



EDUCATION ELEVATED



THE PRENTICE SCHOOL HANDBOOK 2021-2022

Revised July 2021

The Prentice School

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It is the parent's and student's responsibility to read, understand, and acknowledge all policies outlined in The Prentice Handbook.

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INTRODUCTION TO PRENTICE

Prentice is an independent, nonprofit, nonpublic (NPS), co-educational school for children who learn differently. Prentice is accredited to serve students in grades K-8.

The Prentice School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, or other school-administered programs. State laws and school policies further provide that The Prentice School does not discriminate on the basis of religion, ancestry, marital status, sexual orientation, genetic characteristics or information, gender expression or identity, medical condition, political belief or affiliation.

Our Vision

To be a model of excellence for educating students who learn differently.

Our Mission

To provide an innovative education, a nurturing environment, and a path to success for students who learn differently.

The Prentice school is accredited by the Western Association of Schools and Colleges (WASC) and is also certified by the California Department of Education as a Nonpublic School (NPS). This means students eligible for an Individualized Education Program (IEP) may be placed at Prentice by their local public school district through the IEP team process and the district may assist with covering the cost of tuition.

Prentice Schoolwide Learner Outcomes (SLOs)

Be a good citizen

Follow all school rules

Treat others with respect and kindness

Be a critical thinker

Think about your choices and make the best possible decisions

Share your ideas through classroom participation and completing school work

Be a creator and innovator

Develop all of your skills including academic, physical, and artistic

Think about better ways of solving problems

Be an effective communicator and collaborator

Use expected eye contact, facial expressions, personal space, and posture when talking or listening

Use active listening skills that show that you are paying attention and understanding instruction/directions

Develop writing skills to share your creativity, intellect, and understanding of concepts

Work to help support others in teams

Be a self-directed learner

Show organizational skills

Ask for help only after using different ways to solve a problem

Tell others what you need to be successful

Complete all work

Come to school on time daily

Use strategies taught to you that make learning easier for you

Be technologically proficient and responsible

Use technology to help you learn

Practice Internet safety

THE PRENTICE CORE EDUCATIONAL PROGRAM

Excellent Education:

As an accredited and State certified program, The Prentice School follows California standards for the core curriculum. The Prentice program focuses on a holistic approach to develop and maximize each child's strengths and abilities. Our program puts an equal emphasis on academic, social and emotional growth. Content and focus areas include:

- English Language Arts: Reading, Vocabulary, Spelling, Grammar, Handwriting, and Oral and Written Expression
- Structured Literacy (Orton Gillingham and Language Comprehension)
- Mathematics
- Science
- Social Studies/History
- Physical Education
- Executive Functioning
- Social Emotional Learning/Social Thinking
- Electives and/or Enrichment

Accommodations & Modifications to Standards, including Modified Grades:

Accommodations for students do not fundamentally change standards, but accommodations allow for equal access through alternative means to standards, curriculum, and instruction. Accommodations are embedded in our daily instruction and overall program. If a student requires substantial changes in instruction to access state curriculum standards, modified instruction will be used. Final grades may be modified to reflect accommodations and modified instruction. Some students may require modified instruction if they are not able to access grade level curriculum in a certain content area.

Curriculum:

The Prentice School uses state-adopted, standards-based textbooks for our core curriculum. A listing of all textbooks is available for public review and reported annually to the California Department of Education.

Leveled Instruction & Classroom Placement:

Multiple factors are considered in the placement of a student. These factors include a student's academic level, balancing class size, teacher input, assessment data, and the dynamics of a classroom. While students are placed in their age-appropriate homerooms, Prentice levels students into small groups for instruction whenever possible in order to create more targeted instructional interventions. During small group leveled reading, math, and writing a student may receive instruction from a classroom teacher other than their regularly assigned homeroom teacher. Parents will receive written notification by the classroom teacher when their child's leveled group is changed. Final classroom assignments are at the sole discretion of the Administration.

