

Comprehensive School Safety Plan

2015-2016

Elkhorn Elementary School

2235 Elkhorn Road
Castroville, CA 95012

Approval Date: February 4, 2016

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School Safety Planning Committee Roster
CA Ed. Code Section 32281

Name	Role
Sandra Cuevas	Principal/Designee
Lorene Kiser	Assistant Principal
Megan Babin	Teacher
Darcie Pool	Teacher
Patty Alva	Parent of child who attends the school
Ashley Monasmith	Parent of child who attends the school
Audelia Galindo	Parent of child who attends the school
Adriana Melgoza	Parent of child who attends the school
Marci Ernst	Classified Employee
Humberto Arista	Representative from law enforcement agency

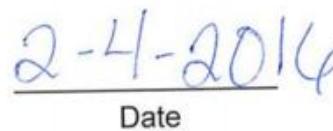
Approval Process

Approval Process Step	Date
Plan is shared at a public meeting located at the school site	2/4/16
The School Site Council approves the Plan	2/4/16
The Plan is submitted to the NMCUSD District Office	2/4/16
The NMCUSD Superintendent approves the Plan	
The NMCUSD School Board approves the Plan	

Elkhorn Elementary School Safety Plan Approval

The School Safety Plan for Elkhorn Elementary School has been reviewed and approved.


Megan Babin, President, School Site Council


Date

Kari Yeater, Superintendent

Date

Linda Lines, School Board President

Date

Assessment of the Current Status of School Crime

CA Ed. Code Section 32282

Summary of Data:

Source: The School Safety Plan is based on an assessment of the current status of school crime at Elkhorn Elementary School. Data sources used for this assessment include: 1. CALPADS Data Reporting 2013-14, 2014-15 for Suspensions and Expulsions and 2. The California Healthy Kids Survey Data Reporting for 2014-15.

Comprehensive School Safety Plan (Year 2014-2015)

DATA SUMMARY

Elkhorn Elementary School

Data Source	2014-2015 School Year
Suspensions: Total Number:	16
% of a Violent Nature:	0.06%(1)
% of Drugs/Alcohol Related	0
Expulsions: Total Number:	0

Elkhorn Elementary

Ed Code	Offense Description	Total Number of Offenses Involved in Explusions		Total Number of Offenses Involved in Suspensions		Total Number of Offenses Involved in Other Actions	
		2013-2014	2014-2015	2013-2014	2014-2015	2013-2014	2014-2015
48900(a)(1)	Caused, Attempted, or Threatened Physical Injury	0	0	11	7	4	0
48900(a)(2)	Used Force or Violence	0	0	0	1	0	0
48900(b)	Possession, Sale, Furnishing a Firearm or Knife	0	0	1	0	0	0
48900(c)	Possession, Use, Sale, or Furnishing a Controlled Substance, Alcohol, Intoxicant	0	0	0	0	0	0
48900(d)	Offering, Arranging, or Negotiating Sale of Controlled Substances, Alcohol, Intoxicants	0	0	0	0	0	0
48900(f)	Property Damage	0	0	0	0	0	0
48900(g)	Property Theft	0	0	1	0	0	0
48900(h)	Possession or Use of Tobacco Products	0	0	0	0	0	0
48900(i)	Obscene Acts, Profanity, and Vulgarity	0	0	3	1	1	0
48900(j)	Offering, Arranging, or Negotiating Sale of Drug Paraphernalia	0	0	0	0	0	0
48900(k)	Disruption, Defiance	0	0	11	2	9	0
48900(l)	Received Stolen Property	0	0	2	0	0	0
48900(m)	Possession of an Imitation Firearm	0	0	0	2	0	0
48900(n)	Harassment, Intimidation of a Witness	0	0	0	0	0	0
48900(q)	Hazing	0	0	0	0	0	0
48900(r)	Bullying	0	0	0	0	0	0
48900.2	Sexual Harassment	0	0	1	0	0	0
48900.4	Harassment or Intimidation	0	0	0	0	0	0
48900.7	Made Terrorist Threats	0	0	0	0	0	0
48915(a)(1)	Caused Physical Injury	0	0	0	1	0	0
48915(a)(2)	Possession of a Knife or Dangerous Object	0	0	0	1	0	0
48915(a)(3)	Possession of Controlled Substance	0	0	0	0	0	0
48915(a)(4)	Robbery or Extortion	0	0	0	0	0	0
48915(a)(5)	Committed Assault or Battery on a School Employee	0	0	0	1	0	0
48915(c)(2)	Brandishing a Knife	0	0	0	0	0	0
48915(c)(3)	Sale of Controlled Substance	0	0	0	0	0	0
48915(c)(4)	Sexual Assault	0	0	0	0	0	0
Total		0	0	30	16	14	0

**California Healthy Kids Survey
2014-15**

Summary of Key Indicators of School Climate and Student Well Being

1. School Engagement and Supports	
School connectedness (high)	61%
Academic motivation (high)	34%
Caring adult relationships (high)	55%
High expectations (high)	68%
Meaningful participation (high)	24%
2. School Safety and Substance Use	
Feel safe at school	82%
Been hit or pushed	59%
Mean rumors spread about you	68%
Saw a weapon at school	27%
3. Disciplinary Environment	
Students well-behaved	34%
Students treated fairly when break school rules	43%
Students treated with respect	89%
4. Lifetime Substance Use	
Alcohol or drug use	16%
Cigarette smoking	0%
E-cigarette	3%

Summary of Data:

Areas of accomplishments as perceived by students, staff, and parents:

1. The majority of students feel that adults both at home and at school help them to be motivated to learn and set high expectations for them.
2. The students, staff, and parents feel that the school is well maintained, clean, and is an overall safe place to be.
3. Staff, students, and parents feel that Elkhorn School offers a supportive and nurturing environment for students.
4. The majority of staff and parents felt that students are well behaved and that the rules are known, understood, and enforced by all.
5. Almost all students surveyed stated that they work hard in all of their classes.
6. A significant amount of parents, students, and staff felt that the environment at Elkhorn was inviting and promoted academic success for all students.
7. The majority of staff and students surveyed felt that teachers and the school community members are encouraging and make them feel part of the school.
8. The majority of parents felt strongly that their input was welcome and that they were well informed of their child's progress.
9. Students were very clear in stating that the school helps them to solve conflicts and that adults on campus help them when they are in need of support.
10. There was a decrease in the number of students that were suspended from the 13-14 school year to the 14-15 school year by almost 50%, this could be attributed to the use of our "I Understand" behavioral intervention plan.

Areas of concern as perceived by students, parents, and staff:

1. Students and parents felt that they need increased opportunities to dialogue with teachers and administration about their ideas before making important decisions.
2. The majority surveyed felt that students' emotional needs were not being met and felt that there was a need for counseling supports.
3. Some students state that they have been hit or pushed by others at school as well as have had mean rumors spread about them.
4. Many staff members, students, and parents feel that student voice is not always heard and recognized when it comes to making decisions in their classrooms around making rules and choosing what to do.
5. Parents felt that the school was lacking in clubs and activities to meet their child's needs.

Appropriate Programs and Strategies that Provide School Safety

Elkhorn School's Safe School Mission Statement:

Elkhorn Elementary School is a team of dedicated students, parents, staff and community members who share a collective responsibility to create a safe and productive learning environment in which all students grow and succeed.

1. Attendance policies

When a student is absent, their parent notifies the school office about the reason for the absence. If the parent doesn't notify the office, the school office personnel calls the parent to verify the absence. Parents have 10 days to clear the absence or it automatically becomes unexcused.

The school uses an auto-dial system to contact the parents of all students who are absent from school. The automated phone call is made by 6:00 p.m. on the day of the absence.

2. Campus supervisors

Eight campus supervisors are present in all locations of the school to welcome students to school, monitor them during breakfast, and supervise them as they play on the playgrounds. Six campus supervisors are present during recess and lunch to supervise student activities.

Campus supervisors carry 2-way radios so that they can communicate easily with each other, the school office, and school administrators. They invite any visitors to the school to report to the school office, and alert the office to the presence of any unwanted intruder.

3. Closed Campus Policy

The campus is surrounded by cyclone fencing, and access to the campus is limited to the main parking area only during school hours. Signs are prominently posted to remind all visitors to report to the office. All doors are to remain closed into campus, during school hours, with the exception of the front entry where parents and guests are instructed to enter.

Students may not leave campus before the end of the school day unless they have been officially released to a responsible adult by the school office personnel. The responsible adult must sign the student out and indicate the reason for the early release. All adults picking up students early will need to be identified on registration paperwork for the district and identification will need to be verified prior to the release of the student.

4. Communication tools

The school maintains 2-way radios that are charged overnight and distributed every school day to the custodian, office personnel, administrators, physical education teachers, and campus supervisors. Each grade level representative has a radio for use of that grade level during times when they are out of their rooms.

Every classroom has an intercom system that is connected to a speaker as well as a telephone. The speaker and telephone can be used in any emergency to contact the office. The office can contact any specific classroom, or all classrooms simultaneously to send alert messages.

The school bell system is coded so that the office staff can call for a custodian to assist with any need and to alert all staff to the need for students to be secured in place with classroom lock-down.

5. Other staff

There are three Custodians who help supervise the presence of intruders on campus. They carry 2-way radios with which they can contact the office and administrators to alert them to any danger.

The school office personnel, including the Administrative Assistant to the Principal and the Bilingual Clerk, monitor the sign-in and sign-out of visitors, staff, and students. If an adult comes to the office to request that a student leave the campus in their custody, the office staff ensures that the adult is listed on the student's Emergency Contacts prior to that student being released, ensuring that proper identification is verified.

Classroom teachers spend the most time with the students and can be the best informed of dangerous situations that may be imminent. Teachers communicate their understanding of imminent dangers to the school administrators or office personnel.

6. Visitor policy

Visitors to the campus must sign in at the school office and indicate the time and purpose of their visit. They are given a Visitor sticker to wear while on campus so that any school personnel can determine that the non-employee has been checked in by the office.

7. School Administration

The school Principal and Assistant Principal are actively involved with student supervision and discipline. They interview all students who participate in behavior that requires disciplinary action and makes all determinations regarding consequences for misbehavior, including suspension and recommendation for expulsion. The school administrators help supervise student arrival, dismissal, recess, and classroom participation. When there are issues of concern, the school administrators contact the student's parent in addition to interviewing the student.

8. Law enforcement presence

The Monterey County Sheriff's Department maintains a field office in the town of Castroville. The Department responds as quickly as possible when called to a school

site. There are adequate deputies on duty at any time who serve the large unincorporated area of north Monterey County.

9. *After-School Activity Programs*

The school operates the After School Education and Safety (ASES) Program and a fee-based childcare program called Kid Zone. Students are scheduled into classes and role is taken daily so that students are accounted for. Staff in these two programs monitor visitors on campus and adhere strictly to student release policies. The staff of the program all carry 2-way radios and can be contacted both for a release of student for pick-up and in any emergency situation. Students may only be released to adults who are listed as Emergency Contacts.

10. *Community-Parent Partnerships*

The Parent-Teacher Group is very active in providing supplemental activities to students at the school. The high visibility of parents on campus increases the capacity of the school to supervise student activities and ensure that intruders are quickly identified.

Child Abuse Reporting Procedures

A mandated reporter who knows or reasonably suspects that a minor is the victim of child abuse must report immediately by telephone and in writing by follow-up report within 36 hours to a law enforcement agency. The law penalizes the failure to report by imposing a jail sentence on the defaulting mandated reporter. On the other hand, the law rewards the reporter who meets the reporting obligation by granting absolute immunity from civil or criminal prosecution. (Penal Code Section 11166)

Mandated Reporter: a “Child care custodian”; includes teachers, administrators, supervisors of child welfare and attendance, certificated pupil personnel staff. If specifically trained in child abuse detection, also includes instructional aides, teacher’s aides, and teacher assistants. District employed child care workers and health practitioners (doctors, nurses and psychologists) are also mandated reporters.

Knowledge of or Reasonably Suspects Abuse: When a mandated reporter observes a child with physical “injuries which appear to have been inflicted...by other than accidental means by any other person...” Whether or not there are visible physical injuries, all suspected sexual abuse must be reported.

To Whom is the Report Made: An oral report to designated law enforcement agencies must be made immediately. The observing employee must contact:

- a. The Child Protective Services (CPS) Hotline: (800) 606-6618
or
- b. Monterey County Sheriffs Department (non-emergency) (831) 755-3752
Emergency Number 911

A follow up written report must be submitted within 36 hours.

School Interview Law:

Law enforcement or Child Protective Services may interview suspected victims of child abuse on school premises during school hours concerning child abuse in the home. The child may choose to be interviewed in private or may select an adult staff member to be present “to lend support”.

Step One – The investigator comes to school.

All investigations begin in the school office. The staff member “in charge” should ask for identification and the purpose of the proposed interview. When it is made clear that the interview will focus on allegation of abuse in the home, the staff member in charge should be present with the child before the interview begins.

Step Two - The investigator must advise the child of the right to choose a staff member to be present during the interview.

What the school employee should do if:

1. The child chooses not to have a staff member present?
The staff member should leave the room.
2. The child asks for either the mother or father to be present?
School employees do not grant or deny such requests. This responsibility lies with the investigator.
3. The child changes their mind during the interview?
The law gives the child a continuous option to ask for an adult staff member or to send the staff member away.

Step Three – The child asks for an adult staff member to be present

What can the selected staff member do:

- a. The staff member, by law, may decline to sit in the interview
- b. The school administrator should inform the selected staff member of their duties during the interview. A copy of Penal Code 11174.3 should be supplied to the staff member who has agreed to be present.
- c. The staff member's role is one of a "comforter" during the interview. There is no questioning by the staff member and no discussion of the child abuse incident with the child. There must be no prompting by the staff member. Investigators should not attempt to ask or direct the staff member to coerce, suggest or elicit a response from the child.
- d. The law forbids disclosure of what the staff member hears or learns during the interview. This confidentiality disappears when a court orders testimony. No written report is required by the staff member.

North Monterey Co USD | BP 5141.4 Students **Child Abuse Prevention And Reporting**

Child Abuse Prevention

The Governing Board recognizes the district's responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly.

The district's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' right to live free of abuse, inform them of available support resources, and teach them how to obtain help and disclose incidents of abuse. The curriculum also shall include training in self-protection techniques.

The Superintendent or designee shall seek to incorporate community resources into the district's child abuse prevention programs. To the extent feasible, the Superintendent or designee shall use these community resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

Child Abuse Reporting

The Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

Employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters.

In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

Policy adopted: May 17, 2012 Moss Landing, California

California Penal Code 11174.3., known as the School Interview Law, describes the regulations governing the interview at school of students who are suspected victims of child abuse or neglect.

CA Penal Code 11174.3.
School Interview Law

1174.3. (a) Whenever a representative of a government agency investigating suspected child abuse or neglect or the State Department of Social Services deems it necessary, a suspected victim of child abuse or neglect may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be afforded the option of being interviewed in private or selecting any adult who is a member of the staff of the school, including any certificated or classified employee or volunteer aide, to be present at the interview. A representative of the agency investigating suspected child abuse or neglect or the State Department of Social Services shall inform the child of that right prior to the interview.

The purpose of the staff person's presence at the interview is to lend support to the child and enable him or her to be as comfortable as possible. However, the member of the staff so elected shall not participate in the interview. The member of the staff so present shall not discuss the facts or circumstances of the case with the child. The member of the staff so present, including, but not limited to, a volunteer aide, is subject to the confidentiality requirements of this article, a violation of which is punishable as specified in Section 11167.5. A representative of the school shall inform a member of the staff so selected by a child of the requirements of this section prior to the interview. A staff member selected by a child may decline the request to be present at the interview. If the staff person selected agrees to be present, the interview shall be held at a time during the school hours when it does not involve an expense to the school. Failure to comply with the requirements of this section does not affect the admissibility of evidence in a criminal or civil proceeding.

SUSPECTED CHILD ABUSE REPORT

To Be Completed by **Mandated Child Abuse Reporters**
Pursuant to Penal Code Section 11166

CASE NAME: _____

PLEASE PRINT OR TYPE

CASE NUMBER: _____

A. REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY	
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS		Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
	REPORTER'S TELEPHONE (DAYTIME) ()		SIGNATURE		TODAY'S DATE	
B. REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY			
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)					
	ADDRESS		Street	City	Zip	DATE/TIME OF PHONE CALL
		OFFICIAL CONTACTED - TITLE		TELEPHONE ()		
C. VICTIM One report per victim	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX
	ADDRESS			Street	City	Zip
	PRESENT LOCATION OF VICTIM			SCHOOL		CLASS
						GRADE
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		OTHER DISABILITY (SPECIFY)	
					PRIMARY LANGUAGE SPOKEN IN HOME	
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND		TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT	
					<input type="checkbox"/> OTHER (SPECIFY)	
	RELATIONSHIP TO SUSPECT		PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK	
D. INVOLVED PARTIES	VICTIM'S SIBLINGS					
	NAME		BIRTHDATE	SEX	ETHNICITY	
	1. _____		3. _____			
	2. _____		4. _____			
	VICTIM'S PARENTS/GUARDIANS					
	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX
	ADDRESS			Street	City	Zip
				HOME PHONE ()		BUSINESS PHONE ()
	SUSPECT					
	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX
ADDRESS			Street	City	Zip	
			HOME PHONE ()		BUSINESS PHONE ()	
SUSPECT'S NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	
ADDRESS			Street	City	Zip	
			TELEPHONE ()			
OTHER RELEVANT INFORMATION						
E. INCIDENT INFORMATION	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____					
	DATE / TIME OF INCIDENT		PLACE OF INCIDENT			
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)					

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was not determined to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation; GREEN COPY- District Attorney's Office; YELLOW COPY-Reporting Party

DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act, also known as CANRA. The Internet site is: <http://www.leginfo.ca.gov/calaw.html> (specify Penal Code and search for Sections 11164-11174.3). A mandated reporter must complete and submit the form SS 8572 even if some information is not known. (PC Section 11167(a).)

