and heavy suspended light fixtures. Get under table or other sturdy furniture with back to windows.
2. Check for injuries and render First Aid.
3. After the shaking stops, EVACUATE building. Avoid evacuation routes with heavy architectural ornaments over entrances. DO NOT return to the building. Bring attendance roster and emergency backpacks.
4. Check attendance at the assembly area. Report any missing students to site administration.
5. Warn students to avoid touching electrical wires and keep a safe distance from downed power lines.
6. Stay alert for aftershocks.
7. DO NOT re-enter building until it is determined to be safe.

FIRE:

1. EVACUATE students from the building using primary or alternate fire routes. Take emergency backpack and attendance sheets.
2. Take attendance. Report any missing students to the site administration and emergency response personnel.
3. Maintain supervision of students until the FIRE Department determines it is safe to return to school buildings.

EXPLOSION:

1. Initiate DROP, COVER and HOLD ON.
2. If explosion occurred inside the building, EVACUATE to outdoor assembly area. Keep students and staff at a safe distance from building(s) and away from fire-fighting equipment.
3. Check to be sure all students have left the school site. Remain with students throughout the evacuation process.
4. Upon arrival at assembly area, check attendance. Report status to site administrator immediately.
5. Render First Aid as necessary.
6. DO NOT return to the building until the emergency response personnel determined it safe to do so.
7. If explosion occurred in the surrounding area, initiate SHELTER IN PLACE. Keep students a safe distance from site of explosion.

STORM / SEVERE WEATHER

1. Evacuate any classrooms bearing full force of wind. Evacuate to lower floor of school building near inside walls.
2. Initiate TAKE COVER with students in the shielded areas within the building. Stay away from windows.
3. Take attendance. Report any missing students to site administration.
4. Close all blinds and curtains.
5. Avoid auditoriums, gymnasiums and other structures with large roof spans.
6. Remain with students near an inside wall or on lower floors of the building. Make arrangements for special needs, snacks and quiet recreational activities.

Marin County School Guidelines

A Public Health Guided Return to Site-Based Classroom Instruction

**Dr. Matt Willis, Marin County Public Health Officer and
Mary Jane Burke, Marin County Superintendent of Schools**

Issued June 18, 2020 / Revised August 12, 2020

The purpose of this document is to provide guidelines to Marin County educational institutions — including public, private, independent and parochial TK-12 schools—to facilitate and return to site-based classroom instruction for the Fall 2020-2021 school year. The evolving nature of the COVID-19 pandemic requires the need to rethink common protocols and practices in the classroom setting with the understanding that these guidelines could change as the situation evolves.

1. All activities are consistent with and will adjust to changing applicable state and local Public Health orders.
2. Health and safety practices and protocols are in place, including hand washing, appropriate face coverings, access to essential protective equipment, and up to date student and staff attendance tracking.
3. Training is provided to all staff, students and families reinforcing the importance of health and safety practices and protocols.
4. A primary and secondary point of contact are established, identified and trained at each school site to direct questions or concerns around practices, protocols, or potential exposure. These points of contact will serve as liaisons to Public Health, and contact information is identified in the School Site-Specific Protection Plan.
5. Plans are implemented for intensified cleaning and disinfecting, including training for all staff and access to cleaning supplies and essential protective equipment, and regular disinfecting of frequently touched surfaces.
6. Health screening for students and staff are conducted as advised and updated by Public Health. On July 23, 2020 the Centers for Disease Control and Prevention (CDC) provided updated guidance on screening K-12 students emphasizing that parents and caregivers must monitor their children for signs of infectious illness every day at home, and universal symptom screening for K-12 students is not required. Staff should conduct daily health screening self-assessment, which may be completed through an online survey. (**Sample MCOE Staff Daily Health Screening**)

