

# **Comprehensive School Safety Plan**

**2015-2016**

**North Monterey County Center for  
Independent Study**

17500 Pesante Rd.  
Salinas, CA 93907

Approval Date: February 2, 2016

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**2015-2016 School Site Council and New Safety Planning Committee  
Roster CA Ed. Code Section 32281**

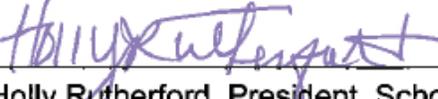
Name	Role
Aida Ramirez	Principal
A. Sarah Cortez	Teacher in Charge
Holly Rutherford	Parent of child attending NMCCIS
Erika Linares	School Registrar, Representative
Jim O'Neil	Community Representative
Sergeant Dan Martin	Law Enforcement Agency Representative
Toni Lynn Chetirkin	Ed. Options Clinical Counselor

## ***Approval Process***

Approval Process Step	Date
Plan is shared at a public meeting located at the school site	February 2, 2016
The School Site Council approves the Plan	February 2, 2016
The Plan is submitted to the NMCUSD District Office	February 5, 2016
The NMCUSD Superintendent approves the Plan	
The NMCUSD School Board approves the Plan	

# **North Monterey County Center for Independent Study Safety Plan Approval**

The School Safety Plan for North Monterey County Center for Independent Study has been reviewed and approved.

  
\_\_\_\_\_  
Holly Rutherford, President, School Site Council

February 2, 2016  
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: Illuminate data for individual students

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

Monitoring and evaluating student credit attainment each semester and graduation rate each year.

Provided on-site Clinical Mental Health Services

Increased overall emergency preparedness

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

Continue to monitor and increase support services that build student assets and self-esteem so as to promote student resiliency and academic success.

Continue on-site Clinical Mental Health Services

Continue to improve overall emergency preparedness by updating first aid kits, training staff how to operate emergency gas/electricity shut-off valves.

Increase parent participation in school groups.

# ***Appropriate Programs and Strategies that Provide School Safety***

## **North Monterey County Center for Independent Study Safe School Mission Statement:**

The mission of NMCCIS is the formation of an educational partnership between students, staff, parents and the community to foster academic and personal growth in an individualized alternative academic setting.

### **1. *Attendance Policies***

Supervising teachers will meet, either in person or by electronic means, with each participating student at least once a week to discuss the student's progress. Students who are late, miss scheduled conferences, or do not submit assigned work on time shall trigger an immediate intervention by the supervising teacher to promptly and directly address any failure by the student to meet the terms of his/her written agreement.

### **2. *Campus Supervisors***

NMCCIS staff and students work closely with the Campus Supervisors at their individual school sites (Prunedale, NMCHS, Pacific Grove).

### **3. *Closed Campus Policy***

NMCCIS staff and students adhere to the Closed Campus Policy at their individual school sites (Prunedale, NMCHS, Pacific Grove).

### **4. *Communication Tools***

NMCCIS supervising teachers initiate and maintain regular effective contact with their students for the purpose of teaching throughout the duration of courses offered during the semester. This contact is initiated multiple times during each week through the scheduling and facilitation of individual face-to-face conferences/instructional sessions, telephone contact, and email. Students also participate in small group instruction for science labs and study hall sessions. Students have frequent opportunities to receive instruction in course content, to ask questions, and to receive guidance from their teacher throughout the duration of courses offered.

### **5. *Other Staff***

Lisa Martin, Academic Coordinator  
Toni Lynn Chetirkin, Licensed Professional Clinical Counselor  
Julie Fisher, Resource Specialist  
Veronica Alcaraz, School Psychologist  
Erika Linares, Registrar

**6. Visitor Policy**

NMCCIS staff and students adhere to the Visitor Policy at their individual school sites (Prunedale, NMCHS, Pacific Grove).

**7. School Administration**

Aida Ramirez, Principal

A. Sarah Cortez, Teacher in Charge

**8. Law Enforcement Presence**

NMCCIS staff and students work with law enforcement when appropriate at their individual school sites (Prunedale, NMCHS, Pacific Grove).

**9. After-School Activity Programs**

N/A

**10. Community-Parent Partnerships**

School Site Council

# ***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 childcare 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 Sheriff’s Department (non-emergency) (831) 755-5111  
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: \_\_\_\_\_

<b>A.</b>	<b>REPORTING PARTY</b>	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY			
		REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS				Street	City	Zip	
		REPORTER'S TELEPHONE (DAYTIME) ( )		SIGNATURE		DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>B.</b>	<b>REPORT NOTIFICATION</b>	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY					
		<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)							
		ADDRESS				Street	City	Zip	
OFFICIAL CONTACTED - TITLE						TELEPHONE ( )			
<b>C.</b>	<b>VICTIM</b>	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
		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 <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME				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	
		VICTIM'S SIBLINGS		NAME		BIRTHDATE		SEX    ETHNICITY	
1. _____		3. _____							
2. _____		4. _____							
<b>D.</b>	<b>INVOLVED PARTIES</b>	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
		ADDRESS				Street	City	Zip	
		HOME PHONE ( )		BUSINESS PHONE ( )					
		NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
		ADDRESS				Street	City	Zip	
		HOME PHONE ( )		BUSINESS PHONE ( )					
<b>SUSPECT</b>	SUSPECT'S NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY		
	ADDRESS				Street	City	Zip		
	TELEPHONE ( )				OTHER RELEVANT INFORMATION				
<b>E.</b>	<b>INCIDENT INFORMATION</b>	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: North Monterey County Center for Independent Study

Principal: Aida Ramirez

Revision Date: February 2, 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: HS (Main Office), Pacific Grove (MBCC Main Office)

Media Staging area: HS (Front Grass Area), Pacific Grove (MBCC Main Office)

Parent/Student Release On site: HS (Forum), Pacific Grove (IS Classroom)

	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	
---	--

<u>Emergency Resources at Your School</u>		
	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	

<u>Identify Two Off-Site Emergency Evacuation Locations</u>	
<p>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.</p>	
1 <sup>st</sup> Evacuation Facility:	NMCHS
Contact Person:	Caroline Calero, Principal
Address:	13990 Castroville Boulevard
Phone Number:	831-633-5221
2 <sup>nd</sup> Evacuation Facility:	Castroville Elementary
Contact Person:	Hugo Galvan, Principal
Address:	11161 Merritt Street
Phone Number:	831-633-2570

<u>Emergency Planning for Individuals With Functional Needs</u>		
	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	
<u>Student/Staff Name</u>	<u>Room #</u>	<u>Evacuation Location</u>
<b>**Please refer to the Standardized Emergency Plan Binder</b>		

# **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**

**North Monterey County Center for Independent Study  
Emergency Contact Numbers 2015-2016**

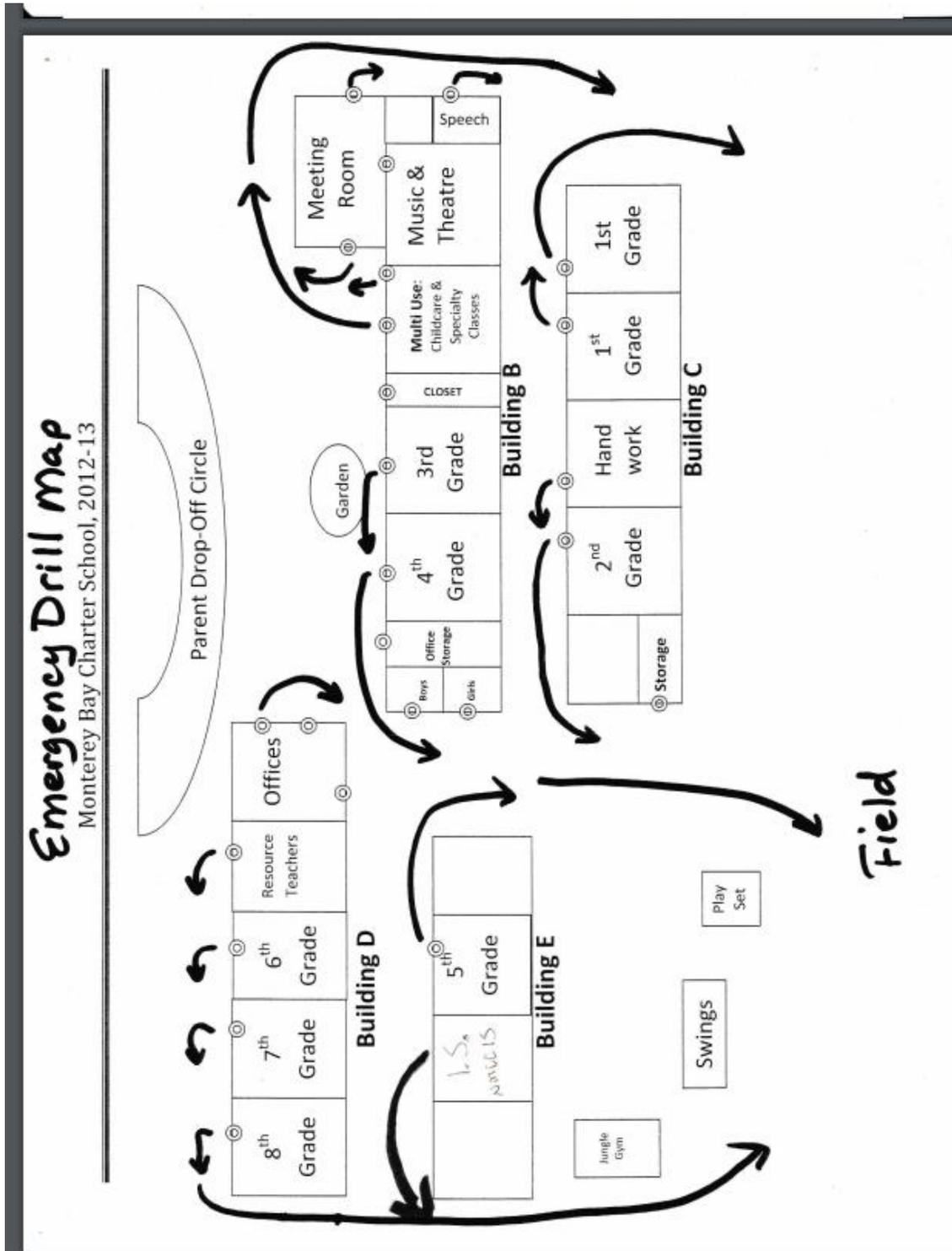
<b>Phone Contact Information During School Hours</b>			
<b>Primary Contact: Campus Phone Number:</b>	Aida Ramirez 831-663-2997	<b>Title: Cell Phone Number:</b>	Principal *
<b>Secondary Contact: Campus Phone Number:</b>	A. Sarah Cortez 831-633-7022	<b>Title: Cell Phone Number:</b>	Teacher in Charge *
<b>Secondary Contact: Campus Phone Number:</b>	Erika Linares 831-663-6154	<b>Title: Cell Phone Number:</b>	Registrar *
<b>After Hour Contact Information</b>			
<b>Secondary Contact: Home Phone Number:</b>	Mark Harris	<b>Title: Cell Phone Number:</b>	Supervisor, MOTS *
<b>Secondary Contact: Home Phone Number:</b>	Aida Ramirez	<b>Title: Cell Phone Number:</b>	Principal *
<b>Secondary Contact: Home Phone Number:</b>	A. Sarah Cortez	<b>Title: Cell Phone Number:</b>	Teacher in Charge *
<b>Secondary Contact: Home Phone Number:</b>	Kari Yeater	<b>Title: Cell Phone Number:</b>	Superintendent *