Field Trips and Science Camps:

**Field trips and science camps may be suspended due to COVID-19.*

In order to enrich classroom studies, classes may take field trips to locations related to the instructional program. Additionally, Junior High students participate in outdoor education camps that primarily focus on science and nature. Off-site field trips and overnight camps help students make connections between what they are doing in the classroom and everyday life. Social skills development and leadership opportunities gained through these field trips strengthen self-awareness and encourage healthy decision-making strategies. Prentice does its best to cover the cost of field trips and outdoor science camps. In certain situations, however, field trips/camps may be associated with an additional cost paid by the parent.

Homework Policy:

All homework at The Prentice School will be assigned at the student's independent reading and math levels. The amount of homework assigned to a student will depend on their grade level and independent skill level. The purpose of homework is to reinforce skills learned at school by providing practice at home. The ultimate goal of homework at Prentice is to foster executive function skills. If you desire additional homework or more of an individualized homework plan, please reach out to your homeroom teacher. The amount and type of homework varies by grade level.

- Unfinished classwork may be assigned as additional homework.
- Throughout the year, additional projects will be assigned and may serve as a substitute for the regularly assigned homework.
- If any additional accommodations or modifications need to be made to homework, please schedule a meeting with your teacher and the Director of Program.

Parent Homework Responsibilities:

- Create and establish homework routines (time, place, etc.) and help student with time management/weekly planning
- Allow child to work as independently as possible
- Communicate to teacher if child needs extra support or if they are able to complete homework (either email or a note)
- Know your students homework expectations

Student Homework Responsibilities:

- Show effective effort and attempt challenges
- Complete it as independently as possible
- Hand-in work you are proud of and communicate with teacher if it is unfinished or missing
- Try first and persevere even if it's hard

Teacher Homework Responsibilities:

- Communicate homework expectations to students and parents
- Assign homework that reinforces and practices already taught skills
- Modify homework for individual students

Nightly Homework Guidelines (Monday-Friday):

Grades 1, 2, & 3	20-30 minutes
Grades 4, 5 & 6	30-45 minutes
Grades 7 & 8	45-60 minutes

Testing & Grading:

Standardized, criterion-referenced, teacher-made and curriculum-based measurements are used for the purposes of grouping students, determining mastery of subject, progress monitoring, and compiling report card grades.

Consent for Assessment:

Parents are hereby notified that enrollment into The Prentice School constitutes full consent to participate in all regular assessments and evaluations. Parents are informed that assessment findings will be included in their son/daughter's cumulative record, are available to parents, and may be used without student personal identification for public posting of archival data, compliance reporting, and research analysis.

Testing Accommodations:

All informal and formal assessments will be administered in small groups or 1:1 when applicable. If you wish for your child to receive additional testing accommodations, please reach out to the Director of Program in writing no later than 2 weeks prior to a testing window. Additional accommodations will be approved by the

Director of Program and communicated to parents and teachers. Please refer to your child's classroom teacher for testing dates.

Progress Updates & Conferences:

Students make progress at different rates throughout the school year. The Prentice School does not guarantee a student will make a specific amount of progress in a specific amount of time. Many things impact a student's academic progress and performance, including but not limited to cognitive abilities, attentional issues, severity of learning disability and co-occurring disorders, attendance, and motivation.

The Prentice School is on a semester reporting system. There will be set parent conferences held throughout the year. Additional conferences may be arranged with your child's teacher. Teachers may be reached by telephone before 8:00 a.m. and after 3:15 p.m. at (714) 538-4511 or by email.

Report Card Grades:

The Prentice School uses a Standards Based Report Card. The standards are supported by Common Core standards for each grade level that focus on developing the critical-thinking, problem-solving, and analytical skills students will need to be successful. The standards also provide a way for teachers to measure student progress throughout the school year and ensure that students are on the pathway to success. A Standards-Based Report Card reflects the student's:

- Current proficiency level of standards taught during that semester.
- Work in relation to the standards that apply to his/her grade level.
- Work habits and behaviors reflecting student skills necessary to be a successful learner.

Because students are working on different areas of the standards throughout the year, and because expectations increase over time, students' grades may vary from grading period to grading period.

A new student who begins at Prentice with less than 20 days remaining in a grading period will not receive a report card for that grading period. Parents and students can access real-time feedback on grades and homework through FACTS. Parents should check FACTS regularly to obtain uploaded grade information, missing assignments and discipline report information. Any questions regarding grades or assignments should be communicated with your teacher.