I. MANDATED CHILD ABUSE REPORTERS

- Mandated child abuse reporters include all those individuals and entities as defined in PC Section 11165.7.

II. TO WHOM REPORTS ARE TO BE MADE (DESIGNATED AGENCIES)

- Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), county probation department (if designated by the county to receive mandated reports) or the county welfare department. (PC Section 11165.9.)

III. REPORTING RESPONSIBILITIES

- Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected instance of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof **within 36 hours** of receiving the information concerning the incident. (PC Section 11166(a).)
- No mandated reporter who reports a suspected instance of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by the CANRA. Any other person reporting a known or suspected instance of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by the CANRA unless it can be proven the report was false and the person knew it was false or make the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

IV. INSTRUCTIONS

- SECTION A - REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC Section 11165.7), business (agency) name and address, telephone number, a signature and today's date. Also check yes-no whether you (the mandated reporter) witnessed the incident. The signature area is for either the mandated report or the person taking as telephoned report.

IV. INSTRUCTIONS (Continued)

- SECTION B - REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, date of the written report, date/time of the phone call and the name, title and telephone number of the official contacted.
 - SECTION C - VICTIM** (One Report per Family, siblings must have same parents/guardians): Enter the victim's name, address, telephone number, birth date or approximate age, sex, ethnicity, present location, and where applicable enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes-no box for: developmentally disabled?, physically disabled? and specify the victim's other disability. To determine if the victim has a disability, ask the victim's parent or care giver. Also check the appropriate yes-no box for in foster care?, indicate type of care if the victim was in out-of-home care, indicate the type of abuse. List the victim's relationship to the suspect, check the appropriate yes-no box for photos taken?, indicate whether the incident resulted in this victim's death.
 - SECTION D - INVOLVED PARTIES:** Enter the requested information for: Victim's Siblings, Victim's Parents/Guardians and the Suspect.
 - SECTION E - INCIDENT INFORMATION:** If multiple victims, enter the number. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheets if needed.
- ### V. DISTRIBUTION
- Reporting Party:** After completing Form SS 8572, retain the yellow copy for your records and submit the top three copies to the designated agency.
 - Designated Agency:** **Within 36 hours** of receipt of Form SS 8572, send **white copy** to police or sheriff, **blue copy** to county welfare or probation, and **green copy** to district attorney.

ETHNICITY CODES

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pac Islndr	26 White	31 White-Romanian

Monterey County Standardized Emergency Plan

Directions for the Site Administrator/Principal

This Standardized Emergency Plan must be completed at the beginning of each school year. Please enter all your Information. Get consultation as needed from local emergency services. Discuss with your staff the Incident Command System Management Roles. Review all of the information in the Emergency Plan with all staff members. Inform staff where copies of the manuals are kept. Forward copies of your Evacuation Routes/Site Map to: Local Law Enforcement and Fire Department.

School Information

School: Elkhorn Elementary

Principal: Sandra Cuevas

Revision Date: January 27, 2016

Identify a School Command Post, Media Staging Areas, Parent/Student Release and Communication Resources

The on campus Command Post will serve as a base for operations in the event of an emergency. Selection on a location for the Command Post may have access to telephones, Fax, Intercom or any needed building controls. Designate a Media staging area and an on campus Parent/Student Release Area.

Command Post: School office

Media Staging area: Outside Front Gate

Parent/Student Release On site: Cafeteria/top field at fenced area

	YES	NO		YES	NO
Radios	X		Megaphones	X	
Intercom	X		Phone Access	X	
Buzzer/Tones	X				

Management Binder

Has student emergency contact information been placed in Emergency Management binders?

YES NO

X

Have student rosters been placed in Emergency Management binders?

X

Emergency Resources at Your School

	YES	NO
Accountability Boards in All Classrooms and Office.	X	
Evacuation Diagrams in All Classrooms and Office.	X	
Did you replenish the First Aid Kit?	X	
Do You Have A Parent/Student Release Procedure?	X	

Identify Two Off-Site Emergency Evacuation Locations

These relocation facilities should be near your school and able to house your students and staff until they are released to their parents. Examples are a nearby school, church or public library. Specify both a first and second choice. Support services will be identified in Parent/Student off- site Release Procedures. Contact the off-site location directly to make.

1 st Evacuation Facility:	North Monterey County High School
Contact Person:	Caroline Calero/Garret Quindemill
Address:	13990 Castroville Blvd. Castroville, 95012
Phone Number:	(831) 633-5221
2 nd Evacuation Facility:	Castroville Elementary School
Contact Person:	Hugo Galvan
Address:	11161 Meritt St. Castroville, 95012
Phone Number:	(831) 633-2570

Emergency Planning for Individuals With Functional Needs

	YES	NO
Is a list of students with functional needs/corresponding staff and evacuation plans in the management binders?	X	
Is each classroom teacher for each student informed of the evacuation plan?	X	
Are staff, students and parents informed of Evacuation Areas identified for students and staff with functional needs?	X	

[illegible]

[illegible]

SAFETY PLAN

Emergency Component Index

Emergency Contact Numbers _____ Section A

Evacuation/Accountability _____ Section B

Individual Functional Needs List _____ Section C

Emergency Incident Guides _____ Section D

Student Rosters _____ Section E

Incident Command System Guide/Form _____ Section F

Emergency Contact Numbers

SECTION A

Elkhorn Elementary School Emergency Contact Numbers 2015-2016

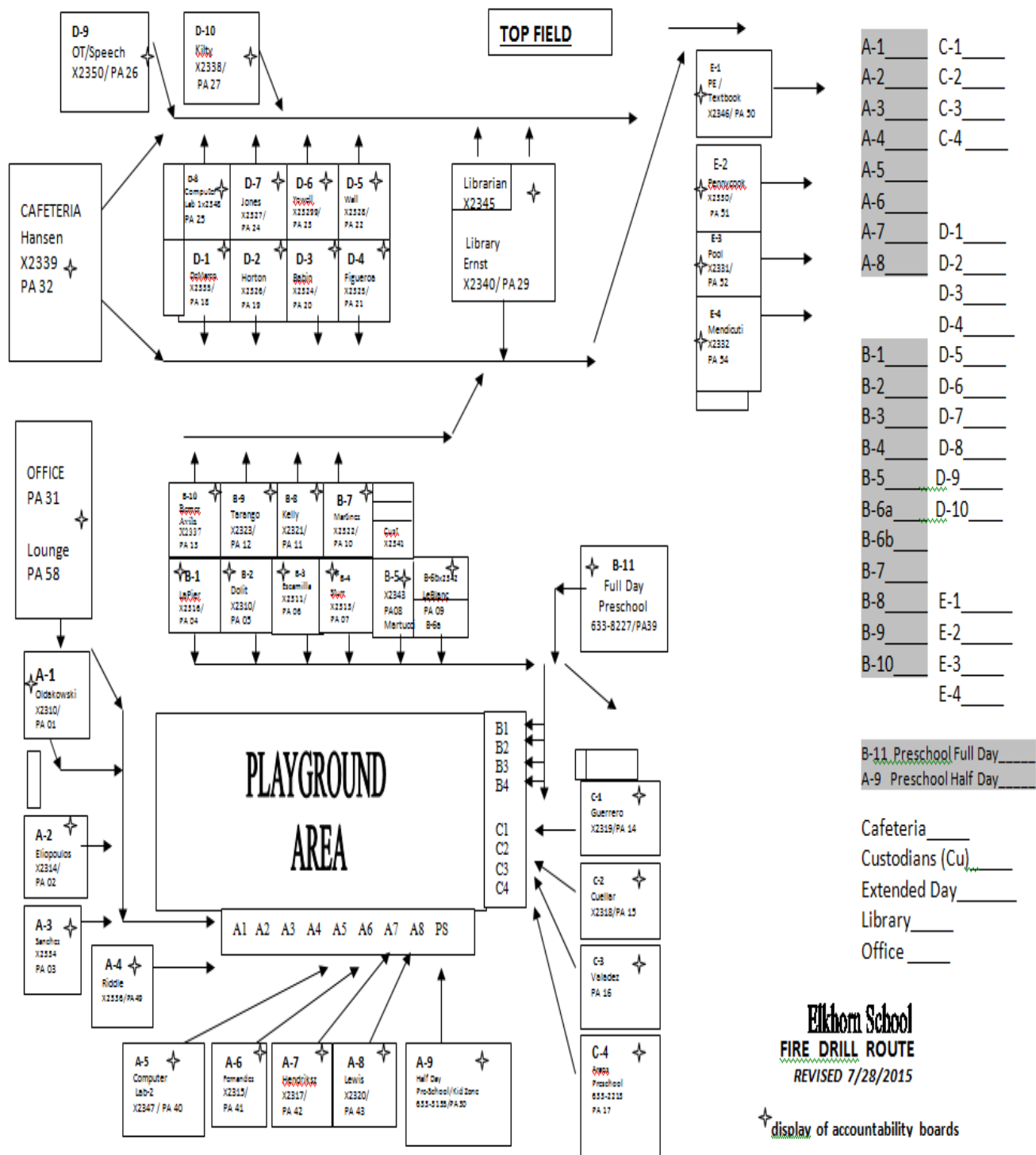
Phone Contact Information During School Hours			
Primary Contact:	Sandra Cuevas	Title:	Principal
Campus Phone Number:	(831) 633-2405 X2302	Cell Phone Number:	*
Secondary Contact:	Lorene Kiser	Title:	Assistant Principal
Campus Phone Number:	(831) 633-2405 X2303	Cell Phone Number:	*
Secondary Contact:	Sabino Galindo	Title:	Head Custodian
Campus Phone Number:	(831) 633-2405 X2341	Cell Phone Number:	*
After Hour Contact Information			
Secondary Contact:	Mark Harris	Title:	Director of Maintenance
Home Phone Number:	*	Cell Phone Number:	*
Secondary Contact:	Kay King	Title:	Director of Transportation
Home Phone Number:	*	Cell Phone Number:	*
Secondary Contact:	Sandra Cuevas	Title:	Principal-Site
Home Phone Number:		Cell Phone Number:	*
Secondary Contact:	Lorene Kiser	Title:	Assistant Principal-Site
Home Phone Number:	*	Cell Phone Number:	*

*Please refer to the Standardized Emergency Plan Binder for confidential contact information.

Evacuation/ Accountability

SECTION B

Safe Ingress and Egress Procedures



Disabled Persons

SECTION C

Elkhorn Elementary School Emergency Contact Numbers 2015-2016

[illegible]

Elkhorn Elementary School Emergency Contact Numbers 2015-2016
Individual Functional Needs List

Name of Student	Grade Level	Teacher	Room #

Emergency Incident Guides

SECTION D

Disaster Procedures

Disaster procedure guides have been established in collaboration with the North County Fire Department and the Monterey County Sheriff's Department. These procedure guides include:

- 1 Standardized Emergency Operational Plan
- 2 Earthquake Guide
- 3 Fire Guide
- 4 Bomb Threat Guide
- 5 Drive By Shooting Guide
- 6 Evacuation/Shelter in Place Guide
- 7 Explosion Guide
- 8 Fallen Aircraft Guide
- 9 Hazardous Materials Guide
- 10 Intruder Guide
- 11 Major Systems Failure Guide
- 12 Missing Student Guide
- 13 Severe Weather Guide
- 14 Suspicious Package Guide

Incident Command System (ICS) Documents

- 15 - 20 Incident Briefing (ICS 201)
- 21 - 23 Incident Objectives (ICS 202)
- 24 - 26 Organization Assignment List (ICS 203)
- 27 - 29 Assignment List (ICS 204)
- 30 - 32 Incident Radio Communications Plan List (ICS 205)
- 33 - 36 Activity Log (ICS 214)

MONTEREY COUNTY STANDARDIZED EMERGENCY OPERATIONAL PLAN

1. Purpose:

The purpose of the emergency plan is to establish a simple, all risk operational plan, which will work as a guide during major emergency incidents incorporating responding emergency agencies. The Operational Plan will work in conjunction with both the North County Unified School District Safety Plan and North County Unified School District Disaster Plan. The Operational Plan will incorporate state and federal mandates.

2. Responsibility:

A. It is the responsibility of every administrator, teacher and supervisor to identify a school emergency. The model to be used will be “When in doubt, call 911.” Early notification is crucial in mitigating an emergency incident. Call 911 immediately and then follow the proper channels of notification within the school so that the proper administrative procedures can be carried out.

B. The Principal, Vice Principal or the office staff will be responsible for determining the emergency mode if any and filling Incident Command System positions.

C. During emergency operations all classified and certified personnel shall account for all students they are supervising.

D. The Custodial staff will be responsible for filling Incident Command System positions and school security if applicable.

3. Accountability:

A. The accountability system will consist of an Accountability Board with a color-coded (**RED/GREEN**) flip chart to identify and account for students under a specific supervisor. One side will have name tags of all the students being supervised. The opposite side will have a flip chart system with **RED** and **GREEN** color coded sheets to identify the status of students under their supervision. The supervisor/teacher will display **GREEN** for all students accounted for or **RED** for missing students during an emergency.

B. The Accountability Board shall be maintained during the day so that there is an accurate account of all students should an emergency present itself. The accountability board shall be hung next to the exit door so it can be available on your way out during an emergency.

C. If no Accountability Board is displayed, it shall be treated as a **RED** sheet. This will signal that all students are not accounted for.

4. Alarm System:

A. The emergency alarm shall consist of two operational modes: Shelter in Place or Evacuation of the Classrooms.

B. The alarm signal shall be a long extended 10 second bell ring followed by: “Attention all staff, Shelter in Place” or “Attention all staff, Evacuate the Classrooms”. This emergency message will be repeated two times with only one 10 second bell activation. In the event that there is a fire, the fire alarm shall serve as an “Evacuation Signal”.

C. A back up alarm system shall be established at each school. This will ensure proper emergency response in the event there is a failure of the alarm system.

5. Shelter in Place:

Once the shelter in place emergency signal is been activated, the following will take place:

A. All doors and windows shall be secured by the occupying supervisor or teacher.

B. Supervisors shall have all students take refuge next to their desks.

C. The Accountability board will be placed in the most visible window based on the layout of the room or the small door window if no other windows are available.

D. The supervisor/teacher will determine accountability by displaying **RED** for missing students and or **GREEN** for all students accounted for.

E. Supervisors/Teachers shall ensure that all students remain in a shelter in place mode until given further instructions via the PA system, phone, radio or face to face.

6. Evacuating the Classrooms:

Once the “Evacuate the Classrooms” signal has been activated, the following will take place:

A. The supervisor/teacher will ensure students, in an orderly manner, are lined up for evacuation.

B. The supervisor/teacher will remove accountability board from wall while exiting the building.

C. The supervisor/teacher with the students will proceed to their on campus evacuation area established by each individual school. Based on the school and campus layouts, the campus evacuation of each class will be different. This location is spelled out in the school evacuation plan.

D. Once evacuated to the assigned on campus evacuation location, the supervisor will determine accountability by displaying **RED** for missing students or **GREEN** for all students accounted for.

E. The supervisor will remain at the pre-assigned evacuation area until given further instructions.

F. It is important to note that further instructions may include return to class, evacuate to a safer area or instructions on evacuating students from the campus.

G. The Incident Commander will make the decision on whether or not students will be bused off the campus. The logistics person will handle all the logistical needs associated with moving the students off campus. The accountability officer will handle accounting for all students both on and off campus.

7. Incident Command System Structure:

A. The Principal, Vice Principal (if applicable) or the office secretary may fill the roll and identify them self as the Incident Commander. The Incident Commander will meet emergency responding personnel near the entrance to the school if it is safe to do so. If it is not safe to do so emergency personnel will contact the Incident Commander via telephone or cell phone from a list of emergency contact numbers provided. The Incident Commander will oversee the incident until emergency services arrive and command is transferred or the Incident Commander may work in a Unified Command capacity.

B. The Incident Commander will be responsible for appointing an Accountability Officer. The Accountability Officer is responsible for an accurate head count of all staff and students. The Accountability Officer is to begin accounting for all the students and staff immediately if it is safe to do so. The Accountability Officer position may transfer from school staff to emergency service personnel once they arrive. If this is done an accurate report of who has been accounted for will be passed on.

C. The head custodian or a member of his/her staff may be assigned to the position of Logistics. The Logistics person will be responsible for any logistical needs the incident may require. This includes bus transportation and an account of equipment available in the school district with estimated times to place in service if requested. The custodian or his/her staff members will also be required to secure the main entrance during an emergency if it is safe to do so. Logistics will also be responsible for assisting emergency equipment with entry to the school as necessary.

D. The Incident Command Structure will expand if the incident grows as identified in the Incident Command System Training.

