

Oak Park Unified School District

**Medea Creek Middle School
Comprehensive School Safety Plan
January 2014**

Medea Creek Middle School Comprehensive School Safety Plan 2013-14 Annual Update Checklist

Required Elements: Each school safety plan shall include Identification of appropriate strategies and programs designed to maintain a high level of school safety and development of the following procedures:

Section Number, Title, and Description	Date of Review	Mark (X) All Appropriate Boxes Below			
		Change Required	No Change Required	Remove Pages*	Add Pages*
1 School Vision <i>Statement of the school's mission and vision</i>	10/15/13		X		
2 A Safe & Orderly Environment <i>Programs and practices promoting a safe and orderly environment conducive to learning</i>	11/19/13	X			
3 Safety on Site <i>Leaving Campus, Student Passes, and Electronic Devices</i>	11/19/13	X			
4 School Crime Assessment <i>Uniform information reporting system report</i>	11/19/13	X			
5 Safe Ingress and Egress <i>Safe Ingress and Egress To and From School</i>	11/19/13		X		
6 Dress Codes <i>Policies and regulations pertaining to student dress codes</i>	3/12/13		X		
7 In the Event of a Disaster <i>Procedures, Routine, Maps, Scheduled Drills and Emergency Provisions</i>	11/19/13				
8 Emergency Response <i>Team Flow Chart, Emergency Contact Numbers, Crisis Checklist, Response Team Job Descriptions</i>	10/15/13	X			
9 The District at a Glance					
10 Sexual Harassment Policy <i>Policies and regulations pertaining to sexual harassment</i>					
11 Discipline: Rules and Procedures <i>Policies and regulations pertaining to student discipline</i>					
12 Hate Crime/Bullying Policies and Procedures <i>Policies and regulations pertaining to hate/bullying reporting procedures</i>					
13 Teacher Notification Policies <i>Teacher notification policies regarding dangerous students</i>					
14 Infectious Diseases <i>Policies and regulations pertaining to infectious diseases</i>					
15 Child Abuse Reporting Procedures <i>Policies and regulations pertaining to child abuse reporting procedures</i>					
16 Suspension & Expulsion Policies <i>Policies and regulations pertaining to student suspension and expulsion</i>					

Signatures and Certification:

School Principal

Site Council or Safety Committee Representative

Date

Date

* Attach 2 copies of all page changes to this checklist and indicate which policy section and page(s) it will be replacing. Please return to the Business Services department by February 1.

School Vision

SCHOOL VISION AND MISSION STATEMENT

MISSION STATEMENT

The mission of the Oak Park Unified School District is to provide students with a strong foundation for learning, which meets the challenge of the present and of the future through a balanced education, which includes academic achievement.

VISION STATEMENT

Medea Creek Middle School's vision is based on the premise that we are a community of continuous learners dedicated to providing an enriched and challenging learning experience for all students. The key tenets of our vision are:

- We believe school should prepare students for life as productive and responsible citizens.
- We believe in success for all students.
- Everyone is expected to do his/her best in an environment where they feel safe and are known and appreciated as unique individuals.
- We are all lifelong learners.
- Our goal is for learning to be rigorous and relevant.
- Expectations for quality work and how it will be judged are clear to all.
- We are a team.

OAK PARK UNIFIED SCHOOL DISTRICT
EXHIBIT

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

E0000

Mission

The mission of the Oak Park Unified School District is to provide students with a strong foundation for learning which meets the challenge of the present and of the future through a balance education which includes academic achievement, personal growth and social responsibility.

A Safe &
Orderly
Environment

**Medea Creek Middle School
Ensuring a Safe and Orderly Environment
2013-2014**

School Climate and Physical Environment:

Oak Park Unified School Districts Goals and Moral Imperatives set the standards by which we implement staff development to meet the needs of our District's stakeholders, with the focus being students. Creating a school climate and a physical environment that are safe and conducive to learning is a priority. Parents are involved in every aspect of the planning and life of our campus. From assisting with traffic flow in the morning, to volunteering in the office and in classes and on curricular trips, and planning events such as the Ability Awareness Faire, parents provide sustenance and support for our campus. Through Parent Faculty Association (PFA), Site Council (SC) and various District Committees, parents have the opportunity to provide meaningful input to maintain and improve the academic growth, health and safety of Medea Creek Middle School. Our site Leadership structure ensures that curriculum and instruction, wellness, safety and a positive school culture that values diversity is inherent in our daily planning. Department, grade level and site Leadership Team meetings are the organizational structure that brainstorms, plans, implements and evaluates practices. Our **Student Handbook** (see attached) and MCMS Website detail how we ensure a safe and orderly environment. Our **Single Plan for Student Achievement** (see attached) delineates the areas and the path we will take to build upon our trajectory of growth and continually improve.

Safe School Overview 2013-2014

The following statements are Moral Imperatives of the Oak Park Unified School District. They reflect the desire of the Board of Education and the Safe Kids Task Force to implement a proactive approach to personal growth and social responsibility:

- Design and implement a successful transition to the Common Core Standards and focus on differentiated instruction.
- Continue articulation in math between elementary, middle, and high schools and ensure there are intervention programs in both reading and math in place to help struggling students.
- Provide opportunities for students to find their paths beyond high school.
- Programs in STEM (Science, Technology, Engineering, and Math) will emphasize experiential learning at all grade levels.
- Environmental efforts will focus on both instruction and practice related to energy conservation, recycling, water conservation.
- Continue programs that emphasize student and employee wellness and balance. Support participation of MCMS in the Stanford University *Challenge Success* program. Counseling programs and anti-bullying programs will be continued and enhanced where possible.
- Develop new standards and common student outcomes in the area of technology.
- Greater emphasis on creating a learning environment that maximizes the potential of each child, including the recognition of a variety of achievements and day-to-day learning.
- Empower teachers and encourage teacher leadership in a variety of areas such as Common Core, technology, the environment, etc.
- Continue to promote regular communication with both the Oak Park community and our wider learning community.
- Engage more deeply in community outreach projects.
- Provide safe, clean, and high quality facilities that support the instructional program and a safe learning environment at all of our schools.
- Improve disaster preparedness to maximize safety of all staff and students in the event of an earthquake, fire, or other disaster.

Medea Creek Middle School faculty and staff supports school culture that values each student, encourages empathy, and discourages behavior that may prevent students from feeling safe while at school. MCMS has many on-going activities, programs and procedures to promote and to help ensure a safe and positive school environment. We are continuously identifying and implementing events, opportunities and strategies to cultivate a feeling of community at MCMS. A physically and emotionally safe campus is at the forefront of our 'climate radar.' In our continuing effort on cultivating and maintaining a campus built on individual and mutual respect of diversity, the following Action Plan Outline delineates the ways we encourage community and student independence, wellness and safety, responsibility and problem-solving—all with an eye toward creating the best MCMS community possible.

Medea Creek Middle School Action Plan Outline 2013-2014:

1. Visits to P.E classes to review rules, policies, and procedures relating to safety and behavior, with a focus on bullying and harassment.

This occurs the first two weeks of school and is done by the Principal, Assistant Principal and Dean

2. Luncheon for students new to MCMS

September 2013 and arranged by ASB

3. Tobacco Bus of Horrors: Interactive Tobacco Use Prevention Education (TUPE) for MCMS 6th graders

September 2013 and ongoing instruction for students and staff development for 6th grade science teachers

4. Luddington Institute and Ventura County of Education Workshops on At-Risk Behavior

2013-2014 School year for Counselors, Administrators, Community

5. Club Sign-Up Day and Clubs: A variety of student interest Clubs designed to foster connections between MCMS adults and students (see attached Club list)

September 2013-June 2014 and arranged by Assistant Principal, ASB and facilitated by teachers, counselors and administrators.

6. Club Presidents have articulation with Student Body President

(periodically 2013-14)

7. Problem solving strategies shared with 6th grade Humanities classes, with a focus on harassment and bullying.

This occurs the first month of school and is done by the Counselors

8. 8th grade boy and girl group meetings: facilitated by MCMS counselors for selected students: topics of discussion focus on making good decisions and the process involved; problem-solving techniques; communication issues; academic planning.

Planned and facilitated by MCMS Counselors

9. College and Career Presentations: Counselor presentations and discussion in 7th/ 8th grade classes; includes a power point presentation about career exploration, college eligibility, high school graduation, middle school culmination, and making informed choices.

Planned and presented by MCMS Counselor

10. Internet Safety Assemblies and Parent Chat: Hosted by Officer Steve DeWarns, this presentation covers geo-tagging, digital reputations, bullying on-line, and "What to do if...." scenarios.

October 2013

11. Sharing Survey Results and The Single Plan for Student Achievement with Site Council and the MCMS Community.

November 2013-May 2014, facilitated by the Principal

12. 'Maintaining a Safe Campus': regular updates and discussion with all stakeholders (Faculty Meetings, Site Leadership, PFA, Site Council, ASB).

Ongoing and facilitated by the Principal et al.

13. Student Safety Squad: helps prepare the MCMS campus for emergency preparedness

Ongoing with Assistant Principal

14. Challenge/Success: School-wide emphasis on achievement AND wellness:

Morning Announcements, articles and email messages, stakeholder meetings

Kick-off Conference October 2013; Ongoing MCMS staff (administration, teachers, classified) students, parents

- Campus supervisors know the campus and students and alert the office and each other about 'things that do not seem right'
- Campus supervisors, custodians, construction workers wear OPUSD vests.
- The culture at MCMS is that each adult takes responsibility for the well-being and safety of students and staff
- Regular communication with MCMS Crossing Guard.
- Open communication between adults regarding students' and adults' well-being
- Proactive Counseling staff with Crisis Intervention experience; CERT contacts
- Crisis Intervention procedures in process with District and community contacts
- Safe School Ambassadors and other activities to create a culture of respect and students looking out for each other on campus.
- Continuous work in strengthening communication and contact
With local law enforcement



MCMS

STUDENT CLUBS

BEFORE AND AFTER SCHOOL CLUBS

CLUB	SPONSOR	MEETING PLACE / TIME
Fitness Club	Coach Fast & Coach Hermosillo	WED 7:30 am / GYM
Recycling Club	Mrs. Bagheri	THURS 2:50 / Main Office
Yearbook Club	Miss Skiba & Mrs. Wenker	WED 3:00-4:00 / C3
Mental Muscle Club	Mrs. Johnson	MON 2:45-3:15 / E8

6TH GRADE LUNCH

CLUB	SPONSOR	MEETING PLACE / TIME
Art Club	Mrs. Jones	Every other TUES / R3
Cheer Club	Ms. Cohen	THURS / C11
Rocket Club	Mr. Roesner	WED / E6
Chinese/Kung Fu Club	Mrs. Yap	Every other FRI / D2
Musical Theater Club	Mrs. Allen	Every other TUES / C12
Film Club	Mrs. Sonnabend	THURS / C13
Food Club	Coach Jacobs	Every other THUR / Gym
80's Club	Mrs. Shea	WED / E9
Ultimate Frisbee Club	Coach Jacobs	Every day before school and at lunch on the Field

7th/8th GRADE LUNCH

CLUB	SPONSOR	MEETING PLACE / TIME
Pause for Paws	Mrs. Williams and Ms. Ligeti	FRIDAY / Library
Arts and Craft Club	Mrs. Williams and Ms. Ligeti	WED / C18
Chinese Club	Mrs. Yap	Every other WED and FRI / D2
Movie Club	Mrs. Jimenez and Mrs. Fadgen	MON / C3
Art Club	Mrs. Cadle	Every other MON / D2
Horror Movie Club	Mr. Peterson	THURSDAY / C17
Computer Club	Mrs. Steiner	Every other WED / D1
"Warriors" Club	Mrs. Mosley	1st & 3rd MON / C4
Garden Club	Ms. Cohen	Every other WED / C16
Games Club	Mr. Winsick	TUES / R2
Economics Club	Mr. Winsick	WED / R2
Chess Club	Mr. Winsick	THUR / R2
Surf Club	Mr. Winsick	FRI / R2
Rocket Club	Mr. Roesner	WED / E6
Pokeman Club	Ms. Franco	THUR / R4
Russian Club	Mrs. Paniz	1st & 3rd WED / Library
"Doctor Who" Club	Mrs. Dusek	1st & 3rd WED / R4
Prayer Club	Mr. White	MON / C8
"Castle" Club	Mr. White	TUES / C8
"Top Gear" Club	Mr. White	THUR / C8
Fan Club	Mrs. Kudlacek	1st & 3rd THURS / C7
Baseball Club	Mr. Peterson	Every other TUES / C17
"Cartoon Villians" Club	Mrs. Pomerantz	Every other MON / C19
CJSF	Mrs. Friedlander	1st & 2nd WED / C2
"Music Club"	Mrs. Jimenez	Every other TUES / C1

Medea Creek Middle School Student Handbook 2013/2014

MCMS VISION STATEMENT

We believe school should prepare students for life as productive and responsible citizens.

We believe in success for all students.

Everyone is expected to do his/her best in an atmosphere where they feel safe and are known and appreciated as unique individuals.

We are all lifelong learners.

Our goal is for learning to be meaningful and challenging.

Expectations for quality work and how it will be judged are clear to all.

We are a team.

My Schedule:

Period	Subject	Teacher	Room
1			
2			
3			
4			
5			
6			
7			

This Book Belongs To:

Name: _____ Grade Level: _____

Phone Number: _____ Email Address: _____

Medea Creek Middle School
1002 Doubletree Road
Oak Park, CA. 91377
Phone: 818 707 7922
Fax: 818 865 8641
www.oakparkusd.org/mcms

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Welcome to Medea Creek Middle School!

Dear Students,

Welcome to Medea Creek Middle School, home of the Panthers! This year will present new and exciting challenges; opportunities for growth and success. I encourage you to participate in as many of these opportunities as possible. Every day is a chance to learn, a chance to prepare.

This Handbook has been prepared to assist students in becoming acquainted with the activities on campus, as well as the expectations, policies and procedures that will be followed. The handbook is a framework and an organizational tool to help you become the most effective and successful student you can become. We also want you to be aware of the support systems available to you. Any time you have a problem or concern, discuss it with a teacher, counselor, or an administrator. The Oak Park Unified School District has a rich tradition of academic success. Medea Creek has been awarded California Distinguished School status, and recognized as a National Blue Ribbon School. These awards reflect the hard work that is given by Medea students. You have the responsibility to consistently give your best effort in every situation. The expectations at Medea Creek are high, but not unreasonable or unfair.

My sincere hope is that your days at Medea Creek are rewarding, meaningful, and fun. Let's have a great school year!

Sincerely,

*Brad Benioff
Principal*

PHILOSOPHY, STANDARDS, AND PROCEDURES FOR SUCCESS

Medea Creek Middle School strives to maintain an atmosphere in school and at school activities which enhances the potential for the success of every student. Our commitment to learning includes the following concepts:

- Students must be assured of an environment that is safe.
- Mutual respect is the underlying principle in the classroom.
- Rules are publicized, explained, and equitably enforced.

School rules are derived from the goals of respect for self, for property, and for others. In enforcing the rules of the school, the district, and the state, the Medea Creek staff believes that students must understand that their actions do have consequences. As students become responsible for their own behavior, they develop the self-discipline needed to become responsible citizens. Schools must provide frequent opportunities for students to exercise self-discipline.

Medea Creek Middle School believes that students must become self sufficient and productive members of society. The district's goals are to instill in students a loyalty for their country, respect for its laws and traditions, and an understanding of the importance of individual dignity. The rights and privileges of a democratic society depend on each individual's sense of social conscience.

To assist the success of students in a school environment, the school, staff and parents must work cooperatively. Teachers, counselors, and administrators are responsible for modeling and teaching students the behavioral standards desired in the classroom and in the school. Parental support of the school is essential to ensure that students respect and follow the rules and regulations.

From the beginning to the end of class, teachers must be free to teach and students must be free to learn. Students are expected to show respect for the teacher and for other students in the classroom. Any behavior that disrupts instruction is inappropriate. Specifically, students are required to come on time to class prepared to work with all required materials and to stay on task for the class period. Additionally, students must comply with the classroom rules as established by each teacher. When a student displays disruptive behavior in the classroom, the teacher will first work with the student to improve behavior. If that effort fails, the student who continues to disrupt the learning process will be referred to school counselors and/or administrators.

Medea Creek Middle School and all Oak Park Unified School District School sites are 100% tobacco free. Use of any tobacco products is prohibited on all campuses. Additionally, Medea Creek Middle School follows a policy of nondiscrimination in all aspects of curriculum, employment, communications, etc.

Email/Telephone and Staff Directory

Teachers and staff can best be reached by email. All (see 2 exceptions on staff list) email addresses follow this format: *first initial, last name* @oakparkusd.org (example: bbenioff@oakparkusd.org)

MCMS WEBSITE: WWW.OAKPARKUSD.ORG/MCMS

Main Office..... 707-7922

Ms. Church (Office Manager)

Attendance Office 597-4261

Ms. Brown (Attendance and Student Records)

Ms. Bisciglia (Health Technician)

Ms. Paniz (Librarian)

Ms. Smolarski (Cafeteria Manager)

TEACHERS & ADMINISTRATORS:

Ms. Allen (6th grade math/science)

Ms. Ayers (6th grade humanities)

Ms. Bagheri (Vice Principal)

Mr. Benioff (Principal)

Mr. Borquez (music)

Ms. Cadle (art)

Mr. Calce (PE)

Ms. Rachelle Cohen (6th grade math/science)

Ms. Katie Cohen kecohen@oakparkusd.org (6th, 7th & 8th grade science)

Ms. Dusek (7th grade humanities)

Ms. Fadgen (7th grade Humanities, Read 180)

Ms. Fast (PE)

Mr. Feinberg (Dean)

Ms. Franco (7th & 8th grade math)

Ms. Friedlander (Spanish and French)

Ms. Gallivan (Counselor L-Z)

Ms. Goldman (6th grade humanities)

Ms. Graves (8th grade science)

Ms. Heller (6th grade humanities)

Ms. Hogan (PE)

Ms. Hermosillo (PE)

Mr. Henderson (8th grade math)

Ms. Hoerman (6th grade math/science)

Mr. Jacobs (PE)

Ms. Jimenez (special education)

Mr. Kegley (PE)

Ms. Kelly Johnson kmjohnson@oakparkusd.org (7th grade science)

Ms. Kim Johnson (8th grade humanities)

Ms. Jones (special education)

Ms. Kudlacek (7th & 8th grade math)

Ms. Large (Counselor A-K)

Mr. Large (7th & 8th grade math)

Ms. Lavene (7th grade humanities)

Ms. Levine (Band Director)

Ms. Ligeti (7th grade science)

Ms. Mosley (8th grade humanities)

Mr. Newell (8th grade science)

Ms. Paniz (Library)

Mr. Peterson (8th grade humanities)

Mr. Roesner (6th grade humanities)

Mr. Rogers (half-time Counselor)

Ms. Shea (6th grade humanities)

Ms. Skiba (7th grade humanities)

Ms. Sonabend (6th grade math/science)

Ms. Stein (7th grade humanities)

Ms. Steiner (technology)

Ms. Steinman (7th grade humanities)

Ms. Wechter (technology)

Ms. Wenker (8th grade humanities)

Mr. White (8th grade humanities, ASB)

Ms. Williams (special education)

Mr. Winsick (7th & 8th grade math)

Ms. Yap (Chinese language and culture)

ACTIVITIES (SPONSORED BY ASB)

There are many ways to become involved at Medea Creek Middle School. Your ASB offers the following activities. Come to them and be involved!

Spirit Days: ASB sponsors contests & activities at lunch such as karaoke, lip sync, games, special dress days and more!

Dances: Sponsored regularly by ASB. They are generally held on Friday nights (check the calendar) from 6:00-8:00 p.m. To attend, students must bring their I.D. card, arrive within the first 15 minutes, & follow the dress code. **Students may not leave the dance early without a parent/guardian meeting the student at the door. Parents must send a permission note to have their child picked up early by another parent.**

Magazine Drive: Each September students participate in selling magazine subscriptions to raise money for ASB. The funds from this sale pay for school year activities.

Clubs: Listen for announcements early in the school year to join one of the various clubs on campus, including Chess, Environmental, Friendship Circle, Board Games, International, Computer Games Maker, Walking and others.

Service: Help ASB help others with Toys For Tots, Used Book, Food & Shoe Drives -and more.

Other Activities :

Wonderful people and opportunities make Medea a special place to learn and to get involved. You can do this by joining a Club on campus, participating in intramurals or school events beyond the school day (EXAMPLES: MCMS concerts and plays, science faire, coastal and community clean-ups, Idea To Impact, Spelling and Geography Bees, History Day, Big Sunday) attending Homework Club, Safe School Ambassadors, helping faculty and staff on campus and peer tutoring, to name a few. Find out how connecting with your school can connect you with an extra-special middle school experience in 2013-14! Check the MCMS calendar and listen for the morning announcements.

ATTENDANCE

We want all students to be successful at school. Common sense and research tell us that the most successful students are those with good attendance who are able to concentrate at school. **Current State law provides school funding ONLY when students are in school regardless of the reason for an absence. Students who are absent 10% or more of the school year, regardless of reason, are 'chronically absent.'**

Absence - When you are going to be late or absent, remind your parent to call the school absence line (597-4261). The absence line is available 24 hours per day. **The only valid reasons for absence from school are (E.C. Section 4610):**

1. An illness or injury to the child.
2. A quarantine of the home by a county/city health official.
3. A medical, dental, optometric or chiropractic appointment that can only be scheduled during school hours.
4. Attendance at funeral services for a member of the immediate family.
5. Court appearance by appointment. Must have court documentation.
6. Students absent for religious holidays will be granted an excused absence upon written request of the parent/guardian.

Tardy to Class - Students are required to come to class prepared and on time. In the event that you are late to school, you must

check in at the Attendance Office. The following consequences will result for tardies (per quarter):

1st tardy - Make student aware of the tardy.

3rd tardy - Teacher/student conference, lunch detention and parent contact.

5th tardy - Referral to Office for one hour after school detention (student will be given 24 hours notice).

6th tardy - Saturday School/Detentions

7 tardies and up- Office conference with parents to discuss consequences; possible referral to SART.

****Students who are excessively tardy without a valid excuse or absence may be referred to the OPUSD SART (School Attendance Review Team) for review and/or Ventura County SARB (Student Attendance Review Board) for a court hearing.**

Independent Study - Contracts are available that allow students to officially attend school even when they are not able to be on campus. Please contact the Attendance Office well in advance of any planned extended absences.

Home /Hospital- California Education Code 48206.3 requires that Home Hospital be available to students with **temporary** disabilities that make attendance in regular day classes or alternative education programs impossible or inadvisable. A temporary disability is defined as "a physical, mental, or emotional disability incurred while a student is enrolled in regular day classes or an alternative program, after which the student can reasonably be expected to return to their regular day classes or an alternative education program without special intervention." Home/Hospital students can normally be expected to return to their regular classes after their disability has been addressed through medical intervention. If a student is determined to require Home/Hospital instruction, he/she will receive one clock hour of individualized instruction for each day that instruction is offered by the district in the regular education program. The maximum number of hours that can be offered to a student in one week is dependent upon the number of school days in that week. Home/Hospital instruction **is typically not necessary for students who may be absent for between one and two weeks.** Instruction for these students can be handled at the site level through either short-term independent study or regular classroom teacher support with assignments and flexible timelines

Leaving School - If you need to leave during the school day, bring a note from your parent to the Office in the morning to get an "Off Campus Pass". This will save you, your teacher, and your parent inconvenience when it comes time to leave campus. You may never leave campus without a pass from the office and parent permission. If you do, you will be breaking the law requiring you to be at school (truancy). Truants are not allowed to make up schoolwork as are legally absent students, thus their grades are affected.

Make-Up Policy - Students will be allowed to make-up work and tests following all absences except truancies. An absence considered by the Principal or designee to be unacceptable will cause the student to forfeit the right to make-up work. The primary responsibility for requesting make-up work will be the student's. These requests should be made before or after class. When you are absent, call a class buddy to ask them to get your work and assignments for the next 2 days. Your parents can request additional work after 3 days of absence. For each day you are absent you get a day back in school before your make-up work is due, except in the case of a test or long term assignment that was scheduled prior to the absence. Your teacher will expect you to be ready to take a test or turn in projects when they are due, unless there is a previous agreement to delay.

Students who miss an assignment or test because of a partial day absence should check with the teacher and may be required to turn in the assignment or take the test during lunch or after school that same day. Your teachers will review this policy with each of their classes.

Extra-Curricular Activities - Students participating in extra-curricular activities (dances, after school activities, etc.) must be in school on the day of the activity in order to participate.

AWARDS FOR STUDENTS

Students at Medea Creek are recognized for their achievements in many different areas. Below is a list of criteria for each of the awards that can be earned. We hope you will strive to achieve one or more of them!

Awards Based on Quarterly Achievement

- **GPA Improvement:** Students who improve their GPA from the previous quarter are recognized for their efforts.
- **4.0 Award:** Students who "achieve perfection" by earning a 4.0 grade point average are recognized.
- **Honor Roll:** Students earning a minimum GPA of 3.5 are recognized as honor roll members.
- **Outstanding Citizenship Award:** Students who earn all "Outstanding" marks in Citizenship are honored.
- **Outstanding Work Habits:** Students who earn all "Outstanding" marks in work habits are honored.

California Junior Scholarship Federation (CJSF) Membership Awards, Given Yearly

- 7th and 8th graders apply each semester for membership.
- Grades in all classes must be a C or better and students must have a total of 8 academic points (A=3, B=1, C=0)
- Must have "O" or "S" in citizenship on report cards
- Must perform 10 hours per semester of school or community service.
- Membership for 3 semesters will result in recognition as an "Honors."

Panthers Make A Difference (yearly)

- 6th, 7th and 8th graders who have completed 20 hours of approved community service (see Community Service Plan (p. 8))

8th Grade Awards Given Yearly

- **Outstanding Citizenship:** 3 years all "O".
- **Outstanding Work Habits:** 3 years all "O".
- **Outstanding Panther:** 3 years all "O" in citizenship and work habits.
- **4.0 Award:** 3 years.
- **President's Education Award:** Honor roll from 6th grade through 1st semester of 8th grade and teacher recommendation. Must have "O" or "S" in citizenship on report cards with no suspensions or trancies.
- **Author-Reader with Honors:** 90% minimum average in language arts (1st 3 quarters); "O" or "S" in work habits and citizenship (1st 3 quarters); 100 AR points by April (date TBA); an additional project assigned by the Humanities department.
- **Historian with Honors:** 90% minimum average in social studies (1st 3 quarters); "O" or "S" in work habits

and citizenship (1st 3 quarters); 50 points honors-designated choice work by April (date TBA); participation in MCMS History Day with project according to criteria/guidelines.

- **Math with Honors:** 94% minimum average (1st 3 quarters); "S" or "O" in citizenship (1st 3 quarters); "O" in work habits (1st 3 quarters); write a report on a famous mathematician; extension activities completed when assigned.
- **Science with Honors:** Minimum grade of A- in Science (1st 3 quarters); "S" or "O" in citizenship (1st 3 quarters); "O" in work habits (1st 3 quarters). Student must also complete **ONE** of the following: 1). Submittal of Science Fair Project to Ventura Co. Science Fair **OR** 2). Completion of position paper on current issue in science and a synopsis of a non-fiction science book. Students must submit a letter of intent to his/her science teacher by the deadline.
- **Band Director's Award:** Awarded, by the Band Director, to the student who embodies excellence in musicianship and citizenship by the Band Director.
- **3 Year Band Award:** Students must be in a band class for all three years, including at least one year in the most advanced band class.
- **3 Year Band Award with Honors:** Students must earn all A's and O's in all band classes during the three years in a band class, with at least one year in the most advanced band class.
- **3 Year Band Award with Jazz Honors:** Students must earn all A's and O's in band classes during the three years in band, with at least two years of Jazz Band Participation with 80% attendance in rehearsals and performances
- **3 Year Choral Award:** Students must be in Chorus for all three years with at least 80% attendance in rehearsals and performances overall.
- **Technology Award:** Excellence in technology; must have completed a minimum of two technology-related electives in 6th, 7th and/or 8th grade (or complete an approved waiver), with a minimum of an A- and O's or S's in those classes; students submit a digital portfolio, according to criteria, and must file an application of intent before the application deadline.
- **Art Award:** Excellence in art for two or more semesters; application.
- **Drama Award:** Excellence in drama for two or more semesters; leadership fostering teamwork, cooperative spirit.
- **Panthers Make A Difference:** 3 years of approved community service (award & notation on Culmination Certificate).
- **Chinese:** Excellence in learning the Chinese Language; has shown leadership in class and gone above and beyond. Must have completed Chinese I.
- **Spanish:** Excellence in learning the Spanish language; has shown leadership in class and gone above and beyond. Must have completed Spanish I.
- **Judy Colford Award:** Friendly kindness that says everyone is valued at our school; pride to always do one's best; spirit of determination to never give up.
- **Panther Pride Award:** Combination of leadership and service.

