

AMERICA'S FINEST
CHARTER HIGH
SCHOOL
COMPREHENSIVE
SITE EMERGENCY
PLAN

2022-2023

4481 Estrella
San Diego, CA 92115
619-909-2826

Acknowledgements

32281.(b)(1) This plan was written and developed by a school site council team.

32281.(b)(2) Members of this team included; Tim Bagby, Angela Saucedo, Eduardo Rodriguez and Brandon Ayers.

32281.(b)(3) The school site council consulted with School Resource Officer Terry Hoskins of the San Diego Police Department when developing this safety plan.

32282.(a) The comprehensive school safety plan includes the use of school data such as office referrals, attendance rates and suspension rates when developing this plan. When this plan was developed we were averaging 1.8 office referrals per day, had a 94% attendance rate and had had four students suspended for a total of 6 days of suspension.

32288.(a) This safety plan will be sent to the San Diego District office for approval upon the AFCS board giving their approval.

32288.(b)(1) This safety plan was shared with the AFCS board at their meeting on February 20, 2019.

QUICK GLANCE REFERENCE

SITE NOTIFICATION SYSTEM

FIRE: Notification Method is a beeping sound and strobe lights.

EARTHQUAKE DRILL: Set time decided by Administration.

LOCKDOWN: Notification Method - Call classes to notify

SHELTER-IN-PLACE Notification Method - Call classes to notify

ALL-CLEAR Notification Method - Call classes to notify

SITE INCIDENT COMMAND TEAM PERSONNEL – MAJOR ASSIGNMENT

Tim Bagby **Executive Director**

Maria Barajas **Administrative Assistant**

Hilary Dinh **Student Services Administrator**

Natalie Alli **Operations Chief**

SECTION ONE Executive Summary

32282(B)

The purpose of this plan is to outline the basic organization and procedures utilizing the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) for responding to an emergency affecting any location owned and operated by San Diego Unified School District.

A “Site Incident Commander” (and alternate) is assigned to be the point of contact for this plan. During emergencies, the Site Incident Commander is the point of coordination for all operations. A Site Incident Command Team is in place to address key issues during emergency operations. The team works as directed by the Site Incident Commander. Each team member assignment can be found in Section Four of this plan, which identifies roles, responsibilities and duties.

The Site Incident Commander and their Site Incident Command Team are assigned to maintain and implement their Site Emergency Plan. School Police Services will assist with emergency preparedness, disaster planning, and will be responsible for updating the underlying Site Emergency Plan Template. As a component of the Comprehensive Safe Schools Plan document, School Police Services will review this emergency plan on an annual basis to determine the Site Emergency Plan Template is compliant with Federal, State, and local laws, as well as with district policy and procedure.

The Site Incident Commander will coordinate training for all new staff (paid and

volunteer) assigned to this site. The Site Incident Commander, coordinating with School Police Services will conduct scheduled exercises to provide staff with an opportunity to practice the emergency procedures outlined in this plan.

This plan is formatted to provide the user with a district-wide standardized document for the operation and management of any emergency, which may occur at any district site. This format allows staff to understand basic roles and responsibilities regardless of where in the district they may be working.

It is imperative all staff review this plan at least twice a year to ensure a basic understanding of their role and responsibility in an emergency. It is unlikely that anyone will have the time when an emergency occurs to review this entire plan, thus understanding and practice is necessary to be prepared. The proactive actions of individuals during an emergency may very well save another's life.

SECTION TWO

Site Facility Information and Street Map

Location

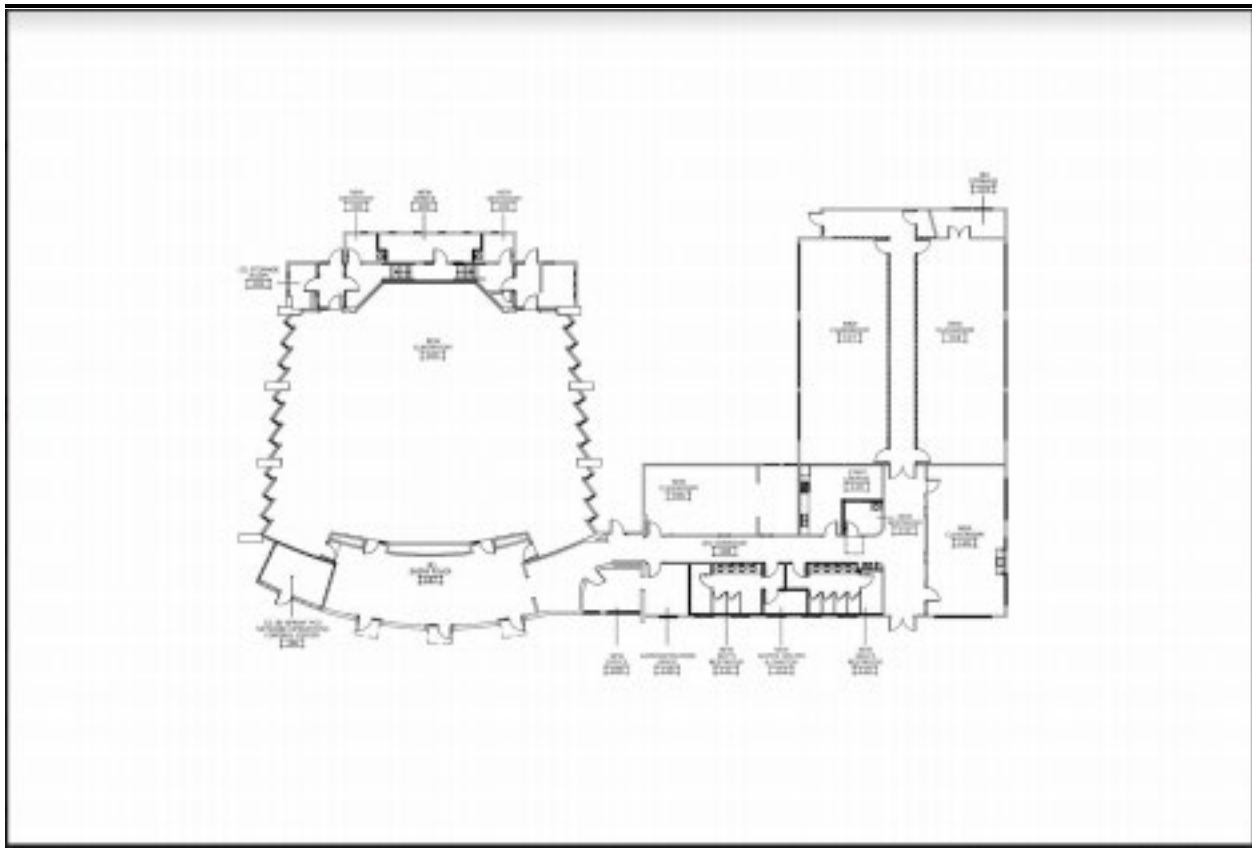
Site Name: America's Finest Charter High School

Site Address: 4481 Estrella San Diego, CA 92115

Site Direct Phone Number: 619-909-2826

America's Finest Charter High School

4481 Estrella
San Diego CA 92115



SITE EMERGENCY NOTIFICATION INFORMATION

32282.(B)(ii)

Often, the first action to occur as an emergency incident is unfolding is the need to alert

or warn others. School Police Services will serve as the primary notification point for emergencies at this site. The primary or alternate Site Incident Commander will notify School Police Services. Once notified, School Police Services will begin dispatching public safety services to assist the Site Incident Commander, pursuant to their policies and procedures.

The very next action to occur is the need to alert or warn onsite staff. Methods for notifying staff include: Telephone – Landline and/or cellular, Radio – 800 MHz and/or site radio, Runners – staff and/or students, Siren System – Siren and/or bell depending upon site, Public Announcement System (PA), Handheld Air Horns or Bull Horns.

The method utilized will depend upon the circumstances of the emergency and the resources available at this site. Additional information is found in District Emergency Procedure 15.

As services are being dispatched to assist, the Site Incident Commander will begin to gather and direct site resources as necessary to address the emergency or disaster at hand. The following external and internal contacts may be of assistance:

EXTERNAL CONTACTS:

San Diego Police 911 or 619-531-2000

San Diego Fire 911 858-573-1497

San Diego Paramedics 911 858-573-1497

Water Emergency 619-515-3525

San Diego Gas & Electric 1- 800-611-7343

SITE EMERGENCY RESOURCE INFORMATION

Emergency Disaster Kit

This site maintains 1 kit. The kit(s) are located: Main Office.