7. Staff and students who are sick are expected to stay home, and an isolation area is identified for students who begin to exhibit symptoms during the school day, until they can be picked up.
8. Schools and districts will cooperate with Public Health to support testing strategies to mitigate transmission of COVID-19, including testing of staff who have regular daily contact with students before site-based classroom instruction is resumed, and then no less than once every two months. This may include testing of students with appropriate parental permissions obtained in advance.
9. Protocols, actions and template communications are in place for the following COVID-19 related scenarios (link: [Marin County Public Health Protocols & Communication Templates for each scenario.](#))
 - a. A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above.
 - b. A family member or someone in close contact with a student or staff member tests positive for COVID-19.
 - c. A student or staff member tests positive for COVID-19.
 - d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.
10. Where practicable, physical distancing of six feet is maintained between adults and between adults and students; four feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice.
11. For elementary schools, stable classroom cohorts (up to standard class size at each respective grade level) are maintained throughout each school day, and through each quarter or semester, with an assigned primary cohort teacher, and systems are in place to prevent the mixing of classroom cohorts.
12. For middle and high schools, larger cohorts made up of students from more than one classroom may be arranged as long as accurate attendance data for students and adults is maintained on a daily basis while avoiding school wide mixing of students and staff.
13. Where practicable, desks are arranged facing forward to minimize face to face proximity between students.
14. School staff are permitted to visit and instruct more than one classroom cohort, following physical distancing and face covering protocols, and must document/record visits to classrooms that are not identified as their primary classroom cohort.

15. Routes for entry and exit to the campus will be designated for each classroom cohort, using as many entrances/exits as feasible.
16. Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom cohorts.
17. Congregate movement through hallways will be minimized as much as practicable.
18. Large gatherings (i.e., school assemblies) are currently prohibited.
19. The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort. Efforts should also be made to maximize fresh air flow in classrooms through existing ventilation systems, and opening of windows and doors as much as possible.
20. Use of shared playground equipment will be limited in favor of physical activities that require less contact with surfaces, and shared equipment will be cleaned between uses.
21. Use of non-classroom space for instruction such as gymnasiums and multi-use rooms should be considered to support physical distancing with cleaning between uses.
22. Meals will be served outside as much as possible or in classrooms instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable.
23. Routines and schedules will be developed to enable students and staff to regularly wash their hands at staggered intervals.
24. All staff as well as all students in grades 3 - 12 are required to wear face coverings while in the classroom and on campus, unless there is a medical or behavioral contraindication. Students from grades TK - 2 are strongly encouraged to wear face coverings and should be supported and taught how to wear them properly.
25. Training will be provided for staff and students on proper use of face coverings which will include instruction to minimize touching of face coverings.
26. Sharing of supplies, manipulatives, toys, sports equipment, and other learning and recreational materials will be limited and each student will have separate individually labeled boxes or cubbies.

27. Sharing of electronic devices, clothing, books and other games or learning aids will be avoided as much as practicable.
28. Use of privacy boards or clear screens will be considered as much as practicable.
29. Non-essential visitors, including parent volunteers will be limited and essential workers will be required to adhere to all health and safety guidelines.
30. A School Site-Specific Protection Plan** outlining the above measures is completed, posted on school or district website and shared with all staff and families and will be updated as state and local Public Health guidance dictates.

****Please submit to SSSPP@marinschools.org. Completed plans will be forwarded to Public Health for review.**

** **Note:** Based on updated guidance from the California Department of Public Health (CDPH), Governor Newsom, and Marin County Public Health, site-based classroom instruction cannot resume until a waiver is granted by Public Health, which, if granted would apply to grades TK-6 only, or Marin County has been off of the state monitoring list for 14 days. During this time, teachers / staff may meet small cohorts of students (15 or fewer) onsite to onboard students to virtual learning and provide safety instruction to prepare for return to school (e.g., meet their teacher, obtain learning materials, receive hygiene instruction), and/or to participate in academic and emotional assessments. Students and staff must adhere to face covering, and physical distancing requirements described in these guidelines. While Marin remains on the CDPH county watch list, 6th grade students in schools who are granted waivers will be considered elementary school students during the waiver period.*

Resource Documents:

- [August 3, 2020 California Health Officials Release Guidance on Youth Sports and Elementary School Waivers](#)
- [July 15, 2020 News Release regarding Marin County Public Health Recommendations and Guidance to Delay In-Classroom Learning](#)
- [July 17, 2020 Guidance from Governor Newsom and the California Department of Public Health](#)
- [Updated August 3, 2020: California Department of Public Health COVID-19 Industry Guidance: Schools and School Based Programs](#)
- [July 23, 2020 Centers for Disease Control and Prevention Screening K-12 Students for Symptoms of COVID-19: Limitations and Considerations](#)
- [Marin County Health and Human Services COVID-19 Surveillance Data](#)
- [Marin County Health and Human Services COVID-19 Indicators](#)
- [Marin County Office of Education: Rethinking Schools](#)
- [California Department of Education - Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)