BALLOONS

Balloons are fun and festive, but for students with latex allergies, they are dangerous. When latex balloons pop, the powder they emit, especially in crowded hallways or classrooms, can cause a serious allergic reaction. *If students wish to bring balloons, they only may bring mylar balloons (the bigger, shinier ones!).* To learn more about the effects of latex allergies, visit this website:

<http://www.osha.gov/SLTC/latexallergy/index.html>

BELL SCHEDULE

Period 1:	8:23-9:15
Period 2:	9:20-10:10
Nutrition:	10:10-10:20
Period 3:	10:25-11:15
Period 4:	(Lunch) 11:15 - 11:55
Period 4:	(Class) 11:20 - 12:10
Period 5:	(Lunch) 12:10 - 12:50
Period 5:	(Class) 12:00 - 12:50
Period 6:	12:55-1:45
Period 7:	1:50-2:40

Minimum Day: 12:35 Dismissal

BULLYING (also see: Discipline and Cyberbullying)

Bullying is defined as teasing, taunting, threatening, hitting and/or stealing that is initiated by one or more students against a victim; bullying also may be more indirect by causing a student to be socially isolated. MCMS takes bullying seriously.

OPUSD Board Policy 5131.4 prohibits CYBERBULLYING, which "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 onto another person's account and assuming that person's identity to damage that person's reputation or friendships.

WE NEED YOU TO:

- Alert an adult on campus what is happening and when.
- Utilize MCMS's "no penalty problem solving" with a staff member.
- Trust that reports are taken seriously and dealt with promptly.
- Focus on not retaliating with put-downs or abusive behaviors.
- Also see MEDEA REPORT IT (p.14)

BUS RULES (SOUTHWINDS TRANSPORTATION):

Remain seated & facing the front of the bus. Listen for instructions. No loud conversation or unnecessary noise. No eating on the bus. Keep all parts of your body inside the bus. Do not bother the driver or other students. Conduct yourself at all times so as not to become a hindrance to the safe transportation of students.

CALENDAR 2013-2014 (TENTATIVE)

AUGUST:

- 28: First Day of Classes
- "March-On, Medea"
- 30: Fire Drill

September:

- TBA: Magazine Drive
- 2: Labor Day: No School
- 5: Local Holiday: No School
- 10: Back To School Night (6th grade)
- 12: Back To School Night (7th/8th grade)
- 24-26: TUPE "Bus of Horrors" (6th grade)

October:

- TBA: Make-up Picture Day
- TBA: Dance
- 30 Oct-1 Nov: Grade Astrocamp Trip (8th grade)

November:

- 1: No School (Staff Development)
- 4-6: Fox Landing & Cherry Cove (7th grade)
- 6-8: Cherry Cove (7th grade)
- 11: Veteran's Day Holiday: No School
- 21: Turkey Bowl
- 28-29: Thanksgiving Holiday

December:

- 3-6: Outdoor Education (6th grade)
- TBA: Winter Concert
- 23: Winter Break Begins

January:

- 6: School Resumes
- 17: Pupil-Free Day
- 20: Martin Luther King Holiday: No School
- TBA: "Someone Like Me" 8th Grade Assembly 6:30 p.m.
- Ability Awareness Faire
- Spelling Bee
- Geobee

February:

- 17: Washington's Day: No School

March:

- 7th Grade Writing Test
- 17: No School
- Week of 10th: Pi Week
- TBA: Dance

April:

- 18-25: Spring Break

May:

- TBA: State Testing, 8th grade Culmination Photographs and Minimum Days (12:35)
- 21: Open House
- 26: Memorial Day Holiday: No School
- TBA: Dance

June:

- TBA: 8th Grade Dance
- TBA: Disneyland
- TBA: 8th Grade Breakfast and Awards
- TBA: Culmination
- 12: Last Day of School; Minimum Day 12:35

CIVILITY POLICY AND COMMUNICATION

OPUSD Civility Policy [BP 1313(a)] states "Members of the Oak Park Unified School District staff will treat parents and other members of the public with respect and expect the same in return. The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative

offices free from disruptions and preventing unauthorized persons from entering school/district grounds.”

Parents are welcome to use school district-hosted email as their means of communicating with their child’s teacher or other staff members. Teachers check their emails daily, but in most cases will not respond during times when students are still in class. Whenever possible staff will respond to inquiries within one working day. Communications using email or any other method must remain civil by all parties. Uncivil communication is defined by using profanity, employing insulting, rude, offensive or demeaning language, making threats, and using all capital letters to signify shouting. These are all violations of the School Board adopted OPUSD Civility Policy. Failure to remain civil in any communication with staff members could result in the loss of email access or other communications with staff members.

COMMUNICATION REGARDING SCHOOL PROGRESS AND PROGRAMS

Middle school students are expected to communicate honestly and frequently with teachers and parents about their progress and problems in order to allow all of us to work together toward the success for all students that we desire. Students are expected to immediately transport all information given to them by the school or parents, either to home or to school.

A. Progress Reports and Report Cards (also see “Q” on page 14):

Teachers frequently post grades, either in class or on “Q” and provide you with grade printouts; you are expected to look up your grade information on “Q” or take that information home to share. Every five weeks teachers provide you with a grade update and progress reports are posted on “Q” for students not meeting standards; these are to be immediately shared with parents. Final Report Cards are posted on “Q” at the end of each ten week quarter; these are to be immediately shared with parents. Hard copies of grades available by request in the MCMS Office. Until you are 18 years old these types of communication belong as much to your parents as to you. *Report cards will be held if library books are overdue or library fines have not been paid.*

B. Culmination Privileges

8th grade students look forward to several special activities as part of leaving middle school for high school. These privileges are only available to those 8th grade students who meet the standards for culmination. 8th grade students must maintain an average GPA of 1.5 and must not receive more than four (4) "Unsatisfactory" marks in Citizenship during the 8th grade academic year with no more than one (1) "Unsatisfactory" mark in Citizenship during the final quarter of the academic year. **Students must have no Fails in the final quarter of the 8th grade year to attend 8th grade activities (Disneyland, 8th grade dance).** Activities may be denied for violations of standards during the final semester. If a student does not meet these privilege standards, participation in school activities, culmination or retention of the student will be determined by the Student Study Team.

C. High School Extra and Co-Curricular Eligibility

In order to be eligible to Participate in Extra and co-curricular activities in high school, students must maintain a 2.0 or "C" grade point average with no contributing grades of "Fail" during the preceding marking period.

D. School Newsletters & Bulletins: Electronic Communication
The MCMS Website is the “go to place” to get great MCMS information. From an array of “Staff Pages”, links and a

Principal’s Blog, daily there is a wealth of news. Additionally, Newsletters produced by student and parent groups are regularly posted on the site, and are often sent by email. Daily video casts are shown in class, with the text posted (near the Student Window) every day. Students submitting information for video notices must have prior approval by a faculty sponsor and submit them no later than 12:00 p.m. the preceding day. Important announcements may be missed by many students if they do not watch the video casts. Many clubs and activities are on a “first come, first served” sign-up basis.

E. Messages for Students

In order to avoid classroom interruptions, messages will not be delivered to students. Students should check the Student Window for posted messages during the day.

F. Emergency Contacts

In case a parent or guardian cannot be reached by telephone only the person(s) listed on the “Emergency Card” may be contacted or able to pick up a student in the event of an emergency. Please keep this information up-to-date. Parents should also notify the Attendance Office if they have Hospital Release Forms on file at local hospitals.

G. Moving

Students are requested to submit to the Office any change of address or telephone number. Parents must provide the Office with home and work numbers.

H. What Should I Do If...

I arrive early? You may study in the library or remain in the quad area until the bell rings. (Students are not encouraged to arrive before 7:30)

I am late to school? Bring a note from home and report to the Student Window for a pass.

I must leave early? Bring a note before school to the Student Window. They will issue you a pass to use to leave class. When it is time to leave, be sure to check out through the Main Office.

I forget my locker combination? Check with Ms. Bisciglia on the Office.

I lose my backpack? Check with Lost and Found in the Office

I have a personal problem? Talk with your teacher or make an appointment to see Mr. Benioff, Ms. Bagheri, the Dean, Ms. Large, Ms. Gallivan, or Mr. Rogers. They are all here to help!

I have trouble in class? Talk with your teacher.

My parents want a conference? Bring a note from home and give it to your teacher—or email the teacher.

I must leave the classroom? Ask your teacher to write you a pass.

I am moving? Bring a note from home and give it to an office staff member.

I have a problem finishing a homework assignment? For occasional family emergencies or extenuating circumstances/responsibilities, students/parents should check teacher Websites under “Staff Pages” and communicate with the teacher regarding homework due dates.

COMMUNITY SERVICE PLAN

MCMS actively encourages students to get involved with their community, far and wide, to make a positive impact on the world. There are many opportunities to get involved. Read the *Panther Pride* online, check the MCMS Website and listen to morning announcements. The objective of MCMS' Community Service Plan, and award, "Panthers Make A Difference," is to provide incentives and recognition for students to engage in service and charitable activities. For additional information, see the Assistant Principal for a copy of the Plan's Guidelines and a "Panthers Make A Difference Form"—or download one from the MCMS Website.

COMPUTER USE

Students are given instruction in correct computer use. Both parents and students must sign the "Acceptable Use Policy" before students may use on-line services. Students who violate their agreement will be subject to discipline under "unauthorized use of school equipment." Computers are not for personal use such as checking or sending e-mail, sending threatening messages or inappropriate photos and are not to be used for playing games or making purchases on the Internet.

CYBERBULLYING (and prevention)

1. **Educate yourself:** What IS cyberbullying?—using media to threaten, harass or embarrass.
2. **Protect your password:** Never leave passwords where other can see it; don't give it out. If others know your password, change it NOW!
3. **Keep photos family friendly:** Do you want your family, school personnel and the future college admissions officer to see pictures of yourself in embarrassing poses? Bullies can use embarrassing pictures against you.
4. **Never open unidentified or unsolicited messages:** Do not open messages from people you do not know. These include emails, text messages, Facebook messages, etc.—and clicking on links to other pages. Delete them without reading. All of these can contain viruses that can ruin your computer or collect private information from you without you knowing this.
5. **Log out of online accounts:** Don't save passwords from fields within web sites or your web browser for convenience; don't stay logged in when you walk away from a computer or cell phone. Prevent someone else from gaining your on-line identity.
6. **Pause before you post or reply:** DO NOT RESPOND TO UNKIND, VULGAR COMMENTS OR THREATS.
7. You are judged by what you post and you may escalate a situation by responding on-line. Alert an adult instead.
8. **Set up privacy controls:** Restrict access of your online profile to trusted friends and family. Most sites (Facebook and Google+) allow you to share information with friends only.
9. **"Google yourself":** Use search engines (Google, Bing, Yahoo) and see if personal information/pictures come up that someone can use to hurt you. Take these off immediately.

Responding to Cyberbullying Online/Phone:

1. **Ignore Them (at first):** as with any bullying or harassment a minor incident that is ignored may very well make it go away.

No response is not "fun" for the bully. If it occurs again, get help from a trusted adult.

2. **Take a stand:** If you see or hear cyberbullying, don't contribute. Tell them to stop or enlist the help of an adult you trust.
3. **NEVER retaliate:** Retaliation ALWAYS makes the situation worse, and puts you in danger of getting into trouble. Get help from a trusted adult.
4. **NEVER pass along messages from cyberbullies:** Don't be part of the problem—and get yourself into trouble!
5. **Save the evidence:** Print out messages and emails, save texts and capture screen shots when cyberbullying occurs. Turn these over to a trusted adult.
6. **Block access to cyberbullying:** You can block certain users from messaging you and, in many cases, you can block phone numbers. Contact your cell phone service provider for help.
7. **Report it to the site:** Highly used web sites make it pretty easy to report cyberbullying. Harassment/bullying is a violation of the terms of service of all well-known web sites.
8. **Contact the police:** If you feel your safety or the safety of someone else is in danger, call the police immediately. Any time there is a threat, let an adult know.

DIGITAL CITIZENSHIP

Each MCMS student (and parent/guardian) accepts and signs an MCMS cell phone and electronic device policy.

Digital Citizenship: is about knowing how the Internet works, accessing and navigating digital media, and exercising responsible behavior that keeps you safe and keeps your online identity secure.

Cyber Safety*: is learning how NOT to be a target for scams, bullies and predators online; what to do and what not to do to keep your private information private (passwords, etc.), and to keep embarrassing pictures and information from going viral.

Cell Phone and Online Safety:

1. Only give your cell phone number to people you know and trust.
2. Do not take, post or send any pictures or video that are sexual in nature: if they involve any nudity, they are illegal and can be classified as child pornography—a felony offense in most states. Would you want these kind of pictures spread to everyone in the community?
3. Digital evidence lasts FOREVER—even if you delete it, it is stored on company servers (phone and websites) and SIM cards.
4. **Password Safety:**
 - Keep your cell phone keypad locked (if you have one)
 - Keep passwords/PIN numbers PRIVATE (friendships do not always last). NEVER give it out.
 - If you must write your password down, leave it in a safe place at home.
 - Use a mixture of upper and lower case numbers and characters for passwords and avoid using personal information (birthdates, etc.)
 - Do not type passwords on computers that you do not own, control, or fully trust: publicly used computers should only be used for Internet browsing, not for logging into online accounts.
 - Do not use the same password across all of the online accounts that you have.
 - **Adapted from iKeepSafe.org and Samir Hinduja, Ph.D and Justin W. Patchin, Ph. D. of the Cyberbullying Research Center*

DISCIPLINE

A. RESPECT FOR PEOPLE, PROPERTY AND LEARNING

- **Protecting Personal and Public Property** - Students should protect their own property by keeping their backpacks with them or in their locker rather than leaving them sitting around. Never share your locker combinations or I.D. number in order to protect your privacy. Don't bring valuables to school.
- **Cheating and Plagiarism** - Using the work of other people rather than doing your own work deprives you of the chance to actually learn the material you are expected to learn. Show respect for the work of authors and researchers by not copying their information. Learn to cite their work properly if you want to use it as an example. Cheating on an exam, copying the work of another student or off of the Internet, or giving your work to another student may result in a zero grade being assigned and the student being placed on a contract. Additional discipline will be assigned as specified in the discipline chart. Discipline policies will apply to both parties involved in cheating.
- **Peer Relationships** - Students should be aware of acceptable behavior on campus or at any school activity or trip. We depend on the good judgment of the student. Overt physical contact such as kissing, prolonged hugging, or sitting in laps, etc. is not permitted. Students failing to use good judgment will be warned and parents notified.
- **Harassment** - (REPEATED name-calling, bullying, rumors, unkind behavior) will not be tolerated.
- **Sexual Harassment** - Sexual harassment is unwelcomed sexual attention. It is attention of a sexual nature that is not wanted by the person receiving it. *The issue is the impact of the attention and not the intent.* Even if the one conferring the attention is unaware that the attention is unwelcome, it may be offensive. (Behavior resulting from mutual attraction is not a form of sexual harassment, because both parties welcome the interaction.) It is sexual harassment when:

A person in a position of power coerces, or attempts to coerce, a subordinate or a student into providing sexual favors. (The subordinate or student may not feel at liberty to say "no" due to the imbalance of power); an individual behaves (or group of individuals behave) in a manner that is sexual in nature that creates a hostile, offensive or intimidating work or learning environment. (This behavior may occur between people with unequal power, as well as between peers.)

Other types of conduct which are prohibited and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome 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, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to education tools.

9. Cornering or blocking of normal movements.

10. Displaying, passing around sexually suggestive objects in the education environment.
11. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint. Pupils participating in harassment will be referred to the Assistant Principal or Counselor for disciplinary action. Continuing or severe harassment of a sexual or other nature may be reported as a "hate crime" to law enforcement authorities. *We want harassment reported and dealt with appropriately.*

B. BOARD POLICIES REGARDING STUDENT'S RIGHTS AND RESPONSIBILITIES

Students do not leave their rights outside the school. On the contrary, students have rights under the Constitution that must be protected while they are in school. Students or parents may appeal according to Board Grievance Procedures. Policy numbers 5145.5 a,b,c or 1311 a,b.

Conduct – Bd. Policy 5131

All students are expected to comply with school regulations to pursue the required course of study and to accept the reasonable authority of the Principal and the school staff. Each student shall have freedom and encouragement to express his/her individuality in school so long as this conduct does not intrude upon or endanger the freedom of others to behave as they wish, particularly upon the freedom of peers to receive instruction. It is the intent of the Board of Education to establish a rational position between freedom for each individual and the necessity for sufficient order to permit the operation of the instructional program. Students in route to or from school or in attendance at school functions are subject to the authority of the school.

Student Activism – Bd. Policy 5131.4

The Board recognizes that students have the right to form and express opinions on issues of interest to them. Such expressions shall not be allowed whenever they endanger the rights of other students or interfere with the orderly operation of the school.

Vandalism – Bd. Policy 5131.5

Students found responsible for vandalism or other damage to school equipment or school property, shall, along with their parents, be held financially responsible. The Board authorizes the Superintendent to file claims on behalf of the Board in the small claims court of Ventura County.

REWARD - Persons providing information leading to the reclamation of stolen or damaged school property may receive up to a \$500.00 reward.

Drugs, Tobacco, and Alcohol - Bd. Policy 5131.6

It shall be the policy of the schools to take positive action through education, counseling, parental involvement, medical referral and police referral in the handling of incidents in the schools involving the possession, sale and/or use of behavior-affecting substances. These substances shall include but not be limited to tobacco, marijuana, LSD, glue, alcohol, and barbiturates. (6164.11) Possession and/or sale of look alike substances will have the same results as any controlled substance. School property, including lockers, may be inspected by school authorities in the interest of maintenance, health, and safety. Inspections for the location of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and

safety and may be regarded as reasonable purposes for inspection by school personnel.

C. STUDENT DISCIPLINE GUIDELINES (BASED ON BOARD POLICIES 5131 A, 5131 B)

Student Responsibilities

All students are expected to comply with school regulations, to pursue the required course of study and to accept the reasonable authority of the Principal and the school staff. The goal in discipline is for the student to grow and develop in self-control and self-direction.

School Staff Responsibilities

School staff members are expected to exercise a reasonable enforcement of school regulations and are responsible for counseling students regarding potential deficiencies or problems. The staff also has a responsibility, whenever possible, to notify parents of potential deficiencies or problems before they occur. The Principal may implement necessary procedures, rules and regulations to render effective the policies of the Governing Board relating to standards of behavior. Teachers shall be responsible for the instruction of pupils in rules and regulations of proper conduct, as well as be responsible for proper and adequate control of pupils. The responsibility and authority of any teacher expands to all pupils of the school district. The Principal of each school shall take steps to insure that all rules pertaining to the discipline of pupils are communicated to students at the time they are enrolled in the school.

Parent Responsibilities

Parents shall be expected to cooperate with school authorities regarding the behavior of their children. Parents shall be held responsible for the willful misbehavior of their children, as indicated by section 1714.1 of the Civil Code and Education Code Section 4890.

SPECIFIC PROCEDURES FOR DISCIPLINARY ACTION/PROGRESSIVE DISCIPLINE:

Pursuant to all State law and Oak Park Unified School District Policies and Procedures, the following actions are taken to enforce necessary regulations. This listing of minimum and maximum actions does not imply or require that a "step-by-step" progression of increasing severity will be used by school staff in dealing with a violation. In most cases disciplinary action is dependent upon the situation and the previous behavior record of the student.

D. SCHOOL ON SATURDAY (SOS)

Allows students to be disciplined without missing class assignments, and it reinforces the fact that they have made a mistake.

SOS Rules and Regulations

1. The time usually assigned is two (2) hours [but can be up to four (4)]; from 8:00 - 10:00 am. [or until 12:00]
2. Students who report late will be sent home and no hour credit will be recorded.
3. If a student is a discipline problem during the SOS, parents will be notified and the student sent home with no hour credit recorded.
4. Any time a no hour credit situation occurs, a follow-up conference with the administration will be necessary to determine the course of action by the school, including the possibility of suspension.

5. Students working in an unsatisfactory manner will be warned once, and if the work continues in such a manner, the student will be sent home with no hour credit recorded.
6. There will be NO cigarettes or smoking on campus at any time.
7. An unexcused absence from SOS will result in administrative disciplinary action including the possibility of suspension.
8. Visitors will NOT be allowed at Saturday School.
9. Students are responsible for their own transportation.
10. If there is an emergency and the student cannot attend Saturday School, please email the Dean prior to the start of Saturday School.

E. STUDENT APPEAL PROCESS

Students who wish to have the faculty consider policy or rule changes must do the following in order:

1. Contact the Principal or Assistant Principal in writing to see if a rule change in this area is being considered, or if the rule is one that must be appealed to a higher authority first (School Board), or if the rule cannot be changed because of law.
2. You must provide a written proposal that describes in detail what is wrong with the current situation and what you believe would be a better solution. In your written proposal, you must detail your arguments both for and against the proposed solution by both student and faculty (that's a total of four arguments). You must include research into what other schools have done. This will prepare you to recognize and be ready to discuss the different points of view that cause rules to be controversial at times and why getting agreement to change may be difficult.
3. These pieces of evidence will be presented to the faculty so they can take one of the following steps:
 - a) Ask you to survey the people who would be affected by this change so that opinions of all others are known;
 - b) Ask you to gather some other information before going on;
 - c) Agree with your proposal and work with you to get it into action;
 - d) Reject your proposal with comments back to you as to why.

F. POSSIBLE CONSEQUENCES FOR VIOLATION OF A RULE

1. Conference with student regarding violation, and a warning.
2. Parent contact to review violation and sequences.
3. Detention/campus clean-up/confiscation.
4. Referral to Office.
5. Parent/teacher/administrator conference.
6. Signed behavior contract.
7. School on Saturday.
8. In school suspension (all day, class or activity).
9. Suspension from school.
10. Removed from class with Fail grade.
11. Transfer to another specialized Program or continuation school.
12. Contact with police or appropriate Agency.
13. Recommend expulsion from District.

G. RECOMMENDED DISCIPLINARY ACTIONS/ PROGRESSIVE DISCIPLINE:

Discipline is commensurate with the severity and circumstances of the behavior violation.

Behavior: Minimum-Maximum Consequences:

I. Violations Against School Standards

A. Disruptive Behavior

Actions which are detrimental to the effective operations of the school 1-13

B. Defiance of Authority

Willful refusal to follow a legal, reasonable direction/order given by a staff member 1-13

C. Continued Willful Disobedience

Repeated refusal to follow school rules and regulations 7-13

D. Forgery

Falsifying signature or data on official records, letters, or notes from home 2-13

E. Truancy

Leaving class/campus during school hours without proper clearance 2-13

F. Misbehavior on Buses

Bus drivers and staff members are responsible for the orderly behavior of pupils while they are on the bus. Continued disorderly behavior or severe misbehavior shall be sufficient reason for a pupil to be denied transportation on a bus by the Principal or designee 1-10

G. Student Attire

See Dress Code 1-10

H. Violation of Suspension

Physically present on a school campus or at a school activity while on suspension 9-13

I. Plagiarism/Cheating

Copying another student's homework or providing your work to others, cheating on a quiz or test/exam 4-13

J. Technology Use

Inappropriate use of any technology on the school campus, or involving another student or staff member 4-13

II. Violations Against Persons

A. Assault

Unlawful attempt, coupled with a present ability, to commit a violent injury on the person of another (PC 240) 8-13

B. Battery

Any willful and unlawful use of force or violence upon the person of another (PC 242) 8-13

C. Assault on a Staff Member

(See A above) 10-13

D. Battery on a Staff Member

(See B above) 10-13

E. Weapon Possession or Providing a Weapon

The unauthorized possession of any instrument (or look alike) designed for or capable of producing death or great bodily harm (PC 12020) 9-13

F. Assault with Deadly Weapon

Every person who commits an assault upon the person of another with a deadly weapon or instrument or by any means of force likely to produce great bodily injury is punishable by law (PC 245) 9-13

G. Fighting

Mutual combat in which both parties have contributed to the situation by verbal and/or physical action 6-13

H. Hazing/Hate Crimes (EC 48900.3)

Participating in, or conspiring to engage in, or conspiring for others to engage in harassing acts that injure, degrade or disgrace other individuals 3-13

I. Interference/Obstruction

Any action taken to attempt to prevent a staff member from lawful assigned duties 8-13

J. Verbal Abuse

Threatening language to a staff member 8-13

K. Sexual Harassment (EC 48900.2)

Any unwelcome sexual advance, request for sexual favor, or any other verbal, non-verbal, physical, or visual conduct of a sexual nature 2-13

L. Harassment (EC 48900.4)

Engaging in harassment, threats, or intimidation 8-13

M. Terrorism (EC 48900.7)

Engaging in terrorist threats against school officials, property, or both 8-13

III. Violations Against Property

A. Extortion or Robbery

The obtaining of property from another with consent, induced by a wrongful use of force or fear, or under the guise of official right (This includes asking others for money) (PC518) 8-13

B. Theft

An unlawful taking of property (PC 518) 8-13

C. Unauthorized Use of School Property

The unauthorized/illegal use of school property 8-13

D. Willful Damage of School Property

Any student who willfully cuts, defaces or otherwise injures in any way property, real or personal, belonging to the school district is liable 7-13

E. Damage to Personal Property

(See D above) 7-13

IV. Violations Against Public Decency and Good Morals

A. Gambling

The playing of a game of chance for stakes (PC 330) 7-13

B. Vulgarity/Profanity and Habitual Thereof

Language that is disgusting to the senses; repulsive 8-10

C. Offensive Social Behavior

Activities that are an infraction of acceptable social actions 1-10

V. Violations Against Public Health and Safety

A. Possession or use of any of the following:

Dangerous drugs, drug paraphernalia, unauthorized controlled substances, alcohol, tobacco, inhalants (substances containing toluene), or look-a-likes of any of the listed items 9-13

B. Selling any of the following:

Dangerous drugs, drug paraphernalia, unauthorized controlled substances, alcohol, tobacco, inhalants, or look-a-likes of any of the listed items	11-13
Trading cards, food or other items without permission	1-12

Campus Conduct: Grounds for Suspension and Expulsion (E.C. 48900)

A pupil shall can be suspended from school or recommended for expulsion by the superintendent or the principal of the school in which the pupil is enrolled if it is determined that one or more of the enumerated acts below have been violated while:

- On any school grounds within the District
 - Going to or coming from school
 - During the lunch period, whether on or off campus
 - During, or while coming or going from, a school-sponsored activity
- A. Caused, attempted to cause, or threatened to cause physical injury to another person; or willfully used force or violence on the person of another, except in self-defense.
- B. Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous object unless, in the case of possession of any such object, the pupil has obtained permission to possess the item from a certificated employee.
- C. Unlawfully possessed, used, sold, furnished, or been under the influence of any controlled substances.
- D. Unlawfully offered, arranged or negotiated to sell controlled substance, alcoholic beverage, or intoxicant of any kind, and then either sold, delivered, or otherwise furnished or represented to any person that liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- E. Committed, or attempted to commit, robbery or extortion.
- F. Caused, or attempted to cause, damage to school or private property (vandalism).
- G. Stolen or attempted to steal school or private property.
- H. Possessed or used tobacco, or any products containing tobacco or nicotine-related substances.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
- K. Disrupted school activities or otherwise willfully defied the valid authority of school officials or personnel.
- L. Knowingly received stolen school or private property.
- M. Possessed an imitation firearm.
- N. Committed, or attempted to commit, a sexual assault or sexual battery, as defined in the Penal Code.
- O. Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding.
(E.C. 48900.2) Committed sexual harassment
(E.C. 48900.3) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence
(E.C. 48900.4) Engaged in harassment, threats or intimidation
(E.C. 48900.7) Engaged in terroristic threats against school officials, school property or both
- P. Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
- Q. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed

toward a pupil or school personnel.