ADDITIONAL SCHOOL RESOURCES

(FEE FOR SERVICE)

Tutoring Services:

The Prentice School offers tutoring for students on campus after school hours. To receive more information on tutoring services, please contact Pam Gordon, Tutoring Coordinator at 714-244-4600. Prentice will do its best to fulfill tutoring service requests. However, our ability to do so is based on teacher availability.

Individual Assessment:

Parents may submit a request in writing to the Director of Program for individual testing by the Speech/Language Pathologist or Occupational Therapist. The fee for individualized assessments beyond what is offered through the core program can be obtained through the Business Office. The parents of a student participating in an individualized assessment will receive a written assessment plan for parent review input and consent prior to the start of any individual assessment.

Support Services:

The Prentice School is committed to supporting students in the classroom and with additional services. We have a robust support services program including counseling, speech and language services, occupational therapy, and parent workshops. Fee schedules for individual or group sessions are available through the Business Office. Please note that school-based counseling provided by our on-site Marriage and Family Therapist is available on an as-needed basis and is at the discretion of the therapist. Students will only be able to receive counseling services after an initial intake consultation is completed by the student and the parent. If the student's needs are appropriate for school-based counseling, and if the therapist has appointments available, student sessions will be scheduled. This service is not associated with an additional fee.

ATTENDANCE

Compulsory Attendance:

**Please refer to the Safe at Prentice guidelines for absences related to COVID-19.*

The Prentice School complies with California Education Code for full-time compulsory education. It is the legal responsibility of parents or guardians to see that their school-age children are enrolled and attending school every weekday. Repeated absences can have a negative impact on your child's academic progress. The following absences will be excused with notification from parents:

- Illness
 - In collaboration with the Orange County Department of Education, The Prentice School would like to provide families with clear educational guidelines as to when to keep children home from school. For more details visit www.ocde.us.
- Quarantine
- Funeral service of a member of the immediate family
- Medical or dental services
- Any testing, IEP related activity, or visitations connected to placement in another school
- Religious observances
- Jury duty of family member (that might impact transportation)
- Court appearances

Reporting Absences:

When a student is absent for any reason, the parent/guardian is required to call the absence hotline at **714-538-4511** before 9:00 a.m. Please leave your name, your child's name, grade, teacher and reason for absence. If Prentice has not been notified by 9:00 a.m. on the day of the absence, the parent/guardian will be contacted by Prentice to verify the absence. After 72 hours, all uncleared absences will be recorded as unexcused. If your child has missed school due to a doctor's appointment, we ask that you provide a doctor's note to clear the absence.

Parents are asked to please notify the school if a child has a communicable disease such as COVID-19, head lice, measles, mumps, chicken pox, pink eye, etc.

Returning to School after an Absence:

**Please refer to the Safe at Prentice guidelines for returning to school for an absence related to COVID-19.*

Students who are absent due to vacation/travel may be required to quarantine for 10-14 days prior to returning to campus.

Students with temperatures, colds, viruses, or other communicable diseases should remain at home until they are fully recovered. Parents are responsible for:

- Immediately notifying the school if a student has a communicable disease.
- Keeping the student at home until he/she is free from fever, diarrhea, vomiting and other contagious symptoms for 24 hours prior to returning to school.
- Providing the school with a physician's note releasing the child to attend school after surgery or to go to the playground at recess with an injury requiring a cast, crutches or other similar medical support.
- Providing written clearance to return to school from the treated medical professional when a student has been absent five or more days.

Students will have the equal amount of days to make up any school work missed as a result of an excused absence (e.g. 2 days out = 2 days to make up the work). Parents should notify the teacher to request make-up work, or check Google Classroom for assignments if the child is missing multiple days.

Unexcused Absences:

All unexcused absences are unexcused absences. Five or more unexcused absences within a month may result in a letter to parents/guardians. Continual absences could result in a parent conference with Administration and an attendance contract may be developed. If a student has consecutive unexcused absences of 5 or more days, without contacting the school and without responding to the school's emails, texts or phone calls to inquire about the student's status, Prentice has the right to initiate a withdrawal procedure, terminating the enrollment contract. If a student has 10 or more absences in a semester and these absences are negatively impacting the student's learning, Prentice reserves the right to initiate a withdrawal procedure.

