

1. Command “DROP” or “GET DOWN UNDER DESKS” is given by a teacher when an explosion is heard.
2. If an explosion occurs within the building, or threatens the building, **STUDENTS AND STAFF SHALL IMMEDIATELY EVACUATE.**
3. Sound the fire alarm.
4. Move to an area of safety (according to the evacuation route posted near the door in each room).
5. Maintain control of students and keep your class together.
6. Take roll and notify evacuation coordinators whether you are “all clear” or whether there are any students who are missing or injured.
7. **STUDENTS AND STAFF SHALL NOT RETURN TO THE BUILDING UNLESS EMERGENCY SERVICE OFFICIALS DECLARE THE AREA TO BE SAFE.**

EXPLOSIONS

All students must wear clothing, which is neat, clean and safe. Clothing should promote the health and welfare of the wearer. Student dress, personal appearance and conduct are required so as not to distract the disciplinary control of the staff or interfere with learning process. No gang-related apparel is allowed. Students wearing inappropriate items or not meeting the standards set forth will be sent home, or their parents/guardians will be asked to bring them a change of clothing. The second dress code violation will be referred to the District Discipline Matrix.

The follow items are not to be worn or displayed:

- Clothes that promotes illegal activity, tobacco, drug or alcoholic products or sexually suggestive
- Buttons, badges, pictures, hats, jewelry and insignias that are disruptive
- Excessively baggy/large trousers, pants and overalls with loose straps, belts
- Sagging or bagging pants, pants must be worn at the waist
- Wallet chains or long key chains
- Clothing that is tight fitting, excessively revealing, or which shows the bare midriff
- Spaghetti straps, backless halter-tops, bathing suit tops, tube tops, shirts with excessively low armpits or necklines
- Shorts that are too short. Length of shorts must be mid-thigh or longer
- Boys must keep shirts on and buttoned, unless a full t-shirt is worn underneath
- Hats may be worn outdoors only and must be removed before entering buildings
- Bandannas and hairnets
- Bare feet or shoes without back straps (K-5 Std). Sport sandals may be worn in grades 6-12
- Shoes with cleats, spikes, steel toes or excessive high heels
- Large body piercing ornaments, except small pierced earrings worn in the ear
- Cosmetics/hair that distract from the educational process (i.e. spray painted hair, painting of the face, glitter in the hair)

DRESS CODE

SAFE INGRESS/EGRESS TO SCHOOL GROUNDS

Maricopa Unified School District has sidewalks leading to/from the school through the main gate on Stanislaus Street. This is the safest route to/from the school campus. Crosswalks are available along this street and a signal-crosswalk across Hwy. 166 should be used.

CAMPUS EVACUATION

A life-threatening situation will dictate this decision. This decision is made only when safety purposes demand that the entire campus must be evacuated. The site to which to evacuate will be determined by the locations and nature of the situation or accident, the presence of fire, smoke, fumes or the potential for explosion, the wind direction and speed, and the conditions of the evacuation route. The campus may be used by public agencies during community emergencies.

SITES TO BE USED:

Taft College, Taft High School, or other site determined by Superintendent

When a campus evacuation is announced via intercom:

- Lead your class to the designated exit site
 - If no site is announced, go to the Baseball field for more instructions
- Keep your class together, whether on bus, other transportation, or walking

When at the evacuation site:

- Take roll
 - Document time, date, and your signature
- Report role to evacuation coordinator or an administrator
- Keep your class together until further instructions are given by administration, law enforcement, or emergency personnel

Dismissal will occur only after all students have been accounted for

- Students will not be dismissed to leave.
- Students must be signed out by a parent or guardian unless they are 18 years old.
- A listing of all students in the school will be brought by school secretaries to the evacuation site. This listing will be updated quarterly.

SAFE INGRESS & EGRESS / CAMPUS EVACUATION

If Indoors, Immediately:

- Instruct the students to **TAKE COVER / DROP / HOLD**.
- Wait for the shaking to stop before giving further instructions.

If Outdoors during an earthquake, Stay outdoors:

- Move to an open area away from buildings, trees, fallen wires, etc.
- Do not enter any building until it was determined to be safe.

If On the School Bus:

- Driver will pull off road, set brakes, parking away from buildings and wires. Students will lean forward and place faces in laps.