Updated 2/10/2010 HAJMDC

2

EARTHQUAKE

SHELTER IN PLACE/EVACUATE

Earthquakes will occur without warning and aftershocks can follow. Remain Calm. To ensure student and staff safety, use the following procedures;

SHELTER IN PLACE

- Instruct students to Duck and Cover under tables or desks.
- Move away from windows with large panes of glass, bookshelves and heavy suspended light fixtures.
- Do not allow children to run outside there will be a danger of falling debris.
- Take roll and determine if students under your supervision are accountable for.

EVACUATION

Evacuate when safe to do so or indicated by the alarm. This will follow your pre-established evacuation route when the earthquake is over.

- Do not use matches or lighters if power is out
- Line students up and exit the classroom to the designated area
- DO NOT RUN
- **TAKE YOUR ACCOUNTABILITY BOARD**
- Take roll and determine if you have all the students you are supervising.
- Display a **RED** card if you have more than or not all of your students
- Display the **GREEN** card if you have all of your students in your line
- Wait for further instructions

OUTSIDE

If students are outside when an earthquake begins, the safest place is in an open area away from potential falling objects (trees, portable backstops, power lines and buildings)

- Stay in the open until further directions are given
- Move students to a safe area away from dangers

**IF THERE ARE INJURIES OR DAMAGE TO PROPERTY
CALL 911 IMMEDIATELY**

3

FIRE
EVACUATE

If a fire occurs while school is in session, the evacuation plan will be implemented if safe to do so. **Remain Calm!**

INSIDE

- Sound the fire alarm and call **911**
- Line up the students for an organized evacuation.
- **TAKE YOUR ACCOUNTABILITY BOARD**
- Proceed to designated evacuation area if safe to do so.

EVACUATION

- Remain Calm
- If evacuation area is not safe, use alternate open area and communicate location.
- Do not block access to emergency equipment
- Line students up in designated evacuation areas.
- Take roll and determine if you have all the students you are accountable for.
- Display a **RED** card if you have more than or not all of your students
- Display the **GREEN** card if you have all of your students in your line
- Wait for further instructions

**IF INJURIES OCCUR IDENTIFY NUMBER OF
PATIENTS, LOCATION AND EXTENT OF INJURIES**

4

BOMB THREAT **EVACUATE**

A Bomb threat exists when a suspected bomb or explosive device has been reported, but not located. **Remain Calm!! Call 911 Immediately!! Cease radio communications** on campus, if a suspicious package is found **DO NOT TOUCH IT! If threat indicates that the danger is out in an open area, Shelter in Place and wait for controlled Evacuation instructions.**

EVACUATION

- If it is not safe to remain in classrooms, line up the students for an organized evacuation.
- **TAKE YOUR ACCOUNTABILITY BOARD**
- Proceed to designated evacuation area if safe to do so.
- If evacuation area is not safe, use alternate open area and communicate location.
- **Move students a maximum safe distance from buildings, Stay clear of trash cans, lockers and any containers in the open.**
- Do not block access to emergency equipment
- Take roll and determine if you have all the students you are accountable for.
- Display a **RED** card if you have more than or not all of your students
- Display the **GREEN** card if you have all of your students in your line
- Wait for further instructions

NOTE: TRY TO GAIN AS MUCH INFORMATION FROM THE CALLER AS POSSIBLE

- **EXACT WORDING OF THE THREAT**
- **BACKGROUND NOISES**
- **CALLERS VOICE (ANGRY, FAMILIAR, CRYING, ACCENT, EXCITED, ETC.)**
- **APPROXIMATE AGE, SEX AND ETHNICITY OF CALLER**
- **ASK NAME OF CALLER**
- **WHERE IS THE BOMB?**
- **WHAT KIND OF BOMB IS IT?**
- **WHY DID YOU PLACE THE BOMB?**

MAKE SURE TO NOTE WHAT TIME THE CALL CAME IN AND THE PHONE NUMBER IT CAME IN ON.

5

DRIVE BY SHOOTING

SHELTER IN PLACE

In the event that a drive by shooting occurs on or adjacent to the school **Remain Calm!** To ensure student and staff safety, use the following procedures; **Call 911 Immediately!**

SHELTER IN PLACE

- Secure the classrooms and instruct students to Duck and Cover under tables or desks.
- Move away from windows with large panes of glass
- Do not allow children to run outside
- Help children to remain calm
- Take roll and determine if you have all of the students you are accountable for.
- If any students are missing, notify the office immediately!
- Display a **RED** card if you have more than or not all of your students.
- Display the **GREEN** card if you have all of your students in your classroom
- Wait for further instructions.

OUTSIDE

- Move students into nearest indoors away from open areas
- Secure the classrooms and instruct students to Duck and Cover under tables or desks.
- Move away from windows with large panes of glass
- Do not allow children to run outside
- Help students remain calm
- Wait for further instructions

NOTE: Drive by shootings usually happen very quickly, and perpetrators usually leave the scene immediately. Staff members who witness the incident should, **without putting themselves in danger, attempt to get information on the license plate number, vehicle and suspect description.**

IF INJURIES OCCUR IDENTIFY NUMBER OF PATIENTS, LOCATION AND EXTENT OF INJURIES

6

SAFETY PLAN EMERGENCY PROCEDURES

DURING AN EMERGENCY, YOU ARE TO OPERATE IN TWO EMERGENCY MODES: **SHELTER IN PLACE** OR **EVACUATION**. USE THIS AS A GUIDE IF NO SPECIFIC EMERGENCY GUIDE IS AVAILABLE

SHELTER IN PLACE

DURING A SHELTER IN PLACE:

- A 10 second alarm will be sounded, followed by a “**SHELTER IN PLACE**” announcement.
- Students and staff who are outside will move quickly into the nearest room
- Students will Duck and Cover under tables or near desks
- Staff will secure doors, and shut blinds and curtains
- Take roll and determine if you have all of the students you are accountable for.
- Display a **RED** card if you have more than or not all of your students.
- Display the **GREEN** card if you have all of your students in your classroom
- Wait for further instructions.

EVACUATION

During an Evacuation:

- A 10 second alarm will sound, followed by an announcement to “**Evacuate**”.
- If it is safe to do so, evacuate to the designated areas shown on the evacuation map.
- If the assigned evacuation area is not safe, use alternate open area and communicate the location.
- **TAKE YOUR ACCOUNTABILITY BOARD**
- Do not block access to emergency equipment
- Secure doors and proceed in an orderly manner to designated areas and line up accordingly.
- Take roll and determine if you have all of the students you are accountable for.
- Display a **RED** card if you have more than or not all of your students.
- Display the **GREEN** card if you have all of your students.
- Wait for further instructions.

NOTE: SHOULD AN OFF-SITE EVACUATION BE NECESSARY, PLEASE FOLLOW THE OFF-SITE EVACUATION PLAN

7

Explosion

SHELTER IN PLACE/EVACUATE

If an Explosion occurs while school is in session, you will either evacuate or shelter in place depending on where the explosion occurs. **Remain Calm! Call 911 immediately!**

SHELTER IN PLACE

- Direct students to Duck and Cover under tables or near desks
- If no apparent danger exists, remain in the classrooms with students
- Take roll and determine if all your students are accounted for
- Display a **RED** card if you have more than or not all of your students
- Display the **GREEN** card if you have all of your students in your line
- Wait for further instructions

EVACUATION

- If it is not safe to remain in classrooms, line up the students for an organized evacuation.
- **TAKE YOUR ACCOUNTABILITY BOARD**
- Proceed to designated evacuation area if safe to do so.
- Remain Calm
- If evacuation area is not safe, use alternate open area and communicate location.
- Do not block access to emergency equipment
- Take roll and determine if you have all the students you are accountable for.
- Display a **RED** card if you have more than or not all of your students
- Display the **GREEN** card if you have all of your students in your line
- Wait for further instructions

IF INJURIES OCCUR IDENTIFY NUMBER OF PATIENTS, LOCATION AND EXTENT OF INJURIES

FALLEN AIRCRAFT

SHELTER IN PLACE/EVACUATE

In the event an Aircraft falls on or near the school campus, you will either evacuate or shelter in place depending on where the Aircraft falls. **Remain Calm! Call 911 immediately!**

SHELTER IN PLACE

- If aircraft falls off campus it may be safer to shelter in place.
- Direct students to Duck and Cover under tables or near desks
- If no apparent danger exists, remain in the classrooms with students
- Take roll and determine if all your students are accounted for
- Display a **RED** card if you have more than or not all of your students
- Display the **GREEN** card if you have all of your students in your line
- Wait for further instructions

EVACUATION

- If it is not safe to remain in classrooms, line up the students for an organized evacuation.
- **TAKE YOUR ACCOUNTABILITY BOARD**
- Proceed to designated evacuation area if safe to do so.
- Remain Calm
- If evacuation area is not safe, use alternate open area and communicate location.
- Do not block access to emergency equipment
- Take roll and determine if you have all the students you are accountable for.
- Display a **RED** card if you have more than or not all of your students
- Display the **GREEN** card if you have all of your students in your line
- Wait for further instructions

IF INJURIES OCCUR IDENTIFY NUMBER OF PATIENTS, LOCATION AND EXTENT OF INJURIES

Hazardous Materials **EVACUATE/SHELTER IN PLACE**

Hazardous materials and chemical spills can be **Toxic**. If a chemical spill occurs at the school campus or in the immediate area of the school, **Call 911 Immediately!**

EVACUATE

- Evacuate the area of the campus nearest the spill (classrooms, Wing, etc.)
- If evacuation area is not safe, use alternate open area and communicate location.
- Be sure the evacuation area is located up-wind from the spill.
- Do not block access to emergency equipment.
- **KEEP ALL EXPOSED STUDENTS SEPARATE FROM OTHERS**
- Take your **ACCOUNTABILITY BOARD**
- Take roll and determine if you have all of the students you are accountable for.
- If any students are missing, notify the office immediately!
- Help children to remain calm
- Display a **RED** card if you have more than or not all of your students.
- Display the **GREEN** card if you have all of your students in your line
- Wait for further instructions.

SHELTER IN PLACE

If it is safe to do so

- Move students into the nearest indoors
- Secure all doors and windows
- Close any circulating air system vents
- help children to remain calm
- Take roll and determine if you have all of the students you are accountable for.
- If any students are missing, notify the office immediately!
- Help children to remain calm
- Display a **RED** card if you have more than or not all of your students.
- Display the **GREEN** card if you have all of your students in your classroom
- Wait for further instructions.

**IF INJURIES OCCUR IDENTIFY NUMBER OF
PATIENTS, LOCATION AND EXTENT OF INJURIES**

INTRUDER **SHELTER IN PLACE**

In The event there is a Intruder on campus **Remain Calm!** Hostile individuals are often emotionally disturbed, avoid antagonizing them. **CALL 911 IMMEDIATELY!**

SHELTER IN PLACE

- Instruct students to Move into nearest classrooms and secure doors
- Duck and Cover under tables or near desks.
- Turn off lights, close windows, shades /curtains
- Barricade doors if needed
- Do not allow children to run outside
- Help children to remain calm and quiet
- Turn on your computer, if safe, to receive e-mail.
- Turn down cell phones and radios
- Take roll and determine if you have all of the students you are accountable for.
- Display a **RED** card if you have more than or not all of your students.
- Display the **GREEN** card if you have all of your students in your classroom
- Wait for further instructions.

HOSTAGE SITUATION

- Remain calm and keep your distance
- Talk with the intruder, only if necessary, in a low non-threatening manner
- Do not attempt to deceive or threaten the intruder
- Maintain order among students

NOTE: BE CONSTANTLY ALERT AND PREPARED FOR VIOLENCE. IF INJURIES OCCUR IDENTIFY NUMBER OF PATIENTS, LOCATION AND EXTENT OF INJURIES

MAJOR SYSTEMS FAILURE

SHELTER IN PLACE/EVACUATE

If there is a Major Systems Failure; GAS, HEAT, WATER, OR POWER, **Remain Calm!**

SHELTER IN PLACE

- Help the students to remain calm.
- Make sure there are no sources of ignition on during outages.
- Take roll and determine if you have all of the students you are accountable for.
- Display a **RED** card if you have more than or not all of your students.
- Display the **GREEN** card if you have all of your students.
- If there are students missing, notify the office immediately!
- Wait for further instructions

EVACUATE

- If conditions inside the building are not safe, **EVACUATE** the building.
- Line up students in an orderly fashion and proceed to designated areas.
- Bring your **ACCOUNTABILITY BOARDS**
- Take roll and determine if you have all the students you are accountable for.
- Display a **RED** card if you have more than or not all of your students.
- Display the **GREEN** card if you have all of your students.
- Wait for further instructions.

MISSING STUDENT **SHELTER IN PLACE**

If you receive information that a student has been taken or is missing
Remain Calm!

SHELTER IN PLACE

- **Notify the Office Immediately!!**
- **Call 911** and try to obtain the following information on the missing student (Name, Height, Weight, Eyes, Hair and Clothing as well as Last area known to be and how long the child has been missing)
- Move students indoors and help students remain calm
- Take roll and determine if you have all of the students you are accountable for.
- Display a **RED** card if you have more than or not all of your students.
- Display the **GREEN** card if you have all of your students in your classroom.
- Wait for further instructions.

NOTE: IF A CHILD IS ABDUCTED, GATHER INFORMATION FROM WITNESSES ON WHO TOOK THE CHILD. IF POSSIBLE, GET A DESCRIPTION OF THE VEHICLE AND PERSONS INVOLVED. URGENCY IN THIS MATTER IS VERY IMPORTANT IN LOCATING THE CHILD.

SEVERE WEATHER **SHELTER IN PLACE / EVACUATE**

Warning of an impending weather event may be received via radio, television or internet. If time and conditions permit, students may be sent home via normal transportation routines. If weather conditions develop during school hours without sufficient warning, **Remain Calm!**

SHELTER IN PLACE

- Move students into nearest indoors away from play areas and fields.
- Inside the classroom instruct students and staff to take cover.
- Keep students away from windows.
- Help students remain calm.
- Take roll and determine if you have all of the students you are accountable for.
- If any students are missing, notify the office immediately!
- Display a **RED** card if you have more than or not all of your students.
- Display the **GREEN** card if you have all of your students in your classroom.
- Wait for further instructions.

EVACUATE

- If conditions inside the building are not safe, **EVACUATE** the building.
- Line up students in an orderly fashion and proceed to designated areas.
- Stay away from power lines and over head hazards
- Bring your **ACCOUNTABILITY BOARDS**
- Take roll and determine if you have all the students you are accountable for.
- Display a **RED** card if you have more than or not all of your students.
- Display the **GREEN** card if you have all of your students in your line.
- Wait for further instructions.

**IF THERE ARE INJURIES OR DAMAGE TO PROPERTY
CALL 911 IMMEDIATELY**

SUSPICIOUS PACKAGE

EVACUATE/SHELTER IN PLACE

If a suspicious package or **Bomb** has been located at the school campus or in the immediate area of the school **Do not touch, Move, or in any way handle the package.** The location of the package will determine whether to Shelter in Place or Evacuate. **Call 911 Immediately!**

EVACUATE

- Cease all radio communications on campus (2-way, cell phones)
- Evacuate the area of the campus nearest the package (classrooms, Wing, etc.)
- If evacuation area is not safe, use alternate open area and communicate location.
- Do not block access to emergency equipment.
- Take your **ACCOUNTABILITY BOARD**
- Take roll and determine if you have all of the students you are accountable for.
- If any students are missing, notify the office immediately!
- help children to remain calm
- Display a **RED** card if you have more than or not all of your students.
- Display the **GREEN** card if you have all of your students in your line
- Wait for further instructions.

SHELTER IN PLACE

- Move students into the nearest indoors
- Secure all doors and windows
- Turn off any heating, ventilation or air conditioning systems.
- Help children to remain calm
- Take roll and determine if you have all of the students you are accountable for.
- If any students are missing, notify the office immediately!
- Display a **RED** card if you have more than or not all of your students.
- Display the **GREEN** card if you have all of your students in your classroom
- Wait for further instructions.

**STAY CLEAR OF TRASH CANS AND LOCKERS OR ANY
CONTAINERS IN THE OPEN**

Student Rosters

SECTION E

Incident Command System Guide/Forms

SECTION F

15

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Date Time: HHMM			
4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment):					
					
5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.					
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">6. Prepared by: Name: _____</td> <td style="width: 33%; border: none;">Position/Title: _____</td> <td style="width: 33%; border: none;">Signature: _____</td> </tr> </table>			6. Prepared by: Name: _____	Position/Title: _____	Signature: _____
6. Prepared by: Name: _____	Position/Title: _____	Signature: _____			
ICS 201, Page 1		Date/Time: Date			

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INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: <input type="text"/> Time: <input type="text"/>
7. Current and Planned Objectives:		
8. Current and Planned Actions, Strategies, and Tactics:		
Time:	Actions:	
HHMM		
HHMM		
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6. Prepared by: Name: <input style="width: 150px;" type="text"/> Position/Title: <input style="width: 150px;" type="text"/> Signature: <input style="width: 100px;" type="text"/>		
ICS 201, Page 2		Date/Time: <input style="width: 50px;" type="text"/>

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INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: <input type="text"/> Time: <input type="text"/> HHMM
9. Current Organization (fill in additional organization as appropriate):		
<pre> graph TD IC[Incident Commander] --- LO[Liaison Officer] IC --- SO[Safety Officer] IC --- PIO[Public Information Officer] IC --- OSC[Operations Section Chief] IC --- PSC[Planning Section Chief] IC --- LSC[Logistics Section Chief] IC --- FASC[Finance/Admin Section Chief] </pre>		
6. Prepared by: Name: <input style="width: 300px;" type="text"/> Position/Title: <input style="width: 150px;" type="text"/> Signature: <input style="width: 150px;" type="text"/>		
ICS 201, Page 3		Date/Time: <input style="width: 100px;" type="text"/>

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INCIDENT BRIEFING (ICS 201)

1. Incident Name:		2. Incident Number:		3. Date/Time Initiated: Date: DateTime: HHMM	
10. Resource Summary:					
Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
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				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____					
ICS 201, Page 4		Date/Time: Date _____			

ICS 201 Incident Briefing

Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The "Map/Sketch" and "Current and Planned Actions, Strategies, and Tactics" sections (pages 1–2) of the briefing form are given to the Situation Unit, while the "Current Organization" and "Resource Summary" sections (pages 3–4) are given to the Resources Unit.

Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Date/Time Initiated <ul style="list-style-type: none"> • Date, Time 	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	<p>Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology.</p> <p>If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209).</p> <p>North should be at the top of page unless noted otherwise.</p>
5	Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	Current and Planned Objectives	Enter the objectives used on the incident and note any specific problem areas.

Block Number	Block Title	Instructions
8	Current and Planned Actions, Strategies, and Tactics <ul style="list-style-type: none"> Time Actions 	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	Current Organization (fill in additional organization as appropriate) <ul style="list-style-type: none"> Incident Commander(s) Liaison Officer Safety Officer Public Information Officer Planning Section Chief Operations Section Chief Finance/Administration Section Chief Logistics Section Chief 	<ul style="list-style-type: none"> Enter on the organization chart the names of the individuals assigned to each position. Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. If Unified Command is being used, split the Incident Commander box. Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	Resource Summary	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	• Resource	Enter the number and appropriate category, kind, or type of resource ordered.
	• Resource Identifier	Enter the relevant agency designator and/or resource designator (if any).
	• Date/Time Ordered	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	• ETA	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	• Arrived	Enter an "X" or a checkmark upon arrival to the incident.
	• Notes (location/assignment/status)	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

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INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:	2. Operational Period:	Date From: <input type="text"/> Date	Date To: <input type="text"/> Date	
		Time From: HHMM	Time To: HHMM	
3. Objective(s):				
4. Operational Period Command Emphasis:				
General Situational Awareness				
5. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located at: _____				
6. Incident Action Plan (the items checked below are included in this Incident Action Plan): <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> ICS 203 <input type="checkbox"/> ICS 204 <input type="checkbox"/> ICS 205 <input type="checkbox"/> ICS 205A <input type="checkbox"/> ICS 206 </div> <div style="width: 45%;"> <input type="checkbox"/> ICS 207 <input type="checkbox"/> ICS 208 <input type="checkbox"/> Map/Chart <input type="checkbox"/> Weather Forecast/Tides/Currents </div> </div> <div style="width: 35%;"> Other Attachments: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ </div> </div> </div>				
7. Prepared by: Name: _____ Position/Title: _____ Signature: _____				
8. Approved by Incident Commander: Name: _____ Signature: _____				
ICS 202	IAP Page	Date/Time: <input type="text"/> Date		

ICS 202 Incident Objectives

Purpose. The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Preparation. The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command, one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

Distribution. The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 202 is part of the IAP and can be used as the opening or cover page.
- If additional pages are needed, use a blank ICS 202 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident. If needed, an incident number can be added.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Objective(s)	Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable. Objectives should follow the SMART model or a similar approach: S pecific – Is the wording precise and unambiguous? M easurable – How will achievements be measured? A ction-oriented – Is an action verb used to describe expected accomplishments? R ealistic – Is the outcome achievable with given available resources? T ime-sensitive – What is the timeframe?
4	Operational Period Command Emphasis	Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc.
	General Situational Awareness	General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208).
5	Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Safety Officer should check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter the location of the approved Site Safety Plan(s).

Block Number	Block Title	Instructions
6	Incident Action Plan (the items checked below are included in this Incident Action Plan): <input type="checkbox"/> ICS 203 <input type="checkbox"/> ICS 204 <input type="checkbox"/> ICS 205 <input type="checkbox"/> ICS 205A <input type="checkbox"/> ICS 206 <input type="checkbox"/> ICS 207 <input type="checkbox"/> ICS 208 <input type="checkbox"/> Map/Chart <input type="checkbox"/> Weather Forecast/Tides/Currents <u>Other Attachments:</u>	Check appropriate forms and list other relevant documents that are included in the IAP. <input type="checkbox"/> ICS 203 – Organization Assignment List <input type="checkbox"/> ICS 204 – Assignment List <input type="checkbox"/> ICS 205 – Incident Radio Communications Plan <input type="checkbox"/> ICS 205A – Communications List <input type="checkbox"/> ICS 206 – Medical Plan <input type="checkbox"/> ICS 207 – Incident Organization Chart <input type="checkbox"/> ICS 208 – Safety Message/Plan
7	Prepared by • Name • Position/Title • Signature	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by Incident Commander • Name • Signature • Date/Time	In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.

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ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Operational Period:		Date From: Date	Date To: Date
				Time From: HHMM	Time To: HHMM
3. Incident Commander(s) and Command Staff:			7. Operations Section:		
IC/UCs		Chief			
		Deputy			
Deputy		Staging Area			
Safety Officer		Branch			
Public Info. Officer		Branch Director			
Liaison Officer		Deputy			
4. Agency/Organization Representatives:		Division/Group			
Agency/Organization	Name	Division/Group			
		Division/Group			
		Division/Group			
		Division/Group			
		Branch			
		Branch Director			
		Deputy			
5. Planning Section:		Division/Group			
Chief		Division/Group			
Deputy		Division/Group			
Resources Unit		Division/Group			
Situation Unit		Division/Group			
Documentation Unit		Branch			
Demobilization Unit		Branch Director			
Technical Specialists		Deputy			
		Division/Group			
		Division/Group			
		Division/Group			
6. Logistics Section:		Division/Group			
Chief		Division/Group			
Deputy		Air Operations Branch			
Support Branch		Air Ops Branch Dir.			
Director					
Supply Unit					
Facilities Unit		8. Finance/Administration Section:			
Ground Support Unit		Chief			
Service Branch		Deputy			
Director		Time Unit			
Communications Unit		Procurement Unit			
Medical Unit		Comp/Claims Unit			
Food Unit		Cost Unit			
9. Prepared by: Name:		Position/Title:		Signature: _____	
ICS 203	IAP Page	Date/Time: Date			

ICS 203 Organization Assignment List

Purpose. The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a "T" in parentheses behind the name (e.g., "A. Smith (T)").

Distribution. The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Incident Commander(s) and Command Staff <ul style="list-style-type: none"> • IC/UCs • Deputy • Safety Officer • Public Information Officer • Liaison Officer 	Enter the names of the Incident Commander(s) and Command Staff. Label Assistants to Command Staff as such (for example, "Assistant Safety Officer"). For all individuals, use at least the first initial and last name. For Unified Command, also include agency names.
4	Agency/Organization Representatives <ul style="list-style-type: none"> • Agency/Organization • Name 	Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name.
5	Planning Section <ul style="list-style-type: none"> • Chief • Deputy • Resources Unit • Situation Unit • Documentation Unit • Demobilization Unit • Technical Specialists 	Enter the name of the Planning Section Chief, Deputy, and Unit Leaders after each position title. List Technical Specialists with an indication of specialty. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.

Block Number	Block Title	Instructions
6	Logistics Section <ul style="list-style-type: none"> • Chief • Deputy Support Branch <ul style="list-style-type: none"> • Director • Supply Unit • Facilities Unit • Ground Support Unit Service Branch <ul style="list-style-type: none"> • Director • Communications Unit • Medical Unit • Food Unit 	Enter the name of the Logistics Section Chief, Deputy, Branch Directors, and Unit Leaders after each position title. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
7	Operations Section <ul style="list-style-type: none"> • Chief • Deputy • Staging Area Branch <ul style="list-style-type: none"> • Branch Director • Deputy • Division/Group Air Operations Branch <ul style="list-style-type: none"> • Air Operations Branch Director 	Enter the name of the Operations Section Chief, Deputy, Branch Director(s), Deputies, and personnel staffing each of the listed positions. For Divisions/Groups, enter the Division/Group identifier in the left column and the individual's name in the right column. Branches and Divisions/Groups may be named for functionality or by geography. For Divisions/Groups, indicate Division/Group Supervisor. Use an additional page if more than three Branches are activated. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
8	Finance/Administration Section <ul style="list-style-type: none"> • Chief • Deputy • Time Unit • Procurement Unit • Compensation/Claims Unit • Cost Unit 	Enter the name of the Finance/Administration Section Chief, Deputy, and Unit Leaders after each position title. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
9	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

1. Incident Name:		2. Operational Period: Date From: Date Date To: Date Time From: HHMM Time To: HHMM		3.	
4. Operations Personnel:		Name		Contact Number(s)	
Operations Section Chief:				XXX-XXX-XXXX	
Branch Director:				XXX-XXX-XXXX	
Division/Group Supervisor:				XXX-XXX-XXXX	
5. Resources Assigned:		# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	
Resource Identifier	Leader				
6. Work Assignments:					
7. Special Instructions:					
8. Communications (radio and/or phone contact numbers needed for this assignment): Name /Function Primary Contact: indicate cell, pager, or radio (frequency/system/channel) / / / /					
9. Prepared by: Name:		Position/Title:		Signature: _____	
ICS 204		IAP Page		Date/Time: Date	

ICS 204 Assignment List

Purpose. The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initialed by the Planning Section Chief and Operations Section Chief as well.

Distribution. The ICS 204 is duplicated and attached to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 204 details assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed, use a blank ICS 204 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Branch Division Group Staging Area	This block is for use in a large IAP for reference only. Write the alphanumeric abbreviation for the Branch, Division, Group, and Staging Area (e.g., "Branch 1," "Division D," "Group 1A") in large letters for easy referencing.
4	Operations Personnel <ul style="list-style-type: none"> • Name, Contact Number(s) <ul style="list-style-type: none"> – Operations Section Chief – Branch Director – Division/Group Supervisor 	Enter the name and contact numbers of the Operations Section Chief, applicable Branch Director(s), and Division/Group Supervisor(s).
5	Resources Assigned	Enter the following information about the resources assigned to the Division or Group for this period:
	• Resource Identifier	The identifier is a unique way to identify a resource (e.g., ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined).
	• Leader	Enter resource leader's name.
	• # of Persons	Enter total number of persons for the resource assigned, including the leader.
	• Contact (e.g., phone, pager, radio frequency, etc.)	Enter primary means of contacting the leader or contact person (e.g., radio, phone, pager, etc.). Be sure to include the area code when listing a phone number.
5 (continued)	• Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information.

Block Number	Block Title	Instructions
6	Work Assignments	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.
7	Special Instructions	Enter a statement noting any safety problems, specific precautions to be exercised, dropoff or pickup points, or other important information.
8	Communications (radio and/or phone contact numbers needed for this assignment) <ul style="list-style-type: none"> • Name/Function • Primary Contact: indicate cell, pager, or radio (frequency/system/channel) 	<p>Enter specific communications information (including emergency numbers) for this Branch/Division/Group.</p> <p>If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205).</p> <p>Phone and pager numbers should include the area code and any satellite phone specifics.</p> <p>In light of potential IAP distribution, use sensitivity when including cell phone number.</p> <p>Add a secondary contact (phone number or radio) if needed.</p>
9	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

[illegible]

ICS 205 Incident Radio Communications Plan

Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

Preparation. The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

Distribution. The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

Notes:

- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.
- The ICS 205 serves as part of the IAP.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Date/Time Prepared	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock).
3	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4	Basic Radio Channel Use	Enter the following information about radio channel use:
	Zone Group	
	Channel Number	Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document.
	Function	Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
	Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG).
	Assignment	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned.
	RX (Receive) Frequency (N or W)	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
	RX Tone/NAC	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.

Block Number	Block Title	Instructions
4 (continued)	TX (Transmit) Frequency (N or W)	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.
	TX Tone/NAC	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.
	Mode (A, D, or M)	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation.
	Remarks	Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc.
5	Special Instructions	Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.
6	Prepared by (Communications Unit Leader) <ul style="list-style-type: none"> • Name • Signature • Date/Time 	Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).

[illegible]

ICS 206 Medical Plan

Purpose. The Medical Plan (ICS 206) provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

Preparation. The ICS 206 is prepared by the Medical Unit Leader and reviewed by the Safety Officer to ensure ICS coordination. If aviation assets are utilized for rescue, coordinate with Air Operations.

Distribution. The ICS 206 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). Information from the plan pertaining to incident medical aid stations and medical emergency procedures may be noted on the Assignment List (ICS 204). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 206 serves as part of the IAP.
- This form can include multiple pages.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Medical Aid Stations <ul style="list-style-type: none"> • Name • Location • Contact Number(s)/Frequency • Paramedics on Site? <input type="checkbox"/> Yes <input type="checkbox"/> No 	Enter the following information on the incident medical aid station(s): Enter name of the medical aid station. Enter the location of the medical aid station (e.g., Staging Area, Camp Ground). Enter the contact number(s) and frequency for the medical aid station(s). Indicate (yes or no) if paramedics are at the site indicated.
4	Transportation (indicate air or ground) <ul style="list-style-type: none"> • Ambulance Service • Location • Contact Number(s)/Frequency • Level of Service <input type="checkbox"/> ALS <input type="checkbox"/> BLS 	Enter the following information for ambulance services available to the incident: Enter name of ambulance service. Enter the location of the ambulance service. Enter the contact number(s) and frequency for the ambulance service. Indicate the level of service available for each ambulance, either ALS (Advanced Life Support) or BLS (Basic Life Support).

Block Number	Block Title	Instructions
5	Hospitals	Enter the following information for hospital(s) that could serve this incident:
	• Hospital Name	Enter hospital name and identify any predesignated medivac aircraft by name a frequency.
	• Address, Latitude & Longitude if Helipad	Enter the physical address of the hospital and the latitude and longitude if the hospital has a helipad.
	• Contact Number(s)/ Frequency	Enter the contact number(s) and/or communications frequency(s) for the hospital.
	• Travel Time • Air • Ground	Enter the travel time by air and ground from the incident to the hospital.
	• Trauma Center <input type="checkbox"/> Yes Level: _____	Indicate yes and the trauma level if the hospital has a trauma center.
	• Burn Center <input type="checkbox"/> Yes <input type="checkbox"/> No	Indicate (yes or no) if the hospital has a burn center.
	• Helipad <input type="checkbox"/> Yes <input type="checkbox"/> No	Indicate (yes or no) if the hospital has a helipad. Latitude and Longitude data format need to compliment Medical Evacuation Helicopters and Medical Air Resources
6	Special Medical Emergency Procedures	Note any special emergency instructions for use by incident personnel, including (1) who should be contacted, (2) how should they be contacted; and (3) who manages an incident within an incident due to a rescue, accident, etc. Include procedures for how to report medical emergencies.
	<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.	Self explanatory. Incident assigned aviation assets should be included in ICS 220.
7	Prepared by (Medical Unit Leader) • Name • Signature	Enter the name and signature of the person preparing the form, typically the Medical Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by (Safety Officer) • Name • Signature • Date/Time	Enter the name of the person who approved the plan, typically the Safety Officer. Enter date (month/day/year) and time reviewed (24-hour clock).

ICS 214 Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Name	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	ICS Position	Enter the name and ICS position of the individual in charge of the Unit.
5	Home Agency (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	Resources Assigned	Enter the following information for resources assigned:
	• Name	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	• ICS Position	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	• Home Agency (and Unit)	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	Activity Log <ul style="list-style-type: none"> • Date/Time • Notable Activities 	<ul style="list-style-type: none"> • Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

Public Agency Use of Facilities During an Emergency

NMCUSD Administrative Regulation AR 0450 Philosophy, Goals, Objectives and Comprehensive Plans - **Comprehensive Safety Plan - Development and Review of Comprehensive School Safety Plan** addresses public agency use of facilities during an emergency, including the American Red Cross.

NMCUSD | AR 0450 Philosophy, Goals, Objectives and Comprehensive Plans

Development and Review of Comprehensive School Safety Plan

The school site council shall consult with local law enforcement in writing and developing the comprehensive school safety plan. When practical, the school site council also shall consult with other school site councils and safety committees. (Education Code 32281, 32282)

The school site council may delegate the responsibility for developing a comprehensive safety plan to a school safety planning committee. This committee shall be composed of the following members:(Education Code 32281)

1. The principal or designee
2. One teacher who is a representative of the recognized certificated employee organization
3. One parent/guardian whose child attends the school
4. One classified employee who is a representative of the recognized classified employee organization
5. Other members, if desired.