The Emergency Disaster Kit stores necessary resources for a site incident command. This kit should not be confused with the Crisis Response Box, which is carried out of the site to a Public Safety Incident Command Post. School personnel should use the items contained within the kit to manage their incident command. Further assistance can be found in District Emergency Procedure #16. The following equipment and supplies are stored inside the Emergency Disaster Kit:

- Handheld Air Horns – recommend a minimum of two (Site Incident Commander & Chiefs)

- ☑ Bull Horn – recommend a minimum of one
- ☑ Batteries – recommend a minimum of two sets for bull horn, flashlights, emergency radios and walkie talkies)
- ☑ Flashlights – recommend one per Site Incident Command Team member (17) (Search & Rescue Team and First Aid and Medical Team requirements listed separately in Section Five)
- ☑ Walkie Talkies – recommend a minimum of five (Site Incident Commander & Chiefs)
- ☑ Duct Tape – recommend a minimum of two rolls used for marking blank vests. ☑ Rosters - recommend a minimum of one set per room sorted by alphabet ☑ Steno Pads (5x7) – recommend one per Site Incident Command Team member (17) ☑ Pencils & Pens - recommend one each per Site Incident Command Team member (34)
- ☑ Copies of Forms – (See Section Five for all Forms)
- ☑ Chalk - recommend twenty-five sticks, red in color
- ☑ 3x5 Cards – recommend one hundred
- ☑ Department or Classroom Placards
- ☑ First Aid & Medical Team Supplies – see Section Five - Form #4 ☑ Search and Rescue Team Supplies – see Section Five - Form #11 ☑ Vests for Key Personnel – recommend a total of 5 for Site Incident Command Team members (Search & Rescue Team and First Aid & Medical Team requirements listed separately in Section Five)

All Emergency Disaster Kits and their contents are the responsibility of the Site Incident Commander. The Site Incident Commander will conduct annual inspections in October of each year. The responsibility to inspect and replace non-operating equipment and supplies belongs to the site. The responsibility to delegate the transport the Emergency Disaster Kit to an activated Site Command Post belongs to the following individuals:

Primary: Site Incident Commander

Alternate: Operations Chief

Crisis Response Boxes

This site maintains 2 Crisis Response Boxes. One box is for the Site Incident Command Team and one box is for the Public Safety Incident Commander.

The Crisis Response Boxes are located in the Main Office near: Attendance Clerk and Reception desk.

The Crisis Response Boxes are a file folder type boxes. The boxes are clearly labeled and contain vital information needed by the Site Incident Command Team and Public Safety Incident Commander (in the event a public safety incident command post is established). Further assistance can be found in District Administrative Procedure 5000. The following information is stored inside each box:

- ☑ Current copy of the Site Emergency Plan which should include site evacuation procedures, including staging locations. Also included should be an aerial photo including all **new** structures, electric, gas, water cable, telephone, intrusion and fire alarm shutoffs, classroom numbers, gate openings for vehicles/pedestrians and all fire hydrants that have been added to accommodate these new structures.
- ☑ Current map of site or school layout. Map must show **all** buildings, classroom numbers, and evacuation routes.
- ☑ Most current blueprint (architectural drawings).
- ☑ Current roster of students and staff assigned to the site, as well as issues pertaining to special needs students. These rosters will be in alphabetical order for staff and students. Student roster must be in alphabetical order, divided by grade level and have emergency contact/release information.
- ☑ A list of the site's staff skills including language translation, specialized training, and emergency equipment carried in vehicles.
- ☑ If available, current student photos on CD-ROM or most recent year book.
- ☑ Telephone numbers listed in numerical order for each classroom/building.

Maintenance of the Crisis Response Boxes and their contents is the responsibility of the Site Incident Commander. The Site Incident Commander will work with School Police Services on conducting an inspection during October of each year. The responsibility to inspect and replace information belongs to the site.

The responsibility to carry the box to an activated Public Safety Incident Command Post belongs to the following individuals:

Primary: Site Incident Commander

Alternate: Operations Chief

SITE EMERGENCY OPERATIONS OVERVIEW

The protection of lives shall be the primary priority of all emergency operations and procedures. The protection of property shall be secondary to life safety. The emergency procedures within this Plan are designed to facilitate life safety through the use of simple, basic procedures based on the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) that utilize the Incident Command System (ICS) as the basic response management structure.

32282.(i)(IV)

Disaster Service Workers

California Government Code, Chapter 8, Section 3100 states: "...all public employees are hereby declared to be disaster service workers subject to disaster service activities as may be assigned to them by their superiors or by law." In accordance with these provisions, all staff members are considered "disaster service workers" during emergencies and must remain on site to carry out assigned responsibilities. School

staff should be familiar with emergency procedures and any assigned responsibilities. During an emergency, staff will serve on response teams and implement response procedures. If a teacher has been assigned to a Site Incident Command Team position in the following list, the teacher will first ensure the safety of the students and accompany the students to the Assembly Area (also known as the “Evacuation Area”), where the students will be reassigned to another teacher. The teacher will then carry out their assigned Site Incident Command Team responsibilities.

Plan Maintenance

The Site Incident Commander is responsible for the maintenance of this plan. The Site Emergency Plan is Criterion 2 of California’s mandated Comprehensive Safe Schools Plan. School Police Services is responsible for annual plan review. Appropriate changes or modifications shall be forwarded by the Site Incident Commander to School Police Services for approval prior to any distribution. The Site Emergency Plan will be maintained on a secured intranet with “read only” access to the Site Incident Command Team and revision access to the Site Incident Commander and School Police Services.

Training & Exercises

Training is a key component to ensure successful emergency operations. The adage “people will do what they have been trained to do” is consistently proven in actual emergencies. Exercises allow “people” to practice what they have been trained to do and improve their skills for an actual emergency.

The Site Incident Commander will coordinate annual training for all staff on the basic emergency procedures of this plan. All new staff assigned to the site will receive basic training within 30 days of assignment. Basic training can simply involve knowledge of basic SEMS and ICS protocols, key evacuation locations, parent reunification locations, and the location of related resources. Members of the Site Incident Command Team will receive additional training specific to their duties every year by the Site Incident Commander and School Police Services.

The Site Incident Commander will coordinate annual exercises for all staff as outlined in District Emergency Procedure 16.

SITE INCIDENT COMMAND TEAM OVERVIEW

According to ICS, the size of the organization (i.e. number of positions) will vary depending on the operational needs of the incident. In some cases, one individual may be able to fill more than one “position”. (Example: in a small incident the School Principal oftentimes serves as the Site Incident Commander and the Public Information Officer.)

Only under very unusual conditions will all of the positions identified below be activated and fully staffed. To that extent, the Site Incident Commanders have been encouraged to “cluster” certain same-section positions, if the workload allows. The Site Incident Commander could assume the Safety Officer, Public

Information Officer, and Liaison Officer duties. The Planning & Intelligence Chief could assume the Documentation and Situation Analysis duties.

Site Incident Command Team Assignments

Key staff will be pre-assigned to the Site Incident Command Team and have specific duties during emergencies. These duties include:

- **Site Incident Commander** – responsible for overseeing on-site emergency operations. Typically, also assumes responsibilities of the Safety Officer, Liaison Officer, and Public Information Officer duties
 - **Safety Officer** - ensures that all activities are conducted in as safe a manner as possible
 - **Public Information Officer** – acts as official spokesperson for the site in an emergency situation, until the District’s Communications Officer is available
 - **Liaison Officer** – serves as the point-of-contact for agencies outside of the District’s organization.
- **Operations Chief** – manages direct response to the on-site emergency
 - **Site Facility Check & Security** – controls utilities, restricts access to unsafe areas, provides traffic control, and communicates damage to Site Incident Commander
 - **Search & Rescue Leader and Team** – checks campus for damage, rescues victims, and reports site conditions
 - **First Aid & Medical Leader and Team** – provides medical response including CISM (Critical Incident Stress Management)
 - **Student/Parent Reunification**
 - **Assembly Area** – ensures the care and safety of all students on campus (except those in the Medical Treatment Area)
 - **Request Gate** – processes requests by parents or authorized adults for release of students
 - **Release Gate** – releases student to parent or authorized adult

In the event of an emergency, a Site Command Post will be established by the Site Incident Commander. Site Incident Command Team members will be informed of the location upon activation.

The Emergency Roles and Responsibilities Section (Section Four) of this plan provides checklists for each of the above assignments. The Site Incident Command Team will report to the Site Incident Commander at the Site Command Post. Any staff may be assigned to assist each of the above positions depending upon the circumstances and demands of the incident and care of the students and staff.

SECTION THREE EMERGENCY PROCEDURES

SITE EVACUATION PROCEDURE

Notification

The Site Incident Commander is responsible to notify the Site Incident Command Team when an evacuation is necessary. School Police Services, in coordination with the Site Incident Commander is responsible for activating the evacuation notification procedures for district level personnel. Additional information pertaining to on-site and off-site evacuations can be found in District Emergency Procedures 17.

The signal for evacuation is:

short, high-pitched beeps.

If the primary emergency notification system fails to activate, the secondary notification method will be handheld air horns found in the Emergency Disaster Kit.

If evacuation is required, but an alternative method of notification is required (e.g. a received credible bomb threat), then notification can be made by telephone or runners. This method reduces the level of anxiety and potential panic.

Exiting Buildings

The Site Incident Commander is responsible for ensuring that staff and students are aware of designated exit routes from the building. Appropriate maps and directions are posted near each door to ensure that occupants are aware of the possible exits. Each classroom and department has developed plans for ensuring that all staff/students receive evacuation notification and are moved to a pre-designated evacuation site. All staff will be trained to conduct rapid visual and verbal “sweeps” of their assigned areas to ensure that no one is left behind.

The responsibility to ensure maps and directions are posted, as well as appropriate training delivered, belongs to the following individuals:

Primary: Site Incident Commander

Alternate: Operations Chief

Evacuation Locations

ON-SITE EVACUATION

When an evacuation is ordered, all staff/students will go across Estrella to the parking lot.

Persons with Disabilities

32282.(B)

In emergencies, persons with disabilities may need special assistance in evacuating to the designated location. Each Site Incident Commander is responsible for pre-identification of persons with disabilities who may need assistance and assigning staff to assist them. Persons with disabilities or other staff who may need special assistance in an evacuation situation are responsible for ensuring that their Department Head is aware of their needs for assistance.