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

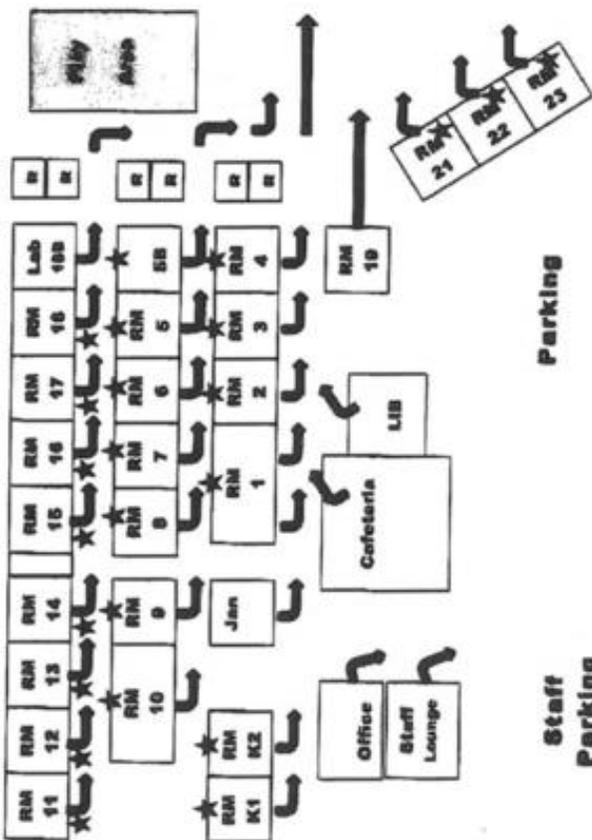
# **Evacuation/ Accountability**

## **SECTION B**

# Safe Ingress and Egress Procedures

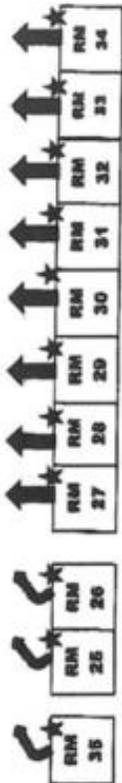


# Prunedale School Site Plan



## Evacuation Area

\* = Accountability



To Pesante Rd

RM 01	RM 06	RM 11	RM 16	RM 21	RM 26	RM 31	RM 36	LIB
RM 02	RM 07	RM 12	RM 17	RM 22	RM 27	RM 32	RM 37	CAF
RM 03	RM 08	RM 13	RM 18	RM 23	RM 28	RM 33	RM 38	JAN
RM 04	RM 09	RM 14	RM 19	RM 24	RM 29	RM 34	Office	
RM 05	RM 10	RM 15	RM 20	RM 25	RM 30	RM 35	Staff L	

# **Individual Functional Needs List**

## **SECTION C**



# **Emergency Incident Guides**

## **SECTION D**

# *Disaster Procedures*

Disaster procedure guides have been established in collaboration with the North County Fire 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

# **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**

## **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**

# 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.**

# 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**

## **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**

# 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**

**INCIDENT BRIEFING (ICS 201)**

<b>1. Incident Name:</b>	<b>2. Incident Number:</b>	<b>3. Date/Time Initiated:</b> Date: _____ Time: HHMM
<b>4. Map/Sketch</b> (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): 		
<b>5. Situation Summary and Health and Safety Briefing</b> (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.		
<b>6. Prepared by:</b> Name: _____ Position/Title: _____ Signature: _____		
<b>ICS 201, Page 1</b>	Date/Time: _____	



### INCIDENT BRIEFING (ICS 201)

<b>1. Incident Name:</b>	<b>2. Incident Number:</b>	<b>3. Date/Time Initiated:</b> Date:    Date Time: HHMM
<b>9. Current Organization</b> (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>		
<b>6. Prepared by:</b> Name: _____		Position/Title: _____ Signature: _____
ICS 201, Page 3	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	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Incident Number</b>	Enter the number assigned to the incident.
3	<b>Date/Time Initiated</b> <ul style="list-style-type: none"> <li>• Date, Time</li> </ul>	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	<b>Map/Sketch</b> (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)	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.  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). North should be at the top of page unless noted otherwise.
5	<b>Situation Summary and Health and Safety Briefing</b> (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	<b>Prepared by</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position/Title</li> <li>• Signature</li> <li>• Date/Time</li> </ul>	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	<b>Current and Planned Objectives</b>	Enter the objectives used on the incident and note any specific problem areas.

Block Number	Block Title	Instructions
8	<b>Current and Planned Actions, Strategies, and Tactics</b> <ul style="list-style-type: none"> <li>• Time</li> <li>• Actions</li> </ul>	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	<b>Current Organization</b> (fill in additional organization as appropriate) <ul style="list-style-type: none"> <li>• Incident Commander(s)</li> <li>• Liaison Officer</li> <li>• Safety Officer</li> <li>• Public Information Officer</li> <li>• Planning Section Chief</li> <li>• Operations Section Chief</li> <li>• Finance/Administration Section Chief</li> <li>• Logistics Section Chief</li> </ul>	<ul style="list-style-type: none"> <li>• Enter on the organization chart the names of the individuals assigned to each position.</li> <li>• 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.</li> <li>• If Unified Command is being used, split the Incident Commander box.</li> <li>• Indicate agency for each of the Incident Commanders listed if Unified Command is being used.</li> </ul>
10	<b>Resource Summary</b>	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.

**INCIDENT OBJECTIVES (ICS 202)**

<b>1. Incident Name:</b>	<b>2. Operational Period:</b>	Date From: Date	Date To: Date
		Time From: HHMM	Time To: HHMM
<b>3. Objective(s):</b>			
<b>4. Operational Period Command Emphasis:</b>			
General Situational Awareness			
<b>5. Site Safety Plan Required?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Approved Site Safety Plan(s) Located at:</b> _____			
<b>6. Incident Action Plan</b> (the items checked below are included in this Incident Action Plan):			
<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<u>Other Attachments:</u>	
<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input type="checkbox"/> _____	
<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/> _____	
<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/> _____	
<input type="checkbox"/> ICS 206		<input type="checkbox"/> _____	
<b>7. Prepared by:</b> Name: _____ Position/Title: _____ Signature: _____			
<b>8. Approved by Incident Commander:</b> Name: _____ Signature: _____			
<b>ICS 202</b>	<b>IAP Page</b>	Date/Time: 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	<b>Incident Name</b>	Enter the name assigned to the incident. If needed, an incident number can be added.
2	<b>Operational Period</b> <ul style="list-style-type: none"> <li>• Date and Time From</li> <li>• Date and Time To</li> </ul>	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	<b>Objective(s)</b>	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: <b>S</b> pecific – Is the wording precise and unambiguous? <b>M</b> easurable – How will achievements be measured? <b>A</b> ction-oriented – Is an action verb used to describe expected accomplishments? <b>R</b> ealistic – Is the outcome achievable with given available resources? <b>T</b> ime-sensitive – What is the timeframe?
4	<b>Operational Period Command Emphasis</b>	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	<b>Site Safety Plan Required?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	Safety Officer should check whether or not a site safety plan is required for this incident.
	<b>Approved Site Safety Plan(s) Located At</b>	Enter the location of the approved Site Safety Plan(s).

Block Number	Block Title	Instructions
6	<p><b>Incident Action Plan</b> (the items checked below are included in this Incident Action Plan):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ICS 203</li> <li><input type="checkbox"/> ICS 204</li> <li><input type="checkbox"/> ICS 205</li> <li><input type="checkbox"/> ICS 205A</li> <li><input type="checkbox"/> ICS 206</li> <li><input type="checkbox"/> ICS 207</li> <li><input type="checkbox"/> ICS 208</li> <li><input type="checkbox"/> Map/Chart</li> <li><input type="checkbox"/> Weather Forecast/Tides/Currents</li> </ul> <p><u>Other Attachments:</u></p>	<p>Check appropriate forms and list other relevant documents that are included in the IAP.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ICS 203 – Organization Assignment List</li> <li><input type="checkbox"/> ICS 204 – Assignment List</li> <li><input type="checkbox"/> ICS 205 – Incident Radio Communications Plan</li> <li><input type="checkbox"/> ICS 205A – Communications List</li> <li><input type="checkbox"/> ICS 206 – Medical Plan</li> <li><input type="checkbox"/> ICS 207 – Incident Organization Chart</li> <li><input type="checkbox"/> ICS 208 – Safety Message/Plan</li> </ul>
7	<p><b>Prepared by</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position/Title</li> <li>• Signature</li> </ul>	<p>Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).</p>
8	<p><b>Approved by Incident Commander</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Signature</li> <li>• Date/Time</li> </ul>	<p>In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.</p>