Tardies:

When a student enters a class late, it can be disruptive to the entire class, so we ask all parents to arrive at campus to drop off their students on time. A tardy is defined as not being in your assigned seat when classroom instruction begins.

Students will have a three minute line up bell at the start of the day to assist them in arriving to class on time. The first bell rings at 8:07 a.m. and school begins promptly at 8:10 a.m. When a student arrives late to school, the student must report to the front desk to obtain an admit slip before proceeding to class. A student who is tardy in excess of 30 minutes must present the Front Desk Receptionist with a written note signed by his/her parent/guardian stating the reason for tardiness.

According to California State Law, any student who is tardy in excess of 30 minutes daily for four or more days in one school year is considered truant and can be reported to the Attendance Office of the local school district. A student may be exited from The Prentice School if tardies exceed more than 10 in one semester

Request for Independent Study:

Family vacations are classified as unexcused absences unless the student is approved for Independent Study during that time. A request for Independent Study during a family vacation must be made in writing to the Director of Program at least five school days before the first day of the absence. If a written request is not made with a full five day notice, Prentice reserves the right to decline a request for Independent Study. All work must be completed and turned in upon the student's return to school in order to be given credit for the work and absences to become excused. When an Independent Study contract is developed and not completed, the work will be considered incomplete and assigned a failing grade unless the grades are cleared by the end of the semester.

Incomplete Grades Due to Habitual Truancy:

A student who is absent for 10 or more days per semester will receive an incomplete grade on a report card, unless tutoring has been implemented or other arrangements have been made in writing and approved by the Director of Program. The student will have up to one semester immediately following the semester in which they received an incomplete to make up the equivalent of missed work through tutoring or summer school. The classroom teacher will determine which make-up work is required to assign the final grade. All incomplete grades that are not cleared at the conclusion of the following semester will result in a final grade of an "F." A student who fails a class may be required to retake the class prior to enrolling in future classes. It shall be the responsibility of the parent and student to contact the teacher of record, coordinate missing assignments, and ensure that all required assignments are submitted before the final grade deadline. The teacher of record who issued the incomplete grade will support the student in this effort by determining the required make-up assignments needed to issue a final grade. Prentice offers parent-funded tutoring to support the student so that the student can be successful in completing any missing work.

Early Student Checkout:

**Please refer to the Safe at Prentice guidelines for taking a student out of school early during COVID-19.*

Students are not allowed to leave campus at any time during school hours unless signed out by an individual listed on the emergency contact form. If an early student checkout is required, the authorized individual must present himself/herself in the front office (not the classroom) to "sign out" the student before he/she can be

released. If someone other than the individual listed on the emergency contact form is picking up the student, he/she must present a signed note, email, or phone call from the parent or guardian and may be asked to present valid photo identification before the student will be released.

Early pick-up is NOT to be used as a way to circumvent the pick-up line. If a parent needs to pick up their child earlier than Prentice's designated dismissal time for an excused reason, please park the car, go to the front office, and sign out the student. The student will not be called from the classroom until the individual who is authorized to pick up the student arrives in the front office. If the student is being checked out prior to 12:00pm, it will either be considered an excused (ex. medical or dental appointment with doctor note) or unexcused (other) absence.

Please keep early departures to a minimum to avoid your child missing school work and to minimize class disruptions. Frequent absences from the classroom for any reason may negatively affect your student's schoolwork and academic progress.

The school assumes no liability in cases where students leave the premises in violation of the above policy.

Medical or Dental Appointments:

Medical and dental appointments should be arranged after school whenever possible. A written note from a parent/guardian is required for a student to be excused for a medical or dental appointment, and must be presented to the Front Office Receptionist on or before the day of the appointment. The Front Office Receptionist will then notify the teacher that the student is leaving early due to a medical or dental appointment. In order to be excused from the time away from school, the student must submit official verification from the doctor's office when returning to school after an appointment. Otherwise, the time away from school will be considered unexcused.