Because of the volume of foot traffic that can be expected through the corridors in a building during an evacuation, there must be an area of rescue assistance established aside from the main flow of foot traffic. Such an area must be clearly marked so disabled individuals know where to go for refuge in a critical time. Proper signage for this area is "Area of Rescue Assistance." Evacuation maps will articulate this information.

The responsibility to determine disability needs, assign appropriate staff and ensure proper resources for evacuation and reunification belongs to the following individuals at this site:

Primary: Site Incident Commander

Alternate: Operations Chief

Return to Facility

The Site Incident Commander, in consultation with the Public Safety Incident Commander if necessary, will determine when individuals can return to the facility. In the event that staff or students must be released early, the Site Incident Commander must request approval from the Office of the Superintendent. School Police Services should be advised of this information.

The notification for a safe return to facilities located at this site is:

Use of bull horns and contact via cell phones

SITE PARENT NOTIFICATION & REUNIFICATION PROCEDURE

Following a lockdown, shelter-in-place, or other emergency action, there may be a need to reunite students with parents. This is often a difficult and somewhat chaotic event, requiring planning and resources. The following site procedure was developed to limit chaos and ensure a safe reunification of students with their parents or legal guardians. Additional information pertaining to Parent Notification & Reunification is available in

District Emergency Procedure 17.

Notification

In the event the principal or site administrator determines students are to be released from school, or that notification of parents/guardians is warranted, he/she will first notify School Police Services. A collaborative effort will begin to notify parents/guardians of the unification effort using information provided on student's emergency contact cards, as well as information available within the district's student database.

Reunification

On-site reunification will generally occur from the location pre-identified as the on-site evacuation point. Staff and law enforcement will be stationed at one central point, where all students will enter and exit the unification location. Site Incident Command Team members will use school attendance and emergency card information to check in and out students.

The responsibility of reunification, determining needs, assigning appropriate staff, and ensuring proper resources for reunification belongs to the following individuals at this site:

Primary: Site Incident Commander

Alternate: Operations Chief

SITE TOXIC SUBSTANCE PROCEDURE

32284

In the case of a potential toxic spill within a quarter mile of the school, we will contact the San Diego Fire Department for a possible evacuation order.

SITE EARTHQUAKE PROCEDURE

32282.(B)(i)(I)

Earthquakes often occur without notice and generally have aftershocks which are just as dangerous as the initial quake. Building evacuation will generally occur following a major earthquake due to potential dangers of fires or explosions. The following earthquake information pertains to this site. Additional information is available in District Emergency Procedure 05.

Notification

32282.(B)(i)(II)

Bell will ring to notify of earthquake.

Give the command to “Drop, Cover, and Hold” at the first indication of shaking ground

Attempt to gain safety under tables, desks, or other supporting objects. Consider holding onto the supporting object to keep it over your body. If in a hallway, move to an inside wall and stand in the doorway.

Remain away from windows to avoid falling glass, and away from large objects that may fall upon your person.

Extinguish any flames and turn off power to equipment and electrical appliances if possible. Turn off gas valves as well.

Hold undercover for at least two minutes to assess damage and injuries while waiting for the first aftershock to occur.

After the first aftershock, activate your site evacuation procedures after confirming the path and destination are safe. Second bell will ring and students will evacuate.

Monitor your school emergency radio for possible updates and instructions from the District’s Emergency Operations Center. Use radio Channel 1A.

Do not return to the inside of any building until emergency personnel check the buildings for safety.

32282.(B)(i)(III)(IV) -

These protective measures are practiced throughout the year.

AFCHS EMERGENCY DRILLS 2022-2023 PLEASE ADD YOUR SCHEDULE

Structural Failure

Give the command to evacuate the affected building or area and secure the premise to prevent entrance by others.

Advise your principal or site administrator of the situation. Contact School Police Services at 619-531-2000 or by using your cell phone to staff.

Upon arrival of emergency personnel, coordinate to evaluate known information and decide upon a course of action to render the situation safe.

SITE FIRE PROCEDURE

Fires often occur without notice and can spread quickly if not addressed. Building evacuation will generally occur following a fire notification due to potential dangers of

burns and smoke inhalation. The following fire information pertains to this site. Additional information is available in District Emergency Procedure 02.

Notification

Notify your principal/site administrator. If possible, quickly assess the location and size of the fire to determine an appropriate evacuation action.

Alert all staff and students of the fire location and condition – activate your fire alarm system to sound the alarm.

Begin evacuation procedures for everyone to an appropriate assembly area. Remember to move individuals away and upwind from the hazard.

Call the Fire Department (“9-1-1”) or notify School Police Services by calling 619-291-7678. If phone service is unavailable, use your emergency radio (Channel 1A). School Police Services will handle notifying the proper emergency and communications personnel.

Render first aid as needed. Be sure to notify School Police Services of injuries.

Activate specific components of your site emergency plan as appropriate.

Supervise the evacuation and ensure all rooms and unsafe areas are evacuated. Check to ensure accountability for all staff and students. Maintain control of evacuees at the site assembly area until the situation is under control. (See District Emergency Procedure 17)

Have some staff standing by at the site entrance to direct responding fire personnel to the fire location.

Upon arrival of emergency personnel, coordinate to evaluate information and decide upon a course of action to either return to the site or arrange for an early dismissal.

SITE EMERGENCY LOCKDOWN PROCEDURE

If an emergency situation occurring in the vicinity of a school threatens student safety, the school may be placed under "lockdown."

During a lockdown, a school will take several security measures:

- All school doors and windows are locked
- All students and staff remain in their classrooms or offices.
- No one is permitted to leave and no one, including parents, is allowed on campus.

Although such measures may seem extreme, they have proven effective in ensuring

student safety. In fact, in an emergency, school is one of the safest places your child can be. Whenever a threat arises, schools are the focus of heightened attention from School Police and local authorities.

Should a lock-down occur, parents are asked to remain calm while school and local authorities manage the situation. Parents should not come to the campus until notified by the school to do so. Parents cannot pick up their child during a lockdown nor come on campus. If it appears the lock-down will last for an extended period of time, or go beyond dismissal time, school staff will notify parents by phone or email. Students will not be allowed to leave until recommended by the appropriate authorities.

Parents may be required to pick children up from school or another designated safe area, once it is determined that it is safe to do so. To further ensure student safety, parents may be required to present identification. The reunification location will be given to parents over the phone if possible, and will be publicized to the media. School officials will also work with the district's transportation department regarding bus transport.

DISASTER-RELATED ADMINISTRATIVE AND EMERGENCY PROCEDURES

Following is a list of the District's Administrative and Emergency Procedures that have bearing on conducting effective emergency or disaster responses. Complete copies of the Administrative and Emergency Procedures are maintained on the District's website.

Administrative Procedures

AP 5135 District Crisis Response Team

AP 5150 Classroom Safety

Emergency Procedures

EP 1 Site Evacuation

EP 2 Site Parent Notification & Reunification

EP 3 Site Earthquake

EP 4 Fire

EP 5 Site Emergency Lock-down

SECTION FOUR

Emergency Plan Roles & Responsibilities

32282.(B)(I)

Emergency Plan Roles & Responsibilities

Site Incident Command Team
Organizational Chart

SITE INCIDENT COMMAND TEAM ASSIGNMENTS

*(This assignment list identifies the names of
individuals assigned to positions)*

Primary Positions

Natalie Alli **Site Incident Commander**

Angela Saucedo **Safety Officer**

Natalie Alli **Public Information Officer (PIO)**

Angela Saucedo **Liaison Officer**

Eduardo Rodriguez **Operations Chief**

Maria Barajas **Site Facility Check/Security**

Tyler Poteet **Search & Rescue Team Leader**

Marie Surquia **First Aid & Medical Team Leader**

Casey Stockton **Assembly Area**

Sarai Godoy **Request Gate**

Tarrah Marcus & Bridgit Haye **Release Gate**

Jose Rodriguez & Grace Dinh **Intelligence Chief**

Position Activation Information

Equipment

Every position on the Site Incident Command Team will require the following equipment:

1. Identification vest
2. Two-way campus radio
3. Paper and pens/pencils
4. Job description clipboard

Position-Specific Equipment

Certain positions require special equipment or forms. Such specific needs are identified on the individual position checklists.

Position Activation

1. Once notified of your assignment, put on your vest.
2. Check in with the Site Incident Commander at the Site Incident Command Post for a situation briefing.
3. Check in with your Chief for details and updates associated with your position.
4. Obtain necessary equipment and supplies.
5. Open and maintain a Position Log (Form #2). Maintain all required records and documentation to support the history of the emergency or disaster. Document:
 - a. Messages received
 - b. Actions taken
 - c. Decision justifications and documentation
 - d. Requests filled
 - e. Document missing staff

Section: Command

Position: Site Incident Commander

Primary: Natalie Alli

Alternate: Angela Saucedo

Reports to: Superintendent (or designee)

Staffing

Characteristics: Principal or Site Administrator

Responsibility: The Site Incident Commander is solely responsible for emergency and disaster operations and shall remain at the Site Command Post to observe and direct all operations. Ensures the safety of students, staff and others on campus.

Lead by example: your behavior sets tone for staff and students.