**ORGANIZATION ASSIGNMENT LIST (ICS 203)**

<b>1. Incident Name:</b>		<b>2. Operational Period:</b>		Date From: Date	Date To: Date
				Time From: HHMM	Time To: HHMM
<b>3. Incident Commander(s) and Command Staff:</b>			<b>7. Operations Section:</b>		
IC/UCs		Chief			
		Deputy			
Deputy		Staging Area			
Safety Officer		<b>Branch</b>			
Public Info. Officer		Branch Director			
Liaison Officer		Deputy			
<b>4. Agency/Organization Representatives:</b>			Division/Group		
Agency/Organization	Name	Division/Group			
		<b>Branch</b>			
		Branch Director			
		Deputy			
<b>5. Planning Section:</b>			Division/Group		
Chief		Division/Group			
Deputy		Division/Group			
Resources Unit		Division/Group			
Situation Unit		Division/Group			
Documentation Unit		<b>Branch</b>			
Demobilization Unit		Branch Director			
Technical Specialists		Deputy			
		Division/Group			
		Division/Group			
		Division/Group			
<b>6. Logistics Section:</b>			Division/Group		
Chief		Division/Group			
Deputy		Division/Group			
<b>Support Branch</b>		<b>Air Operations Branch</b>			
Director		Air Ops Branch Dir.			
Supply Unit					
Facilities Unit					
<b>8. Finance/Administration Section:</b>			Chief		
Ground Support Unit		Deputy			
<b>Service Branch</b>		Time Unit			
Director		Procurement Unit			
Communications Unit		Comp/Claims Unit			
Medical Unit		Cost Unit			
Food Unit					
<b>9. Prepared by:</b>		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	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Operational Period</b> <ul style="list-style-type: none"> <li>• Date and Time From</li> <li>• Date and Time To</li> </ul>	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	<b>Incident Commander(s) and Command Staff</b> <ul style="list-style-type: none"> <li>• IC/UCs</li> <li>• Deputy</li> <li>• Safety Officer</li> <li>• Public Information Officer</li> <li>• Liaison Officer</li> </ul>	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	<b>Agency/Organization Representatives</b> <ul style="list-style-type: none"> <li>• Agency/Organization</li> <li>• Name</li> </ul>	Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name.
5	<b>Planning Section</b> <ul style="list-style-type: none"> <li>• Chief</li> <li>• Deputy</li> <li>• Resources Unit</li> <li>• Situation Unit</li> <li>• Documentation Unit</li> <li>• Demobilization Unit</li> <li>• Technical Specialists</li> </ul>	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	<b>Logistics Section</b> <ul style="list-style-type: none"> <li>• Chief</li> <li>• Deputy</li> </ul> <b>Support Branch</b> <ul style="list-style-type: none"> <li>• Director</li> <li>• Supply Unit</li> <li>• Facilities Unit</li> <li>• Ground Support Unit</li> </ul> <b>Service Branch</b> <ul style="list-style-type: none"> <li>• Director</li> <li>• Communications Unit</li> <li>• Medical Unit</li> <li>• Food Unit</li> </ul>	<p>Enter the name of the Logistics Section Chief, Deputy, Branch Directors, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
7	<b>Operations Section</b> <ul style="list-style-type: none"> <li>• Chief</li> <li>• Deputy</li> <li>• Staging Area</li> </ul> <b>Branch</b> <ul style="list-style-type: none"> <li>• Branch Director</li> <li>• Deputy</li> <li>• Division/Group</li> </ul> <b>Air Operations Branch</b> <ul style="list-style-type: none"> <li>• Air Operations Branch Director</li> </ul>	<p>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.</p> <p>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.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
8	<b>Finance/Administration Section</b> <ul style="list-style-type: none"> <li>• Chief</li> <li>• Deputy</li> <li>• Time Unit</li> <li>• Procurement Unit</li> <li>• Compensation/Claims Unit</li> <li>• Cost Unit</li> </ul>	<p>Enter the name of the Finance/Administration Section Chief, Deputy, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
9	<b>Prepared by</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position/Title</li> <li>• Signature</li> <li>• Date/Time</li> </ul>	<p>Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).</p>



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



## 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	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Date/Time Prepared</b>	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock).
3	<b>Operational Period</b> <ul style="list-style-type: none"> <li>• Date and Time From</li> <li>• Date and Time To</li> </ul>	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	<b>Basic Radio Channel Use</b>	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
<b>4</b> (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.
<b>5</b>	<b>Special Instructions</b>	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.
<b>6</b>	<b>Prepared by</b> (Communications Unit Leader) <ul style="list-style-type: none"> <li>• Name</li> <li>• Signature</li> <li>• Date/Time</li> </ul>	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).



**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	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Operational Period</b> <ul style="list-style-type: none"> <li>• Date and Time From</li> <li>• Date and Time To</li> </ul>	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	<b>Medical Aid Stations</b>	Enter the following information on the incident medical aid station(s):
	• Name	Enter name of the medical aid station.
	• Location	Enter the location of the medical aid station (e.g., Staging Area, Camp Ground).
	• Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the medical aid station(s).
	• Paramedics on Site? <input type="checkbox"/> Yes <input type="checkbox"/> No	Indicate (yes or no) if paramedics are at the site indicated.
4	<b>Transportation</b> (indicate air or ground)	Enter the following information for ambulance services available to the incident:
	• Ambulance Service	Enter name of ambulance service.
	• Location	Enter the location of the ambulance service.
	• Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the ambulance service.
	• Level of Service <input type="checkbox"/> ALS <input type="checkbox"/> BLS	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	<b>Hospitals</b>	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	<b>Special Medical Emergency Procedures</b>	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	<b>Prepared by</b> (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	<b>Approved by</b> (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	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Operational Period</b> <ul style="list-style-type: none"> <li>• Date and Time From</li> <li>• Date and Time To</li> </ul>	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	<b>Name</b>	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	<b>ICS Position</b>	Enter the name and ICS position of the individual in charge of the Unit.
5	<b>Home Agency</b> (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	<b>Resources Assigned</b>	Enter the following information for resources assigned:
	<ul style="list-style-type: none"> <li>• Name</li> </ul>	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.
	<ul style="list-style-type: none"> <li>• ICS Position</li> </ul>	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	<ul style="list-style-type: none"> <li>• Home Agency (and Unit)</li> </ul>	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	<b>Activity Log</b> <ul style="list-style-type: none"> <li>• Date/Time</li> <li>• Notable Activities</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc.</li> <li>• This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.</li> </ul>
8	<b>Prepared by</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position/Title</li> <li>• Signature</li> <li>• Date/Time</li> </ul>	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 cyber bullying, 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 terroristic 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**

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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

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

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  - 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© 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.
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2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyber bullying, 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

## 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 cyber bullying, and how to respond when subjected to cyber bullying.

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

## **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, and 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

## STUDENT DRESS and GROOMING (AR#5132)

All apparel must comply with North Monterey County Unified School District Dress Code. The dress code shall be in effect at all school-related activities both on and off campus, including, but not limited to, activities such as dances, award ceremonies, field trips, and athletic events.

The Board shall authorize school regulations that prohibit student dress or grooming practices which:

1. Present a hazard to the health or safety of the student himself or others in the school.
2. Cause excessive wear or damage to school property.
3. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.
4. Clothing or styles used by some students to identify groups or gangs whose purpose is to intimidate or harass.
5. Distract from or otherwise impede the learning process because of their extreme style (i.e. piercing, unnatural hair color) or attire that is too revealing.

### **Guidelines for Dress Code**

The following guidelines shall apply to all regular school activities: Where some schools have adopted a school uniform policy – additional information will be provided.

1. Shoes must be worn at all times, on campus and at school functions Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice
3. Hats, caps and other head coverings shall not be worn indoors (except for religious beliefs) *The only acceptable headwear is official Condor hats and beanies and solid black, grey, or white beanies without a logo.*
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited
5. Gym shorts may not be worn in classes other than physical education
6. Hair styles which draw undue attention and detract from the educational environment are not acceptable; i.e. unusual designs, colors, Mohawks, tails, or unusual razor cuts
7. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
8. Attire which may be used as a weapon may not be worn, including but not limited to steel toed boots, chains, items with spikes or studs, and other items deemed inappropriate by the principal and/or school site council
9. Administrative exceptions may be made in regard to grooming and dress. These exceptions, verified by the administrator, shall include (but will not be limited to):
  - a. Sincerely held religious beliefs
  - b. Valid medical reasons
10. Gangs... Clothing, headgear, and symbols related to gang activities is prohibited (i.e. tags, logos, insignias, bandannas, buckles, college sport and professional team attire or city names)

### **Gang-Related Apparel**

The principal, staff and parents/guardians, *in collaboration with local law enforcement*, participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282, BP# 5132)

### **Consequences of Dress and Grooming Code Violations**

**Standard Violations:** Persistent violations of this regulation or locally adopted supplemental regulations shall be considered to be willful defiance of directives under Education Code section 48900(k). As such for multiple violations, students will be subject to discipline as follows:

First Violation: Home contact and the violator will be required to change clothing, hair style or cosmetic

Second Violation: Home contact and alternative to suspension or suspension if student refuses alternative

Third Violation: Home contact and suspension

Fourth Violation: Further disciplinary action, up to and including expulsion, is the discretion of the District as permitted by state law and/or district policy/regulation

If a parent/guardian or student disagrees with the site administrator's decision on a standard violation, the parent/guardian or student may attempt to resolve the problem by requesting a personal conference with the site administrator.

### **Dangerous or Disruptive Violations**

Dress and grooming violations that cause actual disruption of the educational environment, result in actual violation of law or other school rules, including hate-crime laws, or cause actual injury may result, is the discretion of the District Administration, in more serious disciplinary action, up to and including expulsion without regard to the steps set forth above for standard violations.

