

Auburn Union School District

Comprehensive School Safety Plan

2016 - 2017

E. V. Cain Middle School

CDS Code 31-66787

Cindy Giove, Principal

Team Members

Cindy Giove
Steve Schaffer
Kelly Loveall
Toni Amarel
Sharon Arsenith
Charlie Pierce
Brooke Addison
Mona Baughman
Lashaun Byer
Dina Brazil
Jennifer Wright
Dax Winans
Jack Sabins
Bryce Baughman
John Ruffcorn

Title

Principal
Vice Principal
Administrative Secretary
Teacher
Teacher
Teacher
Teacher
Parent, Governance Council
Parent, Governance Council
Parent, Governance Council
Parent, Governance Council
Student, Governance Council
Student, Governance Council
Student, Governance Council
Public Safety Director

Auburn Union School District

Comprehensive Safe School Plan 2016 - 2017

E. V. Cain Middle School

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Comprehensive School Safety Plan 2016 - 2017 Membership for 2015-2016

E. V. Cain Middle School

Governance Council or Delegated School Safety Planning Committee Members	Principal or designee	Classified Employees	Classroom Teacher	Parent	Law Enforcement	Other School Staff	Community Representative	Student	Other (Specify) Consultant
A	B	C	D	E	F	G*	H*	I*	J*
Cindy Giove	X								
Steve Schaffer	X								
Kelly Loveall		X							
Toni Amarel			X						
Brooke Addison			X						
Charlie Pierce			X						
Sharon Arsenith			X						
Lashaun Byer				X					
Dina Brazil				X					
Mona Baughman				X					
Jennifer Wright				X					
Dax Winans								X	
Jack Sabins								X	
Bryce Baughman								X	
John Ruffcorn					X				Law & Fire

School Mission Statement

We will provide a comprehensive program and supportive environment that guides all students to realize their highest potential.

District Mission Statement

Each child in the Auburn Union School District will think analytically, solve problems, work cooperatively, explore creatively, and master common core standards. No matter their ability and background, students will be challenged and engaged, and obtain college and career readiness skills for a globally connected society.

Comprehensive Safe School Plan 2016 - 2017
Student Data Summary (13/14 & 14/15)
Assessing the Current Status of School Crime

Suspensions ¹	2013-14 Total Students: 700			2014-15 Total Students: 669		
	Education Code	Explanation	Quantity	% of 73 incidents	Quantity	% of 73 incidents
	48900(a)(1)	Physical Injury	15	21%	6	10%
	48900(a)(2)	Assault	8	11%	18	29%
	48900(b)	Dangerous Object	1	1%	1	2%
	48900(c)	Controlled Substance	1	1%	13	21%
	48900 (f)	Property Damage	2	3%	3	5%
	48900(g)	Property Theft	3	4%	5	8%
	48900(h)	Possession of Tobacco	2	3%	1	2%
	48900(i)	Language/Profanity	3	4%	0	0%
	48900(k)	Disruptive or Defiant	26	36%	6	10%
	48900 (n)	Sexual Assault	1	1%	0	0%
	48900 (o)	Harassment of Witness	0	0%	1	2%
	48900(r)	Bullying	8	11%	1	2%
	48900.2	Sexual Harassment	2	3%	4	6%
	48900.4	Harassment	1	1%	2	3%
			73	100%	61	100%

Data Source	2013-2014	2014-2015
Total Number of Students	700	669
Suspensions ² (Total Number of Suspensions)	73	61
Expulsions		
➤ Recommendations	1	4
➤ Suspended	0	0
➤ Expulsions	1	4
<i>Stipulated Expulsions³</i>	1	4
➤ Not Brought Forward	0	0
Attendance Rate	94.8%	94.4%
➤ Student Days Lost	6,605	6,884
8 th Graders Eligible for First Promotion Ceremony	227/253 (89.7%)	220/246 (89.4%)
8 th Graders Eligible for Second Promotion Ceremony	24/253 (9.5%)	20/246 (8.1%)
8 th Graders Eligible for Total Promotion Ceremony	251/253 (99.2%)	240/246 (97.6%)

¹ Source of data: Aeries

² Some students are responsible for multiple suspensions.

³ A stipulated expulsion occurs when a parent or guardian chooses not to challenge the school's findings.

Conclusions from Data:

- There was a 5% decrease in the number of enrolled students between 2013-14 and 2014-15
- There was a 0.4% decrease in the percentage in our attendance rate.
- There were 12 less suspensions and 3 less expulsions between 2013-14 and 2014-15.
- There was a decrease of 1.6% in the percentage of eighth grade students eligible to participate in the promotion ceremony as per the eighth grade promotion requirements. All grade 8 students successfully completed the requirements for eighth grade and were promoted to the ninth grade in a comprehensive high school setting.

Conclusions from Parent, Teacher and Student Input:

- An increase in the average daily attendance would lead to increased revenue for the school and district as well as improve individual student's academic performance.
- The expanding E.V. Cain Independent Study (Homeschooling) Program, put in place for the 2009-10 school year, continues to enable students with a variety of needs to have their academic needs met.
- The continued partnership with the Placer County Office of Education to provide the CARE program provides assistance to significantly struggling students.
- Students who do not meet eligibility requirements for the eighth grade promotion ceremony participate in a multi-week intervention program during the last two weeks of the school year plus an additional week. Upon completion of the target extended promotion completion program, students are eligible for promotion. This program significantly increases the rate of promotion from the eighth to ninth grade.

Comprehensive Safe School Plan 2016 - 2017

Data Summary, continued

E. V. Cain Middle School

CAASPP test results, NWEA MAP data, grade point averages, eighth grade promotion rates, and Aeries data, as it relates to student discipline and attendance, were reviewed.

Areas of pride and strength include:

W.E.B. (Where Everybody Belongs)	Student Leadership
Student Government	Athletics
Boys & Girls Club	Art
Student Handbook	Band
MAP and Compass Learning Assessments	Multimedia
Electives	Cooking
Advanced Courses	Coding
Lunchtime Activities	Chess
Lunchtime Intramural Program	Drama
CAT Pause	Service Clubs
School Web Page	Conservation Club
Website	After School Enrichment
ZAP (Zeroes Aren't Progress)	After-School Tutoring
Wildcat Call	Destination Imagination
Wildcat Intervention	Science Fair
Wildcat Enrichment	EV Cain Life Lab
Shakespeare Club	Legos Robotics
3D Printing	Underwater Rover Robotics
	Design Theory

Areas we wish to continue improving include:

Student Achievement
School Culture & Climate
Communication

Comprehensive Safe School Plan 2016 - 2017

Ensuring a Safe and Orderly Environment

Component I: People and Programs

E. V. Cain Middle School

Component I: People and Programs
<i>Goal #1: To improve student achievement.</i>
Objectives:
1. All teachers and administrators will review all student information including IEPs, 504s, CELDT, CST, NWEA MAP, and CAASPP by September 30, 2016.
2. Throughout the school year, teachers will meet weekly in their respective teams to review student data.
3. Identify students in need of academic intervention based on student scores from academic courses and school-wide assessments; schedule support class(s) as appropriate as an elective and/or through the Wildcat Intervention time.
4. Throughout the school year teachers will work in teams to align curricular lessons with the essential California State Standards with a focus on Common Core.
5. Provide timely assessments throughout each trimester and review the results to ensure student achievement.
<i>Goal #2: To increase the number of eighth grade students who are eligible to participate in the promotion ceremony, so that at least 95% of the eighth grade students meet or exceed the promotion ceremony requirements during the 2016-2017 school year.</i>
Objectives:
1. Communicate promotion ceremony requirements to all students and all parents by August 31, 2016 using the Time Tracker and school's website.
2. Review promotion ceremony requirements with all students at the beginning of the third trimester; review with individual students below a 2.0 GPA in any trimester or at progress report.
3. Communicate concerns regarding eligibility to promote to parents by school administration.
4. Use Aeries, progress reports and report card data to identify students who are at risk of failing to make adequate progress towards the promotion requirements. These students are to participate in intervention programs such as ZAP, Wildcat Intervention, and after-school tutoring.
5. Initiate Student Study Teams and/or parent conferences for those students who are not making adequate progress towards the promotion ceremony requirements.

Goal #3: To promote the Wildcat Values of safe, respectful, and responsible behavior in students, staff, and families.

Objectives:

1. All students, parents and 1st period teachers will sign the Partners in Learning Contract.
2. Teachers distribute Time Trackers to students and review its contents during first period. This shall be completed by August 31, 2015. New students will be given a Time Tracker immediately upon enrollment. Small group and whole school review of expectations will be performed by administration throughout the school year.
3. Time Tracker posted on school's website in English and Spanish. This shall be completed by August 31, 2016.
4. Behavior grids for various school areas and classrooms which reinforce Wildcat Values are posted. This shall be completed by September 30, 2016.
5. Wildcat Values are reinforced during morning announcements, Rallies, Prize Patrol, and through the distribution of Wildcat Bucks.

Goal #4: To maintain the number of student recognition opportunities during the 2016-2017 school year.

Objectives:

1. Maintain and increase recognition programs for the 2016-2017 school year.
2. Communicate recognition programs to staff, students, and families.
3. Recognize students at school, on E. V. Cain's website, and in the *Auburn Journal*.

Programs Include:

School Rallies recognize Academic, Attendance, and Athletic Achievement.	Wildcat Bucks – turn in at lunchtime, for a prize drawing or student store purchases and prize awards.
Attendance and Academic awards each trimester	Intramural Sports Program at Lunch
Student talent, art, and computer presentations displayed at rallies.	Ambassador Program for new students that arrive during the school year
Prize Patrol – Random rewards for students who are appropriately engaging in the school activities.	WEB (Where Everybody Belongs) for welcoming and including sixth grade students in the transition to middle school.

Component I: People and Programs

Goal #1 To improve student achievement as manifested in the reporting of Department Assessments

E. V. Cain Middle School

Who will take the lead	<ul style="list-style-type: none"> • Principal • Grade Level Teams • Professional Learning Committee (PLC) • District Instructional Leadership Team (DILT) • Site Instructional Leadership Team (SILT) • School Governance Council
Completion date	<ul style="list-style-type: none"> • Annually • SILT meets monthly • PLC teams meet weekly. • School Governance Council meets a minimum of four times per year.
Resources needed <ul style="list-style-type: none"> • Technology training • Differentiated Instruction training • Common Core 	<ul style="list-style-type: none"> • Substitutes • Computers • NWEA Map Data • NGSS training • Text – dependent literacy training; common grading time
How we will monitor and evaluate	<ul style="list-style-type: none"> • PLC meetings (weekly) • SILT meetings (monthly) • NWEA MAP testing • CST (8th grade science only) • CAASPP • Grade level writing assessments

Component I: People and Programs

Goal #2: To increase the number of eighth grade students who are eligible to participate in the promotion ceremony on the last day of school, so that at least 95% of the eighth grade students meet or exceed the promotion ceremony requirements during the academic year.

E. V. Cain Middle School

Who will take the lead	<ul style="list-style-type: none"> • Administrators • School Counselor • Eighth grade teachers • Support class teachers • After-school intervention teachers
Completion date and budget	<ul style="list-style-type: none"> • Mid-trimester and trimester grade reports • Notification to the families of eighth graders who are in jeopardy of not meeting promotion ceremony requirements • Estimated cost is \$300 - \$500 for eighth grade after school tutoring
Resources needed	<ul style="list-style-type: none"> • Progress reports online • Support classes • Conferences • Time Trackers • Secretarial support • Counseling support
How we will monitor and evaluate	<ul style="list-style-type: none"> • Grades online • Report cards • CICO (check in check out) reports • PLC meetings • NWEA Map • STAR testing scores (Science only) • CAASPP

Component I: People and Programs

Goal #3: To promote the Wildcat Values of safe, respectful, and responsible behavior in students, staff, and families.

E. V. Cain Middle School

Who will take the lead	<ul style="list-style-type: none"> • Administration • School Counselor • Teachers • Support staff • PBIS (Positive Behavioral Interventions & Supports) team
Completion date and budget	<ul style="list-style-type: none"> • Ongoing • Estimated cost for Time Trackers is \$2000, paid for by our Parent Teacher Club (PTC)
Resources needed	<ul style="list-style-type: none"> • Time Trackers • Website • Announcements • Website developer to upload information to website • Wildcat Value Expectation posters (laminated) • CICO (check in check out) • Class visits and assemblies lead by site administration
How we will monitor and evaluate	<ul style="list-style-type: none"> • Discipline data from Aeries reports (i.e. suspension and expulsion data) • The number of eighth graders eligible for promotion ceremony

Component I: People and Programs

Goal #4: To increase the number of student recognition opportunities throughout the school year.

E. V. Cain Middle School

Who will take the lead	<ul style="list-style-type: none"> • Administrators • Teachers • Leadership Class advisor • Support staff • Office staff • Noon Duty Supervisors
Completion date and budget	<ul style="list-style-type: none"> • Monthly and Trimester • Approximately \$1000 from donations • Leadership Class advisor stipend \$1200.00
Resources needed	<ul style="list-style-type: none"> • Certificates • Gift certificates, gift cards, prizes, etc. • Wildcat Bucks • Secretarial support staff
How we will monitor and evaluate	<ul style="list-style-type: none"> • Discipline records • Student surveys • Prize Patrol participation • Participation in after-school sports and clubs • Participation in lunchtime Intramural Programs • Monitor percentage of Wildcat Bucks turned in weekly • Attendance and graduation rates

Comprehensive Safe School Plan 2016 - 2017
Ensuring a Safe and Orderly Environment
Component II: Place

E. V. Cain Middle School

Component II: Place	
<i>Goal #1: To identify areas of concern on our campus and communicate said concerns to the District Office</i>	
Objectives:	
<ol style="list-style-type: none"> 1. Complete a campus tour with the Director of Maintenance and note any campus landscaping and safety concerns. 2. Submit findings to Cindy Giove, Principal. 	
<i>Goal #2: To revise the school's technology plan to reflect the needs assessment's findings.</i>	
Objectives:	
<ol style="list-style-type: none"> 1. Develop a campus technology needs assessment. 2. Complete needs assessment. 3. Review findings. 4. Update the school's technology plan to reflect the needs assessment's findings with the Director of Technology. 5. Develop a budget and identify funding sources with the Chief Business Officer. 6. Submit technology plan to the Auburn Union School District School Board for approval. 	
Programs Include:	
Edline teacher websites CAASPP Aeries Gradebook Google apps/docs	NWEA MAP Compass Learning Tablets/Chromebooks

Component II: Place

Goal #1: To identify areas of concern on our campus and communicate said concerns to the District Office.