Special Equipment:

- Crisis Response Boxes
- Emergency Disaster Kit
- Campus map
- Master keys
- Position-Specific forms
- AM/FM radio (battery)
- Command Post Tray (pens, etc.)
- Site Emergency Plan
 - Tables & chairs (if Site Command Post is outdoors)
- Job Description Clipboards
- Bull horn
- Staff rosters (2 sets)
- District emergency radio
- Copies of Forms

Start-Up:

- Assess type and scope of emergency.
 - Determine threat to human life and structures.
- Implement Site Emergency Plan**
 - Develop and communicate an Incident Action Plan (Form #1) with objectives and a time frame to meet those objectives.
 - Activate functions (assign positions) as needed.
 - Fill in Form #6 Site Incident Command Team Assignment Form as positions are staffed.
 - Appoint a backup or alternate Site Incident Commander in preparation for long-term operations.

During Event:

- 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 staff, campus as needed. (Site Status Report)
 - Develop and communicate revised incident action plans as needed.
- Authorize release of information.
 - Utilize your back up; plan and take regular breaks, 5-10 minutes each hour, relocate away from the CP.
 - Plan regular breaks for all staff and volunteers. **Take care of**

your caregivers!

- Release staff as appropriate per district guidelines. By law, during a disaster, the staff will become “Disaster Service Workers.”
- Remain on and in charge of your site until redirected or released by the Office of the Superintendent.

After:

- Authorize deactivation of sections or units when they are no longer required.
- At the direction of the Office of the Superintendent, 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, timekeeping records, 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.

Section: Command
Position: Safety Officer

Primary: Tim Bagby

Alternate: Angela Saucedo

Reports to: Site Incident Commander

Staffing

Characteristics: It is common for the Site Incident Commander to carry out these duties. A separate position checklist is here in the event the Site Incident Commander needs to assign the duties to another individual.

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

Special Equipment:

- Hard hat (if available)

During Event:

- 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 Site Incident Commander advised of your status and activity and on any problem areas that now need or will require solutions.

Section: Command

Position: Public Information Officer

Primary: Natalie Alli

Alternate: Angela Saucedo

Reports to: Site Incident Commander

Staffing

Characteristics: It is common for the Site Incident Commander or the District's Communications Office to carry out these duties. A separate position checklist is here in the event the Site Incident Commander needs to assign the duties to another individual.

Responsibility: Staff, students, parents and 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 acts as the official spokesperson for the school site in an emergency situation. If the District's Communications Officer is available, he/she will be the official spokesperson. A school site-based Public Information Officer should only be used if the media is on campus and the District's Communications Officer is not available or forthcoming.

Special Equipment:

- Battery operated AM/FM radio
- Marking pens
- Scotch tape/masking tape
- Forms:
 - Public Information Release Worksheet (Form #12)
 - School Accountability Report Card (Form #13)
- Scissors
- School site map(s) and area map(s):
 - 8-1/2 x 11 handouts
 - Laminated display
- Tape recorder and tapes

Start-Up Activities:

- Determine a possible "news center" site as a media reception area

- (located away from the Site Command Post and students). Get approval from the Site Incident Commander.
- Identify yourself as the “Public Information Officer” (vest, visor, sign, etc.)
 - Consult with District’s Communications Officer to coordinate information release.
 - Assess situation and obtain statement from the Site Incident Commander. 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.

During Event:

- Keep up-to-date on the situation.
 - Statements must be approved by the Site Incident Commander 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 and 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 Site Incident Commander.
 - Ensure announcements and other information is translated into other languages as needed.
 - Monitor news broadcasts about incident. Correct any misinformation heard.

Section: Command
Position: Liaison Officer

Primary: Natalie Alli

Alternate: Angela Saucedo

Reports to: Site Incident Commander

Staffing

Characteristics: It is common for the Site Incident Commander to carry out these duties. A separate position checklist is here in the event the Site Incident Commander needs to assign the duties to another individual.

Responsibility: 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.

During Event:

- Brief Agency Representatives on current situation, priorities and incident action plan.
- Ensure coordination of efforts by keeping Site Incident Commander informed of agencies' action plans.
 - Provide periodic update briefings to Agency Representatives, as necessary.

Section: Operations Position: Operations Chief

Primary: Eduardo Rodriguez

Alternate: Iza Bergado

Reports to: Site Incident Commander

Staffing

Characteristics: The Operations Chief should be a staff member familiar with the site and be trained in response skills.

Responsibility: The Operations Chief manages the direct response to the disaster, which can include Site Facility Check & Security Unit, Search & Rescue Unit, and First Aid & Medical Unit.

Special Equipment:

- Search & Rescue equipment
- Maps: See Crisis Response Box

During Event:

- 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 arrives, brief them on the situation, and assign them as needed.
 - Coordinate Search & Rescue operations. Appoint Search & Rescue Team Leader to direct their operations, if necessary.
- As information is received from operations staff, pass it on to Situation Analysis and/or the Site Incident Commander.
 - Inform the Site Incident Commander regarding tasks and priorities.
 - Make sure that Operations staff is following standard procedures, utilizing appropriate safety gear, and documenting their activities.
 - Schedule breaks and reassign Operations staff within the section as needed.

Section: Operations

Position: Site Facility Check & Security

Primary: Maria Barajas

Alternate: Iza Bergado

Reports to: Operations Chief

Staffing

Characteristics: Building Safety Supervisor or others familiar with the site's facilities.

Responsibility: Controls utilities, restricts access to unsafe areas and communicates damage to the Site Incident Commander. Also assists with traffic control for public safety vehicles, parent pick-up and the media.

Special Equipment:

- Hard hat
- Work gloves
- Whistle
- Master keys
- Bucket or duffel bag with goggles
- Flashlight
- Dust masks
- Yellow caution tape
 - Shutoff tools — for gas & water (crescent wrench)

Start Up Activities:

- Check condition and take along appropriate tools.

During Event:

- As you do the following, observe the campus and report any damage by radio to the Site Command Post.*
 - Lock major external doors appropriate for the situation.
 - 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 Site Command Post.
 - Post yellow caution tape around damaged or hazardous areas.
 - Verify that campus is “locked down” and report same to Site Incident Command Post.
- Advise Site Incident Command Post 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.
- Direct traffic of vehicles of parents, public safety, and media on and off campus as appropriate.

Section: Operations
Position: Search & Rescue Team Leader

Primary: Tyler Poteet

Alternate: Marie Surquia

Reports to: Operations Chief

Staffing

Characteristics: Trained in Search & Rescue

Responsibility: Check the site for damage, rescues victims, establishes and directs Search & Rescue Teams as needed, reports campus situation to the Operations Chief.

Special Equipment:

- Search & Rescue Team Member Backpack (See Form #11 for complete list)

Start-Up Activities:

- You must be wearing sturdy shoes and long sleeves.**
- Put batteries in flashlight.
 - First to arrive assumes role of Team Leader and obtains a briefing

from the Operations Chief, noting known fires, injuries, or other situations requiring response.

- **Teams should be assigned based on available manpower, minimum 2 persons per team. The District recommends the following standards for establishing Search & Rescue Teams: Elementary School and Administrative Facilities with <500 = 2 Teams; Middle Schools and Administrative Facilities with 500-1000 = 4 Teams; and Senior High School and Administrative Facilities with >1000 = 6 Teams**

During Event:

- **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.**
- Report gas leaks, fires, or structural damage to Site Command Post 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 Site 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 Site Command Post. Do not use names of students or staff. Follow directions from Site Command Post.
- Record exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead) Report information.
- Keep radio communication brief and simple. No codes.

Section: Operations

Position: Search & Rescue Team

Primary: Tyler Poteet

Alternate: Marie Surquia

Reports to: Search & Rescue Team Leader

Staffing

Characteristics: Trained in Search & Rescue

Responsibility: Check the site for damage, rescues victims, reports campus situation to the Search & Rescue Team Leader.

Special Equipment:

- Search & Rescue Team Member Backpack (See Form #11 for complete list)

Start-Up Activities:

- You must be wearing sturdy shoes and long sleeves.**
- Put batteries in flashlight.
 - First to arrive assumes role of Team Leader and obtains a briefing from the Operations Chief, noting known fires, injuries, or other situations requiring response.
 - Teams should be assigned based on available manpower, minimum 2 persons per team. The District recommends the following standards for establishing Search & Rescue Teams: Elementary School and Administrative Facilities with <500 = 2 Teams; Middle Schools and Administrative Facilities with 500-1000 = 4 Teams; and Senior High School and Administrative Facilities with >1000 = 6 Teams**

During Event:

- 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.**
- Report gas leaks, fires, or structural damage to Site Command Post 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 Site 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 Site Command Post. Do not use names of students or staff. Follow directions from Site Command Post.
- Record exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead) Report information.
- Keep radio communication brief and simple. No codes.

Section: Operations

First Aid & Medical Team Leader

Primary: Casey Stockton

Alternate: Marie Surquia

Reports to: Operations Chief

Staffing

Characteristics: Trained as a leader in providing emergency medical and psychological aid.

Responsibility: Leader to team providing emergency medical response, first aid, and psychological, or CISM counseling.

Special Equipment:

- Marking pens
 - First Aid Supplies: Stretchers, Blankets, Vests (if available), Quick reference medical guides
- Tables & chairs
- Ground cover/tarps
 - Forms: Notice of First Aid Care Given Form (Form #8)
- Medical Treatment Victim Log
- Morgue supplies:
 - Tags
 - Vicks Vapor Rub
 - Pens/Pencils
 - Plastic tarps
 - Plastic trash bags
 - Stapler
 - Duct tape
 - 2" cloth tape

Start-Up Activities:

- Establish scope of disaster with the Site Incident Commander and determine probability of outside emergency medical support and transport needs.
 - Request assistance from the District Crisis Response Team for psychological staff and student 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 & Medical Treatment 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 with staff trained in

CISM from the District Crisis Response Team.