## 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, California.

# Ensuring a Safe and Orderly Environment

<p><i>2015-2016 NMCCIS – Comprehensive Safe School Plan</i></p> <p><i>Effective Dates: March 2016 – March 2017</i></p>				
<p>COMPONENT 1</p> <p>People and Programs</p> <p>The Social Climate</p>	<p>Who Will Take the Lead</p>	<p>Completion Date &amp; Budget</p>	<p>Resources Needed</p>	<p>How We Will Monitor and Evaluate</p>
<p><b><u>Goal #1</u></b></p> <p>Increase support services that build student assets and self-esteem so as to promote student resiliency and academic success.</p> <p><b>Objective:</b> By March 1, 2017, there will be a 50 % increase in student credit attainment.</p>	<p>Safe School Coordinator</p>	<p>March 1, 2017</p>		<p>Monitor and evaluate student credit attainment each Semester and graduation rate each year.</p>
<p><b>Activities to achieve objective:</b></p> <p>1. Continue on-site Clinical Mental Health Services</p>	<p>Safe School Coordinator</p> <p>Clinical Counselor</p>	<p>March 1, 2017</p>	<p>1. Maintain (FT) Clinical Counselor Position</p>	

<p>COMPONENT 2</p> <p>Place</p> <p>The Physical Environment</p>	<p>Who Will Take the Lead</p>	<p>Completion Date &amp; Budget</p>	<p>Resources Needed</p>	<p>How We Will Monitor and Evaluate</p>
<p style="text-align: center;"><b><u>Goal #1</u></b></p> <p>To increase overall emergency preparedness.</p> <p>Objective: By March 1, 2017, 75% of the activities listed below will be completed.</p>	<p>Safe School Coordinator</p>	<p>March 1, 2017</p>		<p>Maintain check-off list</p>
<p>Activities to achieve objective:</p> <ol style="list-style-type: none"> <li>1. Update Emergency Management Binders each semester.</li> <li>2. Update Site Evacuation Map – add gas/electricity emergency shut-off valves.</li> <li>3. Train staff on how to operate emergency gas/electricity shut-off valves.</li> <li>4. Update classroom First Aid kits.</li> <li>5. Explore purchase of two-way radios for all staff.</li> <li>6. Purchase extra batteries for two-way radios.</li> </ol>	<p>Safe School Coordinator</p>	<p>March 1, 2017</p>		

# ***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 are 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 the North Monterey County Center for Independent Study includes the Discipline Policy as it specifically relates to our students.

# **North Monterey County Center for Independent Study**



**2015-2016  
Student & Parent Handbook**

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## North Monterey County Center for Independent Study GRADUATION REQUIREMENTS

To receive a high school diploma, students must do the following:

1. Pass the California High School Exit Exam (CAHSEE) in Math with a score of 350 or better;
2. Pass the CAHSEE in English/Language Arts with a score of 350 or better;
3. Earn 10 Algebra credits; and
4. Earn 220 total credits.

<u>Subject</u>	<u>Credits Required</u>
English 1	10
English 2	10
English 3	10
English 4	10
Mathematics	10
Algebra I/Math I*	10
World Cultures	10
US History	10
Government	5
Economics	5
Health	5
Lab Science	20
Foreign Language	0
Physical Education	20
Vocational Arts	15
Creative/Fine Arts	10
<u>Electives</u>	<u>60</u>
<b>Total Credits:</b>	<b>220</b>



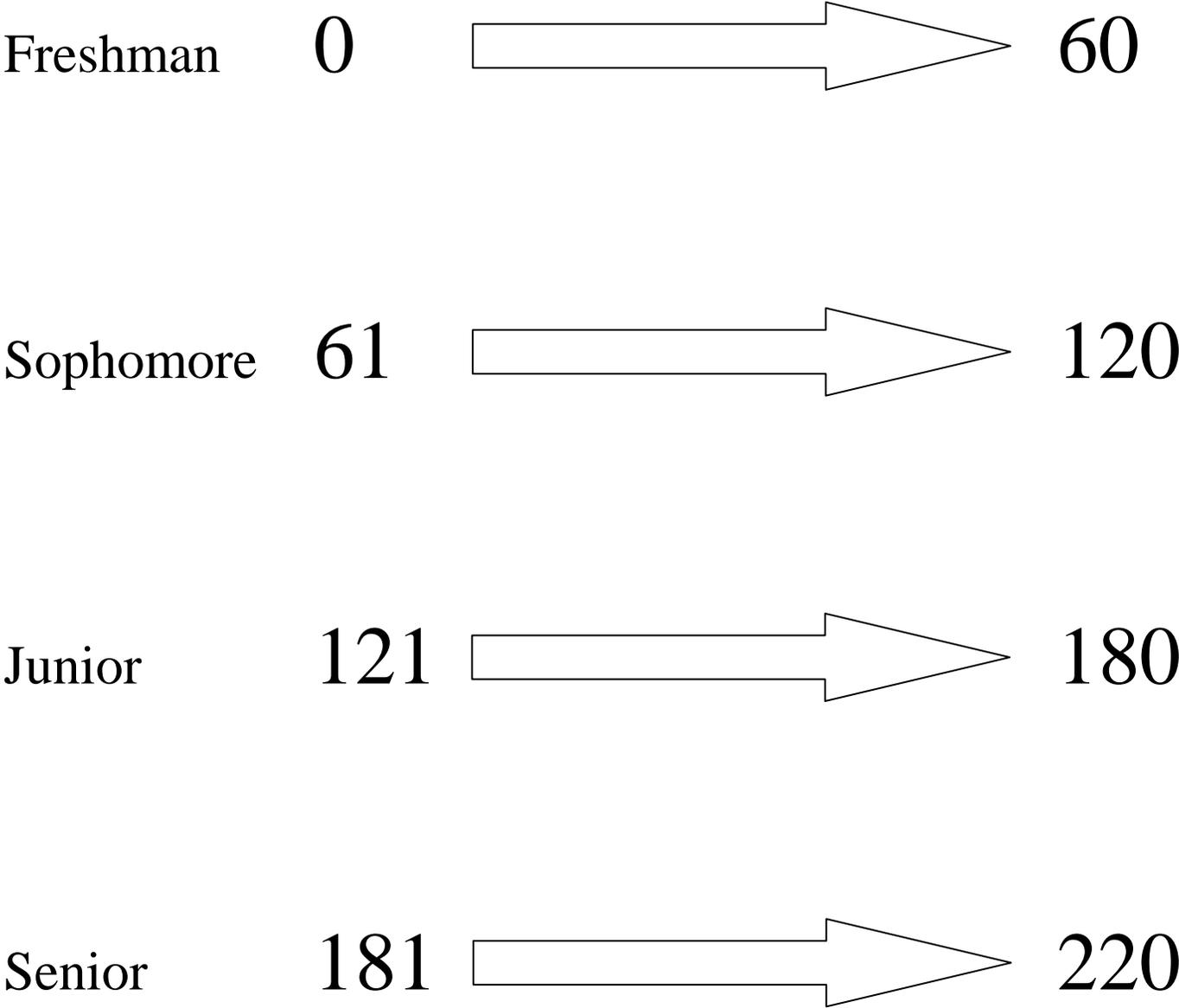
**Grading:**

90% – 100%	A = Outstanding
80% – 89%	B = Above Average
70% – 79%	C = Average
60% – 69%	D = Below Average
0% – 59%	F = Unsatisfactory
	P = Passing

\*Class of 2018

	Freshman	Sophomore	Junior	Senior
<b>Grade:</b>	9th	10th	11 <sup>th</sup>	12th
<b>Credits:</b>	0 – 60	61 – 120	121 – 180	181 – 220
<b>Subjects:</b>	English I Careers Algebra I/Math I Science PE Health Elective	English II World Cultures Geometry Biology PE Elective Elective	English III US History Elective Elective Elective Elective Elective	English IV Government Economics Elective Elective

# High School Credit Requirements By Year





**Our Mission at North Monterey County  
Center for Independent Study**

The mission of NMCCIS is the formation of an educational partnership between students, staff, parents and the community to foster academic and personal growth in an individualized alternative academic setting.

**School-Wide Learner Outcomes**

At NMCCIS, we believe all students will:

- Be partners in the learning process,
- Be able to communicate effectively,
- Think critically and support ideas through problem solving,
- Master state academic standards and graduation requirements,
- Be independent, lifelong learners who take responsibility for themselves and their learning.

NMCCIS POLICIES &  
PROCEDURES

**General School Policy**

The NMCCIS is a fully accredited district alternative school of choice that utilizes independent study as the primary instructional strategy and provides an individualized learning program for students. Working in partnership with students and parents, the maintenance of a quality educational environment requires rules, regulations, and procedures to ensure a productive atmosphere and a safe and orderly campus. This handbook outlines the policies and procedures for NMCCIS. Please review this handbook carefully.

**Regular and Effective Contact School Policy**

NMCCIS supervising teachers initiate and maintain regular effective contact with their students for the purpose of teaching throughout the duration of courses offered during the semester. This contact is initiated multiple times during each week through the scheduling and facilitation of individual face-to-face conferences/instructional sessions, telephone contact, and email. Students also participate in small group instruction for science labs and study hall sessions. Students have frequent opportunities to receive instruction in course content, to ask questions, and to receive guidance from their teacher throughout the duration of courses offered.

**Teacher-Student Conferences**

Supervising teachers establish a regular and ongoing conference schedule for face-to-face instructional sessions with students for the purpose of teaching course content. During these conferences, the teacher:

1. Provides direct instruction in course content.
2. Assesses student work and determines and assigns grades.
3. Judges the time value of assigned work or work products completed and submitted by the student.
4. Selects and saves representative samples of the student's completed and evaluated assignments for each subject, signed and dated notations indicating that he/she has personally evaluated the work or that he/she has personally

- reviewed the evaluations made by another certificated teacher.
- Writes assignments for the following week in the *Student Work Assignment Record* and instructs student. The student will submit assignments on or before the due date specified in the *Student Work Assignment Record*.

Except in unusual circumstances, it is expected that the supervising teacher will meet, either in person or by electronic means, with each participating student at least once a week to discuss the student's progress.

### **Monitoring Student Progress**

Students who are late, miss scheduled conferences, or do not submit assigned work on time shall trigger an immediate intervention by the supervising teacher to promptly and directly address any failure by the student to meet the terms of his/her written agreement. The following supportive/intervention strategies may be used:

- A meeting between the student and the teacher.
- A letter to the student and parent/guardian.
- A meeting between the student, parent/guardian and the teacher and/or counselor.
- A meeting between the student, teacher and principal.
- An increase in the amount of time the student works under direct supervision.

### **Student Progress Evaluation**

When a participating student misses three assignments, an evaluation shall be conducted to determine whether it is in the student's best interest to remain in independent study. This evaluation may result in termination of the independent

study agreement and disenrollment from NMCCIS. Please note: a student's written agreement may specify a lower or higher number of missed assignments that will trigger an evaluation when the supervising teacher determines it appropriate based on the nature of the assignments, the total number of assignments, and/or other unique circumstances.

### **Written Master Agreement**

The Superintendent or designee shall ensure that a written independent study agreement, as prescribed by law, exists for each participating student. (EC [51747](#), BP 6158) Before the student begins the independent study, the written agreement shall be signed and dated by the student, the parent/guardian or caregiver of the student if the student is under age 18, the supervising certificated teacher responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student.