E. V. Cain Middle School

Who will take the lead	<ul style="list-style-type: none">• Director of Maintenance• Administrators• Maintenance personnel• Staff
Completion date and budget	<ul style="list-style-type: none">• Ongoing• District's yearly maintenance plan and budget
Resources needed	<ul style="list-style-type: none">• Safe School Plan• Escape (Facilities Work Order Tracking System)
How we will monitor and evaluate	<ul style="list-style-type: none">• Report to district• Maintenance completion of tasks/work orders• Principal's monthly meetings with the Director of Facilities and Maintenance• Principal's monthly meetings with custodial staff

Component II: Place

Goal #2: To revise the school's technology plan to reflect the needs assessment's findings.

E. V. Cain Middle School

Who will take the lead	<ul style="list-style-type: none">• Principal• Site Computer Technician• District Technology Coordinator• Teachers and Departments
Completion date and budget	<ul style="list-style-type: none">• Ongoing• Technology grants and district funds• Donations
Resources needed	<ul style="list-style-type: none">• Computer Technician
How we will monitor and evaluate	<ul style="list-style-type: none">• Feedback from staff members• Technology Committee meetings• Annual needs analysis

Comprehensive Safe School Plan 2016 - 2017

E. V. Cain Middle School

<p>Method for Communicating Plan and Notifying Public: Ed Code 32288</p>	<p>Date of Public Hearing: February 10, 2016</p> <p>Site of Public Hearing: District Office</p> <p>The following persons and entities, if available, will be notified of the public meeting:</p> <ul style="list-style-type: none"> ➤ Local Mayor ➤ Representative of the local school employee organization ➤ A representative of each parent organization at the school site, including the parent teacher club ➤ A representative of each teacher organization at the school site ➤ A representative of the student body government ➤ All persons who have indicated they want to be notified
	<p>The School Governance Council or School Safety Planning Committee is encouraged to notify, in writing, the following persons and entities, if available, of the public meeting:</p> <ul style="list-style-type: none"> ➤ A representative of the local churches ➤ Local civic leaders ➤ Local business organizations ➤ In order to ensure compliance with this article, each School District or County Office of Education shall annually notify the State Department of Education by October 15th of any schools that have not complied with California Education Code 32281

Review of Progress for Last Year	Name:	Date:
Law Enforcement Review	Name:	Date:
Governance Council Approval	Name:	Date:
School Board Approval	Name:	Date:

School Day Traffic Pattern



E.V. Cain staff members are on duty to monitor students and traffic before and after school. Duties involved in monitoring traffic and student safety are:

a.m.1 This teacher will assist with arrival of students and will make sure when students arrive, they all proceed to a supervised location. They will walk from the bus lanes to the top of the stairs to ensure student safety.

a.m. 2 This teacher will walk between the student store window and Room 1 ensuring that no students are loitering and that everyone is moving toward a supervised destination. They will also assist a.m. 1 when needed.

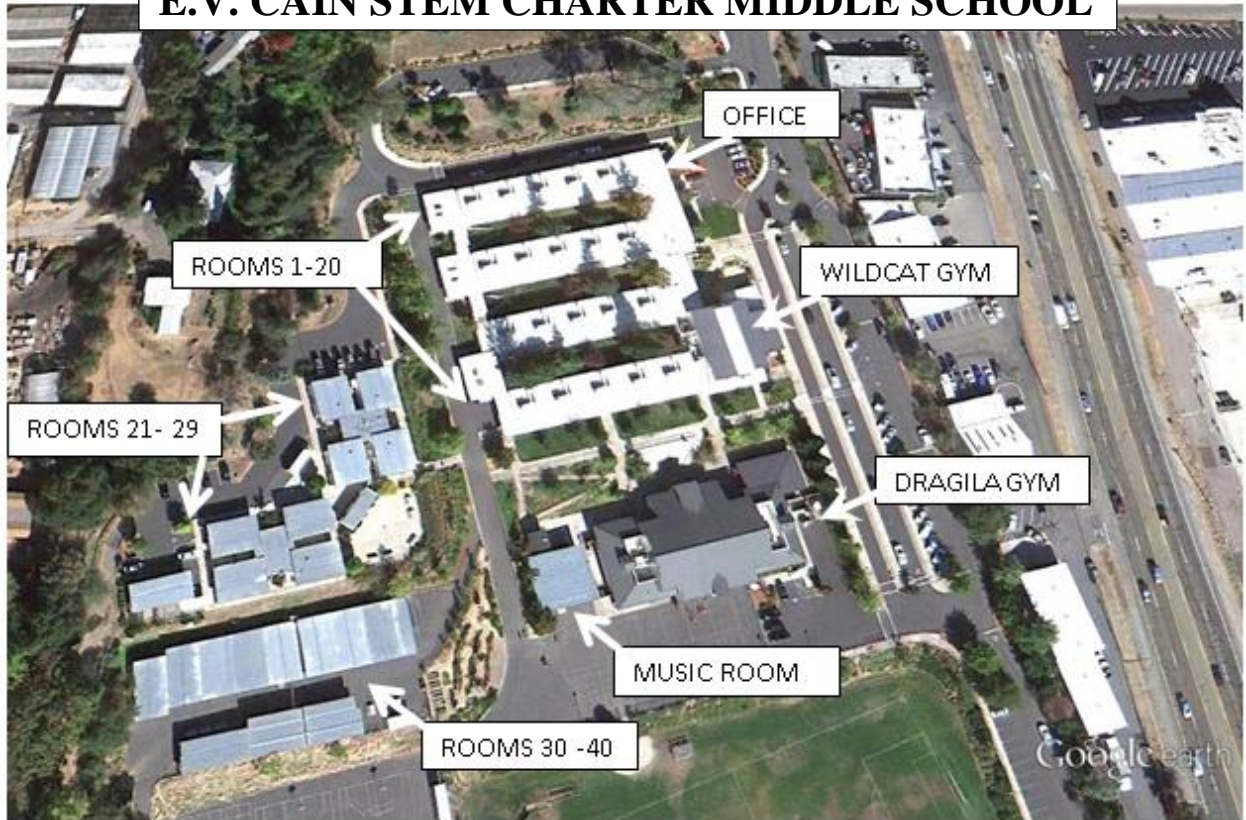
a.m. 5 This teacher will walk from the back of the Dragila gym to the tree that is between the upper and lower parking lot (at the end of the bus lane and the entrance to the cafeteria parking lot) welcoming students and moving them onto the playground.

p.m. 1 This teacher will keep students happy and safe until they board the bus or are picked up by parents. This teacher needs to walk around and mill with the students.

p.m. 2 This teacher will walk the hallway from room 1 to the student store until the halls are empty. They will also assist p.m. 1 with the bus line until the buses depart.

p.m. 5 This teacher will move between the tree between the upper and lower parking lots (entrance to the cafeteria parking lot) and the bus lines encouraging kids to safely head home to study and read.