- Establish the need for a temporary morgue. If a morgue is needed, establish an appropriate location in consideration of the following:
- 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.

During Event:

- 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 Logistics for staffing assistance.
 - If needed, request additional personnel from Logistics.
- Brief newly assigned personnel.
- Report deaths immediately to Operations Chief.
 - **After pronouncement or determination of death:**
 - **Do not** move the body until directed by Site Command Post.
 - **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 Site Command Post, who will attempt to notify law enforcement authorities of the location and, if known, the identity of the body. The law enforcement authorities 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.
- 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.

After:

- Conduct a Critical Incident Stress Debriefing for staff.

Section: Operations
Position: First Aid & Medical Team

Primary: Casey Stockton

Alternate: Marie Surquia

Reports to: First Aid & Medical Team Leader

Staffing

Characteristics: Trained in first aid and CISM

Responsibility: Works with a buddy to administer first-aid and arrange for transport of victims as necessary.

Special Equipment:

- First-aid supplies (See Section Five)
- Marking pens
- Stretchers, blankets, vests (if available)
- Quick reference medical guides
 - Tables, chairs, ground cover/tarps, medication from health office
 - Forms: Notice of First Aid Care Given Form (Form #8), First Aid & Medical Treatment Victim Log (Form #3)

Start-Up Activities:

- Obtain & wear personal safety equipment including latex gloves.
- Use approved safety equipment and techniques.
 - Check with First Aid & Medical Team Leader for assignment.

During Event:

- Administer appropriate first aid.
- Keep accurate records of care given.**
- Continue to assess victims at regular intervals.
 - Report deaths immediately to First Aid & 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 Site Incident Command Post 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.

After:

- Clean up First Aid & Medical Treatment Area. Dispose of hazardous waste safely.
 - Assist in the Critical Incident Stress Debriefing for the staff

Section: Operations
Position: Assembly Area

Primary: Casey Stockton

Alternate: Bridgit Hayes

Reports to: Operations Chief

Staffing

Characteristic: Trained in managing large groups of students

Responsibility: Ensure the care and safety of all students on campus (except those who are in the First Aid & Medical Treatment Area).

Special Equipment:

- Ground cover and tarps
- First aid kit, water, food, sanitation supplies
 - Student activities: books, games, coloring books, etc.
- Forms:
 - o Student Accounting Form (Form #7)
 - o Notice of First Aid Care Given Form (Form #8)

Start-Up Activities:

- Request additional personnel, if 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.

During Event:

- Monitor the safety and well-being of the students and staff in the Assembly Area.
- Administer minor first aid as needed.
 - Support the Release Gate Unit 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 Public Information Officer.

Section: Operations

Position: Request Gate

Primary: Sarai Godoy

Alternate: Tarah Marcus

Reports to: Operations Chief

Staffing

Characteristics: School staff or volunteers

Responsibility: Assure proper processing of reunification requests at the Request Gate. Also, process requests from volunteers.

Special Equipment:

- Stapler
- Box(es) of Emergency Cards
- Signs: Parent Request Gate
- Empty file boxes to use as out boxes
- Forms:
 - Student Release Form (Form #5)
 - Volunteer Assignment List (Form #9)

Start-Up Activities:

- Secure area against unauthorized access. Mark gate with sign.
- 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 or guardians outside of fence at Request Gate. Assign volunteers to assist.
- Ensure an adequate distance between the Request Gate and the Release Gate.

During Event:

- 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 the Supply, Facilities, and Staffing Unit. If they are not registered (do not have badges), register them at the Request Gate.

Reunification Procedures:

- Requesting parent or guardian 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 or guardian 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 Notice of First Aid Care Given Form with the runner.
- Runner walks student(s) to Release Gate.
 - Runner hands paperwork to staff at Release Gate.

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 First Aid & Medical Treatment Area.
 - "**Missing**" if student was in school but now cannot be located.
- Runner takes Student Release Form to the Site Command Post.
- Site Command Post 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 the Site Command Post for verification.**

Section: Operations

Position: Release Gate

Primary: Tarrah Marcus

Alternate: Bridgit Hayes

Reports to: Operations Chief

Staffing

Characteristics: School staff or volunteers

Responsibility: Assure proper reunification of student with parent or guardian at the Release Gate.

Special Equipment:

- Stapler
- Signs: Parent Release Gate
 - Empty file boxes to use for processed Student Release Forms

Start-Up Activities:

- Secure area against unauthorized access. Mark gate with sign.
- Set up Release Gate away from the Request Gate.
- Assign volunteers to assist, as needed.

During Event:

- 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 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 Notice of First Aid Care Given Form with the runner.
- Runner walks student(s) to Release Gate.
 - Runner hands paperwork to staff at Release Gate.
- 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 Form, 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 First Aid & Medical Treatment Area.
 - "**Missing**" if student was in school but now cannot be located.
- Runner takes Student Release Form to Site Incident Command Post.
- Site Incident Command Post 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 Site Incident Command Post 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 First Aid & Medical Treatment Area.
 - If student was marked absent, parent will be notified by staff member.

SECTION FIVE FORMS

#1 Incident Action Plan
#2 Position Log
#3 First Aid & Medical Treatment Victim Log #4 First Aid & Medical Team Supplies
#5 Student Release Form
#6 Site Incident Command Team Assignment Form #7 Student Accounting Form
#8 Notice of First Aid Care Given Form #9 Volunteer Assignment List
#10 Site Status Report
#11 Search & Rescue Recommended Supplies #12 Public Information Worksheet

Form #1 - INCIDENT ACTION PLAN

PREPARED BY

INCIDENT NAME *(i.e. Fire, Flood, Earthquake)* **DATE & TIME PREPARED** *(ICS Documentation)*

INCIDENT OBJECTIVE *(Big picture objective, i.e: Evacuate or Shelter students)*

OPERATIONAL PERIOD *(Time period set to achieve current objectives and report back –from beginning date and time to end date and time)*

CURRENT OBJECTIVES *(Simple, achievable-within- time-frame objectives)*



WEATHER FORECAST FOR OPERATIONAL PERIOD
Form #2 - POSITION LOG

TIME SITUATION RESPONSE INITIAL
Form #3 – FIRST AID & MEDICAL
TREATMENT VICTIM LOG

(Used by the First Aid & Medical Team at the First Aid & Medical Treatment Area)

Site Name _____ Date _____

Name Triage Tag # Triage Category Transported To; Released time 1. D I d

_____ 2. D I d _____ 3. D I

d _____ 4. D I d _____ 5. D I

d _____ 6. D I d _____ 7. D I

d _____ 8. D I d _____ 9. D I

d _____ 10. D I d _____ 11. D

I d _____ 12. D I d _____ 13.

D I d _____ 14. D I d _____

_____ D (Delayed) _____ I (Immediate) _____ d (Deceased) Completed by

_____ Time _____

Delivered to _____ (title) at Site Incident
Command Post

Form #4 – FIRST AID & MEDICAL TEAM SUPPLIES

The District recommends that each First Aid & Medical Team have two members and that the following number of teams be maintained:

*Elementary School and Administrative Facilities with <500 = 2 Teams
Middle Schools and Administrative Facilities with 500-1000 = 4 Teams
Senior High School and Administrative Facilities with >1000 = 6 Teams*

- 4 x 4" compress: 1000 per 500 students
- 8 x 10" compress: 150 per 500 students
- Kerlix bandages: 1 per student
- Ace wrap: 2-inch: 12 per campus and 4-inch: 12 per campus
- Triangular bandage: 24 per campus
- Cardboard splints: 24 each, sm, med. lg.
- Steri-strips or butterfly bandages: 50 per campus
- Aqua-Blox (water) cases (for flushing wounds, etc.): $0.016 \times \text{students} + \text{staff} = \# \text{ cases}$
- Hydrogen Peroxide: 10 pints/campus
- Bleach - 1 small bottle
- Antiseptic Hand Gel or Packets
- Stretchers or backboards: use on-site supplies from the Nurse's Office or create transport devices by utilizing such things as blankets or doors off hinges - 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 and 2" cloth: 24 per campus
- Dust masks: 1 per student and staff
- Disposable blanket: 10 per 100 students
- First Aid Books: 2 standards and 2 advanced per campus
- Space blankets: 1 per student and staff

Form #5 – STUDENT RELEASE FORM (delivered by runner)

Please Print

Student's Name _____

Teacher _____ Grade _____

Requested by _____

To be filled in by Request Gate Staff

Proof of I.D. _____ Name on Emergency Card _____
(yes) (no)

**Student's Status
To be filled in by Teacher**

Sent with runner _____ Absent _____ First Aid _____ Missing _____

To be filled in by Release Gate Staff

Proof of I.D. _____ Name on Emergency Card _____
(yes) (no)