Before adopting its comprehensive safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the plan. (Education Code 32288) The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education Code 32288)

1. The local mayor
2. A representative of the local school employee organization
3. A representative of each parent organization at the school, including the parent teacher association and parent teacher clubs
4. A representative of each teacher organization at the school (cf. 4140/4240/4340)
5. A representative of the school's student body government
6. All persons who have indicated that they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code 32288)

1. Representatives of local religious organizations
2. Local civic leaders

3. Local business organizations

Content of the Safety Plan Each comprehensive safety plan shall include an assessment of the current status of school crime committed on campus and at school-related functions. (Education Code 32282) The assessment may include, but not be limited to, data on reports of school crime, suspension and expulsion rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety. The plan also shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including all of the following: (Education Code 32282)

1. Child abuse reporting procedures consistent with Penal Code 11164
2. Routine and emergency disaster procedures including, but not limited to:
 - a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act (cf. 6159 - Individualized Education Program)
 - b. An earthquake emergency procedure system in accordance with Education Code 32282 (cf. 3516 - Emergencies and Disaster Preparedness Plan) (cf. 3516.3 - Earthquake Emergency Procedure System)
 - c. A procedure to allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations
4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079.
5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4.
6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel".
7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school
8. A safe and orderly school environment conducive to learning.
9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5.
10. Hate crime reporting procedures.

Among the strategies for providing a safe environment, the school safety plan may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution.
2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to

prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations.

3. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education, character/values education, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence.
4. Parent involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus.
5. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students.
6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction.
7. Procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of the school.
8. Procedures for receiving verification from law enforcement that a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime.
9. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for the closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus.
10. Crisis prevention and intervention strategies, which may include the following:
 - a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate
 - b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)
 - c. Assignment of staff members responsible for each identified task and procedure
 - d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
 - e. Coordination of communication to schools, Governing Board members, parents/guardians, and the media
 - f. Development of a method for the reporting of violent incidents
 - g. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling
11. Staff development in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan.

Regulation approved: May 17, 2012 Moss Landing, California

Suspension and Expulsion Policies

Suspension and expulsion offenses fall under the following California Education Codes:

- 48915 (1) possessed/sold/furnished firearm (Mandatory Expulsion Recommendation)
- 48915 (2) brandished a knife at another person (Mandatory Expulsion Recommendation)
- 48915 (3) sold a controlled substance (Mandatory Expulsion Recommendation)
- 48915 (4) sexual assault or sexual battery (Mandatory Expulsion Recommendation)
- 48915 (5) possession of an explosive (Mandatory Expulsion Recommendation)
- 48900 (a1) caused, attempted to cause, or threatened to cause physical injury
- 48900 (a2) willfully used force or violence upon the person of another, except in self-defense
- 48900 (b) possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object
- 48900 (c) possession of, use of, sale or furnishing of a controlled substance
- 48900 (d) offered, arranged or negotiated to sell a controlled substance and then provided a replica substance
- 48900 (e) attempted/committed robbery or extortion
- 48900 (f) attempted/caused damage to school or private property
- 48900 (g) attempted/stole school or private property
- 48900 (h) possession/use of tobacco product
- 48900 (i) committed an obscene act or engaged in habitual profanity or vulgarity
- 48900 (j) possession of/offered/arranged/negotiated to sell drug paraphernalia
- 48900 (k) disruption of school activities; defiance of authority
- 48900 (l) knowingly received stolen school or personal property
- 48900 (m) possession of a replica firearm
- 48900 (n) attempted/committed a sexual assault or sexual battery**
- 48900 (o) harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding
- 48900 (p) unlawfully offered, arranged to sell, negotiate to sell, or sold the prescription drug SOMA
- 48900 (q) engaged in or attempted to engage in hazing.
- 48900 (r) Engaged in an act of bullying, including but not limited to, bullying committed by means of an electronic act
- 48900.2 (grades 4-12) sexual harassment
- 48900.3 (grades 4-12) act of hate crime
- 48900.4 (grades 4-12) harassment, threats, or intimidation, directed against school district personnel or pupils that is severe or pervasive to create substantial disorder or by creating an intimidating or hostile educational environment.
- 48900.7 Terrorist threats against school officials or school property or both.

Repeat offenses and habitual non-compliance result in the increase of supports and remediation.

NMCUSD Board Policy Suspension and Expulsion

North Monterey Co USD | BP 5144.1 Students

Suspension And Expulsion/Due Process

The Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

Suspended or expelled students shall be denied the privilege of participation in all extracurricular activities during the period of suspension or expulsion.

Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (Education Code 48900.5)

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion shall be used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to self or others.

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be those specified in law and/or administrative regulation.

Zero Tolerance

The Board supports a zero tolerance approach to serious offenses in accordance with state and federal law. This approach makes the removal of potentially dangerous students from the classroom a top priority and ensures the standardized treatment of all students. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, Board policy, and administrative regulation as cause for suspension or expulsion.

Student Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices and appeals as specified in administrative regulation and/or law. (Education Code 48911, 48915, 48915.5)

Supervised Suspension Classroom

The Board recognizes that students who are suspended from school often have no supervision or guidance during the school hours when they are off campus and may fall behind in the coursework. The Board believes that, in many cases, it would be better to manage the student's behavior by keeping the student at school and providing him/her with supervision that is separated from the regular classroom.

The Superintendent or designee shall establish a supervised classroom suspension program which meets the requirements of law for students suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, who pose no imminent danger or threat at school, and for whom an expulsion action has not been initiated.

The Superintendent or designee shall examine alternatives to off-campus suspension and may

establish a suspension program which involves progressive discipline during the school day on campus; use of conferences between staff, parents/guardians and students; detention; student study teams or other assessment-related teams; and/or referral to school support services staff. The use of such alternatives does not preclude off-campus suspensions.

Required Parental Attendance

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise.

Whenever a student is suspended from class by a teacher because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities, or otherwise willfully defied valid staff authority, the teacher of the class from which the student was removed may provide that the student's parent/guardian attend a portion of a school day in the class from which the student was suspended. (Education Code 48900.1)

Before requiring parental attendance, the teacher shall make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher also may inform the parent/guardian about available resources and parent education opportunities. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

The teacher shall apply this policy uniformly to all students within the classroom. This policy shall apply only to a parent/guardian who lives with the student. (Education Code 48900.1)

When a teacher requires parental attendance, the principal shall send a written notice to the parent/guardian stating that his/her attendance is pursuant to law. (Education Code 48900.1)

The notice shall specify that the attendance may be on either the date the student is scheduled to return to class or within one week thereafter.

A parent/guardian who has received a written notice shall attend class as specified in the notice. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

The principal or designee shall contact a parent/guardian who does not respond to the request to attend school. The Board recognizes that parent/guardian compliance with this policy may be delayed, modified, or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get release time from work.

District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements. Parents/guardians shall be notified of this policy prior to its implementation. (Education Code 48900.1)

Decision Not to Enforce Expulsion Order

In cases where expulsion is mandatory pursuant to Education Code 48915(c), the enforcement of an expulsion order shall not be suspended by the Board. In all other cases of expulsion, the order for expulsion may be suspended by the Board, on a case-by-case basis, pursuant to the requirements of law.

Policy adopted: May 17, 2012 Moss Landing, California

Policy for Notifying Teachers of Dangerous Pupils

In order to fulfill the requirements made by Education Code 49079 and Welfare and Institutions Code 827 that state teachers must be notified of the reason(s) a student has been suspended. All information regarding suspension and expulsion is **CONFIDENTIAL**, is not to be shared with any student(s) or parent(s). Teachers are asked to secure the information so students and others may not view it.

Pursuant to Education Code 48267, the Monterey County Probation Department notifies the Pupil Personnel Division of North Monterey County Unified School District regarding students who have engaged in certain criminal conduct. This information is forwarded to the school principal who is responsible for prompt notification of the student's teachers, consistent with NMCUSD Administrative Regulation AR 0450 Philosophy, Goals, Objectives and Comprehensive Plans - **Comprehensive Safety Plan - Development and Review of Comprehensive School Safety Plan** and Board Policy | BP 4158 - **Employee Security**.

NMCUSD | AR 0450 Philosophy, Goals, Objectives and Comprehensive Plans

Development and Review of Comprehensive School Safety Plan

The school site council shall consult with local law enforcement in writing and developing the comprehensive school safety plan. When practical, the school site council also shall consult with other school site councils and safety committees. (Education Code 32281, 32282)

The school site council may delegate the responsibility for developing a comprehensive safety plan to a school safety planning committee. This committee shall be composed of the following members: (Education Code 32281)

6. The principal or designee
7. One teacher who is a representative of the recognized certificated employee organization
8. One parent/guardian whose child attends the school
9. One classified employee who is a representative of the recognized classified employee organization
10. Other members, if desired.

Before adopting its comprehensive safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the plan. (Education Code 32288) The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education Code 32288)

1. The local mayor
2. A representative of the local school employee organization
3. A representative of each parent organization at the school, including the parent teacher association and parent teacher clubs
4. A representative of each teacher organization at the school (cf. 4140/4240/4340 - Bargaining Units)
5. A representative of the school's student body government
6. All persons who have indicated that they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code 32288)

4. Representatives of local religious organizations
5. Local civic leaders
6. Local business organizations

Content of the Safety Plan Each comprehensive safety plan shall include an assessment of the current status of school crime committed on campus and at school-related functions. (Education

Code 32282) The assessment may include, but not be limited to, data on reports of school crime, suspension and expulsion rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety. The plan also shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including all of the following: (Education Code 32282)

12. Child abuse reporting procedures consistent with Penal Code 11164
13. Routine and emergency disaster procedures including, but not limited to:
 - a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act (cf. 6159 - Individualized Education Program)
 - b. An earthquake emergency procedure system in accordance with Education Code 32282 (cf. 3516 - Emergencies and Disaster Preparedness Plan) (cf. 3516.3 - Earthquake Emergency Procedure System)
 - c. A procedure to allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
14. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations
15. Procedures to notify teachers of dangerous students pursuant to Education Code 49079.
16. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4.
17. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel".
18. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school
19. A safe and orderly school environment conducive to learning.
20. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5.
21. Hate crime reporting procedures.

Among the strategies for providing a safe environment, the school safety plan may also include:

11. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution.
12. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations.

13. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education, character/values education, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence.
14. Parent involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus.
15. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students.
16. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction.
17. Procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of the school.
18. Procedures for receiving verification from law enforcement that a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime.
19. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for the closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus.
20. Crisis prevention and intervention strategies, which may include the following:
 - a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate
 - b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)
 - c. Assignment of staff members responsible for each identified task and procedure
 - d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
 - e. Coordination of communication to schools, Governing Board members, parents/guardians, and the media
 - f. Development of a method for the reporting of violent incidents
 - g. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling
22. Staff development in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan.

Regulation approved: May 17, 2012 Moss Landing, California

North Monterey Co USD | BP 4158 Personnel **Employee Security**

The Governing Board desires to provide a safe and orderly work environment for all employees. As part of the district's comprehensive safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for providing them with necessary assistance and support when emergency situations occur.

Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. The Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace. In addition, the Superintendent or designee may initiate legal proceedings against any individual to recover damages for injury caused by the willful misconduct of that individual to the person or property of an employee or another person on district premises.

The Superintendent or designee shall ensure that employees are trained in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques, and crisis resolution.

The Superintendent or designee also shall ensure that employees are informed, in accordance with law, of crimes and offenses committed by students who may pose a danger in the classroom.

The Superintendent or designee may make available at appropriate locations, including, but not limited to, district and school offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

Use of Pepper Spray Employees may not carry or possess pepper spray on school property or at school activities. On a case-by-case basis, however, the Superintendent or designee may allow an employee to possess pepper spray that meets the requirements of Penal Code 12403.7 when justified by unusual dangerous circumstances. Any employee who is negligent or careless in the possession or handling of pepper spray shall be subject to appropriate disciplinary measures.

Reporting of Injurious Objects

The Board requires employees to take immediate action upon being made aware that any person is in possession of an unauthorized injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the potential danger involved and, based upon this analysis, shall do one of the following:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately call 911 and the principal. When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

Policy adopted: May 17, 2012 Moss Landing, California

Discrimination and Harassment Policies

The following North Monterey County Unified School District Board Policies address discrimination and harassment:

BP 5145.3 Nondiscrimination/Harassment

BP 6163.4 Student Use Of Technology

BP 0410 Nondiscrimination In District Programs And Activities

BP 5145.7 Students - Sexual Harassment

North Monterey Co USD | BP 5145.3 Students **Nondiscrimination/Harassment**

The Governing Board desires to ensure equal opportunities for all students in admission and access to the district's educational programs, guidance and counseling programs, athletic programs, testing procedures, and other activities. District programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group identification, race, national origin, religion, color, physical or mental disability, age, or sexual orientation.

The Board prohibits discrimination, intimidation, or harassment of any student by any employee, student, or other person in the district. Prohibited harassment includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the purpose or effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects the student's educational opportunities.

School staff and volunteers shall carefully guard against segregation, bias, and stereotyping in the delivery of services, including, but not limited to, instruction, guidance, and supervision.

The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

Students who engage in discrimination or harassment in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in harassment or prohibited discrimination shall be subject to disciplinary action, up to and including dismissal.

The Board hereby designates the following position as Coordinator for Nondiscrimination to handle complaints regarding discrimination and harassment and inquiries regarding the district's nondiscrimination policies: Chief Human Resources Officer 8142 Moss Landing Road Moss Landing, CA 95039-9617 (831) 633-3343

Any student who feels that he/she has been subjected to discrimination or harassment should immediately contact the Coordinator, the principal, or any other staff member. Any student or school employee who observes an incident of discrimination or harassment should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Upon receiving a complaint of discrimination or harassment, the Coordinator shall immediately investigate the complaint in accordance with site-level grievance procedures specified in AR 5145.7 Sexual Harassment.

The Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination or harassment, and the resources that are available to students who feel that they have been the victim of discrimination or harassment. The district's policy may also be posted on the district website or any other location that is easily accessible to students.

North Monterey Co USD | BP 6163.4 Instruction **Student Use Of Technology**

The Governing Board intends that technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with district regulations and the district's Acceptable Use Agreement.

Before a student is authorized to use the district's technological resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the district's technological resources and to help ensure that the district adapts to changing technologies and circumstances.

Use of District Computers for Online Services/Internet Access The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced.

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

The Superintendent or designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.

Policy adopted: May 17, 2012 Moss Landing, California

North Monterey Co USD | BP 0410 Philosophy, Goals, Objectives and Comprehensive Plans

Nondiscrimination In District Programs And Activities

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act. The Superintendent or designee shall ensure that the district provides auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, note takers, written materials, taped text, and Braille or large print materials.

Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program or meeting.

The Superintendent or designee shall notify students, parents/guardians, employees, employee organizations and applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination. Such notification shall be included in each announcement, bulletin, catalog, application form or other recruitment materials distributed to these groups.

The Superintendent or designee shall also provide information about related complaint procedures.

In compliance with law, the district's nondiscrimination policy shall be published in the individual's primary language to the extent practicable.

Policy adopted: May 17, 2012 Moss Landing, California

North Monterey Co USD | BP 5145.7 Students - **Sexual Harassment**

The Governing Board is committed to maintaining an educational environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students by other students, employees, or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in district complaint processes.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made.

Complaint Process Any student who feels that he/she is being or has been sexually harassed by a school employee, another student, or a non-employee on school grounds or at a school-related activity (e.g., a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

Disciplinary Actions - Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in the schools.

Policy adopted: May 17, 2012 Moss Landing, California

Dress Code

Elkhorn School Dress Code

Students at Elkhorn School are expected to come to school dressed in clothing that is clean, comfortable, and appropriate. Clothing should reflect their role as responsible students. **Inappropriate school attire is clothing which interferes with normal school activities (including P.E.), presents a safety problem, or is a distraction to student learning.** Students must follow the following guidelines:

1. Students must wear shoes - slippers, high-heeled, strapless or open-toed sandals are not appropriate. No shoes with wheels allowed.
2. Students may not wear clothing that is revealing. No excessively short skirts or shorts. Shirts or blouses must be buttoned /zipped and the length must be beyond the belt level. No tank tops.
3. Pants should be the correct size and worn with a belt if loose fitting. **NO SAGGING OR BAGGY PANTS ALLOWED. The cuff of the pants should not drag on the ground.**
4. Clothing may not reflect blatant gang colors (blue and red) or gang-related markings or styles.
5. Any clothing which is controversial /obscene or displays references to illegal substances, alcohol, tobacco, or gang-related symbols or slogans is not allowed.
6. Hats and baseball caps may not be worn inside buildings. Hats and baseball caps must be worn with bill facing forward.
7. Please reserve make-up, excessive jewelry, and artificial nails for home use.
8. Spray-on temporary hair colors are not allowed.

If students violate the dress code:

- * parents will be notified and may be asked to bring a change of clothing; or
- * for repeated violations – the principal will hold a conference with the parent and student.

North Monterey Co USD | BP 5132 Students **Dress And Grooming**

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

Gang-Related Apparel

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

Uniforms

In order to promote student safety and discourage theft, peer rivalry and/or gang activity, the principal, staff and parents/guardians at a school may establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

If a school's plan to require uniforms is adopted, the Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

Policy adopted: May 17, 2012 Moss Landing, Californ

Ensuring a Safe and Orderly Environment

Component 1: People and Programs

Overall goal: Create a “safe and orderly environment” in the classroom and school-wide that stops negative behavior, increases learning time, develops positive relationships and teaches students responsibility utilizing the “I Understand” program.

Objective 1.1: Increase opportunities for students to “take control” of their behavior and build their level of responsibility within and outside the classroom.

As a result of increased opportunities for student responsibility, there will be reduced disruptions in the classroom, and increase in student on-task behavior, and a decrease in referrals to the office.