The written agreement specifies the length of time in which each independent study assignment must be completed. Because excessive leniency in the duration of independent study assignments may result in a student falling behind his/her peers, independent study assignments shall be no more than one week for all grade levels and types of program. However, when necessary based on the specific circumstances of the student's approved program, the supervising teacher may allow for a longer period of time between the date an assignment is made and when it is due, up to the termination date of the agreement.

## **LISTING OF RESPONSIBILITIES**

### **School Responsibilities:**

- This master agreement is in effect for one school year.
- The major objective for the duration of this agreement is to enable the student to keep current with grade level studies for the period covered by this agreement.
- This agreement is to enable the student to successfully reach the objectives and complete the assignments identified in the *Student Work Assignment Record(s)* that will be a part of this agreement. With the support of the parent, guardian, or caregiver, the student will submit assignments on or before the due date specified in the *Student Work Assignment Record(s)*.
- According to district policy for independent study in nine through twelve, no more than three weeks or fifteen school days may elapse between when an assignment is made by the teacher and the date it is due, unless an exception is made in accordance with district policy.
- The North Monterey County Unified School District will provide the teacher services, instructional materials, and other necessary items and resources as specified for each assignment.
- The student will complete, during the term of this agreement, the course work listed below. All course work will be consistent with the North

Monterey County Unified School District adopted curriculum. The *Assignment Sheet and Course Contract(s)* include the course descriptions, objectives, study methods, evaluation methods, and resources covered by this agreement.

- Independent study is a voluntary optional alternative in which no pupil may be required to participate; a classroom option will always be available to the student. In the case of a pupil who is referred or assigned pursuant to *EC* Sections 48915 or 48917, an alternative classroom has been offered and is available at all times at the school specified above.
- The student's work will be evaluated by the method specified in the *Student Work Assignment Record(s)*.
- The student agrees to meet with or report to the teacher regularly, in accordance with the frequency, date, time, and location specified in the *Master Agreement*.
- The teacher has the option/ability to change meeting time or date either temporarily or permanently.

### **Student Responsibilities:**

*I understand that:*

- Independent study is a form of education that I have voluntarily chosen and I will continuously have a classroom option available to me should I choose to no longer participate in independent study.
- I am entitled to textbooks and supplies, supervision by a certificated teacher, and all the

services and resources received by other children enrolled in my grade.

- I have the same rights as other students in my grade at my current school.
- I must follow the discipline code and behavior guidelines of the school, in accordance with district policy.
- Failure to complete academic work equivalent to full attendance apportionment, will result in an evaluation to determine if I should remain in independent study or be immediately returned to a classroom at my last school of enrollment.
- 20 hours of acceptable schoolwork is required to earn one (1) week of A.D.A. and cumulative academic credit. 1.5-2.0 credits of acceptable schoolwork each week maintains consistent progress towards graduation. More time may be necessary to complete graduation requirements if I enter the program behind in credits.
- A transcript comprises the report card/progress report and will be mailed at the end of the semester.
- I will be evaluated through an appropriate combination of assignment completion, knowledge/skills demonstration, oral/written presentation, quizzes/tests and/or project/portfolio construction.

*I agree to:*

- Be supervised by and meet regularly with the assigned independent study teacher and/or approved resource personnel responsible for my educational

studies as outlined on page one of this agreement.

- Complete my assigned work by its due date, as explained by my teacher or teachers and described in my written assignments.

**Parent/Guardian/Caregiver Responsibilities:**

*I understand that:*

- Independent study is an optional educational alternative for my child that I have voluntarily selected. I agree to the conditions listed under “Student.” I also understand that:
- Learning objectives are consistent with and evaluated in the same manner that they would be if my child were enrolled in a traditional school program at his/her current school.
- If my child has an individualized educational program (IEP), the IEP must specifically provide for his or her enrollment in independent study.
- Unless otherwise indicated, the supervising teacher who signs this agreement will meet with my child on a regular basis as specified on page one of this agreement. The purpose is to direct the child’s study and measure progress toward the objectives in this agreement.
- I am responsible for supervising my child while he or she is completing the assigned work and for ensuring the submission of all completed assignments necessary for evaluation by dates due.
- I am liable for the cost of replacement or repair for willfully damaged books and

- other school property checked out to my child.
- It is my responsibility to ensure that my child attends all scheduled appointments.
  - It is my responsibility to provide any needed transportation for my child's scheduled meetings and any other travel covered by this agreement.
  - I have the right to appeal to the school administrator any decision about my child's placement or school program in accordance with the North Monterey County Unified School District's policies and procedures.

**DISCIPLINE**

**Zero Tolerance**

The definition of zero tolerance taken from Ed Code 48915 states that expulsion must be recommended by a Principal or Superintendent for the following actions committed at school or at a school activity (BP 5131.7):

1. Possessing, selling or otherwise furnishing a firearm. Verification of the offense by a school official is required for the possession offense only.
2. Brandishing (waving or flourishing) a knife at another person.
3. Unlawfully selling a controlled substance.
4. Sexual assault and battery.

NMCCIS has a system of discipline that applies school-wide in a fair, consistent manner. Our goal is to provide a positive learning environment and prevent the repetition of an unacceptable behavior to ensure a safe and orderly learning environment.

- **Administration Responsibilities**  
Administrators will monitor the implementation of the discipline plan and assure consistency of its enforcement. The principal will make final decisions relating to school policy.
- **Staff Responsibilities** – The teachers will support administrative policies. Teachers will frequently monitor and review the discipline policy with the students to assure consistent implementation.
- **Student Responsibilities** – While on campus, students will follow all school rules, show respect for all adults, fellow students, and both personal and school property. In addition, students will comply with the established guidelines of the North Monterey County Unified School District student dress code.
- **Parent Responsibilities** – The parents of students must support the school rules and policies. All rules, regulations, policies, and administrative decisions are in effect and binding on any student(s) attending our school.

**Progressive Discipline Process**

A progressive discipline process is followed. As students continue violating school rules, consequences for student actions become more severe. **Repeated violations of major and minor violations will be subject to suspensions, behavior contracts, and possible expulsion. A police report will be filed, as required by law, where appropriate.** The consequences for these actions range from, but are not limited to, a minimum of a parent contact to a maximum of a 5-day suspension. It is the administration's decision as to whether the violation is a minor or major violation.

**Community Service** (BP 5144)

For students not suspended or recommended for expulsion, the principal of the school, the principal's designee, the superintendent of schools or the governing board may require a pupil to perform community service on school grounds during non-school hours. (EC 48900.6)

**Ed Code related to Progressive Discipline Grounds for Suspension or Expulsion According to EC 48900**

(BP 5144)

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.

A student may be subject to suspension or expulsion when it is determined that he/she:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense. (EC 48900(a))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object. (EC 48900(b))
3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance, alcoholic beverage, or intoxicant of any kind. (EC 48900(c))
4. Unlawfully 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 and represented same as controlled substance, alcohol beverage, or intoxicant. (EC 48900(d))

5. Committed or attempted to commit robbery or extortion. (EC 48900(e))
6. Caused or attempted to cause damage to school property or private property. (EC 8900(f))
7. Stole or attempted to steal school property or private property. (EC 48900(g))
8. Possessed or used tobacco or any products containing tobacco or nicotine products (EC 48900(h))
9. Committed an obscene act or engaged in habitual profanity or vulgarity (EC 48900(i))
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia (EC 48900(j))
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties (EC 48900(k))
12. Knowingly received stolen school property or private property (EC 48900(l))
13. Possessed an imitation firearm as to lead a reasonable person to conclude that the replica is a firearm (EC 48900(m))
14. Committed or attempted to commit a sexual assault or committed a sexual battery (EC 48900(n))
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (EC 48900(o))

16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (EC 48900(p))
17. Engaged in, or attempted to engage in, hazing as defined in Penal Code 245.6. (EC 48900(q))
18. Engaged in the act of bullying (EC 48900(r))
19. Made terrorist threats against school officials and/or school property (EC 48900.7)
20. Committed sexual harassment as defined in EC 212.5 (EC 48900.2)
21. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in EC 233 (EC 48900.3)
22. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (EC 48900.4)
23. Caused or attempted to cause damage; or stealing or attempted to steal; or knowingly receiving stolen school property including electronic files and databases, aiding and abetting. (EC 48900(s))
24. Harassed, threatened, or intimidated another student or school district personnel. (EC 48900.4)

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school under the jurisdiction of the

Superintendent or principal or within any other school district.

### **Removal from Class**

A teacher may suspend any student from his/her class for the remainder of the day and the following day for any act listed in “Grounds for Suspension and Expulsion” above (EC 48910). A teacher also may refer a student to the principal or designee for consideration of suspension from school. (EC 48910)

### **Supervised In-house Suspension**

The Superintendent or designee may establish a supervised classroom suspension program which meets the requirements of law for students suspended for any of the reasons enumerated in EC 48900 and 48900.2, who pose no imminent danger or threat at school, and for whom an expulsion action has not been initiated. In some cases, students may be requested to attend a special in-house suspension district program if the student is suspended for a series of instructional days and/or is awaiting appropriate alternative placement and/or a pending expulsion hearing.