DRESS CODE/UNIFORM POLICY

All students are expected to wear proper school uniforms. It is the responsibility of the parents to ensure the student is in compliance with dress code. If a student is not in compliance, Prentice faculty or staff may send the student to the Front Office to call their parents to bring a proper uniform. In addition, repeated violations can result in a disciplinary referral and will be noted in the student's disciplinary record. **If a student requires accommodations to the uniform, please contact the Head of School or Director of Program.**

Uniforms:

The Prentice School is contracted with Vicki Marsha Uniforms as the sole provider of school uniforms. Unless otherwise authorized, all uniforms are to be purchased through Vicki Marsha only. It is the parent's responsibility to ensure that the uniform fits properly. No oversized, tight, or ripped/torn clothing is allowed. It is highly recommended that all uniform outerwear clothing be labeled with the student's name clearly printed on the inside of each garment. ***If your child requires an accommodation to their uniform, please contact Prentice Administration for permission.***

Vicki Marsha uniforms may be purchased through their website: www.vickimarsha.com (The Prentice School) or at their store: 5292 Production Dr., Huntington Beach, CA 92649
Phone Number: 714-895-6371.

Uniforms – Grades 1-5 Females:

- Navy blue, yellow, white, or forest green short sleeved polo shirts with school logo
- Navy blue, white or forest green long sleeved polo shirts with school logo
- White long or short sleeved oxford shirts with school logo – to be tucked in except in P.E.
- Navy blue or Khaki skorts, shorts or long pants
- Plaid Jumper
- Navy blue lycra modesty shorts to be worn under jumper
- Sweatpants or gym shorts from Vicki Marsha (to be worn on PE days only)
- Prentice Spirit t-shirt, purchased from Prentice (to be worn on PE days only)
- Optional: Vicki Marsha hair ribbons, headbands, scrunchies, socks, belts, mending patches, garment labels, baseball hats with school logo

Uniforms – Grades 6-8 Females:

- White, navy blue, yellow or forest green short or long sleeved polo shirts with school logo
- White long or short sleeved oxford shirts with school logo – to be tucked in except in P.E.
- Khaki or navy blue skort
- Plaid Skirt
- Khaki or navy blue shorts and slacks
- Navy blue lycra modesty shorts to be worn under skirt
- Sweatpants or gym shorts from Vicki Marsha (to be worn on PE days only)
- Prentice Spirit t-shirt, purchased from Prentice (to be worn on PE days only)
- **7th and 8th grade ONLY - TPS t-shirt, purchased through Prentice**
- Optional: Vicki Marsha plaid ties, hair ribbons, headbands, scrunchies, socks, belts, baseball hats with school logo, mending patches and garment labels

Uniforms – Grades 1-8 Males:

- Navy blue, yellow, white, or forest green short sleeved polo shirts with school logo
- Navy blue, white or forest green long sleeved polo shirts with school logo
- Navy blue, khaki shorts or long pants
- Sweatpants or gym shorts from Vicki Marsha (to be worn on PE days only)
- Prentice Spirit t-shirt, purchased from Prentice (to be worn on PE days only)
- **7th and 8th grade ONLY - TPS t-shirt, purchased through Prentice**
- Optional: Vicki Marsha socks, belts, mending patches, garment labels, baseball hats with school logo

Outerwear for All Grades:

- Navy blue, gray, or forest green sweatshirt with or without Prentice Eagle or logo
- Navy blue, gray or forest green cardigan or sweater
- Navy blue and forest green nylon hooded jacket with school logo
- Navy blue and forest green Polar fleece jacket with school logo
- Navy blue and forest green windbreaker with school logo
- Any solid color sweatshirt, sweater or jacket in navy blue, gray, or black without Prentice logo.

Uniform Rules:

- All shorts cannot be longer than the bottom of the knee.
- All shorts/skorts/skirts/jumpers cannot be shorter than 3 inches above the knee.
- All blouses should be worn tucked in at the waist.
- No skirt is to be rolled up at the waist and should be worn with modesty shorts underneath.
- Leggings are never acceptable as pants, only as tights under a dress or skirt. If worn, leggings should be solid in color (white, navy blue, gray, or black)
- No frayed hems allowed.
- All shoes must match or complement the school uniform. Shoes or socks that create a classroom/campus distraction will not be permitted. Students are required to wear closed toed shoes with backs – no open heel and shoes must remain on during school hours. Athletic shoes must be used during P.E.
- Hats and/or beanies are not permitted to be worn unless it is a Prentice-issued hat or a solid colored beanie (black, gray, navy blue). Hats/beanies must be removed inside the classroom.