After shaking has stopped:

1. **CHECK FOR INJURIES.** Do not move seriously injured persons unless they are in immediate danger of injury. Cover injured with blankets or coats. Give or get first aid help.
2. **EVACUATE THE BUILDING.** Do this when the earthquake is over. An emergency evacuation route to the Baseball field is posted near the door and at the back of this guide. Special consideration should be given to exit routes.
3. **DO NOT RUN,** particularly on stairways. Students and staff should wear shoes at all times.
4. **DO NOT RETURN TO BUILDINGS FOR ANY REASON UNTIL THEY HAVE BEEN DECLARED SAFE.**
5. **MOT Staff** will be posted and will be responsible for locking gates all entrances to ensure that no one re-enters the site or buildings except for fire/police.
6. **TAKE ROLL.** Report missing and/or injured students, along with their location, to the evacuation coordinator (administration).
7. **CHECK FOR HAZARDS** and notify site administrator.
8. **AVOID TOUCHING ELECTRICAL WIRES,** which may have fallen.

EARTHQUAKE

ALERT/RUN/HIDE/BARRICADE/FIGHT

1. ALERT: RECEIVE NOTIFICATION BY INTERCOM OR RADIO OR HEAR GUN

FIRING: "ACTIVE INTRUDER ON CAMPUS" and give location if known.

All staff should use radio, intercom or phone to alert and provide information on intruder's location to help everyone know best options for student safety.

2. LOCK DOWN / BARRICADE: Staff member makes decision based on information where the active intruder is located on campus. If in doubt Lock down and Barricade in place until the staff member believes that it is safer not to stay in classroom and to move students to another location.

3. MOVE STUDENTS: If and when Staff believes SAFEST action is to move students away from Intruder to another classroom or building, gym, locker-room, MOT building or off campus into the community and find a safe location at Fire Dept., or at a home.

4. FIGHT: Only as needed, but DO NOT SEEK OUT THE INTRUDER. If intruder is attempting to enter the room, staff should arm themselves and the students with any items (fire ext., whiteboards, chairs, etc.) found in the room to throw at the intruder to distract and intimidate. Direct students to also yell and scream at intruder!

5. LISTEN FOR THE "ALL CLEAR"

This announcement will be made BY INTERCOM.

IGNORE BELLS, DO NOT AUTOMATICALLY EXIT YOUR CLASSROOM IN THE EVENT OF SCHOOL BELL OR FIRE ALARM. TEACHER WILL MAKE DECISION.

When the all clear is given, instructions will also be given if an evacuation is necessary.

DISTURBANCES / RIOTS

- 1. Administration will make an "All Call" campus wide for students to return to class.**
- 2. If a LOCKDOWN is ordered, please refer to those procedures.**
- 3. All students and staff should be contained in buildings.**
- 4. All doors, windows and gates leading in or out of the site should be secured.**
- 5. Only authorized personnel are to be allowed in or out of the site.**
- 6. Activate "DROP/TAKE COVER" as needed.**
- 7. If school closure is to occur, the students should assemble in or near the Baseball field and the procedures for check out covered in "CAMPUS EVACUATION" section are to be followed. Students are only to be released to their parents (with proper identification) from a single site, and should not be allowed to walk home or leave with a parent unless the appropriate school personnel have cleared the student to leave.**
- 8. The Kern County Sherriff Department works in close coordination with all local law enforcement agencies to maintain the safety of all MUSD staff and students.**

ACTIVE INTRUDER THREAT / DISTURBANCES & RIOTS

1. RECEIVE NOTIFICATION BY INTERCOM:

- “This is a lockdown. All classrooms should be locked. Do not open the doors or leave the classroom unless directed to do so by an administrator, police officer, or campus security.”

2. GET STUDENTS TO A SAFE PLACE:

- In a classroom or building
- PE Teachers should get students into locker area or gym
- Away from windows
- Maintain order in the classroom

3. LOCK THE DOORS

- Once a lockdown is ordered, do not allow students to leave the classroom, even if the regular bell sounds to dismiss class.
- Instruct students to lie on floor, turn off lights, and close any shades or blinds if safe to do so

4. KEEP THE DOORS LOCKED

- If an ALL CLEAR has not been given, you should never open the doors.
- Those responsible for opening the doors will have keys (administration, security or police).
- **DO NOT OPEN YOUR DOOR FOR ANYONE EXCEPT AN ADMINISTRATOR OR LAW ENFORCEMENT.**

5. KEEP PHONE LINES OPEN

- If someone is seriously hurt, call the office or use a cell phone to call 911.
- During a real lockdown the office will be in communication with law enforcement.
- Make every effort to keep school phone lines clear except for cases involving a real emergency.

6. LISTEN FOR THE ALL CLEAR

- This announcement will be made BY INTERCOM.
- **IGNORE BELLS, DO NOT LET STUDENTS EXIT YOUR CLASSROOM IN THE EVENT OF SCHOOL BELL OR FIRE ALARM.**
- When the all clear is given, instructions will also be given if an evacuation is necessary.

