

Janowski Elementary

Safety and Security Council Meeting

January 28, 2019

- Identify safety captain and alternate captain
 - Roles and duties for the council

- Drills
 - Fire drills – expectations
 - Unobstructed and obstructed

 - Intruder in the Building
 - Expectations and procedures for support staff

 - Emergency Drills
 - Expectations and procedures for support staff
 - Disaster drill (Hurricane, tornado, floods)
 - Shelter in Place (hazardous materials, explosions, etc.)

- Social and Emotional procedures
 - Process for handling students with SE

- Medical Emergencies
 - Procedures

- See Something/Say something
 - Counselor and wraparound specialist will visit classrooms
 - One voice one message

- Questions or concerns related to safety and security for Janowski

Janowski Elementary

Through rigorous and engaging instruction provided within a safe and structured environment Janowski Elementary prepares PreKinder thru 5th grade students for higher education and beyond.

Safety and Security Meeting

Minutes (1/28/19)

- Identified the safety captain and alternate for the council
 - Leticia Hernandez (secretary) safety captain
 - Michelle Vasquez (AP) alternate

- The council discussed the different meetings and the expectations for the drills.
 - Principal will send out expectations of each drill to all teachers on campus
 - Discussed Code Stay call out for intruder in the building
 - Discussed Code Red to inform the teacher there is a real fire on campus
 - Discussed the difference between shelter in place and disaster drills
 - Identified places to locate the students during the different drills

- Social Emotional procedures
 - Teachers will e-mail Mendez(counselor), Johnston(nurse) and Tritico(wrap-around specialist with any student concerns. The team will then set up a plan for the student.
 - Mendez (counselor) and Tritico (wraparound specialist) will visit all classrooms in the month of February to discuss **“See Something/Say Something”** ; Expectation is One Voice One Message for all students to alert us of anything they hear or see at home or at school.

- Medical Procedures
 - Nurse Johnston will be alerted of any accidents or health concerns on campus.
 - Nurse Johnston will keep principal informed of any medical concerns
 - Backup personnel for the nurse
 - Stop the Bleeding staff – Mendez and Camarillo
 - Administering medication – Acuña

- New Safety measures for parents visiting the cafeteria
 - Parents will be issued a Janowski Parent ID to enter the cafeteria
 - Parents and/or guardians will designate who they will want to obtain an ID to eat with their child
 - Due to limited space only 2 family members per student

- Dismissal Procedures
 - Delineators in the circle drive will be set up with ropes and crosswalk sign to assist the parents with safety precautions when picking up students.
 - Parent letter will be sent home once all the procedures are in place

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January 28, 2020

Name	Title
Sharon Johnston, RN	School Nurse
Dana Tritico	Wraparound
Maty Mendez	Counselor
Michelle Vasquez	Asst. Principal
Walt	SECRETARY
Marina Guena	Clerk III
Elizabeth Espinoza	Teacher Spec.
Eckart, Joseph	IT CSR
Norma Acuña	STR
Maria Dg	Principal