- R. Aided or abetted the infliction or attempted infliction of physical injury.
- S. As used in this section "school property" includes, but is not limited to, electronic files and databases.
- T. (E.C. 48900.5) Pupil's presence causes a danger to persons or property, or threatens to disrupt the instructional process.
- U. (E.C. 48900.7) Pupil has made terrorist threats against school officials, school property, or both.
- V. (E.C. 48900.2) Committed sexual harassment as defined in section 212.5 of the California Education Code.
- W. (E.C. 48900.3) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence
- X. (E.C. 48900.4) Engaged in harassment, threats, or intimidation against school district personnel or pupils.

Recommending Expulsion (E.C. 48915)

Although the Oak Park Unified School District follows a progressive approach to student discipline, the acts enumerated in E.C. 48915 constitute serious threats to school and individual safety. As a result, they will be dealt with in a swift and appropriate manner as prescribed in the Education Code.

The Education Code requires that the principal or superintendent of schools recommend the expulsion of a pupil for any of the following acts committed at a school or at a school activity off school grounds.

The principal or the superintendent of schools shall recommend a pupil's expulsion for any of the following acts, unless the principal or superintendent finds and reports in writing to the Governing Board, that the expulsion is inappropriate due to particular circumstances.

- (1) Causing serious physical injury to another person, except in self-defense
- (2) Possession of any knife or other dangerous object of no reasonable use to the pupil
- (3) Unlawful possession of any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code (except for first offense of less than one ounce of marijuana)
- (4) Robbery or extortion
- (5) Assault or battery upon any school employee

In addition, the principal or superintendent of schools shall recommend the expulsion of a pupil that has committed the following acts at school or at a school activity off school grounds.

- (1) Possessing, selling or otherwise furnishing a firearm or imitation firearm
- (2) Brandishing a knife at another person
- (3) Unlawfully selling a controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code (HSC)
- (4) Committing or attempting to commit a sexual assault or sexual battery
- (5) Possession of an explosive

DRESS CODE

Medea Creek Students Dress For Success! The appearance and manner of dress of students is a matter to be determined primarily by the students' parents. The District expects students will attend school wearing clothing which is both neat and clean and which is appropriate to the weather and to the activities being conducted in school. In no case shall the dress or appearance of a student be such that it endangers the health or safety of the student or others or such that it has a disruptive effect upon the orderly operation of the school.

Medea Creek Dress Code:

1. For safety, all students must wear shoes with backs, including sandals. All shoes must be hard-soled. **No slippers or flip-flops.**
2. No outfits are permitted which are revealing, see-through, or show underwear (bra straps as an example) or a student's private parts.
3. Wearing shorts: Inside pocket lining on girls' shorts should not be longer than the leg of the shorts; shorts must amply cover the buttocks. The waist of boys' shorts must be worn above the buttocks.
4. No clothes may be worn which look like underwear or sleepwear (pajamas, etc.).
5. No strapless or backless tops or halters. No midriffs. No tank tops for boys.
6. No clothing which depicts sexually suggestive behavior, foul language/pictures or which advertises alcohol, tobacco or illegal substances, or clothing depicting violence.
7. No clothes or hairstyle that create a disturbance. No excessive spikes, Mohawk styles, hair colors or body piercings.
8. No gang related apparel, as identified by the sheriff's department.
9. No clothes may be worn which are excessively tight or extremely baggy; dresses, skirts or shorts must be worn over tights.
10. Hats and sunglasses are not permitted in class, unless approved by the Principal.
11. No wallet or other heavy, dangling chains or straps.

DRUGS/MEDICATION

A. Prescription and Non-Prescription Medication/Vitamins/Supplements:

All prescription or "over-the-counter" medicine, including inhalers, must be stored in the Health Office. It is a violation of law for students to carry any medicine on campus. If the student needs to take medication during the school day, parents should return a completed Medicine Release form allowing the school to administer the medication. Please get forms from the Office. Students needing to use inhalers will inform their teacher and be released to the Office. According to the law, the school may not dispense nonprescription medicine unless parent permission, doctor's authorization, and the medicines are provided appropriately to the School Office. All medication forms must be renewed annually.

B. Drugs, Tobacco, and Alcohol

Drug, tobacco, or alcohol (or any "look-alikes" of these three items) products are not to be brought on to the campus at any time by any person except under prior special arrangement, with written permission of the school. Any student under the influence

of or in possession of these items is in violation of law and school rules. The consequences are severe for every type of violation and will be discussed with students at the beginning of each school year. There are no "harmless or minor offenses" or "Second chances." The discipline section of this handbook specifies the range of school consequences, including suspension and recommendations for expulsion, that will be used for every violation involving these items. Law enforcement authorities will be called to investigate violation of law; notification of parents may only occur after an arrest has been made as the school cooperates in every way with the proper authorities.

DON'T DO DRUGS! *Did you know that inhaling any material containing toluene can cause a condition of intoxication? Many common school/household supplies such as glue, cement, white out, and permanent markers contain toluene. Any person under the influence of toluene is guilty of a misdemeanor. Check the labels on your school supplies and do not bring items containing toluene to school.*

FIELD TRIPS

Student participation in field trips sponsored by MCMS is voluntary. Students will be provided with instruction at school if they do not attend. Fees to support field trips are voluntary*; contact school if scholarship support is needed. Parent volunteers are expected to give their full attention to students they supervise; siblings are not allowed to attend. Students must travel to and from events in school-approved vehicles. Parent drivers must be district approved.

**Any request for supplies or donations toward the purchase of supplies or materials is completely voluntary under the law in California public schools. Under the law, fees for school field trips may be charged, however, a fee will be waived for any student whose parent requests that it be waived.*

FOOD & FOOD SERVICE (CAFETERIA)

1. The District will provide the opportunity to buy food items at lunch and nutrition. Many a la carte items are available. Food offered meets OPUSD's Wellness Policy criteria, which aims to provide healthy choices.
2. The cafeteria uses a POS (point of sale) system to purchase food. Students must use their student ID to purchase all food, including paying by cash. Parents and students may establish an 'account' (check to OPUSD in MCMS Office box) with the Student ID number. The ID is swiped at POS and the amount is deducted from the account.
3. Students are expected to be courteous to both adult and student workers.
4. Cutting in line, pushing, or general horseplay will result in disciplinary action.
5. Students are to stay in the designated areas at lunch and nutrition. These areas are clearly marked with red lines.
6. Students may eat in the pavilion area only. Students may not take food out of the pavilion area.
7. Students should not ask others for money or give money to someone else to buy their food.
8. Throwing food or drinks will result in disciplinary action.
9. Students leaving trash will be placed on trash pick-up.
10. All students are expected to place trash in the appropriate recycle bin.

Parents may drop off a forgotten lunch and leave it on the student table in the Office, but OPUSD strongly discourages

parents from delivering fast food to students. Additionally, we do not allow these items to be provided to other students.

FORGOTTEN ITEMS

This includes bringing books, homework, lunches, P.E. clothes, lunch money, etc. Forgotten items that are brought in by parents will be kept in the Attendance Office for the student to pick up. Students who forget something should check the student desk in that Office. *We will not be able to deliver these items to the classrooms or call for individual students.*

LIBRARY RULES & BOOKS /TEXTBOOKS

1. Help keep the library a quiet place by talking softly.
2. Remain seated unless using reference materials.
3. When all the chairs are taken, the library is full. Students needing to study will do so at the outside tables.
4. Students who volunteer to help in the library can earn CJSF service credit for their hours.
5. Students who do not follow these guidelines will be asked to leave. If an individual is asked to leave two times in a quarter, (s)he will lose his/her library privileges for two weeks. If there is a third incident in a quarter, a referral will be written.
6. Lost and Damaged Books: Students will be held responsible for paying for lost and/or damaged books and all fines.
7. Study Hall is held in the Library Monday-Friday from 7:30 – 8:15a.m.

LOCKERS

We are fortunate to have them at MCMS. Please make full use of them, storing books and supplies in them whenever possible. **DO NOT GIVE OUT COMBINATIONS TO ANYONE!** Leave valuables at home and do not leave belongings unattended. If you forget your combination, see Ms. Bisciglia in the Office.

LOST AND FOUND

Many items are lost by students and go unclaimed each year. Please check both P.E. and Office Lost and Found boxes on a regular basis. Each quarter the unclaimed lost and found items are donated to charity.

MEDEA REPORT IT (MRI)

MRI is an anonymous way for students and parents to let school officials know about important student safety concerns, including: violence, bullying of all kinds, threats, vandalism, weapons or drugs. Serious, life-threatening situations (suicide threats, etc.) should be reported to Ventura County Crisis Team (805) 371-8375 or, for other EMERGENCIES, CALL 911.

PHYSICAL EDUCATION (P.E.)

Uniforms: MCMS students wear a P.E. uniform consisting of shirt, shorts, socks and tied athletic shoes. Students may also wear supplemental MCMS sweat pants in place of their shorts during cold weather. P.E. uniform shirts must always be worn regardless of the sweatshirt. Students may wear non-MCMS sweatpants, but still must wear P.E. uniform shorts underneath.

Medical, parent note or modified P.E. plan: Students who are not allowed to participate in Physical Education class due to a medical/physical condition are not permitted to participate in any school intramurals or extracurricular sport activities. In addition, he/she is not permitted on the courts or field at lunch or before school. This is for the safety of the student, to alleviate parent

concerns, and to relieve MCMS teachers and administrators of liability related to the illness or injury.

“Q”:

“Q” is OPUSD's student information system, which provides Web-based access to an individual student's Directory information, schedule, Transcript and GPA and progress reports and final grades. Students and parents access “Q” from the MCMS Website and use the student's ID number and password. Additionally on “Q” many teachers (*but not all*) post their assignments/grade book information. **PLEASE NOTE: it may take up to two weeks before grades from an assignment or test are posted.** Please be patient.

RECYCLING

The MCMS community works hard to keep the campus clean and ‘green’. Reusable water bottles and lunch bags are encouraged. Paper is separated in classrooms and offices to be recycled. Empty water bottles and cans are placed in separate receptacles on campus for recycling. Lastly, in the lunch area, food waste is separated from all other lunch trash (which is recyclable).

SAFETY

MCMS regularly has fire, lock-down and earthquake/emergency preparedness drills. *More information about these can be found on the MCMS Website.*

A. Emergency Procedures - An Emergency Plan, including evacuation routes, is posted in each classroom. Your teachers will review the emergency material with you. Familiarize yourself with this plan; know what to do in an emergency. Protecting yourself in emergencies is essential so that you are kept safe and do not endanger others through reckless actions. You are expected to practice every drill as though it were a real emergency. It is your responsibility to know where to go and what to do in an emergency. MCMS adults have many responsibilities during emergencies, so you need to do your part, too: listen and follow instructions as practiced!

General guidelines in the event of an emergency:

- **While in class:** proceed with teacher up to marked room area on upper field.
- **Directly before school:** immediately report to upper field; assemble at the marked room number for period 1.
- **During passing period, nutrition, lunch or directly after school:** immediately report to the upper field; find the room number of the last class you were in.

Request (A-G; H-Q; R-Z) Reunion Gates (A-L; M-Z): located along the MCMS driveway, are used in the event of release upon evacuation (see MCMS Website).

B. Traffic Management Plan - MCMS has a one-way driveway. Students are to walk at all times on sidewalks (along Doubletree and Hollytree), not in parking lots or to cross streets illegally. Bikes are to be walked (bike riders must wear helmets) on campus sidewalks, not ridden in the parking lot. **Parents should carefully review the traffic management section of the Parent Handbook to avoid putting their child or other children at risk with unsafe drop off and pickup points.** We encourage law enforcement officers to enforce the laws regarding red-zone violations, speeding, jaywalking, unsafe “U-turns,” illegal turns in or out of the parking lot, and double parking during drop off or pickup. **Numbered parking spaces are reserved for staff.**

There are no visitor parking spaces. Visitors may park on the curb near the gym or on the street.

Special Education Advisory Committee (SEAC)

Provides a forum in which staff, administration, and the parents of OPUSD can discuss issues and recommend action regarding special education programs and services in OPUSD in order to: 1. Advise the OPUSD Board of Education regarding the present status and areas of needed improvement in special education 2. Investigate, address and propose recommendations for urgent issues that have arisen 3. Educate and inform the public, administration, staff and Board of Education regarding the laws and best practices pertaining to special education.

STUDY HALL

Is held each morning, Monday thru Friday, from 7:30-8:15 in the MCMS Library. It is supervised by a staff member and is a place to quietly work on classwork and study.

SUGGESTIONS FOR SUCCESS

A. Studying

Every student can have passing grades by practicing good study habits and develop the self-discipline. We want to support your efforts and will be happy to meet with you if you would like to.

1. **Take this assignment notebook with you to every class.** Be sure that you fill it in every day for every class and check off finished work in the column provided. If you have difficulty writing down assignments and tests, ask your teacher to initial your book daily. It is your responsibility to give it to the teacher for initialing.
2. **Set up "office hours".** This is a specific time that you will spend studying. Find a quiet, comfortable place to work. Make a commitment to this time daily.
3. **Think about how you study for tests.** Review class notes, study guides; prepare flashcards for vocabulary or concepts; re-read chapters; review homework and quizzes; check your teachers' Websites for class information.
4. **Get organized!** A three-ring binder with sections for each class is mandatory. All work should be kept in the binder (not the bottom of backpacks!). Check your binder on a regular basis. Work returned by teachers should also be neatly put away. Ask your teachers how long you should keep your work.
5. **Be aware that Progress Reports are posted on "Q" every five weeks to students who are receiving "U's" (unsatisfactory) and/or D's and/or Fails in one or more classes.** Progress Report dates appear on the school calendar. You should mark them in your assignment notebook immediately.
6. **Go to Homework Club!** It meets in the library from 3:00-4:00 p.m. on scheduled days. You do not need an appointment! It is open to all students who need a quiet place to study or who would like to receive help with their assignments. Students are expected to sign in when they arrive and do not need to stay the entire hour.
7. **Ask your teachers for help.** Teachers are available to help students. Check with your teachers individually to find out when they are available. Ask about MCMS's Peer Tutoring Program.

Every student can have passing grades if they practice good study habits and develop the self-discipline. We want to support your efforts and will be happy to meet with you!

B. Learn and Follow School and Classroom Rules

- o Pay attention and follow directions
- o Show courtesy to others at MCMS
- o Seek assistance as needed
- o Be respectful and refrain from using put downs
- o Stay in designated areas
- o Come to school prepared with book, paper, pencil, etc.
- o Take care of school property and the property of others
- o Refrain from using profanity
- o No littering, no gum, no running
- o No sunglasses in classes or in PE
- o No climbing over fences or walls
- o Keep hands and objects to yourself
- o Always use stairs and ramps
- o Always get a pass from your teacher to leave class
- o Be in class on time.

C. SUGGESTIONS FROM STUDENTS

Students are encouraged to share their ideas for improving our school in the following ways:

1. Deposit your suggestions (in writing) at the Student Window
2. Give your suggestions to your ASB representative.

SUPPLIES AND NON-SCHOOL ITEMS SUGGESTED AND RESTRICTED

School is a place of work where students are required to have certain supplies and are not allowed to bring certain items that may be disruptive or illegal. If you have any questions about what is allowed at school, please ask before you bring anything to school that might not be allowed.

A. Suggested Supplies (on the MCMS Website check grade level supply lists). These are general recommendations*:
Bring the following materials to every class every day:

- 3-ring notebook with dividers.
- Paper, pens & #2 pencils in zipper bag.
- 3-hole punch.
- Ruler (centimeters and inches).
- Assignment book.
- Free reading (or AR) book.
- All students are recommended to have a calculator; it is suggested that 7th and 8th grade have a Texas Instruments 34-36x scientific model or equivalent.
- 1/4" graph paper, compass, protractor.
- All textbooks issued by school must be covered at all times.
- Highlighter (yellow)
- Flash drive

B. Locks for PE and Book Lockers

Small book lockers inside the main building and small PE Lockers in the gym are issued to students. Students must use the locker they were assigned. They may not pick their own locker. Students must have a school-issued lock* for their book locker and may borrow a school lock for their PE locker. **ONLY SCHOOL ISSUED LOCKS MAY BE USED - ALL OTHERS WILL BE REMOVED.** Larger PE lockers can be used during class time only for hanging school clothes. Never share your backpack, locker, or your combinations - your privacy and your belongings should be protected carefully. MCMS will not be responsible for items reported missing from lockers or backpacks. There will be a \$10 fee to replace locks.

C. Bicycles, Skates, Rollerblades, or Skateboards

Skates, Rollerblades, and Skateboards only brought to campus with permission of the Vice Principal. Bicycles may be ridden only to the boundaries of the campus. Only walkways are to be used for walking bikes on campus. You are not allowed to ride in the parking lot. Bicycles must be walked at all times on campus to comply with the school rule that requires walking except when in a PE class activity. Ventura County requires that all bike riders wear a helmet while riding. **STUDENTS WHO DO NOT WEAR A HELMET MAY HAVE THEIR BICYCLE CONFISCATED.** Bicycles brought on campus are to be locked to the racks and not to fences or other bikes.

**Any request for supplies or donations toward the purchase of supplies or materials is completely voluntary under the law in California public schools. Under the law, fees for school field trips may be charged, however, a fee will be waived for any student whose parent requests that it be waived.*

D. ELECTRONICS & CELL PHONE POLICY

Each MCMS student (and parent/guardian) accepts and signs an MCMS cell phone and electronic device policy. Electronic devices and cell phones are integral aspects of our students' lives. They are valuable learning and communication tools, yet with every new electronic innovation, new applications are available which can be misused and dangerous. **While electronic devices (MP3 players, e-books, tablets, cameras, lap top computers, etc.) are allowed on campus,** students and parents should be aware of the: Responsibilities and Restrictions of Using Electronics and Cell Phones on Campus

1. Devices may be used only with the approval of the teacher or administrator for a specified purpose. **At all other times, devices must be turned OFF** (i.e. not on silent) and **not visible**.
2. Once students are on campus in the morning, **ALL** electronics are turned off and out of sight.
3. Students may not take pictures or video with their devices at any time on campus or at school-related activities, again, unless specified and monitored by the teacher.
4. Devices, including cell phones, brought on campus **may not have any inappropriate materials** (i.e. music, pictures, video).
5. Devices, including cell phones, are not to be used before school on campus, during nutrition, passing periods, at lunch or during after school events.
6. Photos of people on campus taken **ONLY** with their permission!
7. Devices or cell phones used to **harass/bully another student, carry inappropriate material, cheat, disrupt, or are otherwise used improperly**, will be confiscated by a staff member.
8. Students will receive disciplinary action ranging from lunch detention to exclusion from school activities to suspension (see "Progressive Discipline" in Handbook).
9. Devices may be kept until a conference is held between the parent and an administrator.

Furthermore: if a student is using a cell phone (ANY of its functions) for any reason during school time, the following consequences will be imposed:

- Phone will be confiscated from the student
- Progressive discipline will take place (lunch detention, detention, in-school suspension, suspension, barred from activities) depending on the incident's severity and the student's prior cell phone use.
- The cell phone will be returned **ONLY** to the parent/guardian of the student [OPUSD Board Policy 5131(c)].

Students who have cell phones confiscated more than two times will be placed on a behavior contract and may be suspended from school for one day for continued defiance. These students may also be prohibited from possessing cell phones at school or school-related events.

Please note:

Medea Creek Middle School and the Oak Park Unified School District are not responsible for any loss, theft or damage to a student's personal electronic device brought to campus. It is suggested that students have their identification on any device.

Cell Phone Etiquette

Directly after school, please use cell phones outside of school buildings.

E. Restricted Items

In addition to the other restricted items mentioned above, e.g., weapons and drugs, do not bring to school or have in your possession or in your locker any of the items listed below:

- Skates or Skateboards
- Guns, knives or look-a-likes
- Firecrackers, stink bombs
- Explosive devices
- Any items containing toluene
- Chains (including those for wallets)
- Laser pens/lights
- Permanent markers

WELLNESS POLICY

OPUSD aims to teach, encourage and support health-promoting behaviors in students and staff. Accordingly, we support a healthy diet and daily physical exercise, with an emphasis on health and fitness for life. Nutrition standards (chemical, fat and sugar content) adopted by the District apply to food sold and offered to students, during school and at after school meetings. See OPUSD website under Wellness Policy.

WE TIP

National toll-free hotline to **ANONYMOUSLY** report crime (graffiti, burglary, arson, vandalism, etc.) **800 78-CRIME**. Up to a \$1,000.00 reward for information leading to arrest and conviction www.wetip.com.

Safety on Site

Oak Park
5801 E. Conifer Street
Oak Park, CA 91377

In case of an emergency, please contact the following staff members in the subsequent order:

Call Order	Name	Title	Cell	email	Work Phone
1	Julie Suarez	Director, Business Operations	818-355-7176	jsuarez@oakparkusd.org	818-735-3210
2	Miguel Tabares	Maintenance Engineer	818-256-4002	mtabares@oakparkusd.org	818-735-3204
3	Oscar Jimenez	Maintenance Engineer	818-256-4010	ojimenez@oakparkusd.org	818-735-3203
4	Ruben Botello	Landscape Worker	805-377-4905	rbotello@oakparkusd.org	
5	Candy Garcia	Landscape Worker	818-259-3235	cgarcia@oakparkusd.org	
6	Martin Klauss	Asst. Superintendent	818-203-2586	mklauss@oakparkusd.org	818-735-3216
7	Leslie Heilbron	Asst. Superintendent	818-261-2836	lheilbron@oakparkusd.org	818-735-3266
8	Tony Knight	Superintendent	818-324-8915	tknight@oakparkusd.org	818-735-3206

Emergency Services

****FOR AN IMMEDIATE THREAT TO LIFE OR PROPERTY, CALL 911****

HIGHWAY PATROL:

MOORPARK
VENTURA

(805) 553-0800
(805) 477-4100

EAST COUNTY SHERIFF'S

(805) 494-8200
WWW.VCSD.ORG

NON-EMERGENCY

L.A. CO. LOST HILLS SHERIFF'S

(818) 597-2954

THE GAS COMPANY
WWW.SOCALGAS.COM

1-800-427-2200

VENTURA CO. FIRE DEPT.

(818) 597-2954

WWW.FIRE.COUNTYOFVENTURA.ORG (FIRE UPDATES)

VENTURA CO. RED CROSS

(805) 339-2234

WWW.ARCVENTURA.ORG

EDISON EMERGENCY

1-800-684-8123

OAK PARK WATER

1-800-613-0901

TO: MCMS Community
FROM: Amanda Bagheri, Assistant Principal
RE: Overview of Emergency Procedures
DATE: August 2013

MCMS's Emergency Plan seeks to address short and long term needs:

Essentially, we plan for three types of emergencies:

1. Fire via Fire Drills
2. Lock Down via Lock Down Drills and/or other Emergency Release scenarios
3. Earthquake via Emergency Preparedness Drills

Medea Creek Middle School has a comprehensive School Safety Plan. It is each person's responsibility to review the Plan, and understand our individual role in the Plan. This Plan details protocols and identifies defined roles and responsibilities for faculty and staff. It is our template. We familiarize ourselves with it so that we all refer to, and learn from, a common starting place.

*But by very definition, emergencies are not planned events and can take forms that we may not have imagined. It is therefore important to remember that we are all responsible for the safety of our campus; that we must **ALL** be alert to what is going on around us and notify the administration, the office, a colleague should someone or something potentially pose a danger; that we **ALL** have the capacity to make decisions on the spot, out of dire necessity.*

If you see that there is imminent danger (an active shooter scenario as one example), hurrying to take your students off campus (versus "locking down" in the classroom and becoming a sitting target), out of harm's way, might be the solution. Experts tell us (most notably Ron Stevens, Executive Director of the National School Safety Center) that in extreme, horrific circumstances, we must each make a decision to try to save lives.

Please make yourself aware of our Emergency Plan—especially aware of colleagues who have special roles/responsibilities (See: *Incident Command System* and *Teacher Buddy System*) that take them away from their lines.

- A. For drills and other emergencies that require classroom evacuation, MCMS assembles on the upper field by classroom identification.** Each room number is designated on the upper field, near the grass area. Let all of your students know the location of your classroom evacuation/assembly area.
- During an emergency drill, always bring your emergency backpack (most are red) and your roll book. Once we are up on the field, you will take classroom attendance and **complete an Attendance Accountability Report ONLY IF SOMEONE IS MISSING.**
 - **Room Supervisors will collect them** (Room Supervisors: Fladgen: P.E., B2, R1-R5, E1-E10; Roesner: C1-C21; D1, D2).
 - **WEAR YOUR RED VEST** (for a person who was in class but is not accounted for up on the field) or **YOUR GREEN VEST** (everyone who was in class is also accounted for up on the field). If you are wearing a green vest, you should **NOT** fill out an **Attendance Accountability Report**. A teacher who must leave his/her line should take attendance and hand the roll book over to a neighboring colleague; the neighboring colleague will supervise both lines.
 - **Teachers who have a prep period during a drill should automatically report to the P.E. assembly area either to assist there, or wait for instructions.**

- Instructional and supervision aides and other unassigned personnel should report to the Evacuation Chief (Dianne Large) to be accounted for and then go to the Liaison Officer (Amanda Bagheri) for supervision assignment.

1. In the event of a Fire we, of course, evacuate to the field. If we are in imminent danger on campus, we could possibly relocate to OPHS (also a Red Cross point). If the community is in danger, we would want to facilitate the release of students as swiftly as possible. *See Request/Reunion Procedures.*

2. In the event of a Lock Down, a Lock Down bell will tone; students and adults immediately move into a safe haven (last class period or room nearest, given the level/sight of danger). Lock Down procedures move into action, including securing gates and, via computer and radio, accountability (attendance). Authorities (District and law enforcement, if necessary) are contacted by principal or assistant principal. **Black Emergency Kits in rooms and offices are available for extended periods of Lock Down.** This is their primary function. *For eventual release of students see Request/Reunion Procedures.*

3. In the event of an Earthquake, with moderate to significant damage, we evacuate to the field and have our **Emergency Teams activated**. If injuries are light (meaning Search and Rescue has a manageable number to search out and to rescue) all adults on the Transport, Search and Rescue and Team Officers/Leads would **be repositioned, with other personnel, to assist with student request and reunion procedures**. Security Officers and others might be in charge of organizing the set up of shade areas, toilets and water distribution, after the process of assessing resources.