MAP OF E.V. CAIN STEM CHARTER MIDDLE SCHOOL

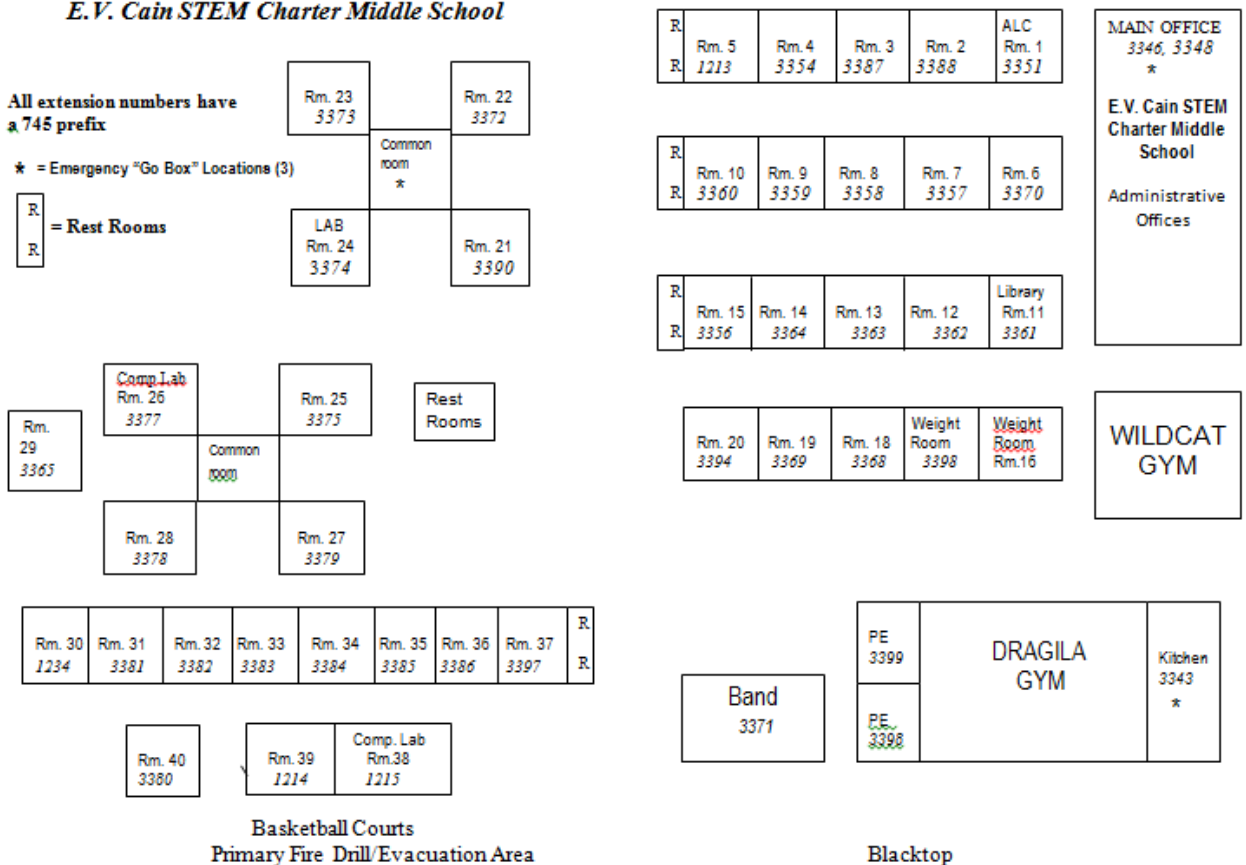


E.V. Cain STEM Charter Middle School

All extension numbers have a 745 prefix

★ = Emergency "Go Box" Locations (3)

R.
R. = Rest Rooms



Basketball Courts
Primary Fire Drill/Evacuation Area

Blacktop

SECTION B

Disaster Procedures and Crisis Response

Check In & Check Out Procedure

All staff members will notify the principal's secretary (Kelly Loveall), extension 3346, by telephone or "in person" if they leave campus during business hours, so that all staff members are accounted for should an emergency occur.

During the school day all students must be checked out through the main office by an adult listed on their emergency card and must check in at the main office upon their return. A log sheet is maintained in the main office.

Parents and visitors must check in at the main office before entering school grounds, wear a visitor badge while on campus, and check out when they leave.

Bomb Threat

If a bomb threat is made to our school, staff will be notified via a "Lockdown" announcement. Staff and students will remain in their classrooms until the school's administration is given direction by the emergency responders. An administrator or emergency responder will open classroom doors.

Staff and students will be evacuated according to administrative and/or emergency responder instruction(s).

While waiting in designated evacuation area, staff members will:

- Take roll and keep their students together.
- Remain in their designated area while waiting for further instruction.
- Not touch or move any suspicious objects, and will report their location to responding emergency responders and/or site administrator(s).
- Not use any electrical devices such as radios, walkie-talkies, pagers, or cell phones.

Earthquake

During an earthquake, teachers will have students get as much of their bodies as possible under their desks. Teachers should be either under their desks or under the doorframe during an actual earthquake.

- At cessation of earthquake tremors, teachers will take roll, assess the situation (e.g., injuries to students and damage) and remain with their students.
- Remain in place until notified by an emergency responder or an administrator.
- Staff and students will be evacuated according to administrative and/or emergency responder instructions.
- Teachers will evacuate their classrooms according to emergency personnel instructions.