OTHER IMPORTANT ITEMS:

- Will special bells ring or secret codes be used? **NO. LISTEN ONLY TO THE INTERCOM or RADIO ANNOUNCEMENTS**
- Where do PE students go? **THE NEAREST SAFE LOCATION YOU CAN LOCK.**
- What about during lunch? **GET AS MANY STUDENTS INTO THE TEA ROOM OR INTO A CLASSROOM IF ON PLAYGROUND. LOCK THE DOOR. ONCE IT'S LOCKED, DON'T OPEN IT.**
- What about fire alarms? **UNLESS YOU SEE SMOKE OR FIRE, IGNORE THEM AND WAIT FOR THE ALL CLEAR.**
- What about injuries? **GIVE IMMEDIATE FIRST AID & NOTIFY THE OFFICE AND/OR 911 IF IT IS A LIFE THREATENING EMERGENCY**
- When do we take roll? **AS SOON AS POSSIBLE AND ANY TIME YOU MOVE LOCATIONS.**

LOCKDOWN / SECURE PERIMETER

BOMB THREAT

When a Bomb Threat is received, the following procedures are offered as guidelines:

1. Person receiving the call should:

- Speak calmly and keep the caller on the line as long as possible. Ask the caller to repeat the message and make written notes of every word spoken by the caller.
- Listen closely to the voice of the caller to determine caller's age, sex, accent, speech impediment, education, background noise, etc.
- Immediately after the caller hangs up, notify the Superintendent of the call.

2. A decision will be made by the administration whether or not to evacuate.

- If a bomb is located, special evacuation procedures will be put in place and announced by intercom and campus security

3. If the Superintendent chooses not to evacuate, but instead to monitor closely the area, checking for suspicious items, the following protocol should be followed.

- A search of the school will be conducted by MOT and Staff and law enforcement designees. If a strange/suspicious object is discovered, do not touch or move it. Report its location and description to administration and/or law enforcement. Station a person outside of the danger area but as close as is reasonable to warn others away from the general area.
- The Superintendent will again be responsible for deciding whether or not to evacuate.
- If a bomb is found, or if there is strong evidence that there may be a bomb on campus, the bell system, intercom system, two-way radios and cell phones should be avoided and staff members will be sent to all classroom to provide directions.
- All personnel should carefully check their area and report any suspicious packages/items.

4. It is understood that each bomb threat has a separate set of variables. Therefore, this outline is to be used only as a guide. An administrator's response will change as the variables change. The best ally in such cases is a cool head and common sense.

TEACHER NOTIFICATION OF DANGEROUS PUPILS

California Education Code 49079 requires that school districts inform any teachers and counselors when, based on records maintained by the district or received from law enforcement, it has information that, during the three previous school years, a pupil has engaged in, or is reasonably suspected to have engaged in, the following criminal or disruptive conduct at school, while going to or from school, or during a school sponsored activity:

- Causing, attempting, or threatening physical injury to another;
- Possessing, selling, or otherwise furnishing a firearm, knife, or other dangerous object;
- Possessing, using or selling illegal drugs, alcohol, or drug paraphernalia;
- Committing or attempting to commit robbery or extortion;
- Damaging or attempting to damage school property;
- Stealing or attempting to steal school or private property;
- Committing an obscene act or engaging in habitual profanity or vulgarity;
- Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties;
- Knowingly receiving stolen school or private property.

BOMB THREAT / NOTIFICATION OF DANGEROUS PUPILS

A student may be subject to suspension or expulsion (per Ed. Code 48900) when it is determined that he/she:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance or material and represented same as controlled substance, alcohol beverage or intoxicant
5. Committed or attempted to commit robbery or extortion
6. Caused or attempted to cause damage to school property or private property
7. Stole or attempted to steal school property or private property
8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products.
9. Committed an obscene act or engaged in habitual profanity or vulgarity
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties
12. Knowingly received stolen school property or private property
13. Possessed an imitation firearm, i.e., 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
14. Committed or attempted to commit a sexual assault as defined in Penal Code 261- 289, or committed a sexual battery as defined in Penal Code 243.4
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness
16. Made terrorist threats against school officials and/or school property

A student in grades 4 through 12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

17. Committed sexual harassment as defined in Education Code 212.5
18. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 33032.5
19. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment

GROUNDS FOR SUSPENSION / EXPULSION

District programs and activities shall be free from discrimination, including harassment, intimidation, and bullying, with respect to physical or mental disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, and sexual orientation.

The Maricopa Unified School District Board of Education shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision. The schools may provide girls and boys with separate shower rooms and sex education classes in order to protect student modesty. In physical education, when objective standards have an adverse effect on students because of their gender, race, ethnic group or disability, other standards shall be used to measure achievement and create comparable educational opportunities.