B. Communications Systems in Place (Depending on what is available).

- Dedicated radio line to District Office. They contact us FIRST.
- Ham Radio at MCMS (Mosley)
- ALL CALL System
- Email for within and without MCMS
- Prepared Handouts for parents rushing up to MCMS directly after an emergency

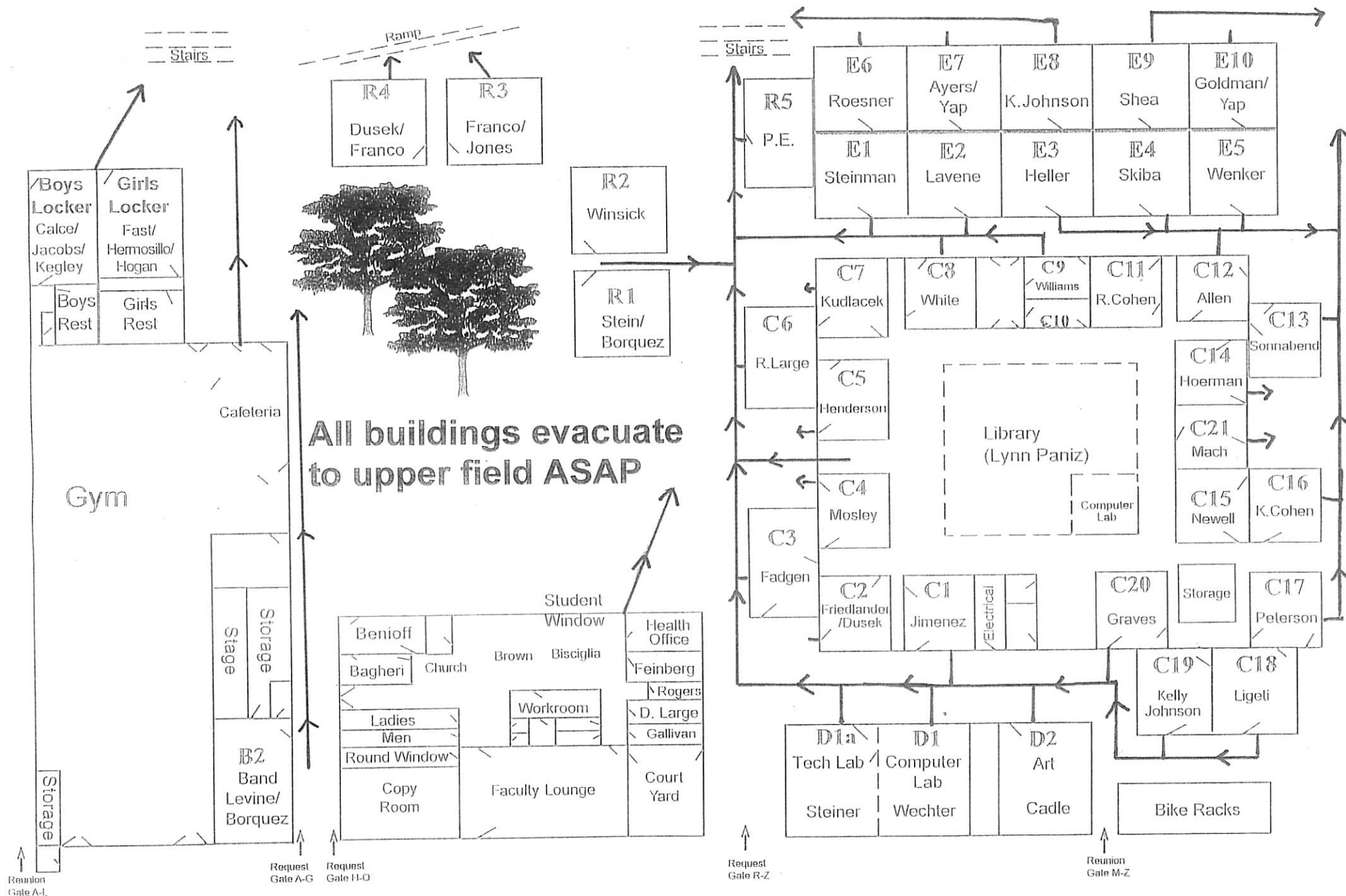
C. Supplies and Equipment:

- Emergency Supply Shed: in addition to the classroom kits and backpacks, MCMS has a shed located near the E Building elevator. Emergency Team equipment, tools, water and a variety of other materials are housed there.
- AED Machine: MCMS has an Automated External Defibrillator; it is located in the Main Office, between the Student Window and the Health Tech's desk; there are several staff members trained to operate it.

D. Helpful Statistics:

- *It is within 4-6 hours that toilets, water and the like begin operation/distribution*
- *Every 24 hours there is a 50% attrition rate of students (this is the percent of students estimated to be retrieved by families)*

Ed./Government Code is clear that, in the event of an emergency, school personnel are mandated to remain at the school site and can only be released by the principal.



2013-2014 Emergency Evacuation Map Medea Creek Middle School

MCMS Emergency Staging Area 2013-2014

Upper Grass Field

R5	
B2	Levine
R1	Stein/Borquez
R2	Winsick
R3	Jones/Franco
R4	Dusek/Franco
R5	P.E.
E1	Steinman
E2	Lavene
E3	Heller
E4	Skiba
E5	Wenker
E6	Roesner
E7	Ayers/Yap
E8	Kim Johnson
E9	Shea
E10	Goldman/Yap
C1	Jimenez
C2	Friedlander/Dusek
C3	Fadgen
C4	Mosley
C5	Henderson
C6	Large
C7	Kudlacek
C8	White
C9	Williams
C10	Jones
C11	R. Cohen
C12	Allen
C13	Sonnabend
C14	Hoerman
C15	Newell
C16	K. Cohen
C17	Peterson
C18	Ligeti
C19	Kelly (Johnson) Pomerantz
C20	Graves
C21	Mach
D1/D1a	Wechter/ Steiner
D2	Cadle

P.E. Classes
Assembly Area

Calee Kegley Jacobs
Fast Hermosillo Hogan

Unassigned Personnel Assemble Here

(All adults check-in with Evacuation Plan Chief, Dianne Large)

stairs

Upper Black-Top

stairs

Area

Volleyball Courts

stairs

Medea Creek Middle School

TO: MCMS Faculty and Staff
FROM: Amanda Bagheri, Assistant Principal
RE: Lock Down Procedures
DATE: August 2013

In addition to monthly Fire Drills and an annual Emergency Preparedness Drill, MCMS conducts a Lock Down Drill during the school year.

What is a Lock Down? A Lock Down is when, at the sound of a designated bell, ALL persons on campus immediately take shelter in a lockable school room where an adults present. Obviously, in a true emergency, a student might have to duck into the nearest lockable space, with, or without an adult present. All persons remain inside and secure until the Principal or Assistant Principal signal that the Lock Down is over.

Purpose? A Lock Down is used when a potentially dangerous person (or a creature, e.g., bear, mountain lion, etc.) is at large, usually someone who poses a potentially immediate danger to people on campus. Often this person is a suspect in a local crime, like a bank robbery, in which the police are still tracking down their suspect.

Procedures:

1. At the designated bell tone, students and adults (EVERYONE ON CAMPUS) immediately take shelter in the nearest classroom or office where an MCMS adult is present.
2. Adults make sure that doors are locked and that the windows are closed and locked with the blinds closed, too.
3. Everyone should move away from windows as much as possible and should remain seated on the floor, turning AWAY from outside facing windows.
4. Class should remain quiet, with only the teacher's computer on (if it is off, turn it on). Otherwise, no computers, televisions or radios should be on. All phone use should cease as well.
5. Doors should not be opened, unless the voice quickly can be verified.
6. **Once the group is in place (per above instructions), teachers should immediately check their email for any update or instructions from the Principal or Assistant Principal—**We are enormously fortunate that we are networked!
 - P.E. teachers should move into the Locker Room or Gym and keep a walkie-talkie radio on, if the computer is not available
 - The librarian and all people present in the Library should relocate to the nearest classroom.
7. Part of the Administrator's instructions to teachers will include **sending attendance, via computer, to OFFICE MCMS.**
 - If the lock Down is during a class period, send only the names of adults and students who were either absent from class prior to the Lock Down and/or those who were present at the beginning of class,

but are not present during the Lock Down (this type of attendance is what we do during a fire drill).

- If a Lock Down should occur before school, during passing period, at nutrition or lunch, students should quickly go to their next (or closest) class or office. Directly after school, they should find the nearest safe haven. Teachers would then send the names of all students gathered in their room.
 - Any injuries should also be reported to the office ASAP. We will call 911, if necessary.
8. Administrators will assist in securing the campus (locking gates, closing doors to the "C" Building and communicating with the District Office, law enforcement and other agencies).
9. **Once the campus is secured**, everyone is accounted for and the Emergency has been resolved, **students may be released to a parent/guardian through the Reunion Gates.* The procedure is as follows:**
- Teachers will remain with their students in class. Students will wait in class until a runner requests them (or a parent texts them).
Teachers note time of release of student to Request Gate.
 - Student Safety Squad members and MCMS Personnel (including ALL out-of classroom staff, instructional aides, teachers without a class--either on prep period) will be assigned to Gates or as runners and **should report to Request gate A-G for instructions.**
 - The Liaison Officer (Amanda Bagheri) will give the OK to release students. Only then will students be located and then released.
- 10). **Early Release After A Lock Down and Use of Cell Phones/Texts Protocol:**

The following three apply to early release simultaneously

1). **Parent/Guardian may text children for release.** Child verifies release from class by showing the teacher the text. Both child and Guardian meet at appropriate Request Gate for identification verification. Upon verification, the parent's hand is stamped and both child and parent proceed to Reunion Gate for release.

2). **Parent requests child at appropriate Request Gate** and identification is verified. Request Gate authority sends child's name and teacher's name via radio/ runner to office staff, who notifies the classroom via loud speaker. Child is released from class and guardian and child meet at Reunion Gate for release.

3) Verification of requesting parent is verified at Request Gate and from there parent texts child for release. The text is shown to teacher and is released from class. See #1.

***Runners are sent to classroom if all communicate is down. Runners help with verification process if running isn't required.

*** Also See "MCMS Request and Reunion Gates" Sheet**

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***Runners are sent to classroom if all communicate is down. Runners help with verification process if running isn't required.

*** Also See "MCMS Request and Reunion Gates" Sheet**

Release Coordinator

- Sets up secure reunion area
- Checks student emergency cards for authorized releases
- Completes release logs
- Coordinates with the Public Information Officer on external messages

Safety Officer

- Check with Incident Commander for situation briefing
- Open and maintain a position log – Document Messages, Actions Taken, Decision Justifications, Requests Filled
- Monitor drills, exercises and emergency response activities
- Identify and mitigate safety hazards and situations
- Stop or modify all unsafe operations
- Ensure that responders use appropriate safety equipment
- Keep Incident Commander advised

Student Care Chief

- Accounts the whereabouts of all students, staff, and volunteers
- Sets up secure assembly area
- Manages sheltering and sanitation operations
- Manages student feeding and hydration
- Coordinates with the Student Release Team
- Coordinates with the Logistics Section to secure the needed space and supplies

Campus Check and Security Chief

- Oversees the safety of students and staff
- Determines if response actions/strategies can cause harm to students and staff
- Determines whether students have been evacuated far enough from the school
- Identifies personnel assigned to perform team functions
- Coordinates functions of site security, physical plant safety and security, and setting up

Search & Rescue Leader

- Perform visual check of outfitted team, include radio check
- Record names and assignments before deploying teams
- Dispatch teams to know hazards or situations first, then search the campus
- Record all teams progress and reports on site map. When a room is reported clear mark a C on the map
- Record exact location of damaged and triage tally

Morgue

- Confirm that the person is actually deceased
- Notify Incident Commander as soon as possible
- Do not move the body until directed by the Incident Commander
- Keep accurate records
- Write the following information:
 1. Date & time
 2. Exact location where found
 3. Name of decedent if known
 4. If identified-how, when, by whom
 5. Name of person filling out tag
- Attach one tag to body

Medical Aid Chief

- Administer First Aid
- Document name, injury, and first aid given
- Determine need for medical assistance
- Work cooperatively with outside agencies
- Keep Command Center informed
- Maintain morgue as needed

Scribe

- Assists Incident Commander in completing the incident form to document events, response, outcomes
- Document all activities, listing times and event.

Liaison Officer

- Check with Incident Commander for situation briefing
- Determine your personal operating location and set up
- Obtain necessary equipment and supplies
- Open and maintain a position log
- Brief agency reps on current situations, priorities and incident action plan
- Keep IC informed of agencies action plans

Public Information Officer

- Gather accurate details of the incident
- Release information to parents, community members, and the media during the crisis
- Send out communication to school staff and students about the crisis
- Document all contacts and announcements

Incident Commander

- Assess the level of danger and determine the level of threat
- Move students and staff away from the crisis area
- Set a perimeter
- Summons additional help
- Set up command post
- Summons emergency services
- Compile status and final incident reports

School Crime Assessment



California Department of Education
Data Reporting Office

CDE » DataQuest » Suspension and Expulsion Report

Suspension and Expulsion Report For 2012-13

Total Offenses Committed

Medea Creek Middle (56738746098255)

Report: Total Offenses Committed

Year: 2012-13

School: 6098255 -- Medea Creek Middle

[Glossary](#)

General Description of this Report

This report provides a total count of California Education Code section violations committed by students and reported to CALPADS for all incidents¹ during the academic year, not just the **most severe** offense (see [Glossary](#)) each student committed within a given incident. This report also includes a student-level disciplinary outcome (suspension or expulsion²) associated with the incidents in which these offenses occurred.

¹An incident is defined as one or more students committing one or more offenses on the same date at the same time.

²Expulsion counts include all expulsions, even those expulsions where the term of the expulsion has been shortened or the enforcement of the expulsion has been suspended.

[List of district and independently reporting charters](#) that did not certify their 2012-13 CALPADS End-of-Year 3 - Discipline submission.

Medea Creek Middle Report

EdCodeSection	Offense Description	Total Number of Offenses Involved in Expulsions	Total Number of Offenses Involved in Suspensions	Total Number of Offenses Involved in Other Actions
48900(a)(1)	Caused, Attempted, or Threatened Physical Injury	0	7	0
48900(a)(2)	Used Force or Violence	0	9	1
48900(b)	Possession, Sale, Furnishing a Firearm or Knife	0	3	0
48900(j)	Obscene Acts, Profanity, and Vulgarity	0	3	1
48900(j)	Offering, Arranging, or Negotiating Sale of Drug Paraphernalia	0	1	0
48900(k)	Disruption, Defiance	0	29	34
48900(m)	Possession of an Imitation Firearm	0	1	0
48900(r)	Bullying	0	1	0
48900.2	Sexual Harassment	0	2	0
48900.4	Harassment or Intimidation	0	5	2
48915(a)(2)	Possession of a Knife or Dangerous Object	0	2	0
48915(c)(4)	Sexual Assault	0	1	0

Report Total

Level	Code	Total Number of Offenses Involved in Expulsions	Total Number of Offenses Involved in Suspensions	Total Number of Offenses Involved in Other Actions
Medea Creek Middle	6098255	0	64	38

Download Data

Download a tab-delimited file of this data to your computer. You will need to select "Save" after selecting the "Download Data" button. Once the file is saved to your computer it may be imported into another software program for analysis.

Viewing this Report

This report is compiled using student-level data reported to the California Longitudinal Pupil Achievement Data System (CALPADS). The student-level data enables an accurate count of the number of suspensions and expulsions and an identification of all of the offenses committed as part of the incident.

For this report, all student offenses are aggregated by the incident-level outcome for each student involved in the incident. If a student committed three offenses in an incident for which they were suspended, a suspension is counted for each offense listed in the report even though the student was suspended only once for the incident. As a result, the total number of disciplinary outcomes in this report exceeds the actual number disciplinary outcomes during the academic year. For the actual numbers of suspensions and expulsions associated with an incident, please consult the Suspension and Expulsion reports.

The "Total Number of Offenses Involved in Expulsions" column provides the total number of offenses committed by students involved in incidents for which they were expelled.

The "Total Number of Offenses Involved in Suspensions" column provides the total number of offenses committed by students involved in incidents for which they were suspended.

The "Total Number of Offenses Involved in Other Actions" column provides the total number of offenses committed by students involved in incidents for which they were not removed from school.

The total counts in this report cannot be compared to totals previously collected and reported through the Uniform Management Information Reporting System (UMIRS). In UMIRS, LEAs reported the total number of offenses committed by offense type, and the LEAs likely were not able to report only the most severe offense committed per incident, resulting in students being counted more than once for the same incident. Thus it is not advisable to compare this report with a UMIRS report, as the two are different and do not contain comparable data.

Availability of UMIRS Reports

Student discipline reports for the 2010-11 Academic Year and prior, often referred to as the UMIRS Reports, will remain accessible on DataQuest. However, the California Department of Education (CDE) no longer collects student discipline/UMIRS data via the Consolidated Application (ConApp) or the Consolidated Application Reporting System (CARS).

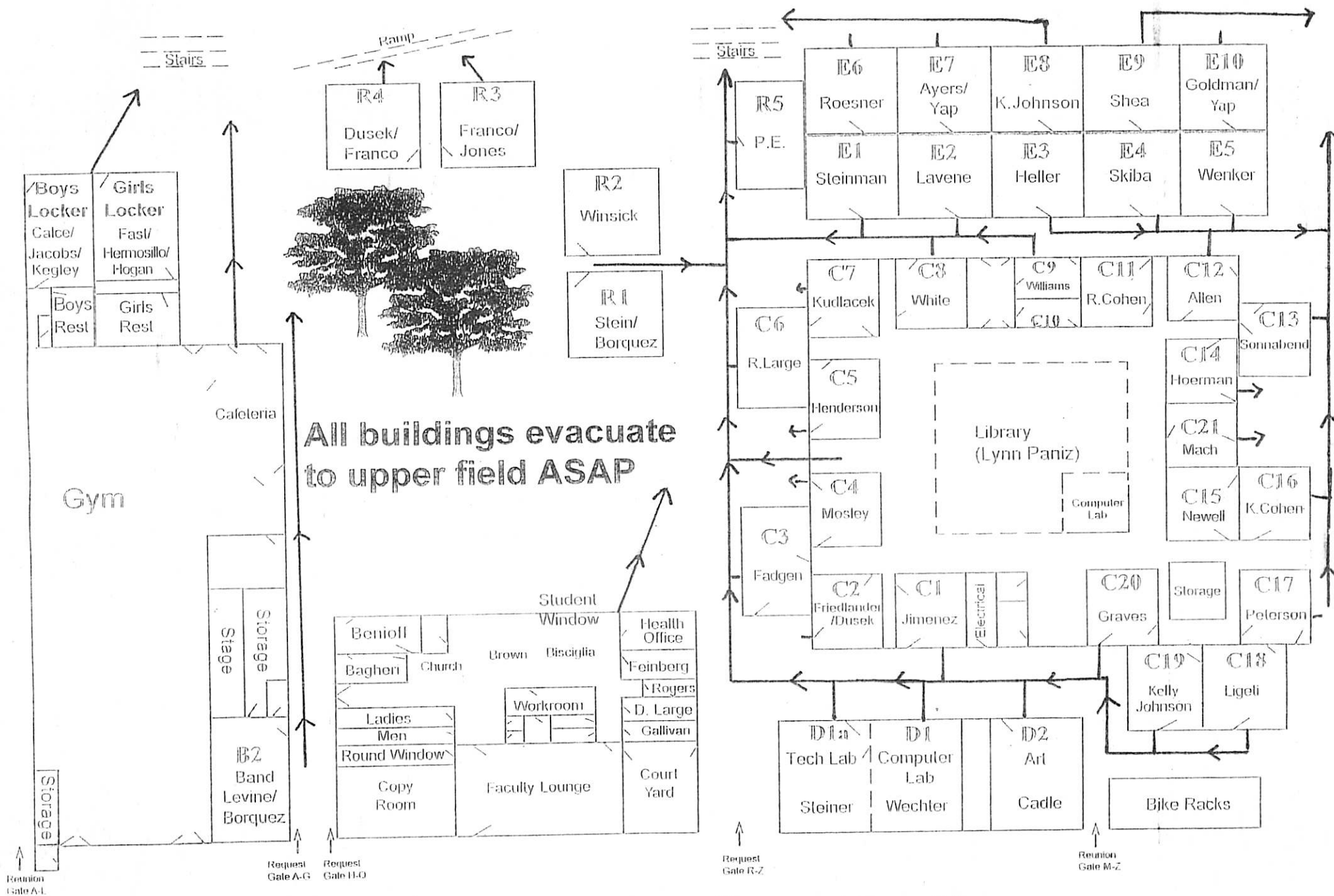
Type: All Students

Report generated: 5/15/2014 9:22 PM

Source: California Longitudinal Pupil Achievement Data System (CALPADS)

Web Policy

Safe Ingress & Egress



2013-2014 Emergency Evacuation Map
Medea Creek Middle School

MCMS Emergency Staging Area 2013-2014

Upper Grass Field

R5	B2	Levine
R1	R2	Stein/Borquez
R3	R4	Winsick
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E10	C1	Heller
C2	C3	Skiba
C4	C5	Wenker
C6	C7	Roesner
C8	C9	Ayers/Yap
C10	C11	Kim Johnson
C12	C13	Shea
C14	C15	Goldman/Yap
C16	C17	Jimenez
C18	C19	Friedlander/Dusek
C20	C21	Fadgen
D1/D1a	D2	Mosley
Wechter/Steiner	Cadle	Henderson
		Large
		Kudlacek
		White
		Williams
		Jones
		R. Cohen
		Allen
		Sonnabend
		Hoerman
		Newell
		K. Cohen
		Peterson
		Ligeti
		Kelly (Johnson) Pomerantz
		Graves
		Mach
		Wechter/Steiner
		Cadle

P.E. Classes
Assembly Area

Calce Kegley Jacobs
Fast Hermosillo Hogan

Volleyball Courts

Unassigned Personnel Assemble Here
(All adults check-in with Evacuation Plan Chief, **Dianne Large**.)

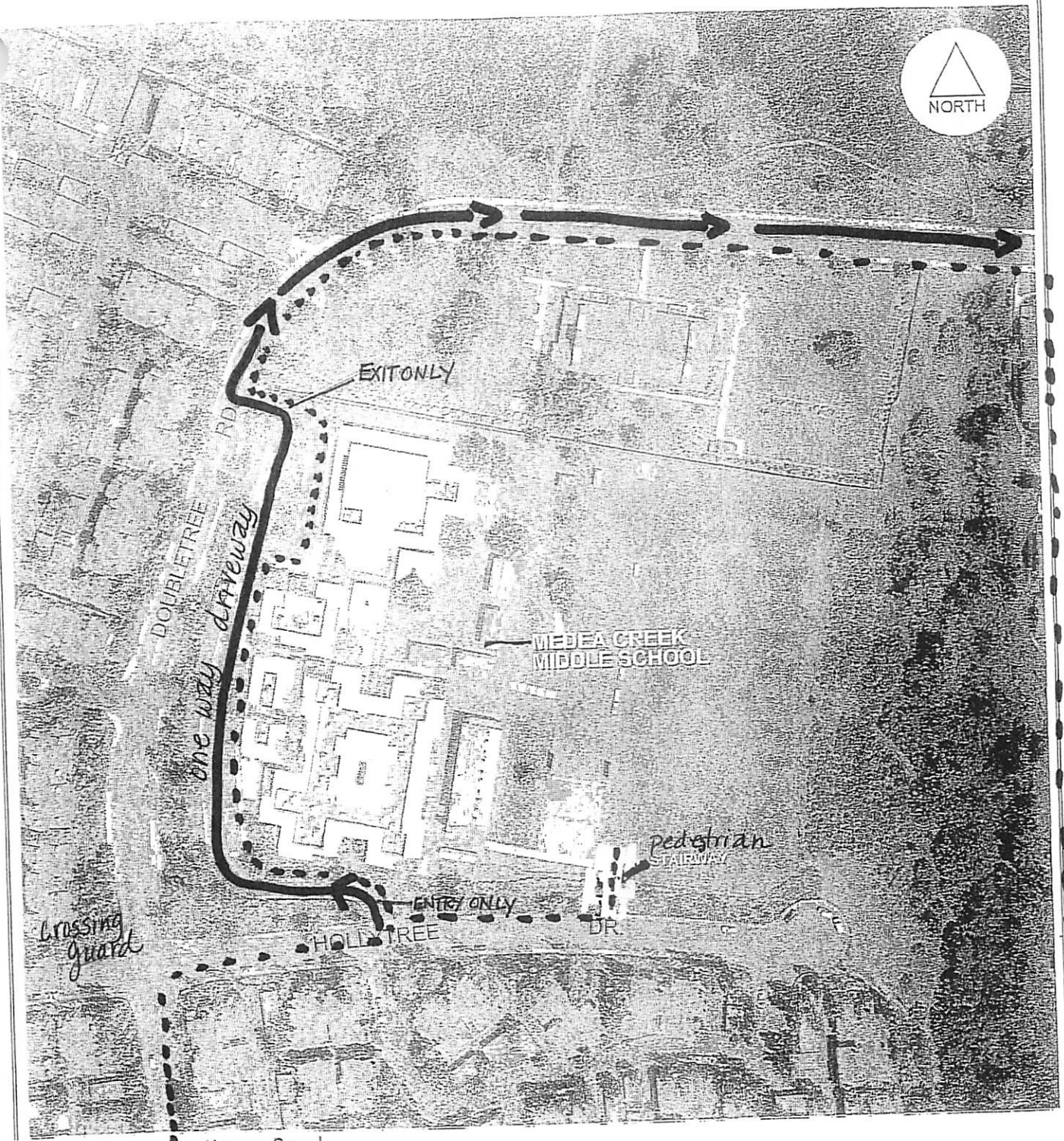
stairs

stairs

stairs

Upper Black-Top

Area



- Pedestrian Route off campus (both ways lead to Oak Park High School)
- In and Out Driveway

Dress Codes

MEDEA CREEK MIDDLE SCHOOL DRESS CODE

Medea Creek Students Dress For Success! The appearance and manner of dress of students is a matter to be determined primarily by the students' parents. The district expects students will attend school wearing clothing which is both neat and clean and which is appropriate to the weather and to the activities being conducted in school. In no case shall the dress or appearance of a student be such that it endangers the health and safety of the student or others or such that it has a disruptive effect upon the orderly operation of the school.

Medea Creek Dress Code:

1. For safety, all students must wear shoes with backs. **No slippers or flip-flops.**
2. No outfits are permitted which are revealing, see-through, or show underwear or a student's private parts.
3. Wearing shorts: Inside pocket lining on girls' shorts should not be longer than the leg of the shorts. The waist of boys' shorts must be worn above the buttocks.
4. No clothes may be worn which look like underwear or sleepwear (pajamas, etc.).
5. No strapless or backless tops. No midriffs.
6. No clothing which depicts sexually suggestive behavior, foul language/pictures or which advertises alcohol, tobacco or illegal substances, or clothing depicting violence.
7. No clothes or hairstyle that create a disturbance.
8. No gang related apparel, as identified by the sheriff's department.
9. No clothes may be worn which are excessively tight or extremely baggy.
10. Hats and sunglasses are not permitted in class, unless approved by the Principal.
11. No wallet or other heavy, dangling chains or straps.

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5132(a)

Dress and Grooming

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Governing Board policy and administrative regulations. These school dress codes shall be regularly reviewed.

(cf. 0420 - School Plans/Site Councils)

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. 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.
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 shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

(cf. 3260 - Fees and Charges)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5132(b)

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

(cf. 5121 - Grades/Evaluation of Student Achievement)

The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians 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 35294.1)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting. (Education Code 35183)

Adopted: 9-17-02

Amended:

In the Event of a Disaster

**Medea Creek Middle School
Emergency Drill Procedures
Teacher Buddy System**

2013-2014 (Revised August 2013)

In the event of an Emergency (when we would need to activate our Emergency Response Teams), please refer to this Teacher Buddy System to assist you with your class. This could be necessary in the event of a classroom emergency, but it is primarily used when we are evacuated and are up on the field.