Personal Affect Rules:

- Makeup must be natural in color and light in application & applied before coming to school.
- Light fingernail polish is permitted but must be applied before coming to school.
- Fake nails are not permitted.
- Make-up and fingernail polish products observed in the classroom will be confiscated and it is the parent's responsibility to pick up from the front office.
- Jewelry that causes a classroom/campus distraction is not permitted.
- No piercings in another part of the body other than ears are to be visible.
- One earring per ear only is allowed.

Personal Grooming:

- Extreme hairstyles or personal grooming styles that result in a classroom/campus disruption are not permitted.
- Hair needs to be combed/brushed, clean and well groomed, and worn in such a fashion that the student's vision is not obstructed.
- Hairstyles that are extremely distracting or dyed unnatural colors are not allowed.
- Any student arriving on campus with inappropriate hair, hair color, and other distracting grooming styles may be asked to go home and return after the original natural color has been restored.
- Facial hair needs to be well groomed.

Free Dress Passes:

- Free dress passes must be presented to the first period teacher or the student is in violation of the dress code.
- Free dress should comply with the spirit of the uniform policy.
- Free dress that results in classroom or campus distraction will not be permitted.
- No offensive writing on clothing including obscene, graphic or violent content, or any reference to drugs, alcohol, tobacco, or related paraphernalia.
- No spaghetti straps or bare midriffs.
- No excessively baggy or tight fitting clothing.
- Length of shorts, skirts, and dresses shall comply with the uniform policy.
- Shoes must comply with the uniform policy.
- Accessories must comply with the uniform policy.

Spirit Wear:

- Spirit wear is defined as any apparel with a Prentice logo.
- Spirit wear can be worn every Friday and during Prentice sponsored events as noted by school administration.
- Spirit shirts can be worn with jeans, other appropriate non-uniform bottoms, or uniform bottoms that comply with all other conditions of the dress code policy.

TECHNOLOGY

Technology Acceptable Use Policy

The Prentice School encourages use of technology resources by students for educational purposes. Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff.

The Opportunities and Risks of Technology Use:

Prentice believes that the educational value of filtered access to the information, interaction, and research capabilities that technology offers outweighs the possibility that users may obtain or encounter material that is not consistent with the educational goals of the school.

In accordance with the Children's Internet Protection Act, Prentice operates filtering software to limit users' Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, or disruptive to the educational process, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, Prentice cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials.

No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly.

Among other matters, Prentice is not liable or responsible for:

- Any information that may be lost, damaged, or unavailable due to technical, or other, difficulties;
- The accuracy or suitability of any information that is retrieved through technology;
- Breaches of confidentiality;
- Defamatory material; or
- The consequences that may come from failure to follow Prentice policy and procedures governing the use of technology.

Privileges and Responsibilities:

Prentice's electronic network is part of the curriculum and is not a public forum for general use. Student users may access technology for only educational purposes. The actions of student users accessing networks through the school reflect on the school; therefore, student users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines. Students are responsible for their behavior and communications using Prentice's computers and networks.

Student users of technology shall:

- While on school grounds, or while using Prentice-owned resources, use or access technology only for educational purposes.
- Comply with copyright laws and software licensing agreements.
- Understand that email and network files are not private. Prentice Administration may review files and communications to maintain system integrity and monitor responsible student use.
- Respect the privacy rights of others.
- Be responsible at all times for the proper use of technology, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
- Abide by the policies and procedures of networks and systems linked by technology.