Related activities:

- Staff will continue to develop and implement individual classroom behavior management plans through a school-wide training for certificated staff.
- Staff will work together with colleagues to reinforce the school-wide program on an ongoing basis.
- Staff will work with students’ parents towards managing and preventing behavior problems that occur throughout the school day.

Persons responsible: Principal, Assistant Principal, teachers, classified staff, students, and parents

Timeline: Ongoing

Objective 1.2 Elkhorn School will continue to promote a safe, nurturing, and respectful school environment for all students, staff, and community members.

As a result of this emphasis, there will be a 25% improvement on the part of students and staff in the responses related to safety, belonging, caring, trust and equity on the Safe School and Healthy Kids surveys and School Climate Survey.

Related activities:

- Continue to discuss and practice school norms
- Continue to discuss and implement, “I understand” school wide behavior policy.
- Provide opportunities for students to discuss and role- play the rules and respectful interactions
- Continue to “check in” and dialogue with all staff and parent groups regarding our progress toward school climate goals
- Continue recognition programs such as spirit assemblies and award certificates

- Character trait of the month and theme for the month will be encouraged throughout the school and the focus of the spirit assemblies and student of the month award recipients.
- Provide training and assemblies for students on tolerance, respect and diversity
- Provide community building and service activities such as Food Drive and Beautification Day

Persons responsible: Administration, office staff, school staff

Timeline: ongoing

Budget: PTG for awards at assemblies

Objective 1.3- Increase parental involvement and decision making at Elkhorn School.

As a result of these efforts, there will be increased participation at school events and meetings, as well as increased understanding and input regarding school goals and programs.

Related activities:

- Work with existing parent groups to acquaint parents with School Plan goals, areas of focus, and current successes and challenges
- Work with parent leaders to develop outreach system to other parents
- Continue to focus on providing a welcoming environment for all community members
- Provide opportunities for parents to meet socially via school events

Persons responsible: Administration, staff, and parents

Timeline: Ongoing

Component 2:Place

Goal: Provide a safe and secure campus for students, staff, and parents.

Objective 2.1 Increase safety procedures regarding student and visitor entry and departure.

As a result of these modifications, staff and parents will report a 75% improvement on safety measures for monitoring access to our school.

Related activities:

- Lock gates at all school entrances near cafeteria, D9, and near garden during school hours.
- Follow newly designed drop off procedures for our parking lot to ensure student safety and less disruption to the outside school community during drop off time in the morning
- Utilize one main entry to campus; close doors by kindergarten wing.
- Communicate changes to parents via newsletter and direct mailing

Persons responsible: Administration and custodial staff

Timeline: 2015-16 school year

Objective 2.2 Implement regular safety drills

Related activities:

- Hold scheduled and non-scheduled drills. Convene safety committee to provide feedback on modifications needed.
- Implement student and staff identification cards for all persons present on school campus.
- Continue to work with district to monitor phone systems and intercom communication procedures
- Continue to work with local emergency personnel on safety procedures and protocol during an emergency situation
- Ensure that all teachers have and use accountability boards to their fullest potential to ensure that all students are accounted for in times of emergencies
- Ensure that all staff signs in and out daily to increase accountability of adults on campus.

Persons responsible: Administrators

Timeline: Ongoing

Objective 2.3- Reduce incidents of accidents on campus. Provide quick and effective response to injured students

As a result of this emphasis, there will be a 25% decrease in the number of serious playground accidents.

Related activities:

- Provide regular on-going yard duty training
- Provide “I Understand” training for yard duty supervisors and office personnel
- Continue to work to enforce school wide rules
- Provide optional CPR and First Aid training and certification for all staff members
- Provide yard duty supervisors with proper equipment to handle minor injuries throughout the school.

Persons responsible: Administrators, district office personnel

Timeline: Ongoing

Objective: 2.4 Maintain a safe parking lot area

Related activities:

- Implement check out procedures consistently, being sure to check and validate identification for early drop off and maintain school personnel in the cafeteria during end of day dismissal and verification of parents as they sign students out
- Consider stationing school personnel in parking lot to direct traffic and prevent potential accidents, however will be monitored by school personnel during the egress of students daily
- Continue to work with community and highway patrol to solve parking lot problems and issue citations if necessary
- Institute new parking lot regulations and modifications, of which will hopefully decrease the backup and chaos during drop off times in the morning
- Paint fire lanes at two major gated areas to ensure that cars are not parked and blocking fire lane entrances in parking lot

Persons responsible: School staff and administration

Timeline: Ongoing

School Rules and Discipline Procedures

North Monterey County Unified School District Board Policies address discipline procedures to be followed in the case of unacceptable actions by students against persons or property. These policies also protect the constitutional rights of students. In recent years the courts have emphasized the constitutional principle that students do have certain rights when they attend our schools. Such rights include freedom of expression, speech, and equal educational opportunity. Along with these rights come additional responsibilities on the part of the students. The staff of the school system will work with the students to help them understand their rights and responsibilities and to grow to maturity with additional respect for fairness, justice and truth.

Students are suspended or expelled from school or school activities to protect the physical safety of other students or staff or to ensure that classroom instruction is continued without interference. The general safety, well-being, and educational goals of all students must be considered along with the rights and responsibilities of each individual.

California law permits suspension from school and school activities for a period of five days, except while waiting for action by juvenile court or the Board of Trustees, when time may be extended.

In expulsion cases, a full hearing is given to each student by the Board of Trustees. The facts of each case are carefully reviewed in this hearing and by the Board of Trustees. Final action is taken by the Board of Trustees in open session.

Expected Student Behavior

The Board of Trustees of North Monterey County Unified School District, in support of public education and the exercise of general supervision of district schools, believes that the conduct of students must establish an educational climate conducive for the furtherance of educational opportunities for youth and the promotion of learning. For this purpose, the people of the State have empowered local boards of education to regulate student conduct.

The governing board of any school district shall prescribe rules not inconsistent with law or with the rules prescribed by the State Board of Education, for the government and discipline of the schools under its jurisdiction. (E.C. 35291) All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools. (E.C. 48908)

There is a place and an appropriate educational program in our schools for every student interested in pursuing an education. The law requires attendance of youth between certain ages and the public has, through numerous legislative enactments, expressed its will that educational opportunities shall be provided for all.

Rules and Regulations

Rules and regulations are established to maintain an atmosphere conducive to learning. Students who fail to comply with these rules and regulations will be counseled, reprimanded, suspended, expelled, and/or arrested as the laws are applied.

Suspension shall be imposed only when other means of correction fail to bring about proper conduct, provided that a pupil may be suspended for any of the reasons enumerated in E.C. Sections 48900 (a-s), 48900.2, 48900.3, 48900.4, 48900.7, 48901.5 and sections of 48915 upon a first offense.

a) The principal may recommend a pupil's expulsion for any of the acts enumerated in Section 48900 and in sections of E.C. 48915.

b) Upon recommendations by the principal or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil violated E.C. Sections 48900 (a-s), 48900.2, 48900.3, or 48900.4, 48900.7; and that other means of correction have repeatedly failed to bring about proper conduct, or due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others and that other means of correction are not feasible. The governing board shall order expulsion for violation of E.C. 48915 (c-1) to (c-5).

CAUSES FOR DISCIPLINARY ACTION

VIOLATIONS RELATING TO PERSONS

ABUSE / HARASSMENT, THREATS OR INTIMIDATION (physical or verbal attack on district employee or student) (E.C. 44810, 48900 (a)(1), (a)(2), 48900 i and o, 48900.4, 48900.7; P.C. 71)

ASSAULT AND BATTERY (assault or battery upon another student or upon school personnel; threat of force or violence toward school personnel, at any time or place related to school attendance or functions) (E.C. 44014, 44810, 48900 (a)(1), (a)(2), 48915 (c-2), (a-1), (a-2), (a-5); P.C. 240-243, 245)

BUS CONDUCT (continued disorderly conduct or persistent refusal to submit to authority of the driver) (C.A.C. 14103)

DEFIANCE, DISRESPECT, ETC. (insubordination or defiance toward school employees, either in language or action) (E.C. 48900 k; 48908)

ELECTRONIC LISTENING OR RECORDING DEVICE (It is the students' responsibility to make sure that all devices, including cell phones, are turned off and secure during the official school day. use of all electronic communication devices, without prior consent of the principal, is prohibited. (E.C. 51512, 48901.5)

EXTORTION / ROBBERY (taking possessions from another person by threat or force) (E.C. 44014, 44810, 48900 (a)(1), (a)(2), e and g, 48915 (a-4); P.C. 240, 241, 524)

FIGHTING (involvement in fighting either in groups, gangs, or as an individual on school premises or elsewhere under authority of school personnel) (E.C. 32210, 44807, 44810, 48900 (a)(1), (a)(2), 48915 (a-1))

FORGING (forging notes, signatures, excuses or other school documents) (E.C. 48900 k; P.C. 470)

GAMBLING (any betting, gaming played with cards, dice, coins, or other items of value is prohibited) (P.C. 330)

HAZING / HATE VIOLENCE (committing any act that injures, degrades, or disgraces any fellow student or person attending the institution) (E.C. 32050-32051; 48900 q; 48900.3; 233) (Ref. 610R Admin. Code and AB 1785).

KEYS (illegal possession, unauthorized use or duplication of keys to school buildings or premises) (P.C.469)

RECEIVING STOLEN PROPERTY (knowingly received stolen school property or private property) (E.C.48900 l)

SECRET CLUBS (membership on school campus prohibited) (E.C. 48900 k)

SEXUAL HARASSMENT/ASSAULT (unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting) (E.C. 48900.2, 212.5, 48915 (c-4))

STEALING (stealing school property or from persons while on school property or at school sponsored events) (E.C. 19911, 35291, 44807, 48900 g; P.C. 484-485)

TARDINESS/TRUANCY (late to class; missing class(es) illegally) (E.C. 48260-48262)

VEHICLES (failure to observe posted traffic and parking regulations) (V.C. 21113, 42001)

OTHER OFFENSES (serious infractions of behavior standards, not identified above, inimical to the welfare of the school, including buildings, property, staff, students or other personnel during the school day or while in attendance at school functions) (E.C. 48212, 48900 (a)(1) to 48900 o, 48915)

VICTIMS OF VIOLENT CRIMES

Victims of violent crimes, while in or on school grounds, will have the option of an intra-district transfer. Incidents will be reviewed on a case-by-case basis to determine whether a student is the victim of a violent offense as provided for in the California *Penal Code*.

VIOLATIONS RELATING TO STUDENT EXPRESSION

LEWD OR LASCIVIOUS ACTS (engaging in or performing lewd or lascivious acts on school grounds or at school sponsored activities) (P.C. 314)

PROFANITY/VULGARITY (continual or habitual use of profanity or vulgarity) (C.A.C. 300; E.C. 48900 l)

VIOLATIONS RELATING TO CAMPUS DISTURBANCE

FALSE FIRE ALARMS (willfully tampers with any fire alarm equipment or deliberately sounds a false fire alarm) (E.C. 48900 k; P.C. 148.4)

LOITERING (persons on school premises unlawfully) (P.C. 653 g)

PICKETING (persons posted to affect the school) (P.C. 407, 409)

SIT-INS, WALK-ONS, ETC. (violations of rules governing lawful assemblage on school grounds or at school events; failure to disperse) (PC. 407, 409, 416, 420 j, p, 626.2, 626.4, 626.6, 626.8)

TRESPASSING / FORCED ENTRY (trespassing or forced entry with respect to school buildings or school events) (E.C. 32210, 44810; P.C. 902 p, 626.8)

UNAUTHORIZED VISITORS (persons who come into any school building or onto any school ground or adjacent areas without lawful business thereon) (E.C. 44810; P.C. 626.8, 647 b, 653 g)

VIOLATIONS RELATING TO PROHIBITED ITEMS

ALCOHOL / INHALENTS (use or possession on school campus or at school sponsored events) (B. & P.C. 25608, 25658, 25662; C.A.C. 14251; E.C. 48900 c, 48915 (a-3); P.C. 647 e)

CHEMICAL SPRAYS (possession of or use of any chemical weapon) (E.C. 48900 b; P.C. 12403.7 (4))

DRUGS / NARCOTICS (use, possession or sale of narcotics or other hallucinogenic drugs or substances or any other controlled substances on school grounds or elsewhere under the authority of school personnel) (E.C. 48900 c, 48915 (a-3), (c-3); H. & S. C. 11350, 11353, 11354, 11357, 11359, 11361, 11377, 11378, 11380; P.C. 647 e)

Offered, arranged or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance, or material in lieu of the substance. (E.C. 48900 d; H. & S. C. 11382)

DRUG PARAPHERNALIA (possession of, offered, arranged, or negotiated to sell drug paraphernalia) (E.C. 48900 j)

ELECTRONIC SIGNALING DEVICES (use of any electronic signaling device is prohibited during the official school day, except for health reasons when prescribed by a licensed physician and approved by school administration) (E.C. 48901.5)

TOBACCO (use or possession of tobacco or any products containing tobacco or nicotine products on school grounds or elsewhere while under the authority of the school) (E.C. 48900 h; 48901)

WEAPONS OR THREAT THEREOF (possession, sale or furnishing of any firearm (gun), knife, explosive, or other dangerous object of no reasonable use to the pupil at

school, or at a school activity off school grounds) (C.C. 1714.1, 1714.3; E.C. 48900 b, 48915 (a-2), (c-1), (c-2); P.C. 245. 626.9, 626.10, 653 k, 12020, 12021.2, 12301)
Possession of an imitation firearm (gun). (E.C. 48900 m)

SEARCH AND SEIZURE (personal or private property on school grounds, adjacent to the school, or while under the authority of school personnel, is subject to search and seizure by school officials) (E.C. 493331; H.& S.C. 11364.7, 11471)

LASER POINTERS OR LASER DEVICES (possession, sale or the furnishing of any device that conducts a laser beam such as a laser pointer is strictly prohibited.) (E.C. 48900B)

VIOLATIONS RELATING TO PROPERTY

BOMB THREATS (false report that a bomb or other explosive has been placed in school buildings or on school grounds) (L.C. 3367; P.C. 148.1)

DEFACING OR DAMAGING SCHOOL PROPERTY (VANDALISM) (acts which endanger life of students, employees or visitors or result in damage to school buildings, school property including electronic files and databases or possessions of students, staff members or visitors; parent or guardian is responsible for damages) (C.A.C. 305, C.C. 1714.1; E.C. 19910, 48900 f, 48904; G.C. 6201, 53069.5, 53069.6; P.C. 451, 452, 594, 594.5, 602 j)

FIRES, EXPLOSIVES OR THREAT THEREOF (fires or explosives which threaten or cause serious damage to human life or property on campus or at school sponsored events; parent or guardian is responsible for damages) (E.C. 48900 (a)(1), b, 48904, 48915 (a-2); H & S.C. 12304-12306; P.C. 451, 452)

DEFINITION OF TERMS

PROBATION: Placing a student on a trial basis because of prior conditions; must meet specified conditions for a given period of time.

TRANSFER TO ANOTHER CLASS / SCHOOL: A student may be transferred to another class in the same school. A student may be transferred to another school; this decision follows a hearing at the school, or district office.

DETENTION: Keeping a student in custody for a defined period of time in special rooms under staff supervision.

PARTICIPATION DENIAL: Preventing the student from participating in school activities.

SUSPENSION: Temporary denial of class and/or school attendance for causes of action committed on school property, school buses, at school functions, or elsewhere. Usually students are referred by teachers to the appropriate administrator for disciplinary actions if the students are unresponsive to normal classroom and/or school expectations of behavior.

EXPULSION: Action by the Board of Trustees to deny the right of school attendance with a time limit. (E.C. 48915-48918)

EXEMPTION: Action to eliminate the requirement of compulsory school attendance; not related to misconduct. (E.C. 48220, 48221, 48410)

EXCLUSION: Action by the Board of Trustees to discontinue attendance for either a definite or indefinite period of time. (E.C. 46010.5, 48211, 48212)

EXTRA-CURRICULAR ACTIVITIES

Participation and/or attendance at extra-curricular activities is considered a part of the educational program for students. Participants carry extra responsibilities as representatives of their schools. Student conduct rules also apply to extra-curricular activities. Penalties in most cases will require some loss of participation privileges. Disciplinary action procedures outlined in the adopted code will be followed by the member schools in order that each case might be evaluated individually as prescribed by the Board.

STUDENT EXPRESSION

Students have the right to exercise free expression; however, student expression, assemblage and/or publication distribution shall not materially disrupt class work, involve substantial disorder, or invade the rights of others.

ENFORCEMENT

The certificated staff of the schools and the district shall enforce all school regulations as prescribed by law and Board regulations. The administration of each school shall enforce the Board adopted regulations to maintain proper conditions for the safety, health and physical wellbeing of all persons on campus and elsewhere while engaged in school-sponsored activities.

Suspension of students will be ordered by the principal. Expulsions may be ordered by the Board of Trustees when charges are substantiated after a proper hearing.

Should the student be expelled by the Board of Trustees of North Monterey County School District, the action may be appealed by the student or parent to the County Board of Education.

The Monterey County Sheriff is available on an as-needed basis.

RIGHTS AND RESPONSIBILITIES

In our form of government the judicial system interprets the law and its applications and orders compliance with its interpretations. Judicial decisions have constantly supported the authority of the State and of school officials to prescribe and control conduct in the schools. This has been extended from control of students while on the school grounds

to also maintaining order at other events, such as athletic contests. In recent years, however, the courts have recognized the student's legitimate right to a public education, which is protected by the Due Process Clause of the Constitution of the United States. This right cannot be taken away for misconduct without adherence to the minimum procedures required by that clause.