To be filled in by Requester at the Release Gate

Requester's Signature _____

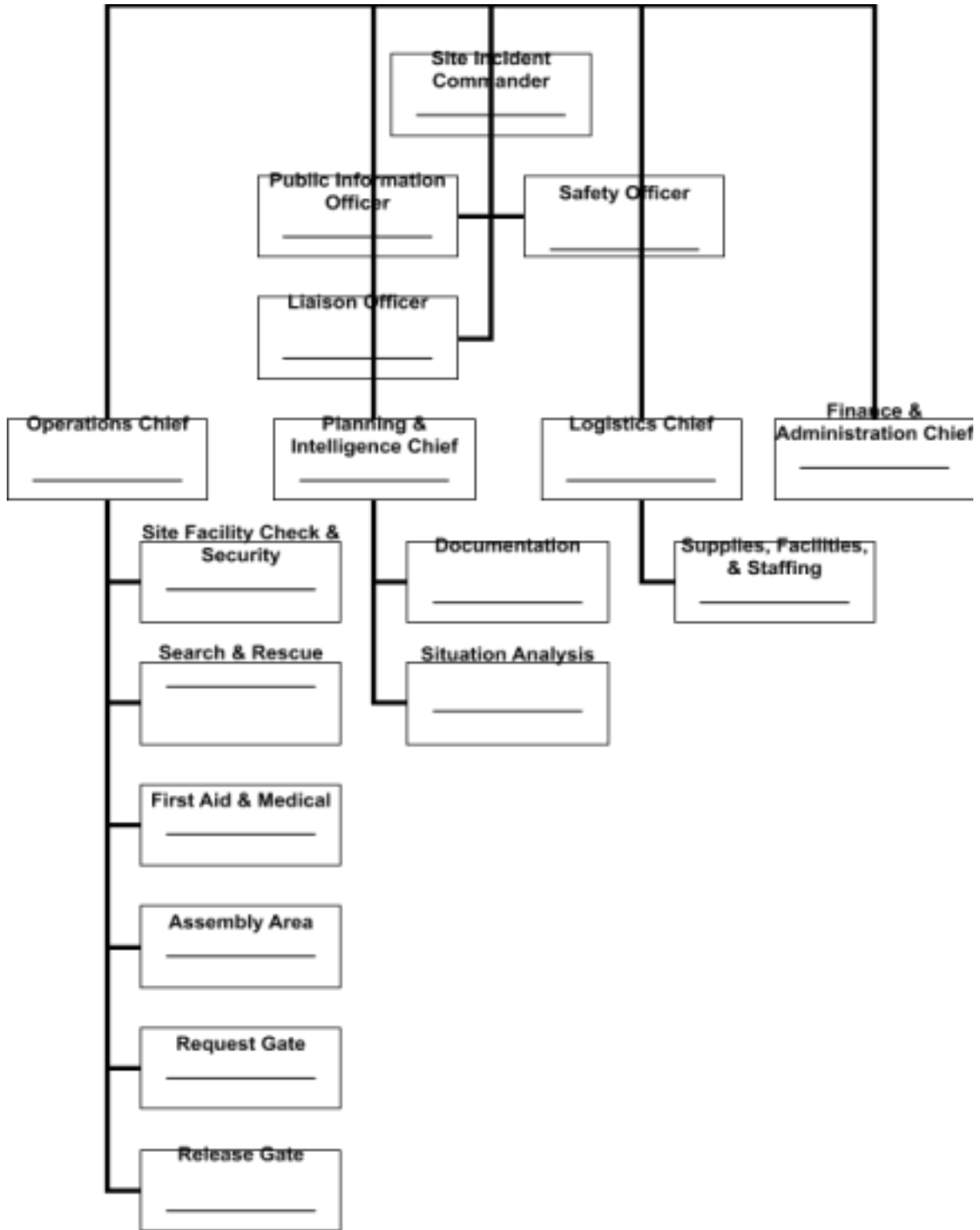
Destination: _____

Date: _____

Time _____

Give the student's Out-of-State Contact number to the person picking up the student.

**Form #6 – SITE INCIDENT COMMAND TEAM
ASSIGNMENT FORM**



Form #7 - STUDENT ACCOUNTING FORM Room _____

Number: _____ Date: _____ Enrolled per Register: _____

Reported by: _____

Not in School Today: _____

Received by: _____

Present Now: _____

1. Students or classroom volunteers elsewhere (off campus, left in room, other location, etc.)

Name Location Problem

2. Students on playground needing more first aid than you can handle:

Name Location Problem

Additional comments: (report fire, gas/water leaks, blocked exits, structural damage, etc.) _____

Form #8 - NOTICE OF FIRST AID CARE GIVEN

DATE:

SCHOOL: _____

Dear Parent,

_____ was injured at school and has been given first aid.

If you feel further care is necessary, please consult your family physician. Nature of

Injury: _____

Destination (if not presently on site): _____

Transporting Entity (if not presently on site): _____

Time of Transport: _____

Additional
Information _____

Please sign to release the student to your care.

SIGNATURE OF PARENT/GUARDIAN

SIGNATURE OF SCHOOL REPRESENTATIVE

Note: Keep this form with your school's medical treatment records. Do not send this home with the student.

Form #9 - VOLUNTEER ASSIGNMENT LIST

Volunteer Name/Address/Phone Time Position

1. _____

2. _____

3. _____

4

5.

6.

Form #10 - SITE STATUS REPORT

TO: _____ FROM: _____

LOCATION: _____

DATE: _____ TIME: _____ PERSON IN CHARGE at site: _____

Message via: 2-way Radio Radio Telephone Messenger EMPLOYEE/STUDENT

STATUS

Abse	ed		<u>Others</u>	(away
Injur			#Sent to	from site)
# Being	superv	<u>Students</u>	hosp/med.	#
nt	ised	<u>Site Staff</u>	Dead Missi ng	Relea sed to parent s
			Unaccounted for	

STRUCTURAL DAMAGE - check damage/problems and indicate location(s)

√ Damage/Problem Location(s)

Gas leak

Water

Fire

Electrical

Communications

Heating/cooling

other:

other:

MESSAGE: (include kind of immediate assistance required; can you hold out without assistance/how long?; overall condition of campus, neighborhood & street conditions; outside agencies on campus and actions; names of injured, dead, missing and accounted for ASAP)

Form #11 SEARCH & RESCUE RECOMMENDED SUPPLIES

The District recommends that each Search & Rescue Team have two members and that the following number of teams be maintained:

Elementary School and Administrative Facilities with <500 = 2 Teams

Middle Schools and Administrative Facilities with 500-1000 = 4 Teams

Senior High School and Administrative Facilities with >1000 = 6 Teams

Member Supplies

- Backpack
- Work Gloves
- Helmet
- Identifying Vest
- Safety Goggles
- Flashlight (with extra batteries)
- Personal First Aid Kit
- Water
- Whistle
- Marker Pens
- Pocket Knife
- Duct Tape
- Utility Shut Off Tools
- Note Pad and Pen
- Cyalume Sticks (light sticks)
- Walkie - Talkie

Team Supplies

- Fire Extinguisher 3-A:40-B:C
- Pry Bar 36"
- Axe
- Sledge Hammer 5-8 lb.
- Bolt Cutter

Form #12 – PUBLIC INFORMATION WORKSHEET

Check off, fill in, and cross off as appropriate

___ Name of School Site: _____

___ Date: _____ Time: _____

NOTE: If this is used as a script, read only those items checked. Make no other comments.

(School Name) _____ has just experienced a(n)

___ The (students/staff) [(are being) or (have been)] accounted for.

___ No further information is available at this time.

___ Emergency Medical Services [(are here) or (are on the way) or (are not available)].

___ School Police/Local Police [(are here) or (are on the way) or (are not available to us)].

___ Fire Department/paramedics [(are here) or (are on the way) or (are not available to us)].

_____ [(are here) or (are on the way) or (are not available)].

___ Communication center(s) (is/are) being set up at _____ to answer questions.

___ Communication center(s) for families of students and employee/s (is/are) being set up at _____ to answer questions about individual students and staff and re-unification plans.

___ Injuries have been reported at _____ and are being treated at the site by (staff/professional medical responders). (#) _____ reported injured.

___ Students have been taken to a safe area, _____, and are with [(classroom teachers/staff) or (_____)].

___ (insert #) Students/Staff have been taken to the local emergency room for treatment of serious injury.

___ Families of injured students/staff should go to the emergency room at _____.

___ Confirmed deaths have been reported at _____. Names cannot be released until families have been notified.

___ Structural damage has been reported at the following sites:

_____.

___ Release restrictions: ___ No ___ Yes

If yes, what?

Released to the public as Public Information Release # _____

Date/Time: _____

Section 32282.(2)(A) *Child Abuse Reporting*

America's Finest Charter School has a responsibility to protect students by prompt reporting of known and suspected incidents of child abuse and neglect. School employees are obligated to report all known or suspected incidents of child abuse and neglect in accordance with the law. Employees will not investigate any suspected incidents but rather cooperate fully with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect.

Mandated reporters include but are not limited to teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrators, and all other employees of America's Finest Charter School.

Reasonable suspicion means that based upon facts, a reasonable person in a similar position, drawing on his/her training and experience, may suspect child abuse or neglect.

Parents/guardians may file a complaint with the Director or Board of Education, against a school employee or other person whom they suspect has engaged in abuse of a child at a school site.

IV. STUDENT CODE OF CONDUCT

32282.(2)(H)

In order to provide an effective, safe, focused and enjoyable learning environment, America's Finest Charter High School has behavioral expectations for all students. The following is an outline of what is expected for our students and consequences for misconduct. Students are to adhere to the AFCHS Code of Conduct at all times.

1. I will treat everyone with courtesy and respect.
2. I will treat personal and school property with respect.
3. I will help create and maintain a positive and safe environment.
4. I will come to school prepared for learning.
5. I will act responsibly and accept consequences for my actions.
6. I will connect and contribute to the community and world around me.
7. I will strive to make my community safe, healthy learning environment for all.