Fire Drill

<u>Time</u>	<u>Procedure</u>
<u>Before School</u>	<p>Students proceed to the south end of the basketball blacktop area.</p> <p>Staff members help usher students from hallways and sidewalks to basketball blacktop area, and help clear the area behind Dragila and Music Room for emergency vehicles.</p>
<u>During School Hours</u>	<p>Staff members escort students in a quiet orderly manner to their first period classroom numbers on the basketball court area.</p> <p>Teachers</p> <ul style="list-style-type: none"> • Take roll by their first period roster. • Write the name(s) of any and all students who are absent from the class (even if you know they are absent). If no student is absent, then write “no absent” or draw a line across the absent list area on the absent form. • All teachers will display the red card until the absent form has been collected. • Hand your absent form to the office runner. Once you have handed in your absence form, display your green card while all students are accounted for. • Wait for the “all clear” announcement. Students will be dismissed by their first period class, starting at both ends (room 1 and 42), with each line falling in behind the next. • Once the “all clear” has been given, walk your students in an orderly and calm manner back to campus where they will return to their classroom to pick up their backpacks (as applicable).will take roll <p>Students will quietly walk to their first period classroom number on the basketball courts and will line up in alphabetical order. Students will remain in line until given further instructions.</p>
<u>After School</u>	<p>Staff members will usher students out of hallways and away from campus.</p> <p>Parents will be directed out of the parking lot areas by office staff to clear the area for emergency vehicles.</p> <p>Bus drivers will move their buses to the south end of campus where they will stage for student pickup.</p>

E.V. CAIN STEM CHARTER MIDDLE SCHOOL Lockdown Procedures

A Lockdown Order is given if there is the potential of an immediate threat to the safety of the staff and students.

- An alert tone accompanied by an announcement will come over the intercom stating, “This is a Lockdown.” Students, staff, and all visitors shall remain in or enter the nearest classroom. If they are not near a classroom, they shall seek cover in the nearest room.
- Lock doors, windows and close blinds/curtains/shades. Turn off lights.
DO NOT OPEN THE DOOR ONCE IT IS LOCKED!
- **NO ONE LEAVES THE ROOM ONCE THE DOOR IS LOCKED.** This includes a fire alarm or intercom announcements.
- Students and staff sit quietly on the floor, in the most secure location. Students and staff remain out of view from the door and windows. Students should not be using their cell phones or other media sources.
- Office staff will not use phones or intercoms to contact school staff.
- In the event of a medical emergency, staff will contact 911 and the school office.
- Classroom doors will be opened from the outside by an administrator, a staff member, or a member of law enforcement.
- Students and staff will transition from Lockdown Procedures to Shelter-In-Place Procedures. All students, staff and visitors will be accounted for.
- All individuals must remain in the room until they are told otherwise.

Shelter-In-Place Procedures

- An announcement will come over the intercom stating, “This is a Shelter-In-Place.” Students, staff, and all visitors shall remain in or enter the nearest classroom. If they are not near a classroom, they shall seek cover in the nearest room.
- Lock doors and windows, and close blinds/curtains/shades.
- When transitioning from a lockdown, the person opening the classroom door will announce that the room is now in Shelter-In-Place.
- No one is permitted to leave the classroom unsupervised. Students will be escorted to the restroom by a staff member as necessary.
- Classroom routines will continue as usual. Structured activities, facilitated by school staff, provide students with a sense of routine and calm. Students should not be using their cellphones or other media sources.
- Teachers will email the office secretaries a list confirming the presence and well-being of all students, staff, and visitors. The room number will be in the subject line.
- Staff members shall not release any students from locked rooms until they are notified by an administrator or emergency responder, via a visit to the classroom or by an intercom announcement.

Reunification Procedures

Following Lockdown & Shelter-In-Place

The Superintendent or their designee in consultation with emergency services will determine when a lockdown or shelter-in-place is no longer necessary for the safety of students, staff and visitors

Parents will be notified when a Lockdown and/or Shelter-In-Place has occurred. If reunification is required they will be informed of the location and reminded to bring picture identification.

- When an incident has been cleared by law enforcement during the school day, students shall travel to their next class period and proceed home at the end of the day in their usual method. Reunification procedures are not necessary.
- When an incident has been cleared by law enforcement after normal school hours, reunification with a parent or guardian through Auburn Union School District staff will be required. Only adults listed on a student's emergency contact card and with proper identification will be allowed to assume custody of a student.
 - Eighth grade students will be moved to the Wildcat Gym. The southwest doorway will have four lines (A-F, G-L, M-R and S-Z) for parent/guardian check in. The northwest doorway will be for student pick-up.
 - Sixth and seventh grade students will be moved to the Dragila Gym. The southwest doorway will have two lines (A-F and G-L) and the southeast doorway will have two lines (M-R and S-Z) for parent/guardian check in. The northwest doorway will be for student pickup.
- When students, staff, and visitors have been moved to an off-site location, reunification with a parent or guardian through Auburn Union School District staff will be required. Only adults listed on a student's emergency contact card and with proper identification will be allowed to assume custody of a student.
 - Parents will be notified of the off-site location via mass communication. Location of parent check-in and student pick up will depend on the particular site.
 - A check-in location with four lines (A-F, G-L, M-R and S-Z) will be established along with a pick-up area. Whenever possible the student holding area will be out of view and inaccessible from the check in and pick-up locations. After check in the parents will be directed to the student pick-up area.

Check in staff will pull the student emergency card and verify identification of parent/guardian before making a request for student. Parent/guardian will receive a Reunification Card and move to student pick-up. Pick-up staff will collect the Reunification Card upon release of the student.

Reunification Procedures Continued

When possible the staff will have the following materials available at the reunification site.

- Two to four tables
- Eight chairs
- Laminated alphabet signs (Last Names A-F, G-L, M-R, S-Z)
- Yard sticks on which to attach alphabet signs
- Lists of student names
- Emergency Cards
- Duct tape
- Clear packing tape
- Ballpoint pens
- Highlighter pens
- Sharpie markers
- Ream of white copy paper

Power Failure

Students remain with their teachers, and teachers may modify instruction if necessary. Information will be delivered to classrooms via an administrator as it is made available.

EMERGENCY contact numbers include:

<u>Staff Member</u>	<u>Telephone Number</u>
Cindy Giove, Principal	916-759-2416
Steve Schaffer, Vice Principal	530-913-0157
Kelly Loveall	530-613-9914
Ken Heiden	530-308-3759

Hazardous Material Accident, Train Derailment, Explosion, or Fallen Aircraft

If a *Hazardous Material Accident, Train Derailment, Explosion, or Fallen Aircraft* occurs near our school, staff will be notified via an intercom announcement, telephone call, or room visit by an administrator and/or emergency responder. Depending on the nature of the incident, staff and students may be directed to remain in their classrooms, or directed to evacuate to a designated area.

SHELTER-IN-PLACE

Staff and students will remain in their classrooms until notified by administrator(s) and/or emergency responders.

1. Get your students in your classroom.
2. Lock your classroom door and close all windows.
3. Close window shades, blinds, or curtains.
4. Turn off all fans, heating and air conditioning systems.
5. Teacher shall take attendance, and may continue with class instruction during a shelter-in-place.
6. Wait for additional instructions from an administrator or emergency responder.

The custodian will turn off all school wide fans, heating and air conditioning systems.

EVACUATION

Staff and students will be evacuated according to administrative and/or emergency responder instruction(s).