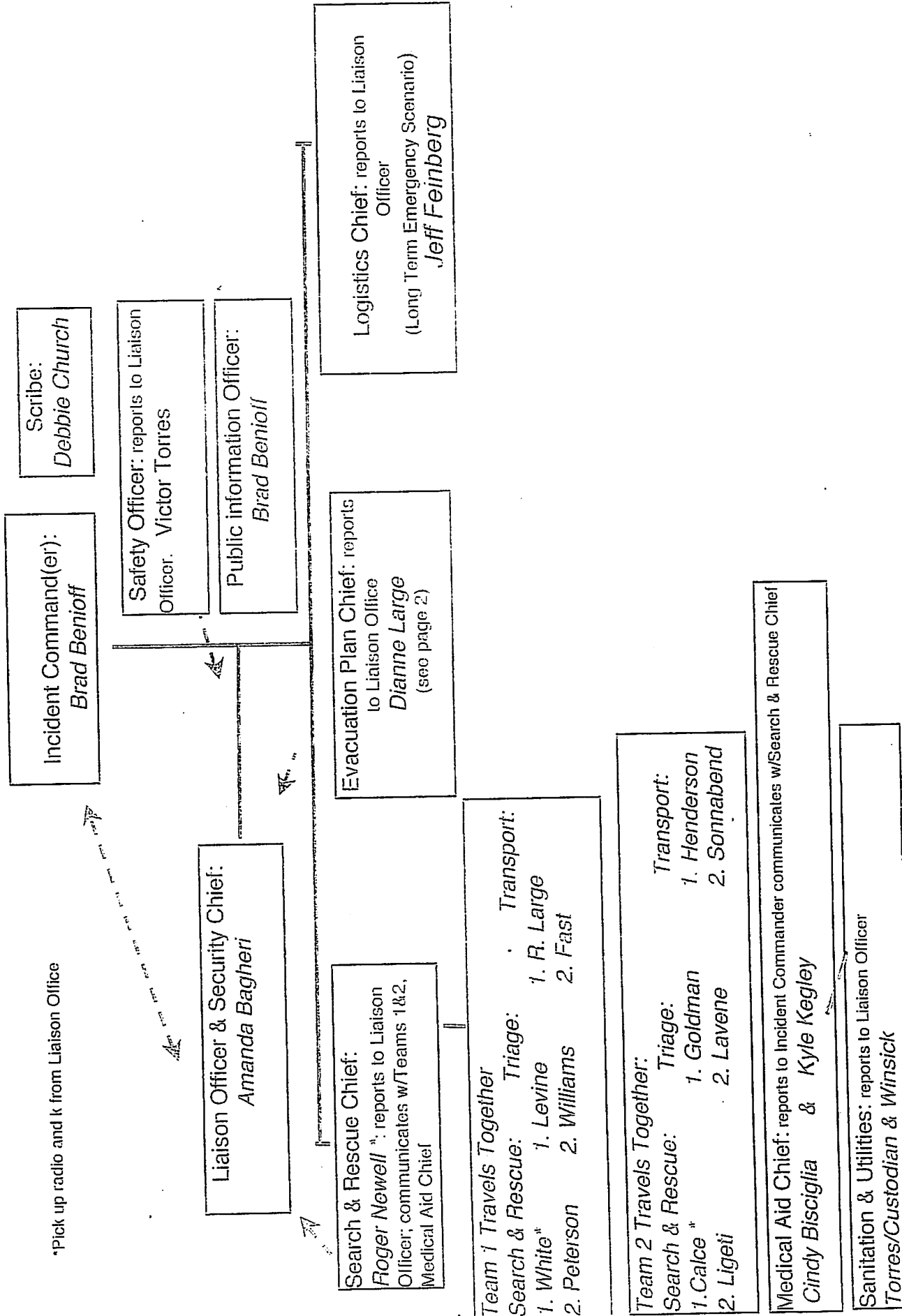
Some faculty members are part of Emergency Teams (refer to the Incident Command System Chart). In the event of an emergency (or a simulated drill), **teachers who are part of these teams will lead their classes to their spots on the upper field, take attendance and account for their students, and then will leave their roll book with their assigned buddy.** This buddy will then supervise both classes.

Buddy System:

- 1). Neva Fast (PE) and Al Calce (PE) are on teams; Kyle Kegley (PE) assists with First Aid; they will leave their roll books with **Frances Hermosillo and Mark Jacobs and Teresa Hogan; Ellen Ferguson** will assist **Frances Hermasillo, Mark Jacobs and Teresa Hogan** with PE students on field.
- 2). **Kathryn Duskek (R4)** and **Sharon Lavene (E2)** will leave their roll books with Lindsay Steinman (E1).
- 4). **Brian Winsick (R2)** will leave his roll book with Alison Stein (R1).
- 5). **Tim Roesner (E6)** will leave his roll book with Sandee Ayers (E7).
- 6). **Chris Henderson (C5)** will leave his roll book with Amy Friedlander/Kathryn Dusek (C2)
- 7). **Kim Sonnabend (C13)** will leave her roll book with Kim Hoerman (C14).
- 8). **Cindy Ligeti (C18)** will leave her roll books with Marta Graves (C20).
- 9). **Stephen Peterson (C17)** will leave his roll book with Kelly Pomerantz (C19)
- 10). **Shawn Williams (C9)** will escort her students to, and leave her roll book with Carrie Jones (R3/C10).
- 10). **Rebecca Goldman (E10)** will leave her roll book with Suzanne Shea (E9).
- 11). **Steve White (C8)** will leave his roll book with Christine Allen (C12).
- 12). **Jessica Kudlacek (C7)** leaves her roll book with Rachelle Cohen (C11).
- 12). **Roger Newell (C15)** will leave his roll book with Katie Cohen (C15).
- 13). **Elana Levine (B1)** will leave her roll book with Alison Stein (R1).
- 14). **Jessica Fadgen (C3)** will leave her roll book with Maria Jimenez (C1)
- 15). **Kathy Mosley (C4)** will leave her roll book with Maria Jimenez (C1)
- 16). **Rob Large (C6)** will leave his roll book with Amy Friedlander (C2)

Medea Creek Middle School 2013-2014
Incident Command System Page 1

*Pick up radio and k from Liaison Office



Oct. 2013

Evacuation Plan Chief:
(Report to Liaison Officer)

Dianne Large

Logistics Chief:
(Long Term Emergency Scenario)

Jeff Feinberg

Attendance Officer:
(Report to Liaison Officer)

Loretta Brown

Transportation Chief:
(Long Term Emergency Scenario) *Jeff Feinberg*

Evacuation Supervisors:
(Report to Attendance Officer)

Tim Roesner: C1-C20; D1,D2
Jessica Fadgen: PE, B2
R1-5; E1-10

Volunteer & Labor Pool:
(Long Term Emergency Scenario)
Al Calce

Request Gates:
(Activated by Liaison Officer)

Kathy Mosley: A-G

Fadgen Dusek: H-Q

Patricia Kudlaeck: R-Z

Food & Supplies:
(Long Term Emergency Scenario)
Mary Smolarski

Reunion Gates:
(Activated by Liaison Officer)

Winsick: A-L

Callivan M-Z

Shelter
(Long Term Emergency Scenario)
Kim Hoernian

Psychological Rx:

Carol Bailey

Jeremy Rogers

MCMS 2013-2014 Phases of Emergency Evacuation and Release from the Field:

Phase I: Evacuate to the field via Room Numbers and take attendance (adults, students)

Attendance Officer

Evacuation Supervisors

Evacuation Plan Chief

Phase II: Emergency Teams and Personnel Report to their positions:

Search and Rescue

Triage

Transport

First Aid

Security Officer (Locks Gates)

Sanitation and Utilities (Check utilities)

Logistics Chief w/ Evacuation Plan Chief (From shed to black top:
table set up, bull horn/PA System)

Liaison Officer/Security Chief

Incident Commander

Scribe (brings Request/Release Carts and materials)

Phase III: Liaison Officer shares status/information with Officers/Chiefs

Rescues/first aid underway

Phase IV: Liaison Officer declares rescues completed:

Repositioning Personnel for emergency release of students

Phase V: Emergency Release of Students



----- Pedestrian Route off campus (both ways lead to Oak Park High School)

———— In and Out Driveway

MCMS Emergency Plan 2013-2014
August 2013

Re-purposing of MCMS Emergency Plan Personnel

In the event of an Emergency Drill, various MCMS Personnel have specific roles and responsibilities, either individually, or as part of a Team. Once the situation is stabilized, and we are able to begin releasing students to parents/guardians on the Emergency cards, the following **MCMS personnel will be re-purposed and re-positioned:**

I. Loretta Brown, Dianne Large and Jeff Feinberg will report to the: Calling Table on the Blacktop. This is where the PA system is located and will be used to call the names of students whose families have come to the MCMS REQUEST GATE to ask for their children.

Procedure:

- 1). Runners (Safety Squad Students and MCMS adults) will bring white Release Slips with the name of the student requested.
- 2). At the Calling Table, on the blacktop near the field, the names will be called over the PA system (or they will use runners) and students should take their Release Slip to their alpha Reunion Gate, where they will meet the parent/guardian.
- 3). Classroom teachers supervising students will note the students' time of release on their roll sheets.

II. The Liaison Officer (Asst. Principal) will direct Line Supervisors (Roesner and Fadgen) to report to REQUEST GATE H-Q) and Search and Rescue Chief (Newell) to re-purpose/position the following:

Team 1: Peterson, White report to REQUEST GATE A-G as runners
Levine, Williams report to REQUEST GATE H-Q as runners
R. Large, Fast report to REQUEST GATE R-Z as runners

Team 2: Calce, Ligeti report to REUNION GATE A-L with Winsick to assist
Goldman, Lavene to REUNION GATE M-Z with Gallivan to assist
Sonnabend and A. Ferguson to REQUEST GATE R-Z with
Paniz/Kudlacek to assist

MCMS Request and Reunion Gates For Emergency Release (2013-2014):

- There are three Request Gates (A-G, H-Q, R-Z) and two Reunion Gates (A-L, M-Z) at MCMS.
- There are two scenarios for releasing students—as a result of an emergency—before the end of the day:
 - We have evacuated to the upper field and need to be released from there
 - We are in classrooms and need to be released from there.

Here we are detailing release from the upper field:

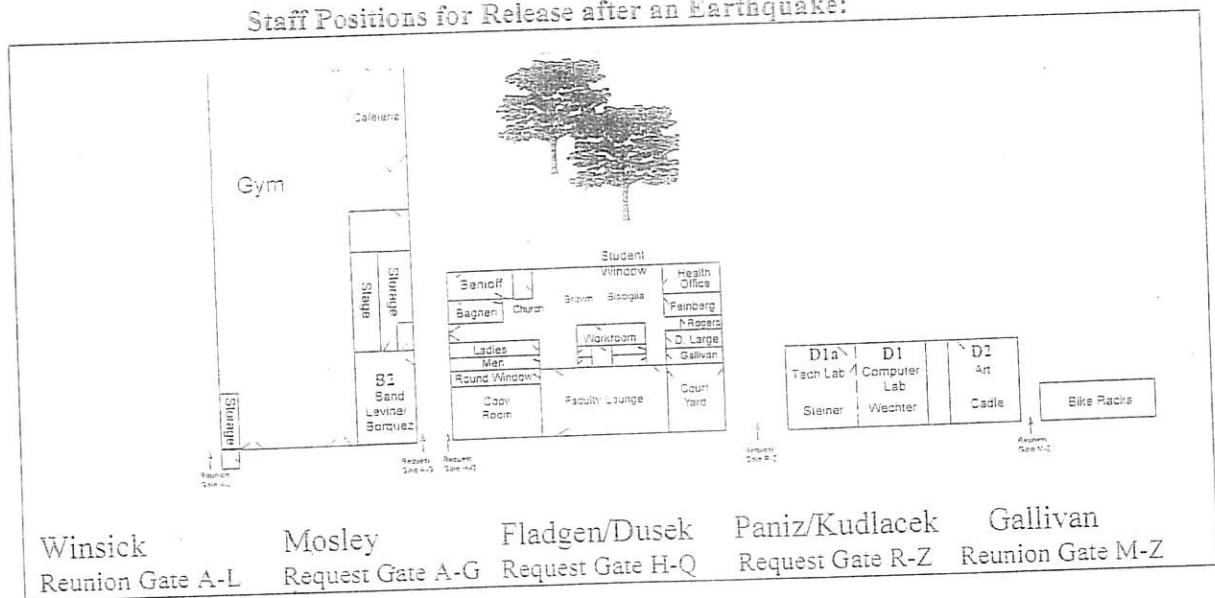
A. Emergency (Earthquake, etc.) Procedure for Releasing Students from the Upper Field:

- MCMS's gates, per our Emergency Preparedness Procedures, are closed and locked. As conditions warrant and stabilize, students would be released to a parent or guardian.
 - Parents/guardians report to their alpha Request Gate, where an MCMS staff member would have a list of students, their Emergency Cards and schedules.
 - MCMS staff check Parent/guardian I.D. against the Emergency Card. When verified, the parent/guardian's hand is stamped with the "APPROVED" stamp and parent/guardian proceeds to the alpha REUNION GATE.
 - MCMS personnel pulls off a small, white paper from the student's schedule and gives it to a "runner" to locate the student, who would meet the parent/guardian at the appropriate alpha Reunion Gate.
 - At the Reunion Gate, MCMS staff receives the students to be released with their small, white paper.
 - The appropriate parent/guardian (with stamped hand) would sign the small, white paper.
 - MCMS personnel keeps the paper and marks the time on it.
 - The student is released.

Request/Reunion Gate Positions: MCMS Staff stationed at these positions should first be accounted for (Report to Evacuation Chief) and then should report to the SCRIBE (Debbie Church) near the stage area to pick up the carts containing Emergency Release information, Student Schedules and Release Slips.* The Liaison Officer (Amanda Bagheri) will give the OK to release students. Only then will students be located and then released.

*Safety Officer will secure campus, and then will report to Reunion Gate

Staff Positions for Release after an Earthquake:



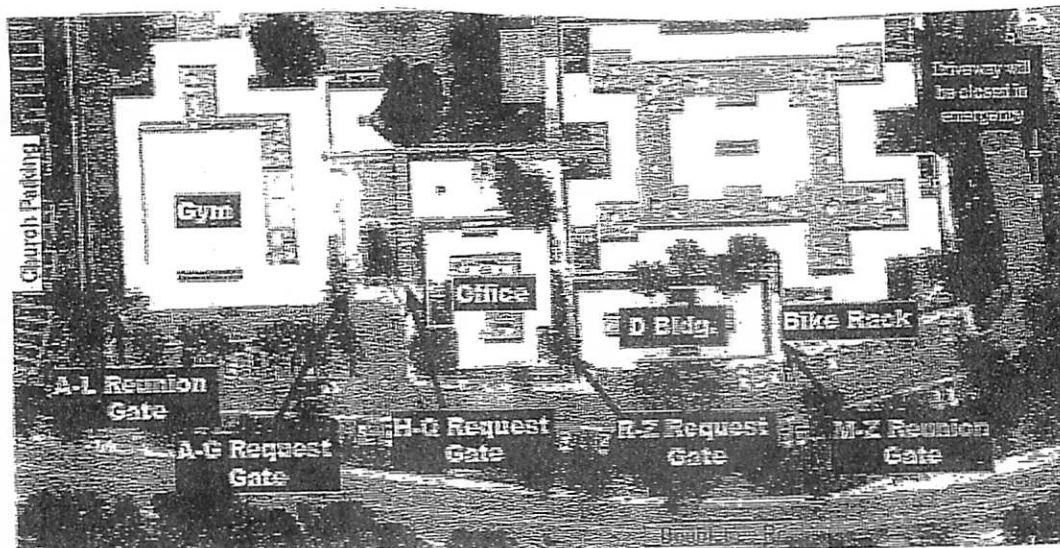
REQUEST GATE INSTRUCTIONS (2013-14):

- 1. All gates should be locked
 - 2. Pick-up Cart from Scribe (D. Church)
 - 3. Move Cart to position just INSIDE your ALPHA GATE
 - 4. Runners will report to you to assist
 - 5. Give parents, through the gate, "There Has Been An Emergency" handout
 - 6. As parents come to the gate, they will REQUEST a student:
Parents must: Show I.D. (and provide a note from the parent if they are picking up another child and are not on the Emergency Form: if they show a note, keep it)
 - 7. Check the I.D. against the information you have on the Emergency Form in the File Box (File Box contains: Emergency Information, white Release Slip)
 - If the I.D. matches, YOU WILL:
 - Pull the Release Slip off of the Emergency Form
 - Give Slip to Runner, who will go to the Calling table to deliver Slip
 - Runner will return to you
 - Stamp the parent's hand with "APPROVED" stamp
- ***If there is a large number of people requesting students, gather several Slips and give to Runners in bunches.
- Parents should proceed to appropriate RELEASE Gate to pick up student.

After Drill/Emergency, Return Cart/Materials to Scribe

RELEASE GATE INSTRUCTIONS (2013-14):

1. Report to scribe to pick up bag
2. Report to your Alpha RELEASE GATE
3. All Outside gates should be locked, until you begin releasing students.
4. All Parents/adults at your Gate would have come from the REQUEST GATE and have their hand stamped "APPROVED". They have shown I.D. at the REQUEST GATE and have had their hand stamped.
5. Requested student comes to your gate and hands you the RELEASE SLIP
6. You have the parent sign the Slip, mark the time and KEEP IT.
7. Student is released to parent/adult.



Page 1

*We have this ready to give parents
at the GATES.*

Oak Park Unified School District
Medea Creek Middle School

THERE HAS BEEN AN EMERGENCY

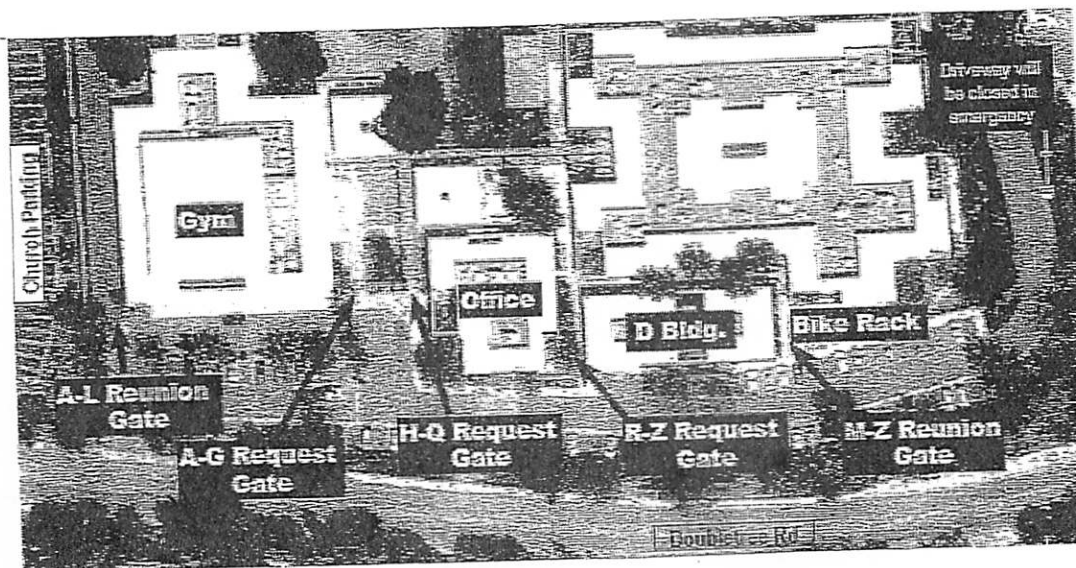
Schools are amongst the safest place to be during an emergency!

Follow these steps to help us quickly and safely release your child:

- 1). DO NOT park in the driveway
- 2). Go to the A-G or H-Q or R-Z REQUEST GATE
- 3). Have your ID ready to present at the Alpha REQUEST GATE
- 4). WAIT in line to request your child to school personnel at GATE
- 5). Go to the A-L or M-Z REUNION GATE to meet your child
- 6). Sign-out your child at the REUNION GATE
- 7). Leave campus immediately.

As soon as communication paths are available to us, please check your voice or email for information and updates from OPUSD.

Together we will get through this emergency.



Medea Creek Middle School
Response to Contagion

1. Observe/Note aberrant conditions (define percentage)
2. Contact: District Nurse #
District Office #
Department of Public Health #
3. Gather data on students/staff who are ill:
Phone, address, siblings
Food eaten in the last 24 hours, places visited, etc.
Symptoms, duration
4. Sanitize and/or isolate:
Cleaning—surfaces, bathrooms, cafeteria, lockers, locker rooms, computers, door knobs
Equip classrooms and offices with hand sanitizer, wipes, tissues
5. Inform Community:
Site communication: e-mail faculty
Letter on Website
All-call
District to community communication
6. Monitor Daily Attendance:
Number ill, symptoms
Number sent home
7. Prepare Statement/Guidelines to give to parents of students who are sent home ill:
Symptoms, descriptions of what to look for, how long to stay home and recuperate,
when to seek medical help: send home with students, email blasts, Website.
8. Prepare for possible shut down of school:
Review Emergency Release Plan.

ADDITIONAL SAFETY ITEMS:

CHILD ABUSE: School personnel are mandated reporters within 24 hours of knowing of suspected abuse. Teachers should notify the Counselors (if not available, Administrators) for telephone numbers to law enforcement/child welfare, as well as the appropriate reporting forms.

KEYS: Room keys are issued at the beginning of the year and collected from non-returning personnel. Rooms should be locked when not in use, even if you know another teacher is on his/her way to the room. Keys must not be given to students for any reason. If a key is lost, please report it immediately to the Office.

SECURITY:

- See the Office Manager for keys, codes or log-in numbers. Please do not write the codes, etc. in a location associated with your belongings that would allow a lost purse/brief case to become a source of keys, codes, and log-in numbers. All of you at one time or another work "off-hours" on the campus and need to be aware of the importance for the procedures to properly unlock and re-secure the campus.
- • On a weekend notify others of your presence on campus.
- Keep your doors locked.
- Exterior gates should be re-secured after you pass through to maintain the closed campus status on non-school days. **The apparent safety of our neighborhood lulls people into complacent personal safety behavior at times. If you are on campus during any off hours please use common sense about opening doors to strangers, leaving doors open while you transport items to your car, etc.**

ACCIDENTS :

- Report any teacher or student accident to the Office immediately. An accident report must be completed and kept on file at the school and District Offices. Reports must be completed by the teacher in charge and turned in to the Attendance Office.

FIRE AND EMERGENCY DRILLS: Fire drills are conducted periodically. Annually MCMS has on Lock Down Drill and one Emergency Preparedness Drill, which simulates an Earthquake and its immediate aftermath. All drill procedures are distributed and discussed during a faculty meeting.

- Each teacher is provided with a Red Emergency folder that details MCMS's Emergency Plans, as well as each staff member's role in those plans.
- An Evacuation Plan should be posted in each classroom.
- A red (or black) Emergency Backpack should be placed near the classroom's exit.
- An Emergency Supply Box (black) is attached to the wall near classroom exits. These should remain untouched unless there is a real emergency.
- In the event of an emergency, teachers will be required to help with supervision of students while at school.

WHAT PARENTS CAN DO:

PREPARE:

- Update Emergency Cards/Release information at school
- Discuss family Emergency plans, reunion information and supplies
- READ school emergency information
- Locate the REQUEST GATES and REUNION GATES at MCMS.
REMEMBER WHERE THESE ARE IN THE EVENT OF AN EMERGENCY.

IN THE EVENT OF AN EMERGENCY (fire, earthquake, lock down, etc.):

- REMAIN CALM. Schools are the safest place away from the home. Your child is in good care. We need your cooperation to navigate safely through the emergency.
- Check email and phones for ALL CALL announcements (if there is electricity) from the District, providing updates on the situation and local emergency broadcast stations (in Ventura: KVEN, 1450 AM; KHAY, 100.7 FM; JACK, 93.1 FM)
- When it is determined that it is safe to release students:
 - Leave your car at home (if you live locally)
 - Bring I.D to present to school personnel (you must be on the Emergency Card) at the GATE.
 - Report to the REQUEST GATE (A-G, or H-Q, or R-Z) at MCMS and show ID to school personnel waiting there.
 - Go to the REUNION GATE (A-L or M-Z) to sign your child out.

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*We have this ready to give parents
at the GATES.*

Oak Park Unified School District
Medea Creek Middle School

THERE HAS BEEN AN EMERGENCY

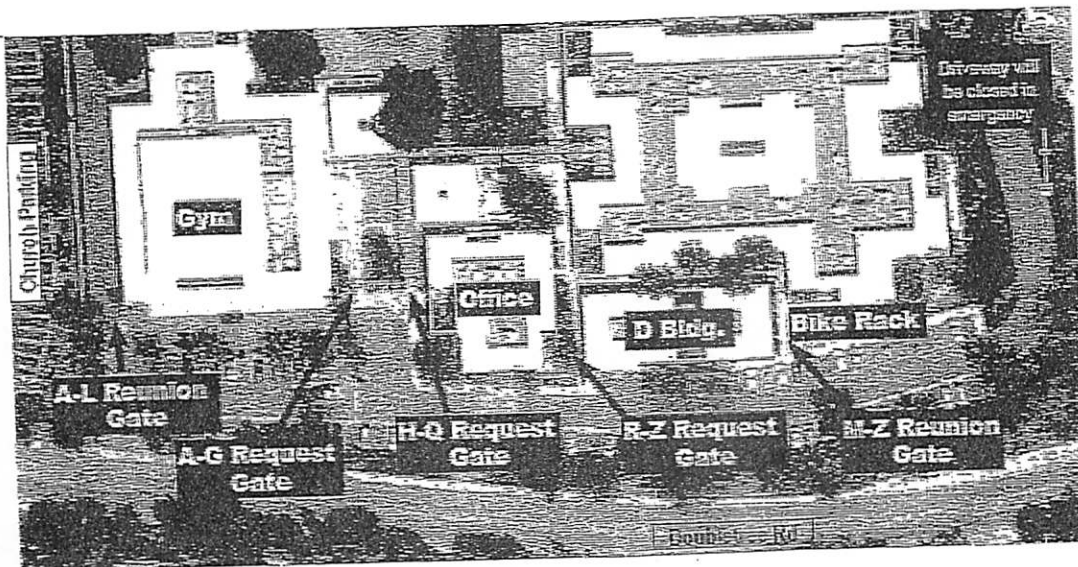
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- 6). Sign-out your child at the REUNION GATE
- 7). Leave campus immediately.

As soon as communication paths are available to us, please check your voice or email for information and updates from OPUSD.

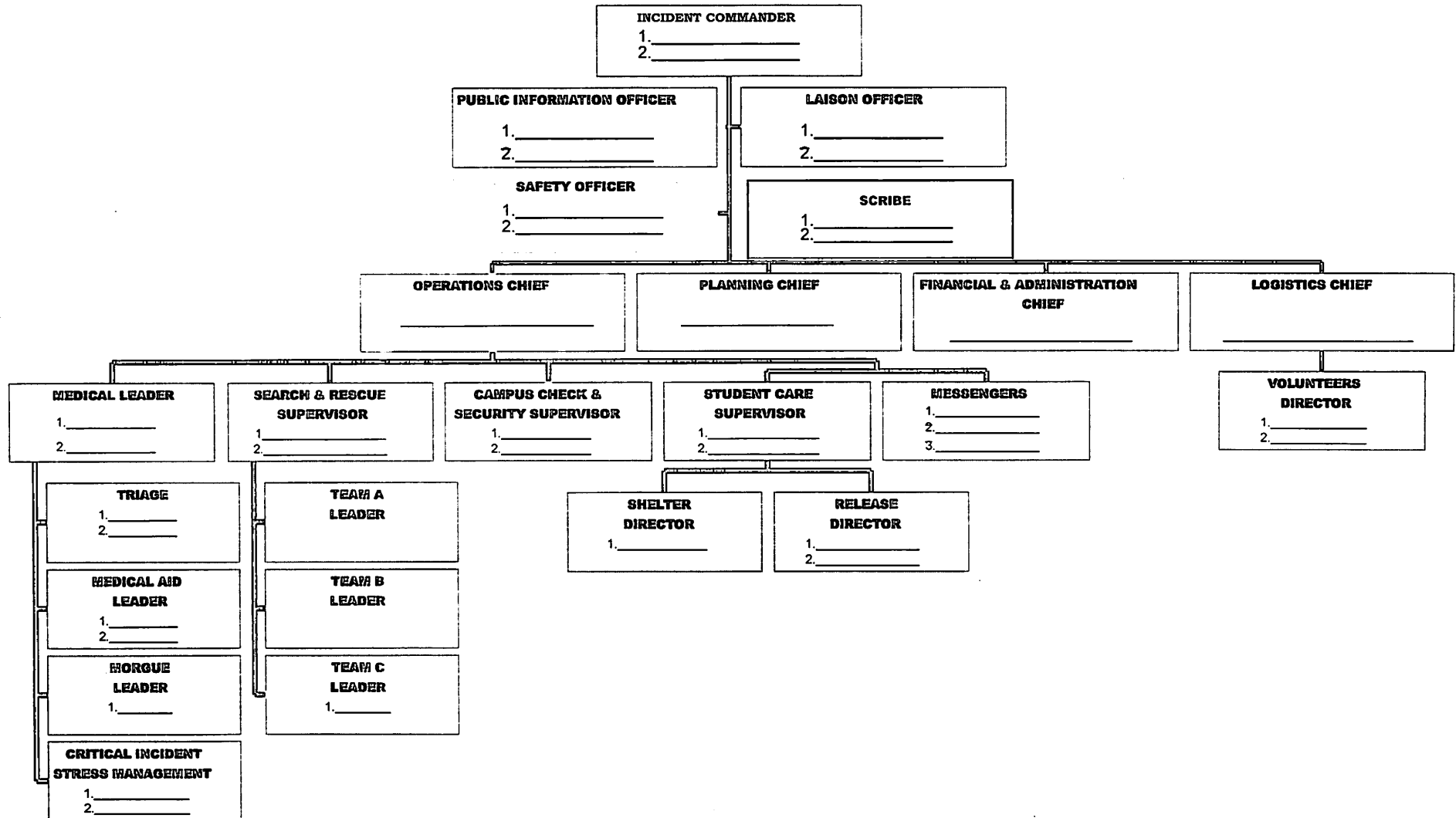
Together we will get through this emergency.