Respect for Self and Others

America's Finest Charter High School students, parents and guardians, and staff are expected to respect others and support and teaching and learning. Prohibited behavior by any member of this community includes using offensive language, ignoring a staff request, disrupting the learning process, disrespecting a staff member, employing intimidation, threatening another with physical or other harm, slander, sexual harassment or misconduct, lying, theft and fighting. Anyone engaging in prohibited behavior may be subject to discipline including the possibility of being subject to an expulsion hearing.

Dress Code

32282.(2)(F)

America's Finest Charter High School enforces a dress code to foster a professional and respectful school environment. The dress code is in effect from the time students arrive to school and until they leave. The dress code applies to field trips, site visits, academic internships, and other school-related activities, unless the supervising adult informs the students otherwise. **No article of clothing may have patches, frayed material, or language/content deemed inappropriate by the school administration.** Students who are in violation of the dress code will be required to change their clothes and wear loaner clothes.

Acceptable

Shirts (T-shirts, polos, button downs, AFCHS apparel)

Pants (Any color, slacks)

Jeans with no frays, patches or holes

Shorts, skirts, dresses (no shorter than mid-thigh)

Leggings, jeggings, or tights (as long as they are paired with a top, skirt, or dress that is mid-thigh in length.

Jackets, sweaters, sweatshirts, track jackets jean jackets

Shoes: Must be close-toed and have a back (for safety reasons no sandals or flip-flops are allowed)

Head Covers: Other than religious head covers, all other forms of hats or headdress should not be worn inside school or during class time. **This includes hoods of hoodies.**

Unacceptable

Indecent exposure of any kind (midriffs, low-cut tops, large rips in jeans, etc..) Clothing that leaves your midsection, back, chest, shoulders or undergarments exposed Skirts, dresses and shorts that are shorter than mid-thigh, with or without leggings/tights/stocking underneath.

Spaghetti straps

See through shirts of any kind, unless paired with an acceptable top underneath

Pajamas

Inappropriate content of any kind

Hats, beanies or caps in class

Sandals, flip-flops

Clothing that exposes undergarments

Personal Property

Students are only permitted to use cell phones or other mobile communication devices outside of the instructional day or when permitted by the faculty for instructional purposes. During the instructional day, cell phones must be kept off and out of sight. We strongly recommend that parents and students communicate during non-school hours to confirm personal plans and/or arrangements and advise the school in writing when necessary. A detention may be issued if students use the cell phones on campus without permission. In addition, the phone can be confiscated for unauthorized use, and must be picked up by a parent or guardian.

For discipline regarding cell phone issues see the AFCHS Code of Conduct Discipline Matrix.

Aerosol sprays, deodorants and perfumes are not permitted on campus. This includes before and after school and at any school-related function such as games, dances, field trips, etc. If found, these items will be confiscated and sent to the office. The student's parent or guardian will be required to pick the item up from the office in order for it to be released.

America's Finest Charter High School is not responsible for lost or damaged personal items. Students bring these items to school at their own risk.

Academic Honesty

America's Finest Charter High School values academic honesty and ethical behavior in the learning environment in order to promote honesty, courtesy, consideration and integrity. Cheating is defined as the act of attempting to obtain credit for academic work not one's own, or assisting others in doing so. Cheating includes copying from another's test, submitting plagiarized work, submitting work previously graded without approval by the faculty member accepting the work, altering grades or aiding another student who is cheating. Plagiarism in any form is a severe school violation. This includes direct duplication by copying another's work, whether from a book, article, website, video, another student's assignment, a test, or any other source. Paraphrasing another's work so closely that the essential meaning and form should be credited to someone else. Piecing together sections of the work of others into a new whole and producing assignments in conjunction with other people which should be your independent work.

For discipline regarding Academic Honesty see the AFCHS Code of Conduct Discipline Matrix.

Bullying and Harassment

32282.(2)(E)

Bullying is not tolerated at America's Finest Charter High School. Students should report any type of harassment/bullying by other students to a teacher, counselor, or principal. Harassment/bullying includes threats, name calling, intimidation, hazing, inappropriate touching, cyberbullying, gestures, symbol display or verbal/non-verbal/written communication that makes a student feel uncomfortable

or unsafe even if the person engaging in such behavior does not feel he/she is harassing/bullying. This includes harassment/bullying of a racial, sexual, or non-sexual nature. Students who engage in bullying will receive consequences according to the guidelines set forth in this handbook and the provisions of this charter.

For discipline regarding Bullying and Harassment see the AFCHS Code of Conduct Discipline Matrix.

Vandalism/Damage to School Property

All students are expected to treat the school property with care and respect. No one is to injure, destroy, or trespass on school property. Parents and guardians will be responsible for paying for any damage done to the building by their child. Writing or spray painting, inappropriately on or around campus, carving on school furniture/fixtures, mishandling a book, damaging technology, destroying equipment are all infringements on the right of the AFCHS community. **For discipline regarding Vandalism and Damage to School Property see the AFCHS Code of Conduct Matrix.**

Controlled Substance/Drugs/Alcohol/Tobacco

Unlawfully possessing, using, selling, being under the influence of or otherwise furnishing to others a controlled substance or alcoholic beverage, or intoxicant of any kind, at any school activity or on any school district or adjacent property, is considered to be a threat to the educational process.

For discipline regarding Controlled Substance/Alcohol/Tobacco see the AFCHS Code of Conduct Matrix.

Prohibited Items

Students may not bring the following items on campus:

Weapons of any kind, including items that appear to be weapons, could be used as weapons or are toy weapons.

Drugs or drug paraphernalia

Tobacco or tobacco-related items
Vaporizers or vaporizer related items

Aerosol sprays of any kind

Guns, knives, Tasers, explosives, or weapons of any type are not permitted in the school, on the campus, or at school functions on or off the school premises. Violations may lead to a recommendation for expulsion. Items that appear to be weapons are prohibited.

DISCIPLINE

32282.(2)(I)

Consequences for negative behavior choices will include:

- Verbal warning
- Teacher-student conference
- Parent phone call
- Campus beautification
- Service assignment
- Behavior contract
- Parent meeting
- Parent shadow
- Home visit
- Class suspension
- Saturday School
- Class Suspension
- In School Suspension
- Out of School Suspension
- Expulsion

Consequences may or may not proceed in this order

School Service Hours

Service hours may be assigned by an administrator or teacher for not adhering to the school's code of conduct. Service assignments vary in length depending on the behavioral issue. Teachers may organize, assign and conduct their own detention or service assignments in their classrooms.

Suspension and Expulsion

32282.(2)(C)

Students who present an immediate threat to the health and/or safety of others or themselves may be immediately suspended and later expelled by the Board of Directors upon recommendation of the Director or the Principal. America's Finest Charter High School policy is to provide all students an opportunity for due process in conformity with applicable federal law regarding students with exceptional needs.

The decision to suspend a student will be at the discussion of the Principal. All suspensions will be served at home unless otherwise noted on the suspension letter. A student who commits a school violation may be sent home for the remainder of that school day and for the next consecutive school day(s) depending on the circumstance of the suspension. The school shall call a suspension meeting in which a plan will be set out to support the student upon their return to school. The administration and/or counselor will be responsible for designing an appropriate behavior intervention plan. If the student or the parents fail to comply with the recommendations made by the team, the student will become eligible for expulsion. All disciplinary interventions enacted by the school will be done in accordance with the provisions set forth in the schools' approved charter documents and, in the case of special education students, will conform to procedure outlines in the Individuals with Disabilities Education Act (IDEA).

When a student is suspended from school, the parent and student must meet with school

administration before the student is allowed to return to class. School administration has the discretion to suspend a student for up to five days depending on the severity and the frequency of the student's behavior.

32282.(2)(D)

All staff are notified when a potentially dangerous pupil is returning to school or may be present the following day. All staff are trained as to what the plan is for this student and have the opportunity to ask questions for clarity. The safety of all at school is a high priority for AFCHS

Appeals Process

All discipline may be appealed using the following procedures:

Classroom consequences may be appealed to the school administration, who has final judgment over these consequences.

Suspensions and other administrative consequences can be appealed to the executive Director, who has final judgment over these consequences.

Expulsion proceedings will be handled by an expulsion panel, as outlined in the school's Charter.

Visitors

32282.(2)(G)

For the protection of the students and the security of the school, ALL visitors and volunteers are required to check-in through our School Office and provide a valid form of government-issued ID. There is only one door used throughout the school day and the doors are checked periodically throughout the day to ensure campus security.

Progress Reports

Progress reports are sent home mid semester or on an as needed basis. In short, if a student is failing or is in danger of failing a class, a progress report will be sent home. Otherwise, it is the responsibility of the parent to know each student's grades through the use of Illuminate.

Participation Privilege

Participation in any extracurricular activity such as ASB events, drama, and athletic activities is a privilege. Students must be in good standing with the school having fulfilled the obligations outlined in the student handbook.

To ensure that the possibility of disruption sometimes caused by involvement in athletics or activities is minimized the school adopts the following guidelines regarding student athletic and activity eligibility:

Academic Standards

A student must have a 2.0 GPA AND
Passing grades in all but one class

Academic Suspension from Student Activities

If a student accumulates more than one “F” at any time during the student’s involvement in athletics or activities the student is immediately suspended from participation in the sport or activity until it has been recorded on Illuminate that the student has passing grades in all of their classes but one.

Academic Probation for Student Activities

Administration has the discretion to place a student who failed to maintain the academic standards in a previous semester on probation for the following semester in order to encourage students to reach their academic potential.