1. Lock your classroom door.
2. Bring your red and green cards as well as your attendance roster.
3. Wait in the designated evacuation area for further instructions.
4. Maintain your class rosters and take attendance.
5. Assess the situation (e.g., student injuries)
6. Keep your students together

Incident Command System (ICS) Command Team Organization 2016-17

INCIDENT COMMANDER

Wendy Neade, Superintendent
Cindy Giove, Principal
Scott Bentley, CBO

Liaison

Report to – Command Center

District Coordinator
Scott Bentley, CBO

Main Office Liaison
Gabe Moulaison, District Accountant

Public Information Officer

Report to – Command Center

District Coordinator
Wendy Neade, Superintendent
Cindy Giove, Principal
Scott Bentley, CBO

Safety Officers

Report to – Command Center

District Coordinator
Stan Brandl, M & O Manager

Fire, Police and Emergency Response Teams
Steve Schaffer, Vice Principal
Ken Heiden, Maintenance Custodian

Operations

Report to – Command Center

District Coordinator
Donna Mulsow – District H. R. Executive Assistant

First Aid Team
Rebecca Dittimore-Escalante, Dist Nurse
Carol Francis, Health Clerk

Fire/Maintenance Team
Vic Sassman, Maintenance
Paul Nagel, Maintenance

Assembly/Shelter Team
Diane Brooks, Teachers, Maintenance, Custodial and
Volunteers

Report to – Student Holding Area

Student Release Team/Staff Accounting Team
Kelly Loveall, Office Admin, Asst.
Michelle Cooke – School Clerk II
Available Site Staff

Logistics

Report to – Command Center

District Coordinator
Jessica Sanchez, Exec. Asst. to the
Superintendent/CBO

Food/Water & Supplies Team
Diane Brooks, Sam Griffith, Kitchen Staff, Teachers,
Student Volunteers

Transportation Team
Scott Bentley, Cheryl Dawson, Jan Kapple-Klein
Durham Transportation and Bus Drivers

Planning/Intelligence

Report to – Command Center

District Coordinator
Kristen Beck, Curriculum Coordinator

Situation Status Team
Jenn Lewandowski, Asst Superintendent

Report to – School Site Office

Documentation Team
Scott Bentley, Gabe Moulaison,

Administration/Finance

Report to – Command Center

District Coordinator
Gabriel Moulaison, Dist. Accountant
Scott Bentley, CBO

Incident Command System (ICS)

Command Team Organization

Incident Commander	<ul style="list-style-type: none"> ➤ Coordinate the district or school response. ➤ Checks status, progress, and needs of all other ICS management chiefs. ➤ Coordinates with responding agencies, and establishes a unified command.
Liaison	<ul style="list-style-type: none"> ➤ Creates a communication link between the district or school incident commander and the fire and police commanders. ➤ Provide general information to other agency incident commanders, but does not make command decisions. ➤ Contact link for other community agencies.
Public Information Officer (PIO)	<ul style="list-style-type: none"> ➤ Official spokesperson for the district. ➤ All personnel shall refer information requests to the PIO. ➤ Will work jointly with the responding agency's PIO, and all of the agency PIOs, at the scene, will decide on one of them to be the Overall Official Incident Spokesperson. ➤ All media releases must be approved by the Overall Incident Commander before their release.
Safety Officer	<ul style="list-style-type: none"> ➤ Responsible for the physical and emotional needs of the responders. ➤ Monitors responders to prevent unsafe actions. ➤ Roams and ensures people have breaks if needed. ➤ May work closely with mental health crisis team. ➤ Small sites may have to utilize everyone in safety role. ➤ Other agencies could provide safety function.
Operations	<ul style="list-style-type: none"> ➤ These teams do the actual "hands on" response. ➤ Operations teams are concerned with accountability, assembly, shelter, first aid, search and locate, security, etc.
Logistics	<ul style="list-style-type: none"> ➤ Obtains any needed resource including people. ➤ Responsible for transportation, food, water, supplies, etc. ➤ Makes sure communication system is functioning. ➤ May have to be "messengers" if communication cannot be established.
Planning & Intelligence	<ul style="list-style-type: none"> ➤ Gathers information ➤ Assists with medium/long range planning related to the ongoing incident and recovery (logistical) issues. ➤ Arranges for recovery/aftermath resources so that there is no gap between the end of the incident and necessary support services.
Administration & Finance	<ul style="list-style-type: none"> ➤ Responsible for collecting data, scribe records, expenses, etc. either during or after the incident. ➤ Provides an official record of the event. ➤ Coordinates the follow up paperwork, reports, etc. ➤ Works closely with other management chiefs to provide personnel information, resource information, money/credit if needed.

Crisis Go Box

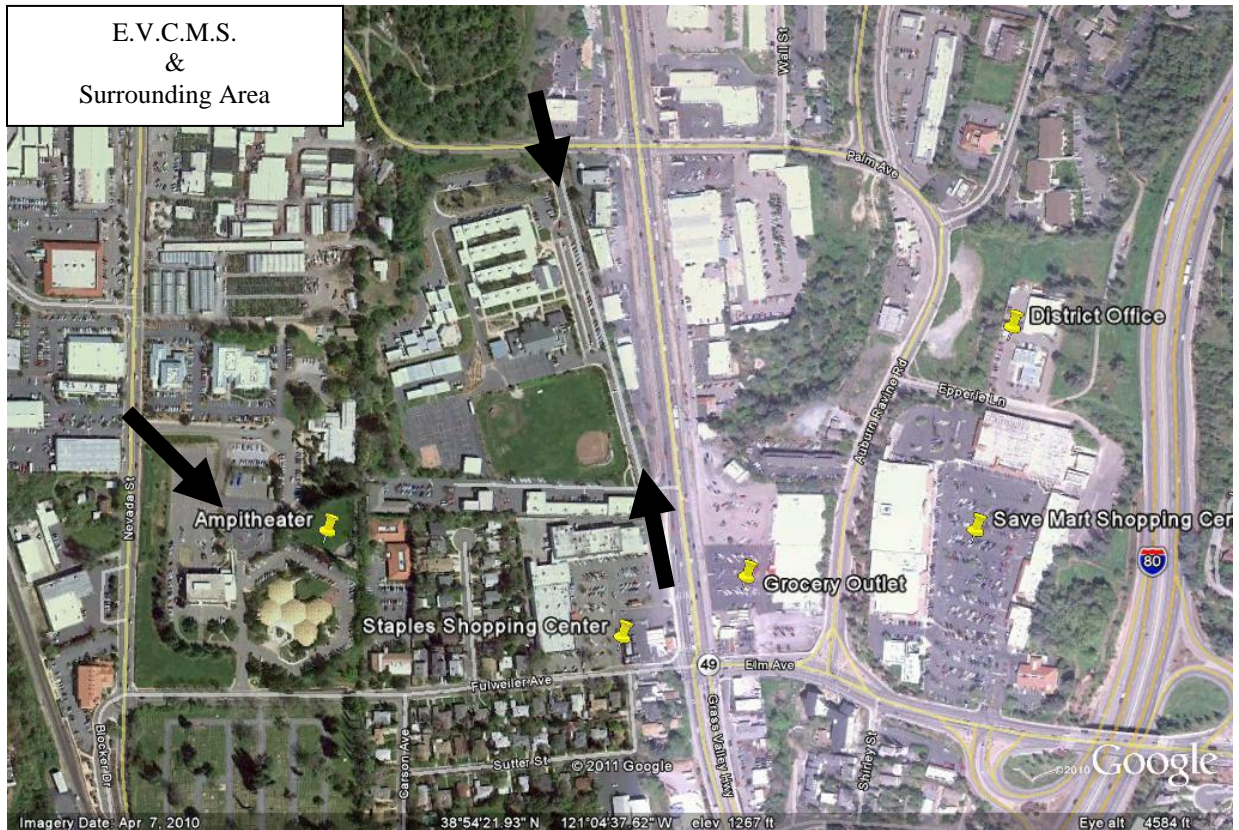
Contents:

- Aerial Photo of Campus
- Campus diagram
- Evacuation sites
- Parent-student reunification areas
- Administration cell phone numbers
- Staff Roster
- Student roster
- List of students with special needs and health concerns
- Pens, pencils, paper
- Duct tape, clear packing tape
- Alphabet signs (Last Names A-F, G-L, M-R, S-Z)
- Section B of the Safe School Plan – Disaster Procedures and Crisis Response

There are three Crisis Go Boxes. They are located in the main office, room 24 common room, and the kitchen. The contents of the Crisis Go Box are checked and materials (e.g., student lists) are replaced at the beginning of every trimester or when necessary.

Disaster Procedures & Crisis Response

Campus Ingress and Egress Routes



The primary ingress and egress locations are via Palm Avenue at the north end of campus, Highway 49/Staples Shopping Center at the south end of campus, and the Placer County Public Library at the west end of campus.

The Auburn Union School District contracts bus services from Durham Transportation. The school buses enter the north end of campus via the Palm Avenue Entrance before entering the bus lane adjacent to the Wildcat Gymnasium.

Disaster Procedures & Crisis Response

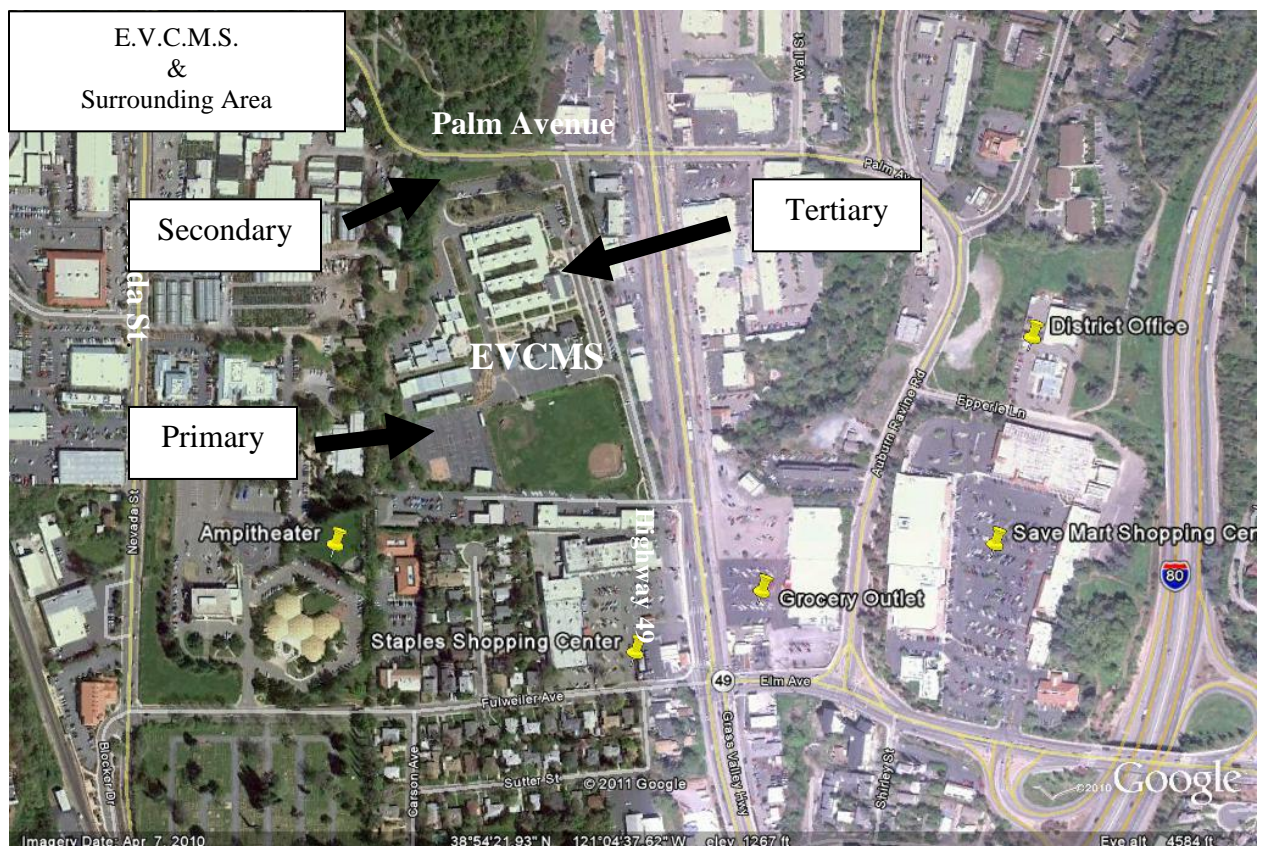
Conditions will always dictate the type of evacuation our campus will initiate. We have three primary off-campus locations from which hazardous conditions may arise:

- a railway line to the west,
- Interstate 80 to the south, and
- Highway 49 to the east of our campus

Subsequently, we may have to respond to a variety of potential hazards outside our campus as well as threats from within our campus (e.g., fire, intruder on campus, etc.).

Three evacuation destinations (e.g., Primary, secondary, and tertiary) will be available should campus and/or conditions around the campus deteriorate. Conditions will dictate the destination.