Emergency Response

OAK PARK UNIFIED SCHOOL DISTRICT

INCIDENT COMMAND ORGANIZATION CHART



When an Off-Campus Evacuation is Called

EVACUATION SITES		School
Oak Park High School		
North:		South
East		West

Teachers Should:

1. Bring class record books when evacuating their classroom/building and emergency forms & emergency kits
2. Ensure that all students are out of the classroom and restrooms.
3. Turn off lights and close door prior to following their students out of the classroom.
4. Instruct the first student in line to hold open exit door(s) until all persons in the class have evacuated. (Continue this procedure until building is clear.)
5. Proceed to the pre-designated holding area/assembly point. Once there, make note of students who are not present and maintain order
6. Remain with their classes until an "all clear" signal is sounded or an administrator gives
7. Students should bring backpacks with them from the classroom.

School/Based Administrator should:

1. Notify the appropriate District Office Personnel
2. Establish and assign a management post at the off-site evacuation point.
3. Gather lists of students not accounted for from staff members.
4. Identify the location of classes in holding area/assembly point to facilitate the orderly location of students for parents wishing to pickup of students.
5. Direct parents to the management post for pickup of students.
6. Maintain contact with Sheriff/Fire Departments to stay informed about conditions at the school site and nearby areas.

Evacuation Plan & Procedures

Evacuation of School Buildings

In a number of situations, it may be necessary to evacuate a school building. These situations may include fire and bomb threats. The sounding of a fire alarm should signal this evacuation. The following steps must be followed:

1. Maps should be posted in all classrooms indicating primary and secondary egress routes and holding areas/assembly points.
2. Teachers should bring their class record books with them when evacuating their classroom/building, as well as emergency cards and emergency kits.
3. Teachers should ensure that all students are out of the classroom and restrooms.
4. Teachers should turn off lights and close door prior to following their students out of the classroom/building.
5. Instruct the first student inline to hold open exit door(s) until all persons in the class have evacuated. (Continue this procedure until building is clear.)
6. Classes should proceed to the pre-designated holding area/assembly point. Once there, teachers should make note of students who are not present and maintain order.
7. Teachers should remain with their classes until an "all clear" signal is sounded or an administrator gives other instructions.
8. Students should be instructed to take their backpacks with them (from the classroom)

Evacuation of Campus

Situations may arise which require an off-campus evacuation to ensure the safety of students and staff. These situations include a chemical spill, airplane crash, explosive device located on campus, or major fire. Pre-planning procedures for the emergency evacuation of campus shall consist of the following minimum requirements when evacuation is required.

1. Identify at least four assembly points (North, South, East, West) a minimum of one quarter ($\frac{1}{4}$) mile away from the school location in the event it becomes necessary to evacuate school campus.
2. Establish the desired evacuation routes to the four holding areas/assembly points on an evacuation plan.
3. Provide for the special evacuation needs of the disabled. Who will assist? See Emergency Plan
4. Maintain a copy of the evacuation plan readily available in the school administration office.
5. Orient staff, faculty, and students on their specific duties, requirements, and responsibilities should an off-campus evacuation be necessary.
6. Provide for the use of the public address system as the primary means of notifying building occupants, when possible (Reference *Code Yellow*, *Code Green*, and *Code Red Procedures*). Determine an alternative means of announcing an evacuation in the event of public address system failure.

Definition: When the generator becomes dysfunctional and all power is lost. May also include loss of phone service.

Establish Facts of Situation	Establish Level of the Incident	Plan of Action to be Taken				Policy Reference
		First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days	
<ul style="list-style-type: none"> ✦ School ✦ Campus ✦ School Building 	<ul style="list-style-type: none"> ✦ Principal must establish the level of incident on information form head custodian ✦ Teachers are to secure their doors and stay in place (Code Red) ✦ Teachers are not to release students from class 	<ul style="list-style-type: none"> ✦ If imminent danger exists, dial 911 or District Office ✦ Activate and brief Safe School Team, in necessary ✦ Safe School Team or designee will monitor building and/or campus to make sure all students and school personnel are in a safe and secure area ✦ Make sure every classroom has light ✦ Activate emergency classroom plans ✦ Activate emergency runner system to support communications 	<ul style="list-style-type: none"> ✦ Continue to monitor area until power is restored ✦ If any student disruption occurs, take appropriate disciplinary action, as directed by OPUSD disciplinary guidelines ✦ Once power and order are restored, return to normal operations 	<ul style="list-style-type: none"> ✦ Keep flashlights in every classroom until notified ✦ Complete written reports, if necessary ✦ Continue to monitor area ✦ Meet with staff to update and revise plans ✦ Debrief students ✦ Send notice home if necessary 	<ul style="list-style-type: none"> ✦ Maintain normal operations 	<ul style="list-style-type: none"> ✦ In accordance with OPUSD policies, make appropriate judgement after evaluating all risks Policy Manual

NOTE: IT IS CRITICAL THAT YOU REMAIN CALM THROUGHOUT THIS INCIDENT

Remember:

- ✦ Principal or his/her designee is in charge.
- ✦ It is better to be safe than sorry.
- ✦ Maintain control of the facility at all times.
- ✦ Principal does not leave command post
- ✦ Do not confront the suspect.
- ✦ Wait for administrative response.

Weather - Thunder storms and/or Lightning

Establish Facts of Situation	Establish Level of the Incident	Plan of Action to be Taken				Policy Reference
		First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days	
<ul style="list-style-type: none"> ⬢ School Grounds ⬢ School Buildings ⬢ Athletic Events ⬢ In Transit ⬢ Field Trips or Hiking in an Open Area 	<ul style="list-style-type: none"> ⬢ Storm approaching 	<ul style="list-style-type: none"> ⬢ Get out of open areas and into an enclosed building as quickly as possible ⬢ Do not seek shelter under isolated trees or close to metal fences, playground equipment, or shelters in exposed locations ⬢ Get Indoors; stay indoors ⬢ Stay away from open doors and windows, metal objects, electrical appliances ⬢ Keep telephone use to a minimum ⬢ Do not handle flammable liquids in open containers ⬢ Seek Shelter in buildings ⬢ Avoid open spaces, metal fence, sheds, or unenclosed structures ⬢ Do not use metal objects such as fishing rods or golf clubs ⬢ Remove metal-cleated shoes ⬢ Stay inside of vehicle, DO NOT TOUCH exposed metal parts ⬢ DO NOT park under electrical lines, or trees ⬢ Persons using scooters, motorcycles, bicycles, and other open vehicles should seek protected shelter ⬢ Move to high ground and avoid lone trees and small sheds ⬢ Stay away from metal fences. ⬢ Seek shelter in thick timber, ravine, ditch, or in an enclosed vehicle or building 	<ul style="list-style-type: none"> ⬢ Based on facts, decide if school should be evacuated immediately, thus guaranteeing safety of students, staff, or kept in regular session ⬢ Activate and brief the Safe School Team; use all available resources, if needed ⬢ Brief all personnel after initial call ⬢ Determine plan for day ⬢ Declare appropriate code ⬢ Determine if incident is a Level II incident, follow Level II instructions. 	<ul style="list-style-type: none"> ⬢ Declare Code Green, when appropriate ⬢ Principal, police and appropriate central level staffs hold joint press conference, if needed, giving specific details ⬢ Give Superintendent update ⬢ Principal meet with Safe School Team for update ⬢ Hold staff meeting giving details and answering questions ⬢ Summon counselors, social workers or the needed staff ⬢ Meet with parents, if necessary ⬢ Send notice home if appropriate ⬢ Debrief with students 	<ul style="list-style-type: none"> ⬢ Meet with Safe School Team to update and revise plans, if needed ⬢ Meet with parents, if needed ⬢ If media person appears, meet them in a designated area 	<ul style="list-style-type: none"> ⬢ In accordance with OPUSD policies, make appropriate judgement after evaluating all risks Policy Manual

NOTE: IT IS CRITICAL THAT YOU REMAIN CALM THROUGHOUT THIS INCIDENT

Remember:

- ⬢ Principal or his/her designee is in charge.
- ⬢ It is better to be safe than sorry.
- ⬢ Maintain control of the facility at all times.
- ⬢ Principal does not leave command post
- ⬢ Wait for administrative response.

Weather, ion. 2005

Definition: A destructive or potentially destructive weather condition as defined by the National Weather Service, usually announced, time permitting, NWS in two phases - WATCH and WARNING

Preparation: Evaluate physical plant and develop plans for secure areas for secure areas for student/employee population

1. Utilize lower floors and interiors areas.
2. Do not use gyms and other areas with wide roof spans
3. Develop a special alarm system for tornado warnings.
4. Educate staff and students on appropriate posture to assume in shelter area in actual tornado warning
5. Keep first aid supplies current and convenient

Establish Facts of Situation	Establish Level of the Incident	Plan of Action to be Taken				Policy Reference
		First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days	
Tornado Watch		<ul style="list-style-type: none"> ♦ Inform student/employee population that Tornado WATCH is in effect ♦ Move students and faculty from portable classrooms and outside to permanent facilities ♦ Prepare for shelter areas as defined in plan ♦ Monitor weather advisories ♦ Make plans to evacuate large areas with wide open roof spans ♦ Keep doors unlocked ♦ Close windows and outside doors ♦ Monitor progress of storm ♦ Sound alarm and move students and staff to shelter area as defined in plan ♦ Close windows and outside doors ♦ Stop at close available building, which can be used as shelter ♦ Advise students to seek cover and place themselves in protected position, covering head and face ♦ If non suitable shelter is available, have students disembark and lie flat in lowest area available ♦ Keep students in shelter until storm/threat of storm is past 	<ul style="list-style-type: none"> ♦ Continue to monitor weather advisories or until WATCH is cancelled ♦ Continue to monitor storm ♦ Return to normal activity once storm/threat of storm has passed ♦ If damage or injuries, take appropriate steps to secure any needed help, and notify Executive Director ♦ Notify Transportation Dispatch of actions taken as soon as feasible 	<ul style="list-style-type: none"> ♦ Debrief Safe School Team and other staff ♦ Debrief central level staff ♦ Return to normal when approved (Code Green) ♦ Summon other central level staff, as needed ♦ Meet with parents, if necessary ♦ Monitor school building continually ♦ Complete written report 	<ul style="list-style-type: none"> ♦ Meet with Safe School Team to update and revise plans, if needed ♦ Meet with parents, if needed ♦ If media person appears, meet them in a designated area ♦ Monitor school building continually ♦ Update school staff and revise plans as necessary 	<ul style="list-style-type: none"> ♦ In accordance with OPUSD policies, make appropriate judgement after evaluating all risks Policy Manual

(Continued on Next Page)

#

Major Student Disruption

Note: In situations that may result in major disruption and/or demonstration, prevention is the school's goal. A video camera can be very effective in deterring disruptive acts. In disruptive situations, attempt to obtain footage of the event(s).

Establish Facts of Situation	Establish Level of the Incident	Plan of Action to be Taken				Policy Reference
		First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days	
When a major student disruption occurs		<ul style="list-style-type: none"> ♦ Call District Office ♦ Alert campus supervisors and other administrators ♦ Attempt to diffuse tension by: <ul style="list-style-type: none"> ♦ Identifying key players/concerns ♦ Isolating key players in a neutral area ♦ Conferencing with players ♦ Alerting parents/legal guardians ♦ If situation cannot be diffused, separate and detain students and solicit support of parents ♦ Call school officials and/or 911, if situation calls for further action ♦ Clearly communicate to all students (via announcements or bullhorn). In the presence of adult witnesses, that students should either attend classes or move to a safe, designated area; Inform students that they will be subject to suspension and arrested if they do not comply ♦ DO NOT release students from classes ♦ Announce <i>Code Red</i> ♦ If a student(s) persist, after second warning and reasonable period of time (not more than two or three minutes), notify student(s) of his/her suspension and give direction for his/her leaving the campus; If student(s) do not cease and desist, direct police to arrest the student(s) ♦ If a disruption escalates further, announce <i>Code Red</i>, and follow procedures ♦ Announce "All Clear" 	<ul style="list-style-type: none"> ♦ Notify parents/legal guardians of involved students ♦ Secure detailed written statement(s) from students and other witnesses, including involved staff members ♦ Take appropriate disciplinary action as directed by OPUSD Discipline Guidelines 	<ul style="list-style-type: none"> ♦ Discourage all communication until clearance from law enforcement is received ♦ Designate a place for parents who arrive on campus ♦ Have an administrator on hand to answer questions ♦ Debrief Safe School Team and other staff ♦ Debrief central level staff ♦ Complete a written report ♦ Summon other central level staff, as needed ♦ Meet with parents, if necessary ♦ Let police handle any questions regarding crime and the investigation ♦ Once incident is over, return to normal operations ♦ Debrief staff and revise plans ♦ Debrief students ♦ Send home notices 	<ul style="list-style-type: none"> ♦ Meet with Safe School Team to update and revise plans, if needed ♦ Meet with parents, if needed ♦ If media person appears, meet them in a designated area ♦ Monitor school building continually ♦ Update school staff and revise plans as necessary 	<ul style="list-style-type: none"> ♦ In accordance with OPUSD policies, make appropriate judgement after evaluating all risks Policy Manual

NOTE: IT IS CRITICAL THAT YOU REMAIN CALM THROUGHOUT THIS INCIDENT

Remember:

- ♦ Principal or his/her designee is in charge.
- ♦ It is better to be safe than sorry.
- ♦ Maintain control of the facility at all times.
- ♦ Principal does not leave command post
- ♦ Do not confront the suspect.
- ♦ Wait for administrative response.

Chemical Spill/Airplane Crash

Establish Facts of Situation	Establish Level of the Incident	Plan of Action to be Taken				Policy Reference
		<i>First 10 Minutes</i>	<i>Next 50 Minutes</i>	<i>Remainder of the Day</i>	<i>Subsequent Days</i>	
<ul style="list-style-type: none"> ✦ Chemical Spill Occurs on Campus ✦ Recall/Further Evaluation 		<ul style="list-style-type: none"> ✦ Identify the location in the school where spill has occurred, as well as the substance(s) ✦ Assess the situation ✦ Call 911 ✦ Determine building exits that will be used for evacuation of affected building(s), when required ✦ Conduct an orderly evacuation of the area. <u>DO NOT RING FIRE ALARM BELLS</u> ✦ Call Maintenance Department ✦ Keep students and others out of the affected area until notified by Maintenance Department or by Fire Department Hazardous Materials Team that area is safe ✦ Notify District Office 	<ul style="list-style-type: none"> ✦ Follow established procedures in Disaster Plan ✦ Determine from Ventura County Management officials whether evacuation is required from assembly point of when return to building is anticipated. ✦ Coordinate between Ventura County emergency officials and School District and Maintenance personnel to meet any additional requirements 	<ul style="list-style-type: none"> ✦ Follow established procedures in school/buildings Disaster plan 		<ul style="list-style-type: none"> ✦ In accordance with OPUSD policies, make appropriate judgement after evaluating all risks Policy Manual

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Remember:

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- ✦ Principal does not leave command post
- ✦ Wait for administrative response.

Chemical Spill/Airplane Crash

Plan of Action to be Taken

Establish Facts of Situation	Establish Level of the Incident	Plan of Action to be Taken				Policy Reference
		First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days	
Off-Campus Evaluation Required Evacuation Cannot Be Made	Hazardous chemical spill occurs so close to building that the best decision would be to stay inside for protection	<ul style="list-style-type: none"> Notify all building occupants of the chemical spill over the public address system or by alternate means to initiate evacuation to specific assembly points(s) Call 911 Notify appropriate District Office Personnel and Maintenance Department Establish management post at a safe location Identify location of classes in the holding area/assembly point, to activate orderly location other than the students for parents wishing to pick up their children according to the disaster plan Direct parents to the management post for pickup of students Maintain contact with District Office, Sheriff's and Fire Department to stay informed about conditions at the school site and surrounding area Call 911 Notify appropriate District Office and Maintenance Department Require persons in outside areas to go inside building Announce Code Red Close all doors and windows in all buildings Shut down all air-conditioning and ventilation units Use the public address systems for communicating instructions to staff and students Determine alternative evacuation route if possible 	<ul style="list-style-type: none"> Follow established procedures in Disaster Plan 	<ul style="list-style-type: none"> Discourage all communication until clearance from law enforcement is received Control traffic Designate a place for parents who arrive on campus Have an administrator on hand to answer questions Debrief Safe School Team and other staff Debrief central level staff Complete a written report Summon other central level staff as needed Meet with parents, if necessary Monitor school building continually Let police handle any question regarding crime, the investigation Once incident is clear, return to normal operations Send notice home Update students 	<ul style="list-style-type: none"> Meet with Safe School Team to update and revise plans, if needed Meet with parents, if needed If media person appears, meet them in a designated area Monitor school building continually Update school staff and revise plans as necessary 	<ul style="list-style-type: none"> In accordance with OPUSD policies, make appropriate judgement after evaluating all risks Policy Manual

(continued on next page)

Kidnapping/Childnapping

Note: Although generally an elementary school problem, childnapping has occurred in middle and high school. Typically, a non-custodial parent is denied access to the child by the court, or the custodial parent refuses to comply with a court order to allow access to the child. Any non-custodial adult who takes a child from the campus without the permission of the court ordered parent/guardian may be guilty of a felony.

Release of Students: Established procedures are to be followed in releasing students during the school day.

1. All persons not enrolled in or employed at a school entering a school campus must sign in at the designated office.
2. All visitors on campus must wear visitor passes.
3. The name of the parent/legal guardian must be indicated on student's Emergency Card.
4. The parent/legal guardian should show legal identification.
5. The parent/legal guardian must sign out the student through the designated school office.
6. Checking out students during the last 30 minutes of the school day should be discouraged.
7. Elementary schools may consider implementing a security code system in which parents designate a secret code that identifies them as the parent/legal guardian.

Establish Facts of Situation	Establish Level of the Incident	Plan of Action to be Taken				Policy Reference
		First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days	
<ul style="list-style-type: none"> ✦ If a child is kidnapped from school 		<ul style="list-style-type: none"> ✦ Call Sheriff's Department ✦ Contact the custodial parent ✦ Obtain witness statements ✦ Inform District Office 	<ul style="list-style-type: none"> ✦ Assist the police investigation 	<ul style="list-style-type: none"> ✦ Continue to assist the police investigation ✦ Meet with staff to update and revise plans ✦ Brief students on factual information ✦ Send note home if appropriate 	<ul style="list-style-type: none"> ✦ Early morning meeting with Safe School team to update and revise plans, if needed, to update and revise plans, if needed ✦ Meet with parents, if needed, to update them on incident ✦ Summon counselors or others, as needed 	<ul style="list-style-type: none"> ✦ In accordance with OPUSD policies, make appropriate judgement after evaluating all risks

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Remember:

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- ✦ Principal does not leave command post
- ✦ Do not confront the suspect.
- ✦ Wait for administrative response.

Sexual Battery

Establish Facts of Situation	Establish Level of the Incident	Plan of Action to be Taken				Policy Reference
		First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days	
<ul style="list-style-type: none"> Assess the situation 		<ul style="list-style-type: none"> Determine whether medical attention is necessary; if so, call 911 Do not allow the victim to wash, clean-up, or use the restroom if at all possible Assign an administrator to protect the crime scene by not allowing other in the room or area where the alleged sexual battery occurred Call District Office when police arrive, they take charge of the crime scene and investigation Inform Superintendent Notify the family of the victim Appoint someone to stay with the victim 	<ul style="list-style-type: none"> Isolate any family members who are on campus Investigate the incident and obtain witness statements Isolate offender if possible 	<ul style="list-style-type: none"> Take appropriate disciplinary action as determined by OPUSD <i>Disciplinary Guidelines</i> Debrief staff, but maintain privacy of victim Prepare statement for media Send notice home if appropriate Debrief students if appropriate Summon counselors, if necessary 		<ul style="list-style-type: none"> In accordance with OPUSD policies, make appropriate judgement after evaluating all risks Policy Manual

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- Principal does not leave command post
- Do not confront the suspect.
- Wait for administrative response.

Death/Suicide of a Student/Staff Member

Establish Facts of Situation	Establish Level of the Incident	Plan of Action to be Taken				Policy Reference
		First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days	
<ul style="list-style-type: none"> Assess the situation If incident occurred away from school Announcing the loss to the school 	<ul style="list-style-type: none"> Principal must establish the level of incident Give appropriate code action and procedure to be taken Principal should not leave the command station 	<ul style="list-style-type: none"> Call school central office Call 911 if necessary Designate on administrator/staff member to contact deceased's family and offer support Notify the Superintendent Notify counselors Notify school personnel before start of student school day 	<ul style="list-style-type: none"> Gather information Student's schedule and emergency contact card Names of student's close friends, siblings, and schools they attend Names of witnesses, if any Adjust schedule if necessary Keep school personnel updated on events and circumstances Procure personal items of deceased from lockers, desks, etc. DO NOT IMMEDIATELY rearrange any class seating 	<ul style="list-style-type: none"> Discourage all communication until clearance from law Designate a place for parents who arrive on campus Control Traffic Have an administrator on hand to answer questions Debrief central level staff Complete a written report Summon other central level staff, as needed Meet with parents, if necessary Monitor school building continually Let Sheriff handle any question regarding crime and the investigation Once incident is clear, return to normal operations Send notice home Update students with accurate information Summon counselors, social workers or others as need 	<ul style="list-style-type: none"> Early morning meeting with Safe School Team to update and revise plans, if need Meet with parents if need to update them on incident Summon counselors or others, as needed Meet with staff if need 	<ul style="list-style-type: none"> In accordance with OPUSD policies, make appropriate judgement after evaluating all risks Policy Manual

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- It is better to be safe than sorry.
- Maintain control of the facility at all times.
- Principal does not leave command post.
- Wait for administrative response.

Fire/Explosion

Plan of Action to be Taken

Establish Facts of Situation	Establish Level of the Incident	Plan of Action to be Taken				Policy Reference
		First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days	
<ul style="list-style-type: none"> Fire Alarm sounds automatically Fire/Explosion discovered by personnel in building Person on fire 		<ul style="list-style-type: none"> Evacuate building(s); follow Fire Drill Plan Call 911, unless immediately determined to be a false alarm Indicate any medical emergency If a fire is located, turn off power and gas to the building(s) Provide first aid to victim(s), assist in evacuating building(s) Upon arrival of Fire Department, locate fire and provide map of campus; provide master key(s) to fire crew If fire discovered in specific area or explosion occurs, inform occupants and evacuate area Attend to injured by fire/explosion; help them evacuate the building Employees should attempt to extinguish only small fires, using suppression equipment available DO NOT use water on electrical fires DO NOT attempt to fight fires involving explosives DO NOT attempt to fight fires involving toxic chemicals or strong oxidizers Notify the Executive Director and Maintenance department Inform other occupants to leave immediate area Perform necessary immediate first aid on victims(s) Smother fire by rolling victim on ground Deluge with water As a resort, spray with dry chemical fire extinguisher Inform appropriate administrative/supervisory personnel 	<ul style="list-style-type: none"> Maintain students in designated area until "all clear" is advised or other instructions given Keep students away from building until it is determined safe or until other instructions are given by the Fire Department 	<ul style="list-style-type: none"> Declare Code Green when appropriate Principal, police and appropriate central level staff hold joint press conference, if needed. Give specific details Give Superintendent update Principal meet with Safe School Team for update and evaluate Hold Staff meeting giving details and answering questions Summon counselors, social workers or other needed staff Meet with parents, if needed Update students Send notice home 	<ul style="list-style-type: none"> Early morning meeting with Safe School Team to update and revise plans, if needed Meet with parents if needed to update them on incident Continue follow up with students if needed Summon counselors as needed Meet with staff to update and revise plans. 	<ul style="list-style-type: none"> In accordance with OPUSD policy

NOTE: DO NOT USE TWO-WAY RADIOS OR CELLULAR PHONES. IT IS CRITICAL THAT YOU REMAIN CALM THROUGHOUT THE INCIDENT.

Remember:

- Principal or his/her designee is in charge.
- It is better to be safe than sorry.
- Maintain control of the facility at all times, unless an actual device is located or explosion occurs. If a device is found, law enforcement will assume control of the site. If an explosion occurs, the Fire Department will assume the lead role.

Fights

Definition: The exchange of mutual physical contact such as pushing, shoving and hitting with the intent to cause harm whether injury occurs or not.

Establish Facts of Situation	Establish Level of the Incident	Plan of Action to be Taken				Policy Reference
		First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days	
<ul style="list-style-type: none"> Obtain Identification Location in building Number of people involved Number of student(s) or staff injured, if any Identify weapons, if any Time of day Name of staff reporting Name of student reporting Name of messenger Name of other reporting 	<ul style="list-style-type: none"> Principal must establish the level of incident Give appropriate code action and procedure to be taken Principal should not leave the command station 	<ul style="list-style-type: none"> Notify central level staff If injuries occur, call 911 and provide all available information Notify emergency medical team Call or send for help by known student Defer to rules, personal authority Disperse crowd of all bystanders Attempt to defuse the confrontation by the use of verbal command Obtain identification Identify the aggressor(s) Separate student(s) and relocate in office or classroom Wait for assistance 	<ul style="list-style-type: none"> Notify central level staff Defer to rules, not personal authority Once help arrives, separate student and relocate in office or classroom Obtain names of student witnesses Attempt to calm students Identify injured student(s) or staff member(s) Seek medical attention from the school nurse or trained person in first aid, if needed If serious injury, contact 911 and advise of injury If weapon(s) are used or any other person(outsiders) are posing a threat, call law enforcement 	<ul style="list-style-type: none"> Debrief Safe School Team and other staff Debrief central level staff Complete a written report Summon other central level staff Meet with parents if necessary Monitor school building continually Meet with staff to update and answer questions Follow up with students according to discipline plan and notify parents 	<ul style="list-style-type: none"> Early morning meeting with Safe School Team to update and revise plans, if needed Meet with parents if needed to update them on incident Continue follow up with students if needed Meet with staff to update and revise plans. 	<ul style="list-style-type: none"> In accordance with OPUSD policy

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Actual Bomb Explosion

Definition: An actual bomb explosion is the explosion of a device fused to detonate or explode with sudden violence under specified conditions.

Establish Facts of Situation	Establish Level of the Incident	Plan of Action to be Taken				Policy Reference
		First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days	
<ul style="list-style-type: none"> † If a call comes in, keep person talking- follow Bomb Threat Instruction Card. 	Level III: Actual Bomb Explosion	<ul style="list-style-type: none"> † Call 911 for Sheriff's Department and fire/emergency services † Immediately place school on <i>Code Red</i> † Activate site Safe School Team † Notify central office staff immediately † Evacuate building, relocating personnel and students in pre-designated area † Attempt to keep students calm and in one location † Have designated staff member to meet emergency vehicles and control traffic † Provide emergency personnel (police & fire) with all information upon arrival † Direct medical personnel to injured persons and provide names and ages † Teachers take roll books with them, and emergency forms, and emergency kits † Teachers conduct a roll call of students and report any missing students † Beware that there might be other blasts † Allow Fire Department/Bomb Squad to take control of the site † Students should take backpacks 	<ul style="list-style-type: none"> † Activate and brief site Safe School Team. † Use all resources as needed † Brief all site personnel on initial call † Determine plan for day † Declare <i>Code Red</i> † Notify parents of injured student(s), if necessary † Notify District of possible emergency relocation 	<ul style="list-style-type: none"> † Declare <i>Code Green</i> when appropriate † Principal, police and appropriate central level staffs hold joint press conference; if needed, give specific details. † Give Superintendent update † Principal meets with Safe School Team for update and evaluate † Hold staff meeting giving details and answering questions † Summon counselors, social workers or other needed staff † Meet with parents, if needed † Send notice home † Provide update to students 	<ul style="list-style-type: none"> † Early morning meeting with Safe School Team to update and revise plans, if needed † Meet with parents if needed to update them on incident † Summon counselors or others, as needed † Meet with staff to update and revise plans. 	<ul style="list-style-type: none"> † In accordance with QPUSD policy

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- † It is better to be safe than sorry.
- † Maintain control of the facility at all times, unless an actual device is located or explosion occurs. If a device is found, law enforcement will assume control of the site. If an explosion occurs, the Fire Department will assume the lead role.