### **Suspension by Superintendent, Principal, or Principal’s Designee**

The Superintendent, principal or principal's designee may suspend a student from school for not more than five consecutive school days unless the suspension is extended pending expulsion. (EC 48911) The Superintendent or designee shall immediately suspend any student found at school or at a school activity to be: (EC 48915)

1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm, unless the student had obtained prior written

- permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife, as defined in EC 48915(g), at another person
  3. Unlawfully selling a controlled substance
  4. Committing or attempting to commit a sexual assault or committing sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above
  5. Possession of an explosive

A student may be suspended from school for not more than 20 school days in any school year, unless for purposes of adjustment the student enrolls in or is transferred to another regular school, an opportunity school or community day school or other alternative program, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. However, this restriction on the number of days of suspension does not apply when the suspension is extended pending an expulsion. (EC 48903, 48911, 48912)

**Expulsion** (AR 5144)

**Authority to Expel**

A student may be expelled only by the Governing Board. The Board shall expel, as required by law, any student found to have committed any offense listed below under "Mandatory Recommendation and Mandatory Expulsion." The Board may also order a student expelled for any of the acts listed above under "Grounds for Suspension and Expulsion" upon recommendation by the principal, Superintendent, hearing officer or administrative panel, based on either or both of the following finding(s): (EC 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

**Mandatory Recommendation for Expulsion**

Unless the principal, Superintendent or designee finds that expulsion is inappropriate due to particular circumstances, the principal or the Superintendent or designee shall recommend a student's expulsion for any of the following acts: (EC 48915(a))

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife as defined in EC 48915(g), explosive, or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance, as listed in Health and Safety Code 11053-11058, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

**Mandatory Recommendation and Mandatory Expulsion**

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be: (EC 48915(c))

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from

a certificated school employee, with the principal or designee's concurrence

2. Brandishing a knife as defined in EC 48915(g) at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above
5. Possessing an explosive

Upon finding that the student committed any of the above acts, the Board shall expel the student. (EC 48915)

#### **Student Due Process** (BP 5144.1)

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. (EC 48911, 48915, 48915.5)

#### **Recommendation for expulsion is required by EC for possession of any firearm, knife, and/or explosive.**

Suspended students and students pending expulsion may not be on campus or attend any school activities, unless prior arrangements have been made with the principal.

#### **Other Suspension**

For any suspendable offense the consequences may include, but are not limited to, 1-5 days school suspension, 10-day participation restrictions, 25-day participation restrictions, dismissal from team with forfeiture of all honors,

awards, and privileges, or ineligibility to participate in extra-curricular activities from the date of suspension

#### **Academic Integrity** (BP 5131)

Students need to see that they can do successful work as a result of their own efforts. **Cheating, lying, and/or plagiarizing will result in a zero grade on the assignment, and could result in failure of an entire course of work.** Parents will be notified and grades will be affected.

### **SEXUAL HARASSMENT**

The Governing Board is committed to maintaining an educational environment that is free from harassment. 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 report, testify, assist or otherwise participate in the complaint process.

#### **Instruction/Information on Sexual Harassment**

Policy ensures that all district students receive age-appropriate instruction and information on sexual harassment to include what behavior constitutes sexual harassment, a clear message that students do not have to endure sexual harassment, encouragement to report observed instances of sexual harassment, and information about the person(s) to whom a report of sexual harassment should be made.

#### **Sexual Harassment Complaint Process**

Any student who feels that he/she is being or has been subjected to sexual

harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within 24 hours, report it to the principal or designee who shall promptly investigate all complaints of sexual harassment.

**Disciplinary Measures as a result of Sexual Harassment**

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or a school-related activity is in violation of this policy and shall be subject to disciplinary action. 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.

**Prohibited Conduct that may constitute Sexual Harassment**

Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions
2. Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, notes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-gender class
7. Massaging, grabbing, fondling, stroking or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Purposely cornering or blocking normal movements

10. Displaying sexually suggestive objects
11. Sexting

<b>STUDENT DRESS &amp; GROOMING</b> (AR 5132)
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All apparel must comply with the North Monterey County Unified School District Dress Code. The dress code shall be in effect at all school-related activities both on and off campus, including, but not limited to, activities such as dances, award ceremonies, field trips, and athletic events.

The Board shall authorize school regulations that prohibit student dress or grooming practices which:

6. Present a hazard to the health or safety of the student himself or others in the school;
7. Cause excessive wear or damage to school property;
8. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement;
9. Clothing, or styles used by some students to identify groups or gangs whose purpose is to intimidate or harass; or
10. Distract from or otherwise impede the learning process because of their extreme style or attire that is too revealing.

**Guidelines for Dress Code**

The following guidelines shall apply to all school-related activities:

10. Clothing, tattoos, jewelry and personal items shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco

company advertising, promotions and likenesses, advocate the use of violence or weapons, display images of gang-related symbols, or which advocate racial, ethnic or religious prejudice.

11. Clothes shall be sufficient to conceal undergarments at all times.
12. Pajamas/sleeping attire, slippers, and blankets are prohibited.
13. Attire which may be used as a weapon may not be worn, including but not limited to steel-toed boots, chains, items with spikes or studs, and other items deemed inappropriate by the administration.
14. Shoes must be worn at all times, on campus and at school functions.

### **Consequences of Dress and Grooming Code Violations**

Standard Violations: Persistent violations of this regulation or locally adopted supplemental regulations shall be considered to be willful defiance of directives under EC section 48900(k). As such for multiple violations, students will be subject to discipline.

If a parent/guardian or student disagrees with the site administrator's decision on a standard violation, the parent/guardian or student may attempt to resolve the problem by requesting a personal conference with the site administrator.

### **Gang-Related Apparel**

The principal, staff and parents/guardians, *in collaboration with local law enforcement*, participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus.  
(EC 32282, BP 5132)

### **Dangerous or Disruptive Violations**

Dress and grooming violations that cause actual disruption of the educational environment, result in actual violation of law or other school rules, including hate-crime laws, or cause actual injury may result, is the discretion of the District Administration, in more serious disciplinary action, up to and including expulsion without regard to the steps set forth above for standard violations.

## **GENERAL POLICIES**

### **Bullying/Cyber Bullying** (BP 5131)

The Board desires to prevent bullying by establishing a positive, collaborative school climate and clear rules for student conduct. 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. Complaints of bullying or harassment shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

*Cyber bullying* includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships. When a student is suspected of or reported to be using electronic or digital communications to engage in cyber bullying 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.

### **Campus Behavior**

Students must respect the rights of others. Running, shouting, vulgarity and public displays of affection are unacceptable behaviors. Students must be in class during scheduled student-teacher conference time.

### **Cars on Campus**

The following regulations apply to students who opt to drive automobiles to and from school:

1. All students must park vehicles in the appropriate student parking lot, no exceptions.
2. The Administration may suspend a student's driving privilege for breaking parking regulations, or inappropriate vehicle operation.
3. Students are not allowed in the parking lot during school hours.
4. The school/district is not responsible for damage done to automobiles parked in the school parking lots.
5. Any vehicle parked illegally may be subject to towing/citation.
6. Improper use of staff or visitor parking spots by students may result in suspension from school.
7. Under **NO CIRCUMSTANCES** can students transport other students to school events
8. Canine searches of cars are conducted periodically

### **Closed Campus Policy** (BP 5112.5,)

The Board of Education has instituted a closed-campus policy for the safety and welfare of all students. Students are not allowed to leave campus once they arrive until their student-teacher conference is over unless they have an early dismissal note or phone call from parent/guardian. With the exception of foreign exchange students, organized

activities, and/or teacher-sponsored visits, no non-student may visit the campus or attend school with a current school student.

### **Conduct** (BP 5131)

All students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation. Prohibited student conduct includes, but is not limited to:

- Conduct that endangers students, staff, or others
- Conduct that disrupts the orderly classroom or school environment
- Harassment of students or staff, including bullying, intimidation, so-called "cyber bullying," hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering (See Bullying/Cyber bullying)
- Damage to or theft of property belonging to students, staff, or the district
- Possession or use of laser pointers on school premises, unless used for a valid instructional or other school-related purpose, including employment (Penal Code 417.27)
- Use of profane, vulgar, or abusive language
- Plagiarism or dishonesty in school work or on tests
- Inappropriate attire (See Dress and Grooming Code)

### **Emergencies and Current Information**

In the event of an emergency, every attempt will be made to contact parents if a student requires immediate medical attention. If it is determined to be life threatening, staff will call 911. In the event a parent cannot be reached during an emergency, the emergency telephone number on file in the school office will be contacted. It is very important that every student has an emergency telephone number on file. **If there is a change in address, telephone number, or employment, please notify the school immediately, so the emergency telephone number can be changed.** If a student requires immediate medication attention and 911 is called, a parent or person listed on emergency contact card will be contacted.

### **Enrollment**

All incoming students will bring transcripts, verification of address (a utility bill dated within 30 days or less - water, cable, PG&E, or land phone bill), birth certificate, immunization records that includes T-dap, drop form from previous school to the school registrar. Students who are not living in a fixed, regular, adequate nighttime residence may enroll under the McKinney-Vento Act, even if the student lives with friends, an adult that is not their legal guardian, or alone without an adult.

### **Fines and Fees**

Students are responsible for all textbooks, materials; equipment and facilities assigned to them or provided for their use, and may be charged fines or fees for damage or lost items. Fines for book damage are assessed at the time of check-in. Any student not returning

textbooks or other materials will be charged replacement cost.

### **ID Cards**

Students receive a free school ID card with picture. Student must have ID card with them at all times. Students are required to display a student ID card when they are boarding a school bus, on school grounds, purchasing lunch, and participating in student activities. This is mandatory for all NMCUSD students.

### **Insurance**

The school does NOT provide accident insurance for students for any injuries that might happen while a student is at school or participating in school activities. A health release form must be signed before a student can participate in after-school co-curricular/athletic programs. Students may purchase student health and accident insurance for a low cost. Information is available in English and Spanish at the school office.

### **Language and Written Public Expression**

A student's expression may not disrupt the activities of the school. Students will not use any offensive, profane, vulgar, or obscene language, make sexual remarks, or use language that may be derogatory or inflammatory (e.g. race, gender, hate, etc.) or related to drugs/alcohol.

### **Security**

The North Monterey County Unified School District and its officials will not be held responsible for lost or stolen items.

Students are required, before being assigned school property, to agree to abide by the following regulations in relation to the use of personal property on school grounds (EC 5145.12, BP 5145.12):

- Students may not store any materials or personal property that is in violation of school rules or state or federal laws in classrooms.
- Students understand that, if there are facts to support a reasonable suspicion that he/she has violated a criminal law or school rule, all personal property is subject to search by school officials.

### **Loitering**

Students are expected to remain in areas that have been designated as appropriate. Students are not permitted to loiter on campus, in the hallways, restrooms, parking lot, on athletic fields, perimeters of campus, or in cars. Students are expected to be on campus only during the time periods designated within their academic activities' schedule.

### **Lost And Found**

Found articles of clothing and articles such as jewelry and electronic devices are to be turned in to the school office. Students who lose articles are urged to check immediately with the office. Unclaimed clothing and other articles will be donated to charity after a reasonable period of time.