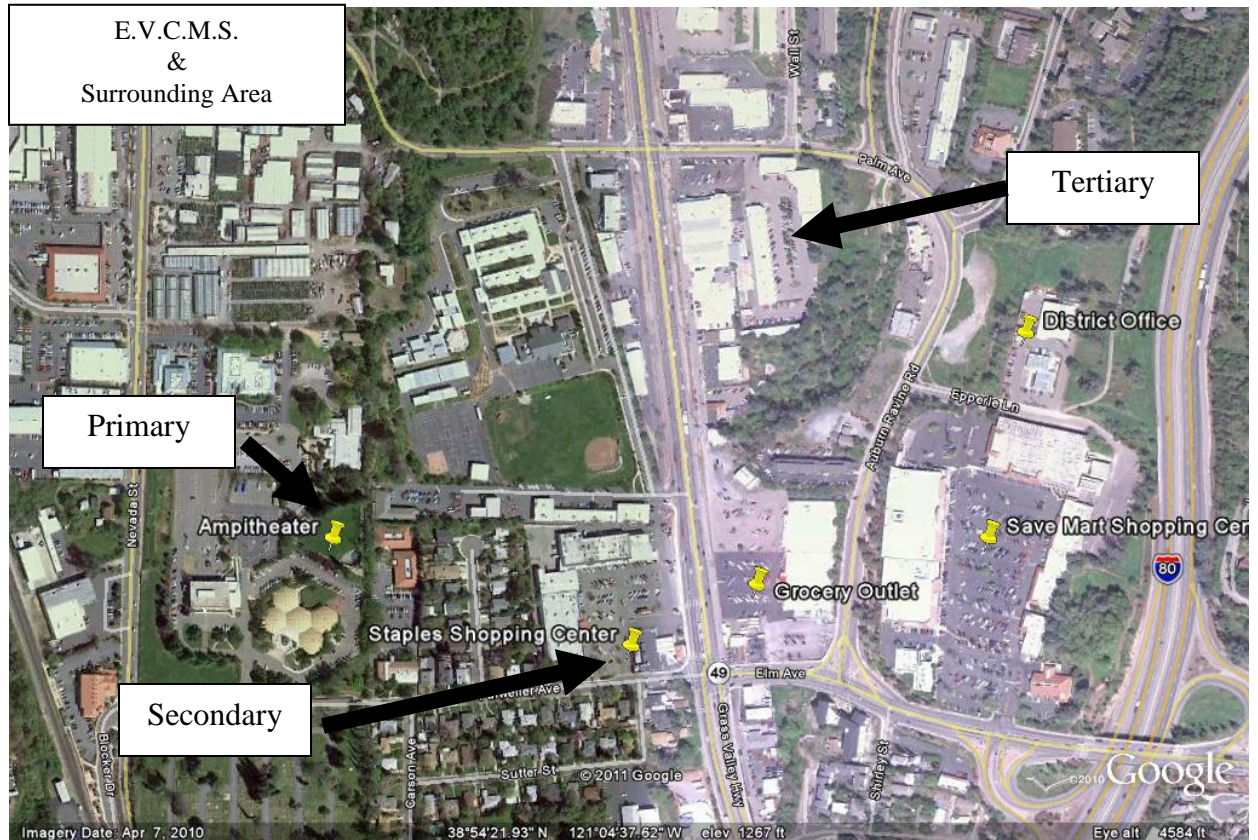
Evacuation Destinations



1. **Primary Evacuation** – Blacktop areas at the south end of campus.
2. **Secondary Evacuation** – Parking lot at the north end of campus.
3. **Tertiary Evacuation** – Bus lanes at the east end of campus.

Relocation Destinations

Three relocation destinations (e.g., Primary, secondary, and tertiary) will be available should campus and/or conditions around the campus deteriorate. Conditions will dictate the destination.



1. **Primary Relocation** – Amphitheater, adjacent to the Placer County Library, and southwest of E. V. Cain’s campus.
2. **Secondary Relocation** – Staples Shopping Center, south of E. V. Cain’s campus.
3. **Tertiary Relocation** – Elm Shopping Center, east of E. V. Cain’s campus. This is a less desirable option as it requires staff and students to traverse Highway 49.

Our secondary and tertiary relocation options may require that a memorandum of understanding be drawn between the Auburn Union School District and the owner(s) of individual business at each location. The memorandum will need to be created and approved by the school board. The evacuation and relocation areas will also be our student staging areas should the need arise to move our students away from campus buildings. Conditions will determine the direction and distance away from campus.

Staging Areas – Parents, On Campus

Our potential staging areas for parents on campus will be at either the Wildcat or Dragila Gymnasiums, or the grass field at the south end of campus. Conditions will determine the location of our designated on-campus staging area.



Staging Area – Parents, Off Campus

Our potential off-campus staging areas for parents are the Staples Shopping Center, Grocery Outlet Shopping Center, or SaveMart Shopping Center. Conditions will determine which staging area will be used. The Mental Health Crisis Team⁴ shall set up a parent center in order to get information from the accountability team. The team may have an administrator present and will document the people picking up children. Efforts will be made to have interpreters present.



⁴ A team made up of counselors and other support workers. Provide support and short-term help until another team is available or their help is no longer needed.

Staging Area – Media

Our potential media staging areas are the Staples Shopping Center, Grocery Outlet Shopping Center, and the Save Mart Shopping Center. Conditions will determine the location of the media staging area. It is suggested that a media center be established near the Auburn Union School District's district office in order to provide a centralized location for the dissemination of information.



Recovery & Aftermath

Conditions (e.g., Event and aftermath) will determine what actions and resources will be used/made available to staff, students, families, and community members.

Staff	<p><u>COORDINATION OF MENTAL HEALTH SERVICES</u></p> <ul style="list-style-type: none"> ➤ Mental Health Team assembled ➤ Assessment of psychological needs (on-going) ➤ Safe rooms established ➤ Provisions for on-going debriefings ➤ Classroom activities for students ➤ Funerals and memorials ➤ Acknowledgements and thanks ➤ Follow up resources ➤ Preparing for later actions ➤ Support for caregivers ➤ Reflections/Debriefing for future planning as well as lessons learned ➤ Community and/or parent meetings
Students	
Families	
Community	

Resources:

California Department of Education www.cde.ca.gov	Los Angeles County Office of Education www.lacoe.edu
National Association of School Psychologists www.nasp.com	International Critical Incident Stress Foundation www.icisf.org
National Organization of Victim Assistance www.try-nova.org	Auburn Police Department http://www.auburn.ca.gov/pd/ 530-823-4237
Placer County Sheriff Department http://www.placer.ca.gov/Departments/Sheriff.aspx 530-889-7800	Auburn Fire Department http://www.auburn.ca.gov/dept/dept_fire.html 530-823-4211 ext. 2

Recovery - Return to Campus

When an event happens after school, over the weekend, or during breaks we will follow these guidelines for communicating information to staff, families, school board members, Durham Transportation, and the community:

- WHAT:** Our constituents need to know that the campus is safe as well as the date classes will resume.
- WHEN:** Our constituents need to know in a timely manner so they can make the necessary arrangements.
- WHERE/HOW:** Staff members and students' families will be notified via Alert - Now. Durham transportation will be notified via a telephone call from the District Office.
- WHO:** Communication with our constituents will be a joint effort between our school's administration and the district superintendent.

Appendix

Adopted Board Policies

Child Abuse Reporting Policy
Suspensions and Expulsion Policy
Notifying Teachers of Dangerous Pupils Policy
Sexual Harassment Policy
Dress Code Policy
Hate Crime Policy and Procedures
Rules and Proceedings on School Discipline