Bomb Threat with Suspicious Package Found

Definition: A bomb threat is correspondence of a call that leads the receiver of that information to believe that there is an explosive device in the facility, and as a result of visual search, a suspicious package is found. (Note: All information received must be recorded on Bomb Threat Instruction Card.)

Establish Facts of Situation	Establish Level of the Incident	Plan of Action to be Taken				Policy Reference
		First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days	
<ul style="list-style-type: none"> Believe the messenger Keep Person Talking Follow Bomb Threat Instruction Card directions Ask questions: location of bomb, time bomb will go off, description of device, why it has been placed, name and location of caller, etc. Determine the age, sex, and race of caller Notify principal and explain Conduct visual search of school with two persons familiar with building. 	Level II: Threat and Suspicious Package Found	<ul style="list-style-type: none"> Believe the messenger Dial 911 and notify the Sheriff's Department. Immediately Inform central office staff immediately Activate and brief site Safe School Team and give all information received Evacuate building, relocating staff and students more than 300 yards (use your Emergency Preparedness Plan e evacuation procedures) Teachers take roll books & emergency forms & emergency kits Teachers check and report missing student(s) Have a staff person stand outside to direct emergency vehicles and control traffic Provide emergency personnel a description and the location of the package Secure area and prevent persons from entering the building Allow law enforcement to take control of the site search Students take backpacks 	<ul style="list-style-type: none"> Activate and brief site Safe School Team. Use all resources as needed Brief all site personnel on initial call Determine plan for day Declare <i>Code Red</i> or appropriate code 	<ul style="list-style-type: none"> Declare <i>Code Green</i> when appropriate Principal, police and appropriate central level staffs hold joint press conference; if needed, give specific details. Give Superintendent update Principal meets with Safe School Team for update and evaluate Hold staff meeting giving details and answering questions Summon counselors, social workers or other needed staff Meet with parents, if needed Send notice home Provide update to students 	<ul style="list-style-type: none"> Early morning meeting with Safe School Team to update and revise plans, if needed Meet with parents if needed to update them on incident. Summon counselors or others, as needed Meet with staff to update and revise plans. 	<ul style="list-style-type: none"> In accordance with OPUSD policy

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Shooting/Stabbing at School

Definition: When a person attempts to commit a violent injury to another person or commits an act that places another person in reasonable apprehension of immediately receiving a violent injury.

Establish Facts of Situation	Establish Level of the Incident	Plan of Action to be Taken				Policy Reference
		First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days	
<ul style="list-style-type: none"> Obtain Identification Location in building Number of people involved Identify weapon(s) if any Time of day Name of staff reporting Name of student reporting Name of messenger Name of other reporting 	<ul style="list-style-type: none"> Principal must establish the level of incident Give appropriate code action and procedure to be taken Principal should not leave the command station 	<ul style="list-style-type: none"> Notify central staff If imminent danger exists, call 911, otherwise, call Sheriff's Department and provide all available information. Call for emergency medical aid if needed Call or send for help by well known student Keep people from entering the area Have teachers secure doors and evacuate the area of immediate danger Do not attempt to disarm Identify name and location of aggressor if still on the scene and proving a threat If vehicle involved, attempt to identify license, make, and model of car Indicate location of incident Do not disturb crime scene Disperse crowd of all bystanders Wait for assistance 	<ul style="list-style-type: none"> Wait for law enforcement personnel If possible, announce appropriate code and follow procedures Activate the Safety Team Isolate the witnesses with an administrator and gather information Reroute traffic from affected area Attempt to calm students Identify injured student(s) or staff member(s) Seek medical attention from school nurse or person trained in first aid, if needed 	<ul style="list-style-type: none"> Discourage all communication until clearance from law Designate a place for parents who arrive on campus Control Traffic Have an administrator on hand to answer questions Debrief central level staff Complete a written report Summon other central level staff, as needed Meet with parents, if necessary Monitor school building continually Let Sheriff handle any question regarding crime and the investigation Once incident is clear, return to normal operations Send notice home Update students with accurate information Summon counselors, social workers or others as need 	<ul style="list-style-type: none"> Early morning meeting with Safe School Team to update and revise plans, if need Meet with parents if need to update them on incident Summon counselors or others, as needed Meet with staff if need 	<ul style="list-style-type: none"> In accordance with OPUSD policies, make appropriate judgement after evaluating all risks Policy Manual

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Remember:

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- Principal does not leave command post
- Do not confront the suspect.
- Wait for administrative response.

Bomb Threat Only

Definition: A bomb threat is correspondence or a call that leads a receiver of that information to believe that there is an explosive device in the facility. (Note: All information received must be recorded on Bomb Threat Instruction Card)

All information received must be recorded on Bomb Threat Instruction Card						
Establish Facts of Situation	Establish Level of the Incident	Plan of Action to be Taken				Policy Reference
		<i>First 10 Minutes</i>	<i>Next 50 Minutes</i>	<i>Remainder of the Day</i>	<i>Subsequent Days</i>	
<ul style="list-style-type: none"> + Keep Person Talking + Follow Bomb Threat Instruction Card directions + Ask questions: location of bomb, time bomb will go off, description of device, why it has been placed, name and location of caller, etc. + Determine the age, sex, and race of caller + Notify principal and explain + Conduct visual search of school with two persons familiar with building. 	Level I: Threat Only evacuation	<ul style="list-style-type: none"> + Believe the messenger + If imminent danger exists (package identified), dial 911 and notify the Sheriff's Department immediately + Inform District Office - Superintendent or Assistant Superintendent + Principal uses his/her discretion in evaluation process, as well as the use of Code Red or Yellow + Activate and brief site Safe School Team. If necessary, on initial call + Activate runners to communicate important information 	<ul style="list-style-type: none"> + Based on facts, decide if school should be evacuated immediately, thus, guaranteeing safety of students and staff, or kept in regular session. + Activate and brief site Safe School Team. Use all available resources as needed + Brief all personnel on initial call + Determine plan for day + Declare appropriate code + If determined that this is a Level II incident, follow Level II instructions + If Sheriff is called, coordinate efforts according to site plan 	<ul style="list-style-type: none"> + Declare Code Green when appropriate + Principal, police and appropriate central level staffs hold joint press conference; if needed, give specific details + Give superintendent update + Principal meets with Safe School Team for update and evaluate + Hold staff meeting giving details and answering questions + Summon counselors, social workers or other needed staff + Meet with parents, if need + Send notice to home + Provide students with update 	<ul style="list-style-type: none"> + Early morning meeting with Safe School Team to update and revise plans, if need + Meet with parents if need to update them on incident + Summon counselors or others, as needed + Meet with staff if need 	<ul style="list-style-type: none"> + In accordance with OPUSD policies, make appropriate judgement after evaluating all risks Policy Manual

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- ◆ If a device is found, law enforcement will assume control of the site. If an explosion occurs, the Fire Department will assume the lead role.

Guns & Weapons in Building or on Campus

Definition: Any carrying, concealing, displaying or using any object, whether used or intended to inflict bodily harm. Such objects include, but are not limited to guns, box cutters, razor blades, clubs, and/or nunchakus.

		Plan of Action to be Taken				Policy Reference
Establish Facts of Situation	Establish Level of the Incident	First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days	
<ul style="list-style-type: none"> Obtain Identification Location in building Number of people involved Number of student(s) or staff injured, if any Identify weapon(s), if any Time of day Name of staff reporting Name of student reporting Name of messenger Name of other reporting 	<ul style="list-style-type: none"> Principal must establish the level of incident Give appropriate code action and procedure to be taken Principal should not leave the command station 	<ul style="list-style-type: none"> If imminent danger exists, dial 911; otherwise, notify the Sheriff's Department and give all available information Activate Site Safe School Team, if need Notify central level staff Send reporting student to office with sealed message, if possible, giving name and location Provide any information, name, location, weapon type Have teacher secure doors or evacuate area (Code Red) Disperse crowd of all bystanders Isolate student(s) reporting the incident Do not attempt to disarm person Attempt to defuse the confrontation with the use of a verbal command 	<ul style="list-style-type: none"> Wait for law enforcement personnel Provide law enforcement with as much information as possible: name, description, action and location, etc. Do not attempt to disarm Once situation is under control, have witnesses and victim available for law enforcement personnel Return to normal when appropriate Use appropriate code(s) 	<ul style="list-style-type: none"> Debrief Safe School Team and other staff Debrief central level staff Return to normal when approved (Code Green) Summon other central level staff, as needed Meet with parents, if necessary Monitor School building continually Complete a written report Provide update to staff and debrief if necessary after school Provide update to students if necessary Send notice home if necessary 	<ul style="list-style-type: none"> Meet with Safe School Team to update and revise plans, if needed Meet with parents if needed to update them on incident If media person appears, meet them in a designated area Monitor school building continually Debrief with staff if needed 	<ul style="list-style-type: none"> In accordance with OPUSD policies, make appropriate judgement after evaluating all risks Policy Manual

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- Maintain control of the facility at all times.

- Principal does not leave command post
- Do not confront the suspect.
- Wait for administrative response.

Security Numbers

In the Oak Park Unified School District, school security is monitored by a contract with Dial Security and reported to the Ventura County Sheriff's Department.

Ventura County Sheriff

(805) 654-2380 or 911 (emergency)

- ♦ Immediate Response for Emergencies: Dial 911 (this will also offer a direct response from the Ventura County Sheriff's Department, Fire Department, or Emergency Medical Service).
- ♦ The Principal or his/her designee is responsible for contacting the District Office or Sheriff's Department for less serious incidents and emergency situations.
- ♦ The Principal will act as the Incident Commander and will utilize the Sheriff's Department as may become necessary and will serve as the direct liaison for public safety agencies or will appoint a designee to do so.
- ♦ The Superintendent or his/her designee will provide information and interviews to the media during the accident/emergency.

OPUSD : 735-3206 (Superintendent)

Fire Department: 805 389-9710

Sheriff's Department: 805 491-8200

CVUSD 805-497-9511

LVUSD 818 880-4000

Incident Commander

- Assess the level of danger and determine the level of threat
- Move students and staff away from the crisis area
- Set a perimeter
- Summons additional help
- Set up command post
- Summons emergency services
- Compile status and final incident reports

Public Information Officer

- Gather accurate details of the incident
- Release information to parents, community members, and the media during the crisis
- Send out communication to school staff and students about the crisis
- Document all contacts and announcements

Liaison Officer

- Check with Incident Commander for situation briefing
- Determine your personal operating location and set up
- Obtain necessary equipment and supplies
- Open and maintain a position log
- Brief agency reps on current situations, priorities and incident action plan
- Keep IC informed of agencies action plans

Scribe

- Assists Incident Commander in completing the incident form to document events, response, outcomes
- Document all activities, listing times and event.

Medical Aid Chief

- Administer First Aid
- Document name, injury, and first aid given
- Determine need for medical assistance
- Work cooperatively with outside agencies
- Keep Command Center informed
- Maintain morgue as needed

Morgue

- Confirm that the person is actually deceased
- Notify Incident Commander as soon as possible
- Do not move the body until directed by the Incident Commander
- Keep accurate records
- Write the following information:
 1. Date & time
 2. Exact location where found
 3. Name of decedent if known
 4. If identified-how, when, by whom
 5. Name of person filling out tag
- Attach one tag to body

Search & Rescue Leader

- Perform visual check of outfitted team, include radio check
- Record names and assignments before deploying teams
- Dispatch teams to know hazards or situations first, then search the campus
- Record all teams progress and reports on site map. When a room is reported clear mark a C on the map
- Record exact location of damaged and triage tally

Campus Check and Security Chief

- Oversees the safety of students and staff
- Determines if response actions/strategies can cause harm to students and staff
- Determines whether students have been evacuated far enough from the school
- Identifies personnel assigned to perform team functions
- Coordinates functions of site security, physical plant safety and security, and setting up

Student Care Chief

- Accounts the whereabouts of all students, staff, and volunteers
- Sets up secure assembly area
- Manages sheltering and sanitation operations
- Manages student feeding and hydration
- Coordinates with the Student Release Team
- Coordinates with the Logistics Section to secure the needed space and supplies

Safety Officer

- Check with Incident Commander for situation briefing
- Open and maintain a position log – Document Messages, Actions Taken, Decision Justifications, Requests Filled
- Monitor drills, exercises and emergency response activities
- Identify and mitigate safety hazards and situations
- Stop or modify all unsafe operations
- Ensure that responders use appropriate safety equipment
- Keep Incident Commander advised

Release Coordinator

- Sets up secure reunion area
- Checks student emergency cards for authorized releases
- Completes release logs
- Coordinates with the Public Information Officer on external messages

OPUSD
Management Team

Members	Title	Work Phone	Cell Phone	Support Task
Tony Knight	Superintendent	818-735-3206	818-324-8915	Public Information Officer
Martin Klauss	Asst. Superintendent	818-735-3238	818-203-2586	Logistics
Leslie Heilbron	Asst. Superintendent	818-735-3266	818-261-2836	Contract Issues
Barbara Dickerson	Director, Budget & Accounting	818-735-3215	805-404-5674	Financial Officer
Julie Suarez	Director, Business Operations	818-735-3210	818-355-7176	Safety Officer
Susan Roberts	Director, Pupil Services	818-735-3214	818-929-0146	Stress Management
Derek Ihori	Program Specialist	818-735-3224	818-324-7438	Medical Aid
Linda Sheridan	Administrative Assistant	818-735-3224	805-660-1620	Incident Commander
Lou Tabone	Director, Alternative Education	818-735-3207	818-489-1348	Student Care Chief

CERT Graduates

Brookside

Oak Hills

Deborah King

Red Oak

Barbara Jones

Karen Kovisto

Janet Convey

Medea Creek

Oak Park High

Kathie Leggett

Dick Billinsley

Brenda Pasqua

Victor Anderson

District Office

Miguel Tabares

Julie Suarez

Linda Sheridan

Debbie Cooper

All Sites

Debbie West

Section: Command Incident Commander

Responsibilities: **The Incident Commander (IC) is solely responsible for emergency/disaster operations and shall remain at the Command Post (CP) to observe and direct all operations.**
Ensure the safety of students, staff and others on campus.
Lead by example: your behavior sets tone for staff and students.

Start-up Actions

- ☐ Obtain your personal safety equipment; i.e., hard hat, vest, clipboard (with job description sheet).
- ☐ Assess type and scope of emergency.
- ☐ Determine threat to human life and structures.
- ☐ **Implement emergency/disaster plan and hazard specific procedures.**
- ☐ Develop and communicate an incident action plan with objectives and a time frame to meet those objectives.
- ☐ Activate functions (assign positions) as needed.
 - Fill in "Incident Assignments" form
 - Appoint a backup or alternate IC

**Ongoing
Operational
Duties:**

- ☐ Continue to monitor and assess total school situation:
 - View site map periodically for Search & Rescue progress and damage assessment information.
 - Check with chiefs for periodic updates.
 - Reassign personnel as needed.
- ☐ Report (through Communications) to school district on status of students, staff, campus as needed. (Site Status Report)
- ☐ Develop and communicate revised incident action plans as needed.
- ☐ Begin student release when appropriate.

NOTE: No student should be released until student accounting is complete. Never send students home before the end of the regular school day unless directed by the Superintendent of Schools, except individuals on request of parent/guardian.
- ☐ Authorize release of information.
- ☐ Utilize your back up; plan and take regular breaks, 5-10 minutes/hour, relocate away from the CP.
- ☐ Plan regular breaks for all staff and volunteers. **Take care of your caregivers!**
- ☐ Release teachers as appropriate per district guidelines. By law, during a disaster, teachers become "disaster workers."
- ☐ Remain on and in charge of your campus until redirected or released by the Superintendent of Schools.

Closing Down:

- ☐ Authorize deactivation of sections, branches, or units when they are no longer required.
- ☐ At the direction of the Superintendent of Schools, deactivate the entire emergency response. If the Fire Department or other outside agency calls an "All Clear," contact the district before taking any further action.
- ☐ Ensure that any open actions not yet completed will be taken care of after deactivation.
- ☐ Ensure the return of all equipment and reusable supplies to Logistics.
- ☐ Close out all logs. Ensure that all logs, reports, and other relevant documents are completed and provided to the Documentation Unit.
- ☐ Proclaim termination of the emergency and proceed with recovery operations if necessary.

**Command Post
Equipment/
Supplies:**

Campus map	Job description clipboards
Master keys	Command post tray (pens, etc.)
Staff & student rosters	School district radio
Disaster response forms	Campus 2-way radios
Emergency/disaster plan	AM/FM radio (battery)
Duplicate rosters (2 sets)	Bullhorn
Tables & chairs (if CP is outdoors)	
Vests (if available)	
Campus Emergency Planning Guidelines	

Section: Command

Public Information Officer (PIO)

Personnel: Available staff with assistance from available volunteers

Policy: The public has the right and need to know important information related to emergencies/disaster at the school site *as soon as it is available.*

The Public Information Officer (PIO) acts as the official spokesperson for the school site in an emergency situation. If a school district PIO is available, he/she will be the official spokesperson. A school site-based PIO should only be used if the media is on campus and the district PIO is not available or forthcoming.

News media can play a key role assisting the school in getting emergency/disaster related information to the public (parents). Information released must be consistent, accurate, and timely.

Start-Up Actions:

- ☐ Determine a possible “news center” site as a media reception area (located away from the Command Post and students). Get approval from the Incident Commander (IC).
- ☐ Identify yourself as the “PIO” (vest, visor, sign, etc.)
- ☐ Consult with district PIO to coordinate information release.
- ☐ Assess situation and obtain statement from IC. Tape-record if possible.
- ☐ Advise arriving media that the site is preparing a press release and approximate time of its issue.
- ☐ Open and maintain a position log of your actions and all communications. If possible, tape media briefings. Keep all documentation to support the history of the event.

Operational Duties:

- ☐ Keep up-to-date on the situation.
- ☐ Statements must be approved by the IC and should reflect:
 - Reassurance — EGBOK — “Everything’s going to be OK.”
 - Incident or disaster cause and time of origin.
 - Size and scope of the incident.
 - Current situation — condition of school site, evacuation progress, care being given, injuries, student release location, etc. Do not release any names.
 - Resources in use.
 - Best routes to school if known and appropriate.
 - Any information school wishes to be released to the public.

- ☐ **Read** statements if possible.
- ☐ When answering questions, be complete & truthful, always considering confidentiality & emotional impact. Avoid speculation, bluffing, lying, talking "off the record," arguing, etc. Avoid use of the phrase "no comment."
- ☐ **Remind school site/staff volunteers to refer *all* questions from media or waiting parents to the PIO.**
- ☐ Update information periodically with IC.
- ☐ Ensure announcements & other information are translated into other languages as needed.
- ☐ Monitor news broadcasts about incident. Correct any misinformation heard.

Closing Down:

- ☐ At the Incident Commander's direction, release PIO staff no longer needed. Direct staff members to sign out through Timekeeping.
- ☐ Return equipment and reusable supplies to Logistics.
- ☐ Close out all logs. Provide logs and other relevant documents to the Documentation Unit.

**Equipment/
Supplies:**

Public information kit consists of:

- ID vest
- Battery operated AM/FM radio
- Paper/pencils/marketing pens
- Scotch tape/masking tape
- Scissors
- School site map(s) and area maps
 - 8-1/2 x 11 handouts
 - Laminated poster board size for display

Forms: Disaster Public Information Release Work Sheet
 Sample Public Information Release
 School Profile or School Accountability Report Card (SARC)

Section: Command

Liaison Officer

- Responsibilities:** The Liaison Officer serves as the point of contact for Agency Representatives from assisting organizations and agencies outside the school district and assists in coordinating the efforts of these outside agencies by ensuring the proper flow of information.
- Start Up Actions:**
- ☐ Check in with Incident Commander (IC) for situation briefing.
 - ☐ Determine your personal operating location and set up as necessary.
 - ☐ Obtain necessary equipment and supplies from Logistics.
 - ☐ Put on position identifier, such as vest, if available.
 - ☐ Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster.
- Operational Duties:**
- ☐ Brief Agency Representatives on current situation, priorities and incident action plan.
 - ☐ Ensure coordination of efforts by keeping IC informed of agencies' action plans.
 - ☐ Provide periodic update briefings to Agency Representatives as necessary.
- Closing Down:**
- ☐ At the Incident Commander's direction, deactivate the Liaison Officer position and release staff no longer needed. Direct staff members to sign out through Timekeeping.
 - ☐ Return equipment and reusable supplies to Logistics.
 - ☐ Close out all logs. Provide logs and other relevant documents to the Documentation Unit.
- Equipment/Supplies:**
- Vest or position identifier, if available
 - Two-way radio, if available
 - Clipboard, paper, pens

Section: Operations

Operations Chief

Section: Command Safety Officer

Responsibilities: The Safety Officer ensures that all activities are conducted in as safe a manner as possible under the circumstances which exist.

Start Up Actions:

- ☐ Check in with Incident Commander for situation briefing.
- ☐ Obtain necessary equipment and supplies from Logistics.
- ☐ Put on position identifier, such as vest, if available.
- ☐ Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled

Operational Duties:

- ☐ Monitor drills, exercises, and emergency response activities for safety.
- ☐ Identify and mitigate safety hazards and situations.
- ☐ Stop or modify all unsafe operations.
- ☐ Ensure that responders use appropriate safety equipment.
- ☐ Think ahead and anticipate situations and problems before they occur.
- ☐ Anticipate situation changes, such as severe aftershocks, in all planning.
- ☐ Keep the Incident Commander (IC) advised of your status and activity and on any problem areas that now need or will require solutions.

Closing Down:

- ☐ When authorized by IC, deactivate the unit and close out all logs. Provide logs and other relevant documents to the Documentation Unit.
- ☐ Return equipment and reusable supplies to Logistics.

**Equipment/
Supplies:**

- Vest or position identifier, if available
- Hard hat, if available
- Clipboard, paper, pens
- Two-way radio, if available

Responsibilities: The Operations Chief manages the direct response to the disaster, which can include the following:

Site Facility Check/Security

Search & Rescue

Student Care

Medical

Student Release

Start-Up Actions:

- ☐ Check in with Incident Commander for situation briefing.
- ☐ Obtain necessary equipment and supplies from Logistics.
- ☐ Put on position identifier, such as vest, if available.

Operational Duties:

- ☐ Assume the duties of all operations positions until staff is available and assigned.
- ☐ As staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- ☐ If additional supplies or staff is needed for the Operations Section, notify Logistics. When additional staff arrive, brief them on the situation, and assign them as needed.
- ☐ Coordinate Search & Rescue operations. Appoint S&R Team Leader to direct their operations if necessary.
- ☐ As information is received from operations staff, pass it on to Situation Analysis and/or the Incident Commander.
- ☐ Inform the Incident Commander regarding tasks and priorities.
- ☐ Make sure that Operations staff are following standard procedures, utilizing appropriate safety gear, and documenting their activities.
- ☐ Schedule breaks and reassign Operations staff within the section as needed.

Closing Down:

- ☐ At the Incident Commander's (IC) direction, release Operations staff no longer needed. Direct staff members to sign out through Timekeeping.
- ☐ Return equipment and reusable supplies to Logistics.
- ☐ When authorized by IC, deactivate the section and close out all logs. Provide logs and other relevant documents to the Documentation Unit.

Equipment/Supplies:

Vest or position identifier, if available	S&R equipment
Two-way radio	job description
Forms: Search & Rescue maps, large campus map	clipboard, paper, pens

Section: Operations

Site Facility Check/Security

Personnel: Staff as assigned. Work in pairs.

Responsibilities: Take no action that will endanger yourself.

Start Up Actions:

- ☐ Wear hard hat and orange identification vest if available.
- ☐ Take appropriate tools, job description clipboard, and radio.
- ☐ Put batteries in flashlight if necessary.

Operational duties:

- ☐ As you do the following, observe the campus and report any damage by radio to the Command Post.*
- ☐ Lock gates and major external doors.
- ☐ Locate/control/extinguish small fires as necessary.
- ☐ Check gas meter and, *if gas is leaking*, shut down gas supply.
- ☐ Shut down electricity only if building has clear structural damage or advised to do so by Command Post (CP).
- ☐ Post yellow caution tape around damaged or hazardous areas.
- ☐ Verify that campus is “locked down” and report same to CP.
- ☐ Advise CP of all actions taken for information and proper logging.
- ☐ Be sure that the entire campus has been checked for safety hazards and damage.
- ☐ No damage should be repaired prior to full documentation, such as photographs and video evidence, unless the repairs are essential to immediate life-safety.
- ☐ Route fire, rescue, police, etc. as appropriate.
- ☐ Direct all requests for information to the Public Information Officer.

Closing Down:

- ☐ Return equipment and reusable supplies to Logistics.
- ☐ When authorized by the Incident Commander, close out all logs. Provide logs and other relevant documents to the Documentation Unit.

Equipment/Supplies:

Wear vest, hard hat, work gloves, and whistle.

Carry campus 2-way radio, master keys, and clipboard with job description. Carry bucket or duffel bag with goggles, flashlight, dust masks, yellow caution tape, and shutoff tools — for gas & (crescent wrench)

***Remember:** If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.

Section: Operations

Search and Rescue Team Leader

Safety Rules:

Buddy system: Minimum of 2 persons per team.

Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first.

Follow all operational and safety procedures.

Start-up Actions:

- ☐ Obtain all necessary equipment from container. See list below.
- ☐ Obtain briefing from Operations Chief, noting known fires, injuries, or other situations requiring response.
- ☐ Assign teams based on available manpower, minimum 2 persons per team.

Operational Duties:

- ☐ Perform visual check of outfitted team leaving CP; include radio check. Teams must wear sturdy shoes and safety equipment.
- ☐ Record names and assignments before deploying teams.
- ☐ Dispatch teams to known hazards or situations first, then to search the campus using specific planned routes. Send a specific map assignment with each team.
- ☐ Remain at Command Post (CP) in radio contact with S&R Teams.
- ☐ Record all teams' progress and reports on site map, keeping others at CP informed of problems. When a room is reported clear, mark a "C" on the map.
- ☐ If injured students are located, consult Operations Chief for response. Utilize Transport teams, or send a First Aid Team.
- ☐ Record exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead on map.
- ☐ Keep radio communication brief and simple. No codes.*

Closing Down:

- ☐ Record the return of each S&R team. Direct them to return equipment and report for additional assignment to Logistics.
- ☐ Provide maps & logs to the Documentation Unit.

Equipment/ Supplies:

Teams wear vest, hard hat, work and latex gloves, & whistle with master keys on lanyard. One member wears first aid backpack.

Teams carry campus 2-way radio and clipboard with job description and map indicating search plan.

Teams carry bucket or duffel bag with goggles, flashlight, dust masks, pry bar, grease pencil, pencils, duct tape, masking tape.

*** Remember:** If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.

Section: Operations

Search and Rescue Teams

Safety:

Buddy system: Minimum of 2 persons per team.

Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first.

Follow all operational and safety procedures.

Start-up Actions:

- ☐ Obtain all necessary equipment from container. See list below.
You must be wearing sturdy shoes and long sleeves. Put batteries in flashlight.
- ☐ Check at Command Post (CP) for assignment.

Operational Duties:

- ☐ Report gas leaks, fires, or structural damage to CP immediately upon discovery. Shut off gas or extinguish fires if possible.
- ☐ Before entering a building, inspect complete exterior of building. Report structural damage to team leader. Use yellow caution tape to barricade hazardous areas. **Do not enter severely damaged buildings.**
- ☐ If building is safe to enter, search assigned area (following map) using orderly pattern. Check all rooms. Use chalk or grease pencil to mark slash on door when entering room. Check under desks and tables. Search visually and vocally. Listen. When leaving each room, close slash to form "X" on door. Report by radio to Command Post that room has been cleared (ex: "Room A-123 is clear")*
- ☐ When injured victim is located, team transmits location, number, and condition of injured to CP. Do not use names of students or staff. Follow directions from CP.
- ☐ Record exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead on map and report information to CP.
- ☐ Keep radio communication brief and simple. No codes.

Closing Down:

- ☐ Return equipment to Logistics. Provide maps and logs to the Documentation Unit.