Students may not use technology for improper uses. These uses include, but are not limited to:

- Any and all illegal purposes;
- Any and all obscene or pornographic purposes, including, but not limited to, retrieving or viewing sexually explicit material;
- Any and all discriminatory purposes, including harassment and bullying of individuals based on race, gender, religion, sexual orientation, or disability, among others;
- Any and all purposes that would violate state, federal or international law, including
 - Laws governing students' rights to privacy and the confidential maintenance of certain information including, but not limited to, a student's grades and test scores;
 - Copyright laws;
 - Cyberbullying laws; and
 - Sexting laws.
- Any use of profanity, obscenity, or language that is offensive or threatening;
- Reposting or forwarding personal communications without the author's prior consent;
- Reposting or forwarding of junk mail, chain letters, or inappropriate or offensive jokes;
- Destruction, alteration, disfigurement or unauthorized access of hardware, software, or firmware;
- Obtaining financial gain or transacting any business or commercial activities;
- Plagiarizing (claiming another person's writings as your own);
- Political advocacy;
- Disrupting the use of others to any process, program or tool, including downloading or otherwise spreading computer viruses;
- Engaging in hacking of any kind, including, but not limited to, the illegal or unauthorized access;
- Allowing others to use school resources without authorization, including students whose access privileges have been suspended or revoked;
- Soliciting or distributing information with the intent to incite violence, cause personal harm, damage a person's character, or to harass another individual.
- Any and all other purposes that would violate any other section of this Handbook.

Internet Safety:

Students must take steps to ensure their safety on the internet, including, but not limited to, the following rules:

- Students should never give out identifying information such as home address, school name, or telephone number to others on the Internet or by email, including in a public message such as chat windows or newsgroups. If a person asks for such personal information, students must have approval of their parent or guardian before providing the information.
- Students should not post photographs of themselves or others on social media or on websites that are available to the public.
- Students should not arrange a face-to-face meeting with someone they "meet" on the Internet or by email without parental/guardian permission. If a meeting is arranged, the meeting must be in a public place and the student's parent/guardian must attend.
- Students should not respond to messages that are suggestive, obscene, belligerent, threatening, or make a student feel uncomfortable. If a student receives such a message, he or she should provide a copy of the message to his or her parent or guardian immediately. If the message requires school action (e.g., bullying) the student's parent should provide a copy to Prentice administration.

Prentice recommends that parents/guardians follow the U.S Department of Justice Online Safety for Children at www.ojp.gov/feature/internet-safety/online-safety-youth.

Disciplinary Actions:

Violations of this policy, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action which could include loss of network access, loss of technology use, suspension or expulsion, or other appropriate disciplinary action. Violations of local, state or federal law may subject students to prosecution by appropriate law enforcement authorities.

No Expectation of Privacy:

Prentice's electronic network is part of the curriculum and is not a public forum for general use. Users should not expect that email or files stored on school resources will be private. The school reserves the right to log technology use, to monitor file space utilization by users, and to examine users' files and materials as needed, and at its discretion. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside the school.

Chromebook Program:

The Prentice School has adopted the Chrome operating system site-wide. As such, students will be required to use Chromebooks throughout their time at Prentice. The Chromebook is the device by which a student will access G Suite, class specific software and the internet while on campus and at home. The Prentice School IT department has a small inventory of daily loaner Chromebooks which can be checked out on a first come, first served basis. We cannot guarantee that a loaner Chromebook will be available for your student..

Obtaining a Chromebook:

The Prentice School has a Bring Your Own Device (BYOD) policy. Families can purchase a Chromebook for their student with the following criteria:

MANDATORY

- Chrome OS (Windows and Mac computers are not accepted)
- Touchscreen required
- Display size between 11 and 15 inches
- Headset
- Wireless mouse
- Chromebook carrying case or Neoprene sleeve with handle
- \$50 licensing fee payable to The Prentice School due for each new or replacement Chromebook

HIGHLY RECOMMENDED

- Accidental damage warranty that covers screen replacement.
- Next day or on-site service level

There is a mandatory one-time \$50 per new or replacement device management fee required to license the Chromebook for Google Education.

The Prentice School does NOT guarantee loaner devices for devices being sent away for repair or if your student forgets their device at home.

Chromebook security & applications:

All Chromebooks licensed through Prentice are managed through the school's Google Administration Console. **Chromebooks are restricted to internet use only with the student's Prentice account; no other personal Google account can be used on this device.** The Chromebook is subject to the Prentice filtering and security policies wherever and whenever the Chromebook is used, both on and off campus. Should a Chromebook be reported (to the IT Department) as stolen or lost, the device can be remotely disabled.