The Board prohibits intimidation, harassment or bullying of any student by any employee, student or other person in the District. Staff shall be alert and immediately responsive to student conduct, which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Students who harass or bully other students shall be subject to appropriate counseling and discipline, up to and including expulsion. An employee who permits or engages in harassment or bullying may be subject to disciplinary action, up to and including dismissal.

Any student who feels that he/she is being harassed or bullied should immediately contact the principal or designee. If a situation involving harassment is not promptly remedied by the principal or designee, a complaint can be filed in accordance with administrative regulations. The Superintendent or designee shall determine which complaint procedure is appropriate.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by pupil or group of pupils as defined in 48900.2-48900.4. directed toward one or more pupils that has or can be reasonably predicted to cause a reasonable pupil to have the effect of one or more of the following:

1. Fear of harm to person or property
2. Experience a substantially detrimental effect on physical or mental health
3. Experience a substantial interference of academic performance
4. Experience a substantial interference of ability to participate from school services, activities or privileges

The Board of Trustees prohibits sexual harassment in the educational environment by any person in any form. Sexual harassment is in violation of federal and state laws, including Title VII of the Civil Rights act of 1964 and Title IX of the Education Amendments of 1982.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: (E.C. 212.5)

Repeated or unwarranted verbal or physical advances, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone in the educational environment which are offensive or objectionable to the student or which cause the student discomfort or humiliation, or which interfere with the student's performance, are prohibited. Action will be taken when necessary to eliminate such practices or remedy their effects. Students who engage in such harassment may be subject to disciplinary action up to and including expulsion

**Incident Commander /
Public Information Officer
Superintendent**

- Call 911
- Establish Radio Communication With Teams
- Account For All Students/Staff/Visitors
- Call Board President
- Direct Safety And Security Efforts
- Support Emergency Vehicles & Efforts
- Support Reunification Efforts
- Communicate With Press As Needed

Operations / Logistics

MOT Supervisor

- Bring Emergency Supplies To Baseball Field
- Set Up First Aid Location
- Send Out Search Team
- Turn Off Utilities (as needed)
- Support First Aid/Search Teams
- Plan Transportation Off-Campus (as needed)
- Survey Damage To Buildings-Report to Supt.

Planning / Intell / Finance

D.O. Admin. Secretary

- Support Supt. Actions
- Collect Information & List Times/Actions For Later Reports
- Call Resources For Support (Counseling, Pastor, Construction, Etc.)
- Finance Allocations & Documentation

First Aid Team

**HS Tech. Coordinator
PE/Health Teacher**

- Safe Sheltered Area For Temp. First Aid Center Or Outside Area?
- First Aid Supplies
- Give First Aid To Most Needy, Then Less Needy
- Support Emergency Teams When They Arrive (EMT/Fire/Ambulance)
- Set-Up Morgue Area (as needed)

Search Team

**8-hr. Maint./Driver
6-hr. Custodian/Driver**

- Search All Rooms /Spaces
- Use Green Tape On Doors-All Clear
- Radio Help / Team Member Gives First Aid, Stays With Injured
- 2 Members Start On H.S. School Side
- 2 Members Start On Elem. School Side
- Radio Supt. When All Clear

Accountability Team

**Counselor /
All Teachers / Aides
(Not on Teams)**

- Move Students To Baseball Field
- Take Roll/Report To School Sect.
- Buddy-Up Classrooms So Needed Team Members Can Report For Duty
- Keep Students Calm
- Have HS Students Transport Students To Pick-Up Gate When Contracted
- Only Release To Parents Or Persons On Card

Security Team

**8-hr. Grounds/Driver
8-hr. Custodian
Library Aide
Sp. Ed. Aides**

- Lock All Gates
- 1 Person-Main Gate
- 1 Person-Direct Traffic Away From School At Stanislaus/Elk Horn St. Allow Emergency Vehicles To School
- Direct All Parents To Wait At Walking Gate At D.O. /San Joaquin St. For Student Pick-Up
- Help Keep Order

Shelter Team

Food Service Staff

As Needed:

- Set-Up Water Station
- Provide Food/Snacks
- Set-Up Latrines Or Plan Restroom Breaks
- Plan For First Overnight Arrangements
- Plan For Multi-Days With Some Staff/Students

Communication/Parent

**Team
HS Secretary
TK-8 Secretary
Bookkeeper**

- Take All Student Release Information /Set-Up Table At Release Gate
- Parents To Wait At Walking Gate At D.O. San Joaquin St.
- Team Radio To Teachers πArea / HS Students Transport Students To Release Gate For Pick-up