### **Students on Medication:**

Parents are to notify the principal if their child is on a continuing medication regimen. This notification shall include the name of the medication being taken, the dosage, and the name of the supervising physician. With parental consent, the principal or school nurse may confer with the physician regarding possible effects of the drug, including symptoms of adverse side effects, omission or overdose and counsel with school personnel as deemed appropriate. (Ed. Code, § 49480)

### **Administration of Medication**

Medication prescribed by a physician for a child may be administered during the school day by a registered nurse or other designated school personnel, or self-administered by the child if the medication is prescription auto-injectable epinephrine or prescription inhaled asthma medication, but only if the parent consents in writing and provides detailed written instructions from a physician. Forms for administering medication may be obtained from the school secretary. (Ed. Code, §§ 49423, 49423.1, 49423.5, 49480)

### **Use of Technology** (BP 6163.4)

Technological resources provided by the district must be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning. Student use of district computers to access social networking sites is prohibited.

Before using the district's technological resources, each student and his/her parent/guardian shall sign and return a Technology Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree to not hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred. Finally, they agree to comply with technology Board policy regarding electronic harassment and cyber-bullying. Students are required to have a current and signed Technology Use Agreement on file prior to being able to use the District/School Network and/or Web Page.

### **Non-Academic Technological Devices**

Students are discouraged from bringing non-essential devices to school. Cell phones are not allowed to cause a disruption during school hours. **All cell phones and other electronic devices must be turned off and out of sight during student-teacher conferences.** **The school will not be held responsible for devices that are lost, or stolen.**

### **Public Display of Affection**

Inappropriate physical displays of affection are inappropriate in a school setting and will not be permitted.

### **Searches**

An administrator or designee may conduct a reasonable search of a student's person, personal items, or vehicle when there are facts to support a reasonable suspicion that he/she has violated a criminal law or school rule or possesses illegally obtained items. These may include illegal substances, drugs, weapons, or other objects or substances, which may be injurious to students and others. Canine searches of classrooms, personal items, lockers and cars are conducted periodically. (EC 49050, Board Policy 5145.11)

### **Skateboards, Bikes, Scooters, Roller Blades, etc.**

Skateboards, bikes, scooters, and roller blades are not allowed to be used on campus and should not be brought to campus unless it is a form of transportation for the student. The item would be stored in a designated area.

### **Tobacco-Free Schools**

Our school has been recognized and complies with the Tobacco Free Schools regulations. Employees and

other adults are not permitted to smoke or chew on school property, or in school buildings and vehicles.

### **Visitors**

NMCCIS is a closed campus school and has a No Visitor Policy. Students may be accompanied by parents/guardians for purposes of teacher-student conferences.

### **Work Permits**

Students under 18 years of age who work for wages outside the school are required by State law to have work permits. This applies both to employment during vacation and during the school year. Application forms are available in the Office.

### **Dances**

NMCCIS students may participate in dances held at NMCHS. Administrative approval is required. The school and District Code of Conduct and dress code will apply at all events and to all students and their guests. All dances will be alcohol and drug free. Each student will be tested with an alcohol sensor device called a Breathalyzer before entering any dance.

## STUDENT SUPPORT SERVICES

### **Mental Health Clinical Counseling Services**

Our Clinical Counselor facilitates counseling interventions, psychotherapeutic techniques, and crisis intervention to students within NMCUSD's Alternative Education Programs with the purpose of identifying and remediating cognitive, mental, emotional, psychosocial, and developmental issues so as to support positive school behaviors and academic goals among this at-risk student population.

Students may access these services in the following ways:

1. Students and/or parents may request an appointment by calling the clinical counseling office at 831-663-2997 ext. 203.
2. Concerned teachers may refer students by filling out a counseling referral form.

### **Teen Parenting Support and Childcare**

The children of parenting teens are enrolled in Central Bay Children's Center. The Center maintains a 1:3 ratio for infants and a 1:4 for toddlers in accordance with Title V (CA Dept. of Ed). Children enrolled in Central Bay Children's Center are assessed using the Desired Results Developmental Profile (DRDP-IT) Results are shared with parents.

Parenting and pregnant teens receive parent education and are referred to local community services based on need. Pregnant teens receive support while on maternity leave. There is ongoing recruitment of pregnant teens in the community via networking and referrals.

### **Academic Counseling Services**

Academic Counseling services are available to all students. These services include the following:

- Writing Six-Year Plans for all students and reviewing the plan annually. This plan is based upon NMCUSD graduation requirements.
- Reviewing individual and summary student achievement data annually to determine support/intervention courses and options for students.
- Coordination of EL placement in appropriate classes that will

fulfill graduation requirements and support student in reaching English proficiency.

- Developing and monitoring Individual Learning Plans for identified at-risk students and reviewing these plans with parent/student at least twice a year.
- Reviewing the Six-Year Plan annually with parents for all 9<sup>th</sup>-12<sup>th</sup> grade students and all students who are identified as needing additional academic interventions.

The academic coordinator provides information regarding: graduation, selection of courses, scholarships and grants, vocation and career guidance, personal counseling.

Teachers will submit a referral to the academic coordinator as needed.

### **Yearly Academic Counseling Goals**

#### *Eleventh Grade*

Students will be informed of their progress toward graduation. Students will explore education necessary to meet career goals (includes credit recovery plan and CTE plan), will be given PSAT/NMSQTACT, SAT I, SAT II, and ASVAB testing information, have an opportunity to meet with college representatives, NCAA eligibility conference (if requested), and CAHSEE status report.

#### *Twelfth Grade*

Students and parents confer with teachers regarding credits and required courses, passing of CAHSEE, and GPA. Teachers provide information about: ACT, SAT I, and SAT II, scholarship and financial aid, filling out applications for scholarships and

college admission, and financial aid workshops for parents and students.

**Grants and Scholarship Information**

Grants, scholarship information and applications are made available to Juniors and Seniors through the academic coordinator.

**Transcripts**

All official transcripts must be requested from the school registrar 24 hours in advance by signing a Transfer Request Form. Unofficial transcripts can be received from the Registrar as time permits. Allow two days (48 hours) for processing. Current students may request 2 official transcripts at no charge; thereafter, the following fees apply:

- \$1.00 Unofficial Transcript
- \$3.00 Official Transcript

**UNIVERSITY OF CALIFORNIA SUBJECT REQUIREMENTS**

History/Social Science - 2 years required  
 English - 4 years required  
 Mathematics - 3 years required, 4 years recommended  
 Laboratory Science - 2 years required, 3 years recommended  
 Language, other than English - 2 years required, 3 years recommended  
 Visual and Performing Arts - 1 year required  
 College Preparatory Electives - 1 year required

**CALIFORNIA STATE UNIVERSITY SUBJECT REQUIREMENTS**

English – 4 years  
 Mathematics – 3 years required, 4 years recommended  
 History and Social Science – 2 years  
 Laboratory Science – 2 years  
 Foreign Language – 2 years

Visual and Performing Arts – 1 year  
 College Preparatory Electives – 3 years

<b>Academics</b>
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**High School Graduation**

**Requirements (BP/AR 6146.1)**

To receive a High-School Diploma, all high school students must fulfill the following graduation requirements:

1. Pass the California High School Examination (CAHSEE)
2. Receive a cumulative 2.0 GPA over their four-year high school career
3. Successfully complete 220 credits in the following subject areas:

Subject	Credits
English	40
Math (to include Algebra I)	20
Science (to include one physical and one life/lab science)	20
Social Studies (World Cultures, U.S. History, Economics, Government)	30
Vocational Arts	15
Foreign Language/Fine Arts	10
Physical Education (to include 9 <sup>th</sup> grade P.E.)	20
Health	5
Electives	60
<b>Total credits required</b>	<b>220</b>

**Repeat Course Policy**

No course credit will be given for a grade of “F” in subject courses. If a student receives a “D” or “F,” these courses may be repeated for full credit during the school year. Both grades will be posted on the student’s transcript with only the higher grade calculated into the GPA, but the student shall receive credit only once for taking the course. A “D” grade is passing in all

subjects. All credits earned are counted towards the total 220 credits required. This does not preclude the earning of extra credits beyond the regular school day or year for the purpose of acceleration or for credit recovery if those courses are approved by NMCCIS for transfer.

### **Math Course Requirements**

Completion, prior to entering grade 9, of Algebra coursework that meets or exceeds state academic content standards shall not exempt a student from the requirement to complete two mathematics courses (or at least 20 credits) in grades 9-12. (EC 51224.5, BP 6142.92)

### **High School Exit Examination**

All California public school students must satisfy the CAHSEE requirement, as well as all other state and local requirements, in order to receive a high school diploma. (EC 60851, 60859, BP 6146/ AR 6146.1)

The CAHSEE has two parts: English-language arts (ELA) and mathematics. ELA addresses state content standards through grade ten. In reading, this includes vocabulary, decoding, comprehension, and analysis of information and literary texts. In writing, this covers writing strategies, applications, and the conventions of English (e.g. grammar, spelling, and punctuation). Mathematics addresses state standards in grades six and seven and Algebra I. The exam includes statistics, data analysis and probability, number sense, measurement and geometry, mathematical reasoning, and algebra. Students are also asked to demonstrate a strong foundation in computation and arithmetic, including working with decimals, fractions, and percentages. Supplemental instruction is

offered to any student who does not demonstrate "sufficient progress," as defined in AR 6146.1, toward passing the CAHSEE exam. (EC 37252, 6085) Supplemental instruction may include after school, intersession, Saturday School and summer school instructional programs for students in grades 7-12 who do not demonstrate sufficient progress toward passing the CAHSEE. (EC 37252, BP 6146/AR 6146.1)

### **Options for Students Not Passing CAHSEE**

The Board believes that it is important to provide continuing support to students who have passed all state and local graduation requirements except for passage of the exit examination. To that end, the District shall offer students the following options beyond their regular senior year until they pass the examination:

1. Students in grade 12 may take the examination up to five times per year until they pass it.
2. Remediation instruction will be offered during the year following grade 12 pursuant to EC 37252 or 37254.
3. Enrollment for an additional year at NMCCIS can be offered with approval from the principal and if the student has been continuously enrolled.
4. Enrollment in an alternative education program.
5. Maintaining continuous enrollment in an independent study program.
6. Enrollment in an adult secondary school.

In addition, some community colleges offer non-credit adult education programs and grant high school diplomas without requiring passage of the exit examination. Students may also obtain a diploma equivalent by passing

the California High School Proficiency Exam or the General Education Development test.