The U.S. Supreme Court has made clear that students cannot collide with the rights of others without expecting a penalty. "But conduct by the student, in class or out of it, which for any reason - whether it stems from time, place, or type of behavior - materially disrupts class work or involves substantial disorder or invasion of the rights of others is, of course, not immunized by the constitutional guarantee of freedom of speech."

The role of the parent continues to be of primary importance in the education and control of the student. Parents are encouraged to help their youngsters by stressing the importance of a sound education and by forming a cooperative partnership with the schools to help guide and influence the education of all students.

CODE REFERENCE ABBREVIATIONS

B. P.C.	Business and Professions Code	G.C.	Government Code
C.A.C.	Calif. Administrative Code, Title 5	H. & S.C.	Health and Safety Code
C.C.	Civil Code	L.C.	Labor Code
E.C.	Education Code	P.C.	Penal Code
		V.C.	Vehicle Code

Student Handbook

The Student Handbook for Elkhorn Elementary School includes the Discipline Policy as it specifically relates to our students.

A Message from the Principal

Dear Parents and Students,

This handbook has been developed for your information. It should answer the many questions you may have regarding the new school year. Please pay close attention to the routines, procedures, and rules designed to maintain a safe and healthy learning environment for all students. You will want to keep this handbook accessible throughout the school year. You will find important information that you will want to refer to all year. When you (student and parent) have read and discussed the information contained in this handbook, please sign and return the last page to confirm that you have read and understood the information contained within the handbook.

You are welcome to call or visit the office if you have questions or concerns. The office hours are 7:30-4:30 p.m. when school is in session. Watch for the monthly newsletter for current events and information. We wish you a successful and safe year of learning at Elkhorn School.

Sandra Cuevas
Principal

Lorene Kiser
Vice Principal

Mensaje de la Directora

Estimados Padres y Estudiantes,

Esta libreta ha sido desarrollada para su beneficio. Debe contestar las preguntas distintas que tendrán en cuanto al nuevo año escolar. Por favor, presten atención cuidadosa a las rutinas, los procedimientos y las reglas diseñadas para mantener un ambiente seguro y saludable en el cual todos los niños pueden aprender con éxito. Va a querer guardar esta libreta para tener acceso a ella durante todo el año. Cuando ustedes (padre y estudiante) han leído y conversado en cuanto a la información que contiene esta libreta, por favor firmen y regresen la última hoja para confirmar que ustedes leyeron y entendieron la información incluida.

Ustedes están bienvenidos a llamar o visitar la oficina si tienen alguna pregunta o preocupación. Las horas de la oficina son de 7:30 a.m. a 4:30 p.m., cuando la escuela está en sesión. Manténganse en expectación del boletín mensual. Este contiene los eventos y la información reciente. Les deseamos mucho éxito en este año de aprendizaje en la Escuela Elkhorn.

Sandra Cuevas
Directora

Lorene Kiser
Subdirectora

GENERAL INFORMATION

In an effort to increase student safety at Elkhorn, we follow procedures for student drop-off in the morning and pick-up in the afternoon. The side doors outside of A1, Kindergarten classroom, are closed at 8:45 a.m. and are not used as an entrance/exit to the school, except in an emergency. We ask that all parents/guardians and other visitors enter the school campus through the main doors in front of the office after 8:45 a.m.

Arrivals

Students are not to arrive to school **before 8:00 a.m.** Students shall report to assigned areas before classes begin: Kindergarten-3rd grade - cafeteria, grades 4-5 upper playground, grade 6 upper field. Students must report to their classrooms at 8:45 a.m. Breakfast is served for **all students** at the beginning of the school day. **NO supervision is provided prior to 8:00.** If you have a need for childcare, there is an extended care program, Kid Zone, located on campus (633-2213).

Unloading Buses

Students exiting school buses must stay behind the white lines and proceed to their designated play area prior to the start of school. Students arriving on late buses should go directly to class.

Parent Transportation

Parents choosing to **drop off** students must use the designated **CAR LANE** for **drop-off**. Students are to be dropped off in the drop off zone which is in front of the brick wall and flag pole in front of the school. Children being dropped off will enter the school through the main entrance and report to their assigned areas until the bell rings. Please make sure to use the crosswalks that are in the parking lot to cross through the parking lot. **Students under no circumstance should walk across the parking lot by themselves.**

Dismissals

End of Day

If you are picking up your child, it is advisable to come early to find a space in the parking lot. Please follow these procedures to ensure that all Elkhorn students are picked up in a safe and orderly manner after school:

- Please **wait for your child in the cafeteria until dismissal time and sign him/her out.** **Do not** pick up students from the classroom or wait for them in the hallways or playgrounds. This creates traffic jams!
- Use the door marked “Entrance”, in front of the girls’ bathroom, to enter the cafeteria.
- After signing your child out, sit at the table designated for your child’s grade level.
- With your child, exit through the door marked “Exit”, in front of the boys bathroom.
- When you re-enter the parking lot, **use the crosswalk.** DO NOT walk between buses.
- The cafeteria door to the bus lane is **ONLY** for **Pre-School** access to buses for student drop-off.

Students who have already boarded a bus must be signed out in the office if an authorized adult takes him/her from the bus.

Early Pick Ups

Please attempt to schedule your child's appointments after the school day. If it is necessary to pick up your child early please go to the office and sign him/her out. Teachers will not release students from classrooms. Parents of students who regularly leave school before the completion of the school day will be contacted by the vice principal/attendance clerk to resolve the issue.

Attendance/Tardies

Regular and prompt attendance is expected of all students. Students who are late miss opening activities and may have difficulty managing the daily routine. The school only receives funds for students who are present. Absences require a note or phone call. The office would appreciate a phone call the morning of the day your child is absent or a note to the office the following day.

Students who arrive **after 8:45 a.m.** are late and must report to the school office, where their tardiness will be recorded and a blue slip will be issued to them. Excessive or chronic tardiness will be reported to parents and the District Attorney's Office, as required by law. **It is your legal responsibility as a parent to have your child at school on time daily.**

Bus Use

Transportation provided by the North Monterey County Unified School District is a privilege, and cooperation and respect are expected by all drivers to ensure safety for all students. If a student is warned by the driver and continues to abuse this privilege, the bus driver will write out a bus ticket that is sent home with the student. Suspension of bus use is a consequence of chronic misbehavior. School bus conduct rules and the bus ticket policy are included in the back of this handbook.

Student Pick Up From School and Bus Stop Pick Up

Please be advised that your child will not be able to be picked up from school or bus stops by anyone who is not on your emergency contacts. You can add as many people as you would like to your emergency contacts. **Notes or phone calls from parents asking for children to ride home to a different bus stop or go home with another child will no longer be accepted if the adult where the student is going is not on the emergency contact list.**

Field Trips

Parents will be asked to sign a district field trip permission form **prior to each** field trip during

the school year. Students without a signed permission form will not be allowed to attend the field trip. Parents driving private cars need to make arrangements with the office prior to the day of the trip.

Use of Telephones

Students' use of phones is limited to emergency situations only. Forgetting homework, projects, books, or wanting to go to a friend's house are not emergencies. The staff would appreciate parents reinforcing this at home, because school phones are usually busy and lines are limited.

We are unable to send messages to students during class time, except when there is an emergency. All students should leave home with an understanding of what they are to do during or after school. We do our best not to interrupt instruction. Students can call home only in an emergency. Students cannot call home for homework, etc., unless a teacher has requested that he/she do so.

School Emergency Plans

All staff will remain at school until all children are released to a parent or guardian. Emergency services (ambulance, fire, and police) will be called immediately in an emergency.

No students will be released to anyone other than his/her own parent or guardian, unless consent is received in writing or by phone, except in circumstances where the best interest of the student would be served by doing otherwise in the judgment of school officials.

Please discuss emergency procedures with your child. **Make sure that the office has your current home and work phone number, address, and an emergency phone number or contact person.**

Monthly drills to practice procedures for fire, earthquake, and unsafe conditions are held.

Instructional Program

Elkhorn School provides a rigorous academic program for all students. In English language arts Elkhorn staff uses the Pearson **Reading Streets** series for all grades. For Spanish reading we also use the Pearson **Calle de Lectura** series. The program **Language Central** is used for English Language Development. For math instruction teachers use the Houghton Mifflin **Expressions Common Core Mathematics** series. For social studies the Harcourt Brace **Reflections** series is used and McGraw Hill **Science** series is used for science.

Textbooks and Supplies

The North Monterey County Unified School District provides supplies and textbooks for the

educational program. Textbooks are lent to students for the school year. Any textbook or library book that is lost or damaged beyond a normal year's wear must be paid for by the student assigned to and responsible for that book.

We emphasize organization and study skills in all grades. Each student will need certain materials for learning that are grade level specific, but all Kinder through 6th grade students will need a backpack.

Dress Code

Students at Elkhorn School are expected to come to school dressed in clothing that is clean, comfortable, and appropriate. Clothing should reflect their role as responsible students. **Inappropriate school attire is clothing which interferes with normal school activities (including P.E.), presents a safety problem, or is a distraction to student learning.** Students must follow the following guidelines:

1. Students must wear shoes - slippers, high-heeled, strapless or open-toed sandals are not appropriate. No shoes with wheels allowed.
2. Students may not wear clothing that is revealing. No excessively short skirts or shorts. Shirts or blouses must be buttoned /zipped and the length must be beyond the belt level. No tank tops.
3. Pants should be the correct size and worn with a belt if loose fitting. **NO SAGGING OR BAGGY PANTS ALLOWED. The cuff of the pants should not drag on the ground.**
5. Clothing may not reflect blatant gang colors (blue and red) or gang-related markings or styles.
5. Any clothing which is controversial /obscene or displays references to illegal substances, alcohol, tobacco, or gang-related symbols or slogans is not allowed.
6. Hats and baseball caps may not be worn inside buildings. Hats and baseball caps must be worn with bill facing forward.
7. Please reserve make-up, excessive jewelry, and artificial nails for home use.
8. Spray-on temporary hair colors are not allowed.

If students violate the dress code:

- * parents will be notified and may be asked to bring a change of clothing; or
- * for repeated violations – the principal will hold a conference with the parent and student.

Cellular Phones

The use of cell phones during school hours is strictly prohibited. The availability of classroom telephones to provide outside access in case of emergencies eliminates the need for student-operated cell phones during school hours.

For family communication purposes, students may possess cell phones, but they may not be used during school hours. Neither the district nor its employees are responsible in any manner for their loss or damage. If disruptions occur during school hours because of student possession of a cell phone, it will be kept in the office or classroom until the end of the day or a parent picks it up.

Toys, Games, and Electronic Devices

Experience tells us that toys and other devices brought to school are frequently subject to damage or theft. Do not send these items to school. They cause a distraction in the classroom. IPODS, hand-held video games, cell phones, etc., will be kept in the office or classroom until the end of the day or until a parent picks them up. We greatly appreciate your support of this policy.

Lost and Found

The Lost and Found rack is located in the hallway outside of the cafeteria. Small items (pens, wallets, watches, etc.) are kept in the office. Please label your child's jackets and sweaters with his/her name.

Tobacco Free Policy

The Governing Board recognizes the health hazards associated with smoking and use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. For the purpose of this policy, smoking means all uses of tobacco, including cigar, cigarette, pipe, and chewing.

The Board prohibits the use of tobacco at any time in district-owned or leased buildings, on district property, and district vehicles, or within 100 feet of those.

This prohibition applies to all employees, students, visitors, and other person at any school or school-sponsored activity or athletic event. It applies to meetings on any property owned by the North Monterey County Unified School District.

HEALTH AND SCHOOL PRACTICES

Immunizations

Immunizations are required for all students attending public schools in the State of California. A copy of your child's immunization record will be required upon registration. No student will be admitted to a class without the proper documentation.

Head Lice

From time to time, a student will be discovered with head lice. The following procedures will be followed:

1. The affected student will be sent home with a parent.
2. Siblings of the affected child will be checked.
3. All students in the affected child's room may be checked.
4. Affected children will be permitted to return to school as soon as parents have taken all recommended steps to eliminate lice. It is not necessary to keep a child out of school for more than one or two days to eliminate live adult lice; therefore, any absence beyond two days will be considered unexcused.

Medication at School

We do not recommend student medications be brought to or dispensed at school. If your child must take medicine at school, please follow this procedure:

1. All medication dispensed at school must be approved by a student's physician.
2. A parent must bring the medication in the original container to the office.
Specific instructions are to be clearly written.
3. All medication is kept in the school office and dispensed by office personnel only.
4. Children are not to carry any kind of medication on their person, unless it is an inhaler or Epi pen for bee allergies.
5. By law, the school cannot administer non-prescription medication. This includes cough drops, aspirin, cough syrup, etc. These should not be sent to school.

Illness at School

Should your child become ill at school, we will notify you or the person designated on the emergency card. Thus, it is important that you keep your emergency card up to date.

Insurance

Despite all precautions, playground and classroom accidents do happen. The school does not provide

medical insurance for students who may be injured while at school. A student insurance plan is available for a reasonable fee. Forms are available in the office.

SCHOOL MEAL PROGRAMS

Breakfast

Breakfast is free of charge to all students. The breakfast will be served in the cafeteria or grade level designated area to your child between the hours of 8:05-8:40 am.

Lunch

Lunch is served daily for all students. A menu is sent home at the beginning of each month. Prices are subject to change.

Cost of lunch:	\$2.50
	\$0.30 milk only

Applications for free lunches are available in our office. There is a 10-day waiting period for applications to be processed. It is necessary to reapply each year. We encourage you to send a check to cover two weeks to a month of meals. This may be paid in the cafeteria any day before school starts. Our new computer system is equipped to facilitate this process. It also reduces the chance of lost lunch money.

Snacks

Students who bring snacks may eat them during recess while sitting on the bench. This is a safe practice and helps keep our campus clean. Healthy snacks such as fruit, crackers, and veggies are encouraged. **Candy, gum, sodas, and hot Cheetos or any other kind of spicy snacks are not allowed.** Please do not send beverages in glass containers.

STUDENT SERVICES

Library Books

Students may check out library books during their regularly scheduled library time. Students must pay for lost or damaged books. Library privileges will be taken away until lost or damaged books are paid for or returned. At the end of the school year, report cards will be held until all books are returned or paid for.

Student Success Team

This team consists of:

Principal

Classroom Teacher

Parents

Assistant Principal

Children who demonstrate special needs may be referred to the school's SST. A parent or any school staff member may make the referral. The team then meets with the parents to consider all the information and determine methods of meeting the child's needs. Possible recommendations may include: modification of classroom instruction, extra help by one of the specialists, counseling, or a combination of these and other services. Throughout the process, we keep parents involved.

School-Wide Positive Behavior Support

We are a School-Wide Positive Behavior Support School. It is our goal, through this program, to promote positive social skills and attitudes throughout the school.

Preschool

A preschool program is available for children 3 years 9 months through 4 years. For information please call: full day preschool - 633-8227, half-day preschool - 633-3135.

Kid Zone

This program is housed on the Elkhorn campus and is available to students for a fee. The hours are:

7:00 - 8:35 a.m. and 3:15 - 6:00 p.m. Monday, Tuesday, Thursday and Friday and 1:40 - 6:00 p.m. on Wednesday. For applications and information please call 633-2213.

STUDENT RECOGNITION

Student of the Month

During the school year, teachers select one or more students to be honored each month for excellence in academics, citizenship, and/or effort in the classroom. Students are acknowledged at the Spirit Assembly and in the monthly parent newsletter and students receive a certificate.

Awards Assembly

Students in grades 4, 5 and 6 are recognized at the end of each grading period for academic achievement, improvement, citizenship, and consistent attendance. An assembly is held in the cafeteria and families are invited to help celebrate their student's excellence. Watch the monthly calendar for dates and times.

Perfect Attendance

Every trimester, students with perfect attendance (which includes no lates or tardies) will receive an invitation to a special luncheon. Students will be recognized with lunch and an award. Luncheons will be announced on the monthly calendar.

Student Council

Fourth, fifth, and sixth grade students serve as representatives and officers in an organized student council. This group holds elections in the fall and manages various school-wide activities.

PARENT PARTICIPATION

Parent Volunteers/Visitors

If you would like to volunteer in your child's' class please stop by the office to pick up a volunteer clearance form. No one will be allowed to volunteer if they have not been cleared through the district office.

All volunteers/visitors must sign in at the office before entering any room. This is a safety precaution for the entire campus. A visitor's badge is given to each person who signs in. All parent volunteers are asked to sign in daily. Parents are invited to visit classrooms. However, as a courtesy to the teacher, it is required that you arrange a time for your visit. In order to maintain an appropriate learning environment for all students, younger siblings are not allowed in classrooms during school hours.

Parent / Teacher Group

Elkhorn School has a very active parent organization that has raised significant funds for students and staff. There are many ways you can participate with this outstanding group of parents. Monthly meetings are listed in the newsletter.

School Site Council

The School Site Council (SSC) is an elected committee composed of parents and school personnel whose chief function is advisory. Its primary duties are:

1. To assist in establishing and strengthening communication between the school and families in the school community.
2. Assisting in interpreting school needs and programs to the community.
3. Monitoring Categorical programs and funding that have been incorporated in the School Plan.