Students who have two or more F’s are considered to be at risk and will not be allowed to participate in extracurricular activities until such time as the grades improve. An Ineligibility List will be kept by school administration and updated every two weeks. Students will be notified on the last day of the week as to their status. Ineligibility for activities will begin immediately until the student brings their grades up to the necessary standard. **V. Student Activities**

The student body has elected Associated Student Body officers who will conduct elections for the balance of their association the first week of school. All student activities are to go through the ASB officers and the Principal. Dances, athletics, and all other student sponsored events are to go through the ASB.

AFCHS encourages students to begin clubs. If you are interested in starting a club, send an email to the Principal stating the club’s purpose, how it relates to the school’s purpose, and the details of when the club will meet and which adult will be sponsoring the club.

Athletics is an important part of growing as an individual. AFCHS has applied to become a CIF-San Diego Section School and will be CIF approved in 2019-2020. In the meantime, we will be offering soccer, basketball and track at a competitive level.

AFCHS DISCIPLINE MATRIX CODE OF CONDUCT

It is the responsibility of every student and parent to know the code of conduct and for students to follow this code. By doing so, students will be productive and successful members of the learning community. AFCHS students are expected to be safe, orderly and respectful of the rights of others.

DRUGS AND ALCOHOL

Students confronted with any situation regarding drugs/alcohol/tobacco are expected to walk away and:

1. Report the incident to an administrator;
2. Not accept any drugs, alcohol or dangerous objects;
3. Immediately report to administrator if something has been placed on person or in personal belongings.

School Code and California Ed Code

Alcohol or illegal drugs are not allowed on any part of campus including parking lots or at any school related activity regardless of location. Students may not unlawfully possess, use, sell or otherwise furnish or be under the influence of, or unlawfully offer, arrange, or negotiate to sell, any controlled substance, drug paraphernalia, alcoholic beverage or intoxicant of any kind. Nor can students sell, deliver, or otherwise

furnish to any person another liquid substance or material and represent the liquid, substance or material as a controlled substance, alcoholic beverage or intoxicant. school and police or sheriff involvement.

First Consequence

Second Consequence

Up to five day suspension. Could include police or sheriff involvement. If sales, automatic referral to AFCS Board of Directors for expulsion from

Three to five day suspension and automatic referral to AFCS Board of Directors for expulsion from school. Possible involvement of police or sheriff department.

SMOKING, POSSESSION OF TOBACCO OR SMOKING PARAPHERNALIA

School Code and California Ed Code

Students may not possess or use tobacco or any product containing tobacco or nicotine. Nor may students possess or unlawfully offer, arrange or negotiate to sell any

smoking paraphernalia. All vaping products are prohibited.

First Consequence

Second Consequence

Up to five day suspension. Could include police or sheriff involvement. If sales, automatic referral to AFCS Board of Directors for expulsion from school and police or sheriff involvement.

Three to five day suspension and automatic referral to AFCS Board of Directors for expulsion from school. Possible involvement of police or sheriff department.

WEAPONS

School Code and California Ed Code

Use or possession of any dangerous

object is prohibited. Students may not possess, sell or otherwise furnish any firearm or knife, or any explosive or other dangerous object (including laser pens or other sharp objects.) Nor may students possess an

imitation firearm meaning a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. Nor may students possess an imitation or any

form of a knife on campus.

**First
Consequence**

Up to five day suspension and possible referral to AFCS BOD. Could include police or sheriff involvement.

**Second
Consequence**

Three to five day suspension and automatic referral to AFCS Board of Directors for expulsion from school. Probable involvement of police or sheriff department.

FIGHTING/HARASSMENT/BULLYING/HAZING

Students experiencing harassment or intimidation are expected to do the following to avoid an altercation and disciplinary action:

1. Walk away
2. Report the incident to an administrator
3. Seek help from a teacher, campus security, counselor or administrator to resolve the situation.

**School Code and
California Ed Code**

Fighting, harassment, bullying or intimidation are not tolerated. Students may not cause or attempt to cause or threaten to cause physical injury to another person or willfully use force or violence upon the person of another. Students may not harass, threaten or intimidate any student who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that

pupil from being a witness or retaliating against that student or being a witness, or both. Nor may students engage or attempt to engage in any form of hazing.

**First
Consequence**

Could include police or sheriff involvement.

**Second
Consequence**

Three to five day suspension and automatic referral to AFCS Board of Directors for expulsion from school. Possible involvement of police or sheriff department.

Up to five day suspension and possible referral to AFCS BOD.

LEWD CONDUCT/PORNOGRAPHY

**School Code and
California Ed Code**

Any display or any form of lewd conduct or possession or viewing of pornography of any type will not be tolerated. Students may not commit an obscene act or engage in the use

of profanity or vulgarity, which includes cursing. Students may not access inappropriate materials on the school Google account or send inappropriate messages to other

students, this includes inappropriate language and cursing.

**First
Consequence**

Up to five day suspension and possible referral to AFCS BOD. Could include police or sheriff involvement.

**Second
Consequence**

Three to five day suspension and automatic referral to AFCS Board of Directors for expulsion from school. Possible involvement of police or sheriff department.

ROBBERY, THEFT, AND EXTORTION

**School Code and
California Ed Code**

Students may not commit or attempt to commit robbery, theft or extortion nor may students steal attempt to

steal school or private property.

**First
Consequence**

Up to five day suspension and possible referral to AFCS BOD. Could include police or sheriff involvement.

Second

Consequence

Three to five day suspension and automatic referral to AFCS Board of Directors for expulsion from school. Possible involvement of police or sheriff department.

DAMAGED/STOLEN SCHOOL/PRIVATE PROPERTY

**School Code and
California Ed Code**

Students may not cause or attempt to cause damage, or steal or attempt to steal, school or private property. Restitution will be required for all damaged/stolen property and

charges may be filed with the sheriff or police department.

**First
Consequence**

Up to five day suspension and possible referral to AFCS BOD. Could include police or sheriff involvement.

Second

Consequence

Three to five day suspension and automatic referral to AFCS Board of Directors for expulsion from school. Possible involvement of police or sheriff department.

THROWING FOOD/OBJECTS

**School Code and
California Ed Code**

Students may not cause or attempt to cause damage to school or private property including throwing objects.

Students may not throw food or drinks at

**First
Consequence**

Up to five day suspension and possible referral to AFCS BOD.

Could include police or sheriff involvement.

**Second
Consequence**

Three to five day suspension and automatic referral to AFCS Board of Directors for expulsion from school. Possible involvement of police or sheriff department.

other students. Saturday School Up to five days suspension

School Code and California Ed Code

Students may not disrupt school activities or otherwise willfully and continually ignore or defy the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.

Student gambling in any form is not
DEFIANCE

First Consequence

Up to five day suspension and possible referral to AFCS BOD. Could include police or sheriff involvement.

Second Consequence

Three to five day suspension and automatic referral to AFCS Board of Directors for expulsion from school. Possible involvement of police or sheriff department.

School Code and California Ed Code

GAMBLING

First Consequence

Second Consequence

permitted on campus. Saturday School One to three day suspension. **TARDINESS**

School Code and California Ed Code

Timeliness to class is an essential aspect of academic success. Students who are not in class at the start of class are deemed tardy. Students who are more than 30

minutes late to any class are deemed truant.

First Consequence Up to 5

tardies = Detention

Second Consequence

10 Tardies = Saturday School 15 or more tardies = Saturday School, parent conference and potential referral to AFCHS BOD

School Code and California Ed Code

Truancy is defined as: a student who is found off campus or out of class during the school day without a hall pass. Truancy also includes a student who is 30 minutes or more

TRUANCY

late to school or a student who is out of school without a legally recognized reason.

First Consequence

Saturday School and possible referral to the sheriff's department

or police.

Second Consequence

One to three day suspension and possible referral to police.

ELECTRONIC DEVICES

School Code and California Ed Code

Students are discouraged from bringing any type of electronic device to school. When found in use and/or disruptive to the learning environment, they will be confiscated and turned into

administration. Please see the specific cell phone policy in the Personal Property section of the handbook.

First Consequence

Warning. Device taken and returned to

student at the end of the school day.

Second Consequence

Device is taken and returned to student at the end of the day. Detention is issued.

Third Consequence

Device is taken for 24 hours and returned only to the parent. Parent is notified when phone is confiscated and a meeting is set up

ACADEMIC DISHONESTY

School Code and California Ed Code

Plagiarism, cheating or falsification will not be tolerated by any teacher in any subject. For examples
STUDENT AGREEMENT FORM

of each of these see the Student Handbook regarding this particular issue found under School Discipline.

First Consequence

Student will serve Saturday

School and use the time to redo the assignment correctly.

Second Consequence

Student will receive an F on BOD, may be instituted. the assignment and serve Saturday School.

Third Consequence

Student will fail the entire course and further action, such as suspension or referral to the AFCHS

As a student at America’s Finest Charter High School, I have read the student handbook and will do my best to follow the guidelines and expectations.

Student Printed Name Date

Student Signature Date

Parent Signature Date

I have been issued a school Chromebook and a set of headphones. I understand and agree that the Chromebook and headphones issued to me are my responsibility. If there is damage to either item, I realize that I may need to pay a fine to either replace or repair either of these items. The Chromebook and headphones are to stay on campus at all times.

Student Printed Name Date

Student Signature Date

Parent Signature Date

Compliance Checklist for Comprehensive School Safety Plan

externalfile:drive-3fdf608a89d62a9314d7f0d8170ac79366bdcf30/root/schoolsafetyplanchklist.pdf