Upon receipt of the results of the last administration of the exit examination to high school seniors, the Superintendent or designee shall identify students who have not fulfilled all local and state graduation requirements and have not passed CAHSEE and shall notify them, and their parents/guardians, of the educational options offered by the district.

### **Participation in Graduation Ceremony**

Participation in commencement is an earned privilege. Students must meet all requirements for graduation to be eligible to participate. Students suspended during the last 15 school days preceding the commencement may not participate in commencement exercises in line with BP 5127. If a student successfully completes the district's graduation requirements while attending a juvenile court school or nonpublic, nonsectarian school or agency, the district shall issue the student a diploma from the school the student last attended. (EC 48645.5)

### **Award of Diploma**

A student shall pass the state mandated CAHSEE and meet all other graduation requirements to be awarded a Diploma.

### **Special Competency Requirements / Certificate of Educational Achievement or Completion**

Where students follow an active Individual Educational Plan (IEP), a school assessment team shall determine essential competencies and courses required. A student shall receive an award of diploma if they meet all

NMCUSD graduation requirements, including passing the CAHSEE. Students can pass the CAHSEE using modifications indicated on their Individualized Education Plan (IEP) and determined by the school assessment team. A student may receive a Certificate of Educational Achievement or Completion as so indicated on their Individualized Education Plan (IEP) and determined by the school assessment team.

### **Required Instruction for Each Student**

#### **1. Full Credit Requirements**

Every student must enroll and successfully complete the learning objective of all required courses listed in the BP 5127 to the extent that allows for full credit to be granted. A student must achieve full credit in these courses to fulfill graduation requirements and receive a Certificate of Educational Achievement.

#### **2. Participation in a Course**

When participation is part of the requirement of the goals outlined in the in the student's Individual Educational Plan (IEP), it shall be described in the learning objectives for completing the course.

### **Attendance**

Twenty hours of acceptable schoolwork is required to earn one (1) week of A.D.A. and cumulative academic credit. 1.5-2.0 credits of acceptable schoolwork each week maintains consistent progress towards graduation. More time may be necessary to complete graduation requirements if a student enters the school behind in credits.

### **Grading Periods**

The K-6 grading period is a trimester. There are three trimesters in a school year. Grades are issued at the end of

each grading period. For grades 7-12, the grading period is a semester. There are two semesters in a school year. Grades are issued throughout each semester as students complete their coursework. Transcripts are provided to parents/guardians at the end of each grading period.

Student credit attainment progress is monitored closely by staff. Teachers inform parents if a student is failing and hold conferences with parents and students.

### **Grades**

Grades serve a valuable instructional purpose by helping students and parents/guardians identify the student's areas of strength and those areas needing improvement. Parents/guardians and students have the right to receive course grades that represent an accurate evaluation of the student's achievement.

The teacher of each course shall determine the student's grade. The grade assigned by the teacher shall not be changed by the Board or the Superintendent except as provided by law, Board policy, and Administrative Regulation. Teachers shall evaluate a student's work in relation to standards, which apply to all students at his/her grade level and provide appropriate accommodations and modifications to ensure students have access to the course content and standards in which the grade is based upon. Teachers shall inform students and parents/guardians how student achievement will be evaluated.

Grades should be based on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and objectives. Students shall have the opportunity to

demonstrate this mastery through a variety of methods such as assignments, tests, and portfolios.

### **Grades for Achievement**

Grades toward mastery of standards in shall be reported for each marking period as follows:

A = Advanced Mastery of Course Standards 90-100% 4.0 grade points

B = Proficient Mastery of Course Standards 80-89% 3.0 grade points

C = Basic Mastery of Course Standards 70-79% 2.0 grade points

D = Below Basic Mastery of Course Standards 60-69% 1.0 grade points

F = Far Below Basic Mastery of Course Standards 59% and below 0 grade Points

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. (EC 49067, BP/AR 5123) No "F" can be given for a course if parents/ guardians are not notified in a timely manner that the student is failing the course.

### **Grades for Physical Education**

(BP/AR 5121)

Student performance in high school physical education courses shall be based upon evaluation of the student's individual progress, attainment of goals in each instructional area, tests designed

to determine skill and knowledge, and physical performance tests.

### **Regional Occupation Program (ROP)**

ROP provides elective credits and training in vocational and technical occupations for youth and adults. Most of these courses are held off campus so students may have to provide their own transportation to the ROP site. See the academic counselor for more information and requirements.

### **Concurrent Enrollment Program**

Juniors and Seniors are allowed to enroll concurrently in Community College, CSU, and/or UC college classes with prior administrative approval and must meet with the Academic Counselor for course approval. Specific courses may be approved for credit on the student's high school transcript under the NMCUSD concurrent enrollment policy. Students can earn 10 high school credits for each three unit college course taken. Please note there is a "cap" on the number of courses a student can take.

### **Extended Learning Time Programs**

Extended learning time will be provided after school and during the summer through the Adult Education Credit Recovery program. Students must meet with the academic counselor to enroll in these programs.

### **Students in Foster Care**

Grades for a student in foster care shall not be lowered if the student is absent from school due to a decision by a court or placement agency to change the student's placement in which case the student's grades and credits shall be calculated as of the date the student left school or a verified court appearance or

related court ordered activity (EC 49069.5).

### **CAASPP Testing**

The California Assessment of Student Performance and Progress System encompasses the following assessments and student participation requirements

- Smarter Balanced Summative Assessments for English Language Arts/Literacy and Mathematics in grades three through eight and eleven. All students at the designated grade levels are required to participate.
- CST for Science assessments are required for students in grades five, eight, and ten.

### **CELDT Testing**

Students in kindergarten through grade twelve whose home language is not English are required by law to take an English skills test. In California, the test is called the CELDT. This test helps schools identify students who need to improve their skills in listening, speaking, reading, and writing in English. Schools also give the test each year to students who are still learning English. Identified English Learners receive intervention services until they are reclassified as being fluent in English.

### **Student Records**

Parents of students enrolled or former pupils have a right to access pupil records related to their children that are maintained by the school district. The requested access shall be granted no later than five days following the date of the request and take place during regular school hours (EC 4906, Administrative Regulation 5125). Following an inspection and review of a pupil's records, the parent or guardian of a pupil

or former pupil of the school district may challenge the content of a pupil record through a written request (EC 49070, BP 5125.3).

## **ADDITIONAL EDUCATIONAL PROGRAMS**

### **Special Education Identification**

The District actively seeks out and evaluates students within District boundaries who have disabilities in order to provide them with appropriate educational opportunities in accordance with state and federal law. The District provides special education and related services to students with disabilities who are determined eligible pursuant to the provisions of the Individuals with Disabilities Education Act (“IDEA”).

### **Special Education - RSP**

The Resource Specialist Program (RSP) is a State and federal funded program for students who are substantially below grade level, and have a discrepancy between ability and achievement. Students receive appropriate intervention services recommended by the student’s Individualized Education Plan Review Team and approved by the parents/guardians. Students have access to the core curriculum.

### **Section 504 of the Rehabilitation Act**

The District provides accommodations to students in the general education population who have a physical or mental impairment that substantially limits a major life activity, such as learning. When a Section 504 referral is made, a team

with knowledge about the student meet to determine eligibility and to develop a Section 504 plan.

### **Accommodations for English Learners**

Students who are identified by the district as English Learners and are performing below the minimum standards will receive intervention services.

## **PARENTAL INVOLVEMENT**

### **School Site Council**

The School Site Council serves as an advisory council for the development of the School Site Plan. The advisory council is made up of an equal number of parents/community members, and of school personnel including the principal, teachers, and other staff who share an interest in our school. If you are interested in serving on this council, please contact the school.

### **English Language Advisory Committee (ELAC)**

Parents of our English Language Learners are encouraged to participate in this important program. Parents learn about ways to help their children and advise in the use of categorical funding.

## **SAFETY INFORMATION**

Emergencies and disasters are unpredictable and strike without warning. NMCUSD has developed an Emergency Operational Plan. All staff is trained in the plan at the beginning of the year. Procedures are in place for “Shelter in Place” and “Evacuation” responses to emergency situations.

## COMPLAINT PROCEDURES

**All Board Policies and Administrative Regulations are available upon request.**

**Step 1: Filing a Complaint.** A complaint must be initiated no later than six months from the time the alleged discrimination occurred. A complaint form and copy of the full policy is available on the District website, each school office and the District Office free of charge.

**Step 2: Mediation.** Within three days of receiving the complaint, the Compliance Officer may informally discuss with the complainant the possibility of using mediation. If mediation does not resolve the problem, the Compliance Officer shall proceed with his investigation of the complaint adhering to a 60-day timeline.

**Step 3: Investigation of Complaint.** The Compliance Officer shall hold an investigative meeting within five days of receiving the complaint or after an unsuccessful attempt to mediate the complaint.

**Step 4: Response.** Within 60 days of receiving the complaint, the Compliance Officer shall prepare and send to the complainant a written report of the investigation and decision.

**Step 5: Final Written Decision.** The report will be presented in writing in the complainant's primary language, or if necessary, interpreted. The report shall include the findings and disposition of the complaint and notice of the complainant's right to appeal the decision in writing to the California Department of Education within 15 days. Complainants may also pursue civil law remedies but such remedies may not be pursued until 60 days after filing an appeal to the CDE.

### **Nondiscrimination**

The District prohibits discrimination based on race, color or national origin, actual or perceived sex, ethnic group identification, religion, mental or physical disability, or sexual orientation. The District's Governing Board has primary responsibility for ensuring that district programs and activities are free from discrimination based on such unlawful basis.

**The NMCCIS student handbook in English and Spanish can be found on the district website at [www.nmcusd.org](http://www.nmcusd.org).**

**District Board Policies and Administrative Regulations can be found on the District's website under Board of Education page using the link to [www.GamutOnline.net](http://www.GamutOnline.net).**

## ***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.

<p style="text-align: center;"><b>DRESS CODE</b> North County Unified School District Reference BP 5570.1</p>
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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

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### Services and Contact Information

#### Epidemiology & Surveillance Unit:

Primary contact: Susie Barnes, MPH, 831-755-4698, [BarnesS@co.monterey.ca.us](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:MichieKJ@co.monterey.ca.us)

*Prevent. Detect. Respond.*



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### 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. Education staff and students on preventative measures.
12. Actively monitor remaining students and staff for signs of illness.

updated 05/12/2015

*Prevent. Detect. Respond.*