English Learners Advisory Council (ELAC)

Parents are invited to attend monthly meetings to contribute ideas and learn how to get involved with their child's education both at school and at home. The meetings are generally conducted in Spanish. Representatives to the District English Learners Advisory Council are elected each year.

School Safety Committee

Elkhorn has a safety committee that is made up of staff and parents or guardians. This committee meets to discuss school safety issues. Please look at school calendars for meeting dates.

STUDENT BEHAVIOR EXPECTATIONS AND DISCIPLINE PLAN

At Elkhorn School, every student shall be held to a high standard of behavior. The way one dresses, talks, and acts reflects upon oneself and the community. All staff members are responsible for monitoring the behavior of all students on our campus. We expect all students to accept personal responsibility for their actions. Elkhorn School practices the values of Trust, Respect, Responsibility, Family, and Caring. We implement the Positive Discipline approach and believe discipline provides an opportunity for learning. We teach problem solving skills to help our students take positive actions. We support students in developing pride in them and in their school.

School-Wide/Classroom Rules

1. Come on time and prepared
2. Follow instructions and procedures
3. Keep hands, feet, and objects to yourself
4. No teasing, bullying, or put downs
5. No foul language

Student Acknowledgements

1. Student of the Month/Spirit Assembly
2. Certificates for Good Citizenship
3. Certificates for Perfect Attendance
4. Classroom recognition

Classroom Discipline Policy

All classrooms adhere to the rules stated above. Each teacher posts the rules and develop specific procedures relating to their classroom. Students are aware of the consequences when they choose not to follow these rules. Classroom procedures are also on file with the Principal.

In addition to the five school rules, there are specific rules for certain areas of the school:

Cafeteria Rules

1. Walk calmly through the lunch line.
2. Use good table manners.
3. Talk softly to those near you.
4. Clean up your eating area before being excused.
5. Play outside, not inside.

Playground Rules

1. Be respectful of Yard Duty Supervisors.
2. Show consideration for others.
3. Play safely in designated areas.
4. Use playground equipment appropriately.
5. Eat snacks on the benches and dispose of trash correctly.

Restroom Rules

1. Use restrooms appropriately.
2. Respect the personal privacy of others.
3. Clean up after yourself.

The restrooms are not a play area. Use them only to take care of your personal toileting needs. Leave the restrooms clean.

Consequences for not following school rules:

1. Warning
2. 5 minute time-out
3. 10 minute time-out
4. Parent phone call
5. 20 minute in buddy room/Principal

*Severe Clause

In a severe behavior situations the student is sent directly to the office

Unacceptable Behavior (Severe) and Consequences

Consequences of the following actions may include: community service, writing letters of apology, removal of student from school activities, and/or in-school suspension.

1. Inappropriate attire;
2. Habitual misbehavior;
3. Gang-related behaviors; or
4. Disrupting school activities.

Repeated or more serious behaviors (as listed below) will result in the immediate referral to Administration and/or possible out-of-school suspension, police report or citation, expulsion from the school district.

1. Assault/battery or Fighting;
2. Possession of weapons (imitation or real);
3. Chronic or blatant profanity/obscenity;
4. Harassment, sexual or otherwise;
5. Bullying;
6. Irreparable property damage;
7. Chronic theft;
8. Possession or being under the influence of drugs or alcohol; or
9. Extreme defiance of authority.

Bus Ticket Policy for Elementary Schools

First Ticket

- A. Ticket is sent home to parents.
- B. The bus driver may give student an assigned seat.
- C. Parent conference may be required.

Second Ticket

- A. Ticket is sent home to parents.
- B. The bus driver will give student an assigned seat.
- C. Parent conference may be required.

Third Ticket

- A. Ticket is sent home to parents.
- B. Bus riding privileges suspended for 3 days.
- C. Parent conference may be required.

Fourth Ticket

- A. Ticket is sent home to parents.
- B. Bus riding privileges suspended for 5 days.
- C. Parent conference with school site administrator must take place prior to bus riding privileges being reinstated.
- D. Contract may be required.

Fifth Ticket

- A. Ticket is sent home to parents.
- B. Bus riding privileges suspended for 5 days.

- C. Parent conference with school site administrator must take place prior to bus riding privileges being reinstated.
- D. Contract required.

Note: The Transportation Director reserves the right to suspend a student's bus riding privileges **at any time** if the administration feels the student's behavior is compromising the safe operation of the vehicle.

When a student's bus riding privilege is suspended, all district bussing is included in the suspension:

1. Home to School
2. Athletics
3. Field trips

Hate Crime Policies and Procedures

North Monterey Co USD | BP 5145.9 Students **Hate-Motivated Behavior**

In order to create a safe learning environment for all students, the Governing Board desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. These efforts shall be focused on providing an efficient use of district and community resources.

The district shall provide age-appropriate instruction to help promote an understanding of and respect for human rights, diversity, and tolerance in a multicultural society and to provide strategies to manage conflicts constructively.

Policy adopted: May 17, 2012 Moss Landing, California

**Tolerance, Diversity and Hate-Motivated
Behavior**

**North County Unified School District
Reference BP 5220.5**

The District is committed to the acceptance of diversity and the promotion of tolerance, with the goal of enabling students to grow in their understanding of the rights and responsibilities required of people in a free and diverse society.

Notwithstanding the free speech rights set forth in District Policy 5570, every student has the right to be protected from hate-motivated behavior and statements that degrade individuals and groups on this [sic] basis of race, ethnicity, culture, heritage, gender, sexual orientation, physical or mental attributes, religious beliefs or practices. Such behavior will not be tolerated.

Approved 9/13/01

SUMMONING 911 EMERGENCY SERVICES
North County Unified School District
Reference AR 5560.3.

The principal or site manager has primary responsibility for deciding whether a 911 emergency exists. In his or her absence, the individual(s) on the scene must use his or her judgment as to whether a 911 call is necessary. In general, 911 should be called whenever a life is threatened.

A. MEDICAL EMERGENCIES: A 911 call is appropriate if an individual:

- Is not breathing
- Is bleeding excessively
- Is unconscious
- Is in non-life-threatening medical emergency and the parent or surrogate named on the emergency card cannot be located.

Note: Staff will continue to attempt to contact parent or guardian after 911 has been contacted.

B. LAW ENFORCEMENT: A 911 call is appropriate if an individual:

- Is loitering or trespassing and refuses to leave
- Is verbally or physically abusive
- Has a weapon on campus
- Is threatening to attack or has attacked
- Has committed a serious crime or one is in progress

CHILD ABUSE **MANDATED REPORTERS**

(Reference: Board Policy 4114, Penal Code 11166)

Employees who work with children are required by law to report known or suspected child abuse.

The law defines child abuse as:

Physical abuse: inflicted by other than accident means on a child.

Neglect: is negligent treatment or maltreatment of a child by a parent or caretaker under circumstances indicating harm or threatened harm to the child's health or welfare.

Child Sexual abuse: is defined as acts of sexual assault or sexual exploitation.

Emotional maltreatment: consist of emotional abuse and emotional deprivation, neglect that constitutes willful cruelty or unjustified punishment.

WHEN DO YOU REPORT?

Child abuse must be reported when one who is legally mandated reporter "...has knowledge of or observes a child in his or her professional capacity, or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse or neglect..." (P.C. 11166(a)).

CHILD PROTECTIVE SERVICES
HOTLINE 1-800-606-6618

SEXUAL HARASSMENT OF STUDENTS

North County Unified School District

Reference BP 5580.3

Sexual harassment is deemed to be vulgar and obscene and is unacceptable conduct. The District is committed to assuring that students are not subjected to it. Offenders will be disciplined, including dismissal or expulsion when appropriate. Individuals responsible for supervision of students are accountable for ensuring that students under their supervision are not subjected to sexual harassment, and managers must ensure that complaints of sexual harassment are handled sensitively and in confidence.

Sexual harassment refers to unwelcome sexual advances, unwelcome requests for sexual favors, and unwelcome verbal, visual or physical conduct of a sexual nature under any of the following circumstances:

1. When assenting to the conduct is either an explicit or implicit condition of a student's employment, evaluation, promotion, academic or extracurricular status.
2. When submission to or rejection of the conduct is used or threatened as a basis for an employment or academic decision affecting the victim.
3. When the behavior creates an intimidating, hostile or offensive work or academic environment, or substantially interferes with an individual's work or academic performance.
4. When submission to or rejection of the conduct is the basis for any decision regarding benefits, grades, honors, activities or programs.

**SEXUAL HARASSMENT
STUDENT COMPLAINTS**
North County Unified School District
Reference BP 5580.4.

Students who feel that they are being or have been sexually harassed are encouraged to inform the person(s) involved that the conduct is offensive and ask that it be stopped. If the conduct continues, or if the student chooses not to confront the person(s) involved, the following procedure will be followed:

LEVEL ONE: The incident of sexual harassment shall be reported by the student or his/her parent/guardian, to his/her principal within **five (5) days** of the alleged incident or within five (5) days of the date when the incident became known to the parent/guardian. This time limit may be extended by the principal for good cause.

***If the complaint is being made against the principal, see Level Two for complaint procedure.**

- Informed of their right to file a formal complaint using the District's uniform complaint procedure rather than this procedure.
- Within **ten (10) days** after receiving the complaint, investigate the allegation and take appropriate action. The student and/or parent/guardian will be notified of the action taken, except that individual rights shall be protected, in accordance with the law.

LEVEL TWO: If the complaint is not resolved to the satisfaction of the student or parent/guardian and further remedy is requested, send the written complaint forwarded to the Superintendent within **thirty (30) days** of the incident. This time limit may be extended by the Superintendent for good cause.

***If the complaint is being made against the Superintendent or a member of the Board of Trustees, see Level Three for complaint procedure.**

- The written complaint, at minimum, must provide the following information:
 - The name of the individual(s) involved.
 - A clear statement of the facts.
 - The specific remedy requested.

- Within **ten (10) days** after receiving the complaint, the Superintendent or her/his designee shall investigate, provide a written response to the student or parent/guardian, and take appropriate action. The student or parent/guardian shall be notified of the action taken, except that individual rights shall be protected, in accordance with the law.

LEVEL THREE: If the complaint is still not resolved to the satisfaction of the student or parent/guardian, the student and/or parent/guardian may appeal in writing within **forty-five (45) days** of the incident to the Board of Trustees. The appeal shall include copies of all correspondence and written material related to the complaint. This time limit may be extended by the Board for good cause.

- The Board shall hear the matter within **thirty (30) days** after receipt of the appeal and present its findings in writing within **ten (10) days** of the hearing.
- The student and/or parent/guardian shall be given a full and fair opportunity to present evidence relevant to the facts and may be represented by counsel at the hearing.
- The Board's decision shall be final.

DRESS CODE
North County Unified School District
Reference BP 5570.1

Students are expected to present a neat and orderly appearance, dressed in keeping with daily activities. The Board of Trustees considers dress to be an area of judgement to be exercised by the principal or designee. Details and specific rules that apply at a given school will be administrative decision with input from students (as appropriate to their ages), the staff and parents/guardians. Students uniform programs shall be subject to the approval of Board of Trustees, in accordance with the following guidelines:

1. Evidence must be presented to the Board that a two-thirds of the parents responding to a survey within the school community support the proposed uniform policy.
2. If the uniform will not be optional, evidence must be presented that the cost of outfitting students in the uniform is within the means of all parents, or that provisions will be made to assist parents who cannot afford the uniform or who have several children in the school and cannot afford to purchase uniforms for all of them.

**BULLYING / CYBERBULLYING,
HARASSMENT / HAZING**
North County Unified School District
Reference BP 5131

The district may provide students instruction, in the classroom or other educational settings, that promotes communication, social skills, and assertiveness skills and educates students about appropriate online behavior and strategies to prevent and respond to bullying and cyberbullying.

Bullying

Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator and may also request that their name be kept in confidence. The Superintendent or designee may establish other processes for students to submit anonymous reports of bullying. Complaints of bullying or harassment shall be investigated and resolved in accordance with site-level grievance procedures specified in BP 5580.4 Sexual Harassment.

Cyberbullying

When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and a determination of the impact or potential impact on school activity or school attendance.

Students shall be encouraged to save and print any messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

Any student who engages in cyberbullying using district-owned equipment, on school premises, or off-campus in a manner that impacts a school activity or school attendance shall be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Harassment

For purposes of this Policy, “harassment on the basis of protected characteristics” is verbal or physical conduct that denigrates or shows hostility or aversion toward an

individual because of his or her race, color, religion, national origin, disability, or sexual orientation *and* that:

- A. Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- B. Has the purpose or effect of unreasonably interfering with the student's ability to benefit from any educational program or service provided by the School District; and
- C. Is so offensive or pervasive as to adversely effect the educational performance of the student.

Hazing.

The Board of Education finds that practices known under the term "hazing" are dangerous to the physical and psychological welfare of students, and should be prohibited in connection with all school activities.

Hazing includes, but is not limited to,

- engaging in any offensive or dangerous physical contact, restraint, abduction, or isolation of a student, or
- requiring or encouraging a student to perform any dangerous, painful, offensive, or demeaning physical or verbal act, including the ingestion of any substance, exposure to the elements, deprivation of sleep or rest, or extensive isolation, or
- subjecting a student to any dangerous, painful, harmful, offensive, or demeaning conduct, or to conduct reasonably likely to create extreme mental distress,
- as a condition of membership in, or initiation into, any class, team, group, or organization sponsored by, or permitted to operate under, the auspices of, a school of the School District, or for similar or related purposes, *provided*, that such conduct shall not be considered hazing when it is a recognized and integral part of the particular sport or activity.



Monterey County Health Department
Public Health Bureau
Communicable Disease Prevention and Control

Epidemiology: 831-755-4698	TB Unit: 831.755.4593	CD Unit: 831.755.4521
Fax: 831-754-6682	Fax: 831.796.1272	Fax: 831.754.6682

HIV: 831-755-4626	Immunizations: 831-755-4683
Fax: 831-796-8638	Fax: 831-755-4565

General Guidelines for Schools When Experiencing a Disease Cluster or Outbreak

There are very few communicable disease emergencies. Take time to confirm the facts of the situation, consult with the Health Department, and develop an informed plan of action. Guidance for outbreaks will depend on the number of individuals involved, symptoms and severity of disease, and the potential infectiousness of the suspected pathogen. In general:

1. Isolate symptomatic individuals. If the number of individuals is small, an office or room will suffice. If the number of individuals is large, you may need to utilize an area like a gymnasium or auditorium.
2. Notify your school administrator. Designate individuals who will interact with the Health Department, parents, staff, and media.
3. Contact the Monterey County Health Department's Epidemiology and Surveillance Unit (831-755-4698 or 831-755-4521; after hours: 831-869-6465).
4. Notify parents of ill students to pick up their children; send ill staff home. Individuals should be excluded if they have a fever, rash, vomiting, and/or diarrhea.
5. Gather information on individuals who are ill. This should include name, grade, classroom, contact information for parent or guardian, symptoms, and date and time of symptom onset. Pediatrician's name and date of birth may also be requested if biological testing is indicated.
6. Gather information on any potential common exposures.
7. Coordinate with the Health Department to determine if a parental notice should be sent, what information it should contain, and who should receive it. Message should include a brief description of the current situation, brief explanation of the exposure/disease, what parents and staff should watch for, what parents and staff should do if symptoms develop, and who they can contact for more information.
8. If the outbreak is large or severe, plan a joint media message or conference with the Health Department.
9. Initiate enhanced environmental cleaning as recommended by the Monterey County Health Department.
10. Depending on the severity and mode of transmission of the outbreak, cancel activities that bring large groups of students and/or staff together.
11. Educate staff and students on preventative measures.
12. Actively monitor remaining students and staff for signs of illness.

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Prevent. Detect. Respond.



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Services and Contact Information

Epidemiology & Surveillance Unit:

Primary contact: Susie Barnes, MPH, 831-755-4698, BarnesS@co.monterey.ca.us

- Receives reports of suspected outbreaks and clusters
- Provides recommendations for infection control during outbreaks/clusters of diseases
- Tracks the spread of disease (reviews absentee logs)
- Provides information on circulating diseases, morbidity patterns, health disparities, etc.

Immunization Program:

Primary contact: Angie Gladstone, PHN, 831-755-4683, GladstoneA@co.monterey.ca.us

- Offers guidance on school immunization requirements
- Provides blue cards and stickers
- Assists with questions about vaccine availability, local providers, and ACIP recommendations

HIV/AIDS Programs:

Primary contact: Amanda Mihalko, 831-755-4626, MihalkoA@co.monterey.ca.us

- Provides information on local counseling, testing, and care services
- Facilitates condom distribution program enrollment
- Coordinates parent and student STD educational presentations

Tuberculosis Control Unit:

Primary contact: Davithia Salisbury, PHN, 831-796-1279, SalisburyDM@co.monterey.ca.us

- Receives reports of infectious tuberculosis cases; coordinates case management services
- Provides recommendations on TB screening, exclusion policies, and exposure notices
- Assists with questions about LTBI versus active TB

Communicable Disease Unit:

Primary Contact: Zonelle Cantu, PHN, 831-755-4582, CantuZC@co.monterey.ca.us

- Receives reports of communicable disease cases; coordinates individual investigations
- Provides recommendations on exclusion policies and exposure notices
- Assists with questions about disease symptoms, transmission, and treatment

Kristy Michie, Epidemiologist/Program Manager I, 831-755-4503, MichieKJ@co.monterey.ca.us

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