Equipment/ Supplies:

Wear vest, hard hat, work and latex gloves, & whistle with master keys on neck lanyard. Wear first aid backpack.
Carry campus 2-way radio and clipboard with job description & map indicating search plan.
Carry bucket or duffel bag with goggles, flashlight, dust masks, pry bar, grease pencil, pencils, duct tape, masking tape.

*** Remember:** If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.

Section: Operations

Medical Team Leader

Responsibilities: The Medical Team Leader is responsible for the provision of emergency medical response, first aid, and counseling. Informs the Operations Chief or Incident Commander (IC) when the situation requires health or medical services that staff cannot provide. Ensures that appropriate actions are taken in the event of deaths.

Start-Up Actions:

- ☐ Establish scope of disaster with IC and determine probability of outside emergency medical support and transport needs.
- ☐ Make personnel assignments. If possible, assign a minimum of two people to Triage, two to Immediate, two to Delayed, and two to Psychological.
- ☐ Set up first aid area in a safe place, away from students and parents, with access to emergency vehicles. Obtain equipment/supplies from the container.
- ☐ Assess available inventory of supplies & equipment.
- ☐ Review safety procedures and assignments with personnel.
- ☐ Establish point of entry ("triage") into treatment area.
- ☐ Establish "immediate" and "delayed" treatment areas.
- ☐ Set up a separate Psychological First Aid area if staff levels are sufficient.

Operational Duties:

- ☐ Oversee care, treatment, and assessment of patients
- ☐ Ensure caregiver and rescuer safety
 - Latex gloves for protection from body fluids; replace with new gloves for each new patient.
- ☐ Make sure that accurate records are kept.
- ☐ Provide personnel response for injuries in remote locations or request Transport Team from Logistics.
- ☐ If needed, request additional personnel from Logistics.
- ☐ Brief newly assigned personnel.
- ☐ Report deaths immediately to Operations Chief.
- ☐ Keep Operations Chief informed of overall status.
- ☐ Set up morgue, if necessary, in cool, isolated, secure area; follow guidelines.
- ☐ Stay alert for communicable diseases and isolate appropriately.
- ☐ Consult with Student Care Director regarding health care, medications, and meals for students with known medical conditions (diabetes, asthma, etc.).

Closing Down:

- ☐ At the Incident Commander's direction, release Medical staff no longer needed. Direct staff members to sign out through Timekeeping.
- ☐ Return equipment and reusable supplies to Logistics.
- ☐ When authorized by IC, deactivate the section and close out all logs. Provide logs and other relevant documents to the Documentation Unit.

**Equipment/
Supplies:**

First Aid Supplies: See list below

Job description clipboards	Marking pens
Stretchers	Blankets
Vests, if available	Quick reference medical guides
Tables & chairs	Ground cover/tarps
Staff and student medication from health office	
Forms: Notice of First Aid Care	
Medical Treatment Victim Log	

Recommended First Aid Supplies:

4 x 4" compress: 1000 per 500 students

8 x 10" compress: 150 per 500 students

Kerlix bandaging: 1 per student

Ace wrap: 2-inch: 12 per campus

4-inch: 12 per campus

Triangular bandage: 24 per campus

Cardboard splints: 24 each, sm, med. Lg.

Steri-strips or butterfly bandages:

50/campus

Aqua-Blox (water) cases:

$0.016 \times \text{students} + \text{staff} = \# \text{ cases}$
(for flushing wounds, etc.)

Neosporin: 144 squeeze packs/campus

Hydrogen peroxide: 10 pints/campus

Bleach, 1 small bottle

Plastic basket or wire basket stretchers
or backboards: 1.5/100 students

Scissors, paramedic: 4 per campus

Tweezers: 3 assorted per campus

Triage tags: 50 per 500 students

Latex gloves: 100 per 500 students

Oval eye patch: 50 per campus

Tapes: 1" cloth: 50 rolls/campus

2" cloth: 24 per campus

Dust masks: 25/100 students

Disposable blanket: 10 per 100 students

First Aid Books: 2 standard and 2

advanced per campus

Space blankets: 1/student and staff

Heavy duty rubber gloves, 4 pair

Section: Operations

Medical Team

Personnel: First-aid trained staff and volunteers

Responsibilities: ☐ Use approved safety equipment and techniques.

Start-Up Actions: ☐ Obtain & wear personal safety equipment including latex gloves.
☐ Check with Medical Team Leader for assignment.

Operational Duties: ☐ Administer appropriate first aid.
☐ **Keep accurate records of care given.**
☐ Continue to assess victims at regular intervals.
☐ Report deaths immediately to Medical Team Leader.
☐ If & when transport is available, do final assessment and document on triage tag. Keep and file records for reference—**do not send with victim.**
☐ Student's Emergency Card must accompany student removed from campus to receive advanced medical attention. Send emergency out-of-area phone number if available.

Triage Entry Area:

- ☐ Staffed with minimum of 2 trained team members, if possible.
 - One member confirms triage tag category (red, yellow, green) and directs to proper treatment area. Should take 30 seconds to assess — no treatment takes place here. Assess if not tagged.
 - Second team member logs victims' names on form and sends forms to CP as completed.

Treatment Areas ("Immediate" & Delayed")

- ☐ Staff with minimum of 2 team members per area, if possible.
- ☐ One member completes secondary head-to-toe assessment.
- ☐ Second member records information on triage tag and on-site treatment records.
- ☐ Follow categories: Immediate, Delayed, Dead
- ☐ When using 2-way radio, do not use names of injured or dead.

Closing Down: ☐ Return equipment and unused supplies to Logistics.
☐ Clean up first aid area. Dispose of hazardous waste safely.
☐ Complete all paperwork and turn into the Documentation Unit.

**Equipment/
Supplies:**

First-aid supplies (See list below)

Job description clipboards	Marking pens
Stretchers	Blankets
Vests, if available	Quick reference medical guides

Tables & chairs	Ground cover/tarps
Staff and student medication from health office	
Forms: Notice of First Aid Care	
Medical Treatment Victim Log	

Recommended First Aid Supplies:

4 x 4" compress: 1000 per 500 students
8 x 10" compress: 150 per 500 students
Kerlix bandaging: 1 per student
Ace wrap: 2-inch: 12 per campus
 4-inch: 12 per campus
Triangular bandage: 24 per campus
Cardboard splints: 24 each, sm, med. Lg.
Steri-strips or butterfly bandages:
 50/campus
Aqua-Blox (water) cases:
 0.016 x students + staff = # cases
 (for flushing wounds, etc.)
Neosporin: 144 squeeze packs/campus
Hydrogen peroxide: 10 pints/campus
Bleach, 1 small bottle

Plastic basket or wire basket stretchers
 or backboards: 1.5/100 students
Scissors, paramedic: 4 per campus
Tweezers: 3 assorted per campus
Triage tags: 50 per 500 students
Latex gloves: 100 per 500 students
Oval eye patch: 50 per campus
Tapes: 1" cloth: 50 rolls/campus
 2" cloth: 24 per campus
Dust masks: 25/100 students
Disposable blanket: 10 per 100 students
First Aid Books 2 standard and 2
 advanced per campus
Space blankets. 1/student and staff

Section: Operations, Medical Branch Morgue

Personnel: To be assigned by the Operations Chief if needed.

Start-Up Actions:

- ☐ Check with Operations Chief for direction.
- ☐ If directed, set up morgue area. Verify:
 - Tile, concrete, or other cool floor surface
 - Accessible to Coroner's vehicle
 - Remote from assembly area
 - Security: Keep unauthorized persons out of morgue.
 - Maintain respectful attitude.

Operational Duties:

- ☐ After pronouncement or determination of death:
 - ☐ *Confirm that the person is actually dead.*
 - ☐ *Do not* move the body until directed by Command Post (CP).
 - ☐ *Do not* remove any personal effects from the body. Personal effects must remain with the body *at all times*.
- ☐ As soon as possible, *notify Operations Chief*, who will notify the CP, who will attempt to notify law enforcement authorities of the location and, if known, the identity of the body. They will notify the Coroner.
- ☐ Keep accurate records and make available to law enforcement and/or the Coroner when requested.
- ☐ Write the following information on two tags.
 - Date and time found.
 - Exact location where found.
 - Name of decedent if known.
 - If identified—how, when, by whom.
 - Name of person filling out tag.
- ☐ Attach one tag to body.
- ☐ If the Coroner's Office will not be able to pick up the body soon, place body in plastic bag(s) and tape securely to prevent unwrapping. Securely attach the second tag to the outside of the bag. Move body to morgue.
- ☐ Place any additional personal belongings found in a separate container and label as above. Do not attach to the body—store separately near the body.

Closing Down:

- ☐ After all bodies have been picked up, close down the Morgue.
- ☐ Return equipment and unused supplies to Logistics.
- ☐ Clean up area. Dispose of hazardous waste safely.

☐ Complete all paperwork and turn into the Documentation Unit.

**Equipment/
Supplies:**

Tags
Pens/Pencils
Plastic trash bags
Duct tape

Vicks Vapo Rub
Plastic tarps
Stapler
2" cloth tape

Section: Operations

Student Care

- Personnel:** Classroom teachers, substitute teachers, and staff as assigned.
- Responsibilities:** Ensure the care and safety of all students on campus except those who are in the Medical Treatment Area.
- Start Up Actions:**
- ☐ Wear identification vest if available.
 - ☐ Take job description clipboard, & radio.
 - ☐ Check in with Operations Chief for situation briefing.
 - ☐ Assign personnel to assignments as needed.
 - ☐ If school is evacuating:
 - Verify that the assembly area and routes to it are safe.
 - Count or observe the classrooms as they exit, to make sure that all classes evacuate.
 - Initiate the set-up of portable toilet facilities and hand-washing stations.
- Operational duties:**
- ☐ Monitor the safety and well-being of the students and staff in the Assembly Area.
 - ☐ Administer minor first aid as needed.
 - ☐ Support the Student Release process by releasing students with appropriate paperwork.
 - ☐ When necessary, provide water and food to students and staff.
 - ☐ Make arrangements for portable toilets if necessary, ensuring that students and staff wash their hands thoroughly to prevent disease.
 - ☐ Make arrangements to provide shelter for students and staff.
 - ☐ Arrange activities and keep students reassured.
 - ☐ Update records of the number of students and staff in the assembly area (or in the buildings).
 - ☐ Direct all requests for information to the PIO.
- Closing Down:**
- ☐ Return equipment and reusable supplies to Logistics.
 - ☐ When authorized by IC, close out all logs. Provide logs and other relevant documents to the Documentation Unit.
- Equipment/Supplies:**
- Vest, campus 2-way radio
Clipboard with job description
Ground cover, tarps

First aid kit, water, food, sanitation supplies
Student activities: books, games, coloring books, etc.
Forms: Student Accounting
Notice of First Aid Care

Section: Operations

Student Release

- Personnel:** School Secretary, available staff and disaster volunteers. Use buddy system. Student Release process is supported by student runners.
- Responsibilities:** Assure the reunification of students with their parents or authorized adult through separate Request and Release Gates.
- Start-Up Actions:**
- ☐ Obtain and wear vest or position identifier, if available.
 - ☐ Check with Operations Chief for assignment to Request Gate or Release Gate.
 - ☐ Obtain necessary equipment and forms from Logistics.
 - ☐ Secure area against unauthorized access. Mark gates with signs.
 - ☐ Set up Request Gate at the main student access gate. Use alphabetical grouping signs to organize parent requests.
 - ☐ Have Student Release Forms available for parents outside of fence at Request Gate. Assign volunteers to assist.
 - ☐ Set up Release Gate some distance from Request Gate.
- Operational Duties:**
- ☐ Follow procedures outlined below to ensure the safe reunification of students with their parents or guardians.
 - ☐ **Refer all requests for information to the Public Information Officer. Do not spread rumors!**
 - ☐ If volunteers arrive to help, send those with Disaster Volunteer badges with photo ID. to Logistics. If they are not registered (do not have badges), direct them to a branch library to register.
- Procedures:**
- ☐ Requesting adult fills out Student Release Form, gives it to staff member, and shows identification.
 - ☐ Staff verifies identification, pulls Emergency Card from file, and verifies that the requester is listed on the card.
 - ☐ Staff instructs the requester to proceed to the Release Gate.
 - ☐ If there are two copies of the Emergency Cards (one at each gate), staff files the Emergency Card in the out box. If there is only one copy, runner takes the card with the Student Release Form, and staff files a blank card with the student's name on it in the out box.
-
- ☐ Runner takes form(s) to the designated classroom.

Note: If a parent refuses to wait in line, don't argue. Note time with appropriate comments on Emergency Card and place in out box.

If student is with class:

- ☐ Runner shows Student Release Form to the teacher
- ☐ Teacher marks box, "*Sent with Runner.*"
- ☐ If appropriate, teacher sends parent copy of first aid form with the runner.
- ☐ Runner walks student(s) to Release Gate.
- ☐ Runner hands paperwork to release personnel.
- ☐ Release staff match student to requester, verify proof of identification, ask requester to fill out and sign the lower portion of Student Release Form, and release student. Parents are given the Notice of First Aid Care Given, if applicable.

If student is not with the class:

- ☐ Teacher makes appropriate notation on Student Release Form:
"*Absent*" if student was never in school that day.
"*First Aid*" if student is in Medical Treatment Area.
"*Missing*" if student was in school but now cannot be located.
- ☐ Runner takes Student Release Form to CP.
- ☐ CP verifies student location if known and directs runner accordingly.
- ☐ If runner is retrieving multiple students and one or more are missing, walk available students to Release Gate before returning "Missing" forms to CP for verification.
- ☐ Parent should be notified of missing student status and escorted to crisis counselor.
- ☐ If student is in first aid, parent should be escorted to Medical Treatment Area.
- ☐ If student was marked absent, parent will be notified by staff member.

Closing Down:

- ☐ At the direction of the Operations Chief, return equipment and unused supplies to Logistics.
- ☐ Complete all paperwork and turn into the Documentation Unit.

**Equipment/
Supplies:**

Job description clipboards
Pens, stapler
Box(es) of Emergency Cards
Signs to mark Parent Request Gate and Release Gate
Signs for alphabetical grouping to organize the parents (A-F, etc.)
Empty file boxes to use as out boxes
Forms: Student Release Form (copies for every student)

Section: Planning/Intelligence

Planning/Intelligence Chief

Responsibilities: This section is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintain accurate records and site map. Provide ongoing analysis of situation and resource status.

Start-Up Actions:

- ☐ Check in with Incident Commander (IC) for situation briefing.
- ☐ Obtain necessary equipment and supplies from Logistics.
- ☐ Put on position identifier, such as vest, if available.

Operational Duties:

- ☐ **Assume the duties of all Planning/Intelligence positions until staff is available and assigned.**
- ☐ As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- ☐ Assist IC in writing Action Plans.

Closing Down:

- ☐ At the IC's direction, deactivate the section and close out all logs.
- ☐ Verify that closing tasks of all Planning/Intelligence positions have been accomplished.
- ☐ Return equipment and reusable supplies to Logistics.

Equipment/Supplies:

2-way radio	Paper, pens
File box(es)	Job description clipboard
Dry-erase pens	Tissues
Large site map of campus, laminated or covered with Plexiglas	
Forms: Emergency Time/Situation Report	
Sample log	
Student Accounting Form	

Section: Planning/Intelligence Documentation

Responsibilities: This section is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources.

Start-Up Actions:

- ☐ Check in with Planning/Intelligence Chief for situation briefing.
- ☐ Obtain necessary equipment and supplies from Logistics.
- ☐ Put on position identifier, such as vest, if available.
- ☐ Determine whether there will be a Finance/Administration Section. If there is none, **the Documentation Clerk will be responsible for maintaining all records of any expenditures as well as all personnel time keeping records.**

Operational Duties:

Records:

- ☐ Maintain time log of the Incident, noting all actions and reports. (See sample log in Appendix.)
- ☐ Record content of all radio communication with district Emergency Operations Center (EOC).
- ☐ Record verbal communication for basic content.
- ☐ Log in all written reports.
- ☐ File all reports for reference (file box).

Important: A permanent log may be typed or rewritten at a later time for clarity and better understanding. Keep all original notes and records—they are legal documents.

Student and Staff Accounting:

- ☐ Receive, record, and analyze Student Accounting forms.
- ☐ Check off staff roster. Compute number of students, staff, and others on campus for Situation Analysis. Update periodically.
- ☐ Report missing persons and site damage to Command Post.
- ☐ Report first aid needs to medical team leader.
- ☐ File forms for reference.

Closing Down:

- ☐ Collect and file all paperwork and documentation from deactivating sections.
- ☐ Securely package and store these documents for future use.
- ☐ Return equipment and reusable supplies to Logistics.

Equipment/ Supplies:

2-way radio paper, pens
File box(es) Job description clipboard
Forms: Emergency Time/Situation Report

Sample log
Student Accounting Form

Section: Planning/Intelligence Situation Analysis

Responsibilities: This section is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintain accurate site map. Provide ongoing analysis of situation and resource status.

Start-Up Actions:

- ☐ Check in with Planning/Intelligence Chief for situation briefing.
- ☐ Obtain necessary equipment and supplies from Logistics.
- ☐ Put on position identifier, such as vest, if available.

Operational Duties:

Situation Status (Map):

- ☐ Collect, organize and analyze situation information.
- ☐ Mark site map appropriately as related reports are received. This includes but is not limited to S&R reports and damage updates, giving a concise picture status of campus.
- ☐ Preserve map as legal document until photographed.
- ☐ Use area-wide map to record information on major incidents, road closures, utility outages, etc. (This information may be useful to staff for planning routes home, etc.)

Situation Analysis:

- ☐ Provide current situation assessments based on analysis of information received.
- ☐ Develop situation reports for the Command Post (CP) to support the action planning process.
- ☐ Think ahead and anticipate situations and problems before they occur.
- ☐ **Report only to CP personnel. Refer all other requests to Public Information Officer.**

Closing Down:

- ☐ Close out all logs and turn all documents into Documentation.
- ☐ Return equipment and reusable supplies to Logistics.

Equipment/ Supplies:

2-way radio
Paper, pens, dry-erase pens, tissues
Job description clipboards
Large site map of campus, laminated or covered with Plexiglas
File box(es)
Map of county or local area

Section: Logistics

Logistics Chief

- Responsibilities:** The Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.
- Start-Up Actions:**
- ☐ Check in with Incident Commander (IC) for situation briefing.
 - ☐ Open supplies container or other storage facility.
 - ☐ Put on position identifier, such as vest, if available.
 - ☐ Begin distribution of supplies and equipment as needed.
 - ☐ Ensure that the Command Post and other facilities are set up as needed.
- Operational Duties:**
- ☐ **Assume the duties of all Logistics positions until staff is available and assigned.**
 - ☐ As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
 - ☐ Coordinate supplies, equipment, and personnel needs with the IC.
 - ☐ Maintain security of cargo container, supplies and equipment.
- Closing Down:**
- ☐ At the IC's direction, deactivate the section and close out all logs.
 - ☐ Verify that closing tasks of all Logistics positions have been accomplished. Secure all equipment and supplies.
- Equipment/Supplies:**
- 2-way radio
 - Job description clipboard
 - Paper, pens
 - Cargo container or other storage facility and all emergency supplies stored on campus
 - Clipboards with volunteer sign-in sheets
 - Forms: Inventory of emergency supplies on campus
 - Site Status Report
 - Communications log
 - Message forms

Section: Logistics Supplies/Facilities

- Responsibilities:** This unit is responsible for providing facilities, equipment, supplies, and materials in support of the incident.
- Start-Up Actions:**
- ☐ Check in with Logistics Chief for situation briefing.
 - ☐ Open supplies container or other storage facility if necessary.
 - ☐ Put on position identifier, such as vest, if available.
 - ☐ Begin distribution of supplies and equipment as needed.
 - ☐ Set up the Command Post.
- Operational Duties:**
- ☐ Maintain security of cargo container, supplies and equipment.
 - ☐ Distribute supplies and equipment as needed.
 - ☐ Assist team members in locating appropriate supplies and equipment.
 - ☐ Set up Staging Area, Sanitation Area, Feeding Area, and other facilities as needed.
- Closing Down:**
- ☐ At the Logistic Chief's direction, receive all equipment and unused supplies as they are returned.
 - ☐ Secure all equipment and supplies.
- Equipment/
Supplies:**
- 2-way radio
 - Job description clipboard
 - Paper, pens
 - Cargo container or other storage facility and all emergency
 - Supplies stored on campus
 - Forms: Inventory of emergency supplies on campus

Section: Logistics Staffing

- Responsibilities:** This unit is responsible for coordinating the assignment of personnel (staff, students, disaster volunteers) in support of the incident.
- Start-Up Actions:**
- ☐ Check in with Logistics Chief for situation briefing.
 - ☐ Put on position identifier, such as vest, if available.
 - ☐ Open three logs to list staff, volunteers, and students who are awaiting assignment.
- Operational Duties:**
- ☐ Deploy personnel as requested by the IC.
 - ☐ Sign in volunteers, making sure that volunteers are wearing their I.D. badges and are on the site disaster volunteer list. Unregistered volunteers should be sent to the city library to register.
- Closing Down:**
- ☐ Ask volunteers to sign out.
 - ☐ At the Logistic Chief's direction, close out all logs and turn them in to Documentation Unit.
 - ☐ Return all equipment and supplies.
- Equipment/
Supplies:**
- 2-way radio
 - Job description clipboard
 - paper, pens
 - Cargo container or other storage facility and all emergency supplies stored on campus
 - Clipboards with volunteer sign-in sheets
 - Forms: Inventory of emergency supplies on campus
 - List of registered disaster volunteers

Section: Logistics Communications

- Responsibilities:** This unit is responsible for establishing, coordinating, and directing verbal and written communications within the school disaster site and with the school district. If the school district cannot be contacted, communications may be made with outside agencies when necessary.
- Personnel:** **School staff member with campus two way radio**, supported by student or disaster volunteer runners, and
Disaster volunteer who is a qualified amateur radio operator.
- Start-Up Actions:** ☐ Set up Communications station in a quiet location with access to the Command Post (CP).
☐ Turn on radios and advise CP when ready to accept traffic.
- Operational Duties:** ☐ Communicate with district EOC per district procedure. At the direction of the Incident Commander (IC), report status of students, staff, and campus, using Site Status Report Form.
☐ **Receive and write down all communications from the district EOC.**
☐ Use runners to deliver messages to the IC with copies to the Plans/Intelligence Chief.
☐ Maintain Communications Log: date/time/originator/recipient
☐ Follow communications protocol. Do not contact the city directly if the district EOC is available.
☐ Direct the media or the public to the Public Information Officer.
☐ Monitor AM/FM radio for local emergency news: KFWB 980 kHz and KNX 1070 kHz.
- Closing Down:** ☐ Close out all logs, message forms, etc. and turn them over to Documentation.
☐ Return all equipment and unused supplies to Logistics.
- Equipment/Supplies:** 2-way radios with spare batteries for each
Job description clipboard paper, pens
Table and chairs AM/FM radio
File boxes, tote tray for outgoing messages
Forms: Site Status Report
Message forms

Section: Finance/Administration

Finance/Administration Chief

- Responsibilities:** The Finance/Administration Section is responsible for financial tracking, procurement, and cost analysis related to the disaster or emergency. Maintain financial records, track and record staff hours.
- Start-Up Actions:**
- ☐ Check in with Incident Commander (IC) for situation briefing.
 - ☐ Put on position identifier, such as vest, if available.
 - ☐ Locate and set up work space.
 - ☐ Check in with the Documentation Clerk to collect records and information which relate to personnel time keeping and/or purchasing.
- Operational Duties:**
- ☐ Assume the duties of all Finance/Administration positions until staff is available and assigned.
 - ☐ As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- Closing Down:**
- ☐ At the IC's direction, deactivate the section and close out all logs.
 - ☐ Verify that closing tasks of all Finance/Administration positions have been accomplished. Secure all documents and records.
- Equipment/Supplies:**
- Job description clipboard
 - Paper, pens
 - Forms: Staff Duty Log

Section: Finance/Administration Timekeeping

- Responsibilities:** This unit is responsible for maintaining accurate and complete records of staff hours.
- Start-Up Actions:**
- ☐ Check in with Finance/Administration Chief for situation briefing.
 - ☐ Put on position identifier, such as vest, if available.
 - ☐ Locate and set up work space.
 - ☐ Check in with the Documentation Clerk to collect records and information which relate to personnel time keeping.
- Operational Duties:**
- ☐ Meet with Finance/Administration Chief to determine process for tracking regular and overtime of staff.
 - ☐ Ensure that accurate records are kept of all staff members, indicating hours worked.
 - ☐ If district personnel not normally assigned to the site are working, be sure that records of their hours are kept.
- Closing Down:**
- ☐ Close out all logs.
 - ☐ Secure all documents and records.
- Equipment/
Supplies:**
- Job description clipboard
Paper, pens
Forms: Staff Duty Log

Section: Finance/Administration Purchasing

Responsibilities: This unit is responsible for maintaining accurate and complete records of purchases. Most purchases will be made at the district level; however, in emergency situations, it may be necessary for school sites to acquire certain items quickly.

Start-Up Actions:

- ☐ Check in with Finance/Administration Chief for situation briefing.
- ☐ Put on position identifier, such as vest, if available.
- ☐ Locate and set up work space.
- ☐ Check in with the Documentation Clerk to collect records and information which relate to purchasing.

Operational Duties:

- ☐ Meet with Finance/Administration Chief to determine process for tracking purchases.
- ☐ Support Logistics in making any purchases which have been approved by the Incident Commander.

Closing Down:

- ☐ Close out all logs.
- ☐ Secure all documents and records.

**Equipment/
Supplies:** Job description clipboard
Paper, pens

Student Care: Teacher Responsibilities

Personnel: All teachers and substitute teachers

Responsibilities:

- ☐ Assess situation and remain calm.
- ☐ If ground is shaking, lead **Duck, Cover, and Hold On**.
- ☐ Calm, direct, and give aid to students. Assist seriously injured students if possible.

Lockdown or Shelter in Place:

- ☐ If gunfire or explosions are heard, get everyone to lie flat on the floor.
- ☐ If Shelter in Place is activated, follow procedures.

Evacuation:

- ☐ Check with buddy teacher and assist as necessary.
- ☐ Take classroom kit, emergency cards and roll book.
- ☐ Evacuate to emergency assembly area:
 - Check buddy teacher and assist if necessary or evacuate both classes together.
 - Use safest route, alert for hazards; quickly and quietly.
 - Door closed but unlocked for Search & Rescue access.

Assembly Area:

- ☐ Instruct students to sit on grass or blacktop.
- ☐ Take attendance and complete "Student Accounting Form."
- ☐ One of each pair of buddy teachers takes accounting forms to Documentation and reports for assignment at Command Post.

The staff needs to speak with one voice. Only the Public Information Officer will release information to parents or the general public.

Remaining Supervising Teacher:

- ☐ Supervise and reassure students.
- ☐ Administer first aid as necessary, or send student to First Aid area with his/her emergency card.
- ☐ Fill out "Notice of First Aid Care" form if first aid is given. Retain one copy; attach the other to the emergency card.
- ☐ Locate emergency cards for each student.
- ☐ Keep a record of location of all students at all times, using the Student Accounting Form.
- ☐ Be alert for latent signs of injury/shock in *all* students.

Student Release:

- ☐ Student runners will bring form requesting student.
- ☐ Note that student has left on the Student Accounting Form.
- ☐ Send emergency card and any first aid forms with student.
- ☐ Student will accompany runner to release area.
- ☐ If parent demands child, breaking release procedure, make appropriate notations, describing incident, on emergency card and store in classroom kit. Avoid confrontations.

**Equipment/
Supplies**

Class lists
Student Information Sheets or Emergency Cards
First Aid kit and classroom kit (if available)
Forms: Student Accounting Form
Notice of First Aid Care
Clipboard
Pen or pencil

Support Staff Responsibilities

Personnel:

Librarian	Guidance Counselors
Cafeteria Workers	ESL
RSP	Maintenance Workers
SDC	Day Care
Speech	ROP
Aides	Curriculum Specialist
Campus Volunteers	Deans
Resource Teachers	Custodians
Counselors	

Responsibilities:

- ☐ Follow standard safety procedures.
- ☐ **If with students, follow Classroom Teacher Responsibility guidelines.**
- ☐ Check in at Command Post for assignment.
- ☐ Report any known injuries or damage.
- ☐ Use safety equipment and follow directions.