Departure from Prentice:

Once a Prentice student leaves the school, through graduation or early departure, the Chromebook is released from Prentice's security management. The device will be restored to a "clean" state and the student's school provided G Suite account will be disabled. The Chromebook now is free to be used with any personal Google account the family wishes. Families are strongly encouraged to pursue their own content filtering solution as Prentice's content filters will no longer be active.

Chromebook Use, Care, and Housekeeping:

Students are expected to bring their Chromebooks **completely charged** and “learning ready” each school day. Parents are to encourage their child to charge their Chromebook each night before school. A fully charged Chromebook in the morning should comfortably have sufficient electrical charge for the school day. For a child who splits time between several households, it is recommended that an additional electrical charger be purchased from the Chromebook manufacturer to avoid disruption in student learning.

Personal Devices:

Students are permitted to carry a personal device such as a phone in their backpack, but it is not to be used during school hours. These devices are permitted solely for the purpose of facilitating communication with parents and caregivers before/after school. As such, they are not allowed in the classroom and are only to be used with permission from a Prentice staff member. If a student is found with a personal device such as a cell phone, tablet or smart watch out of their backpack while on campus the device may be confiscated. If a student repeatedly violates this rule, they may lose the privilege of bringing a personal device onto school grounds and are subject to the consequences of violating the Prentice Technology Use Policy.

The Prentice School is not responsible if a student accesses an inappropriate or unapproved website while on Prentice’s campus through a personal device and/or a Wifi network that is not Prentice’s.

Personal Hotspots:

Students caught connecting their Chromebook to a personal hotspot on their cell phone or other device will have their device confiscated. If a student repeatedly violates this rule, they may lose the privilege of bringing a personal device onto school grounds and are subject to the consequences of violating the Prentice Technology Use Policy.

Video Games / YouTube:

Video Games and YouTube are not permitted to be accessed during a school day.

Software:

Google Education:

Google Education accounts are created for all students. This allows students to access authoring and productivity applications for school-based activities and assignments.

Gmail accounts are created for 7th - 8th grade students. Student G-Suite email is restricted to sending only to other Prentice domain addresses (e.g. xxxx@prentice.org). Similarly, student Gmail is restricted to receive messages originating only from Prentice domain addresses (e.g. xxxx@prentice.org). In this fashion students can only send and receive emails from other Prentice students and Prentice teachers and staff.

Chrome-based applications and extensions:

All required school applications and Chrome-extensions are pushed out to individual student G Suite accounts through the Google Administration Console. This allows students to access their assignments, Google Drive files, Chrome-extensions, etc. through any computer by logging in to a Chrome Browser.

Educational Assistive Technology (EdAT):

“Assistive technology” (AT) is any item, piece of equipment, computer software, or product system that is used to increase, maintain, or improve the functional capabilities of an individual with a learning disability. All Prentice students have access to the following types of Assistive Technology, and additional supports are recommended on a case-by-case basis:

Don Johnston Snap & Read (Text-to-Speech) (learningtools.donjohnston.com)

Reading assistance with text leveling, PDF annotation and study tools.

Don Johnston Co-Writer (Voice Typing / Word Prediction) (learningtools.donjohnston.com)

Voice typing with word prediction and speech recognition.

Learning Ally (learningally.org)

Multi-sensory reading accommodation with over 80,000 popular, standards-aligned human read audiobooks.

Graphic Writing Organizers

Used to help create structured writing compositions for individuals who can generate ideas and thoughts but have difficulty in organizing them in written form.

Student Monitoring Systems:

The Prentice faculty, IT and administration have the ability to monitor all student systems and internet searches with various real-time embedded monitoring systems through Impero EducationPro.

GENERAL OPERATING POLICIES

Probationary Period:

All students accepted for enrollment to The Prentice School are automatically placed on a 90-day probationary period. This probationary period will allow the faculty and Administration to determine whether an appropriate educational program can be offered for each student. Families will be contacted by the Director of Program or the Head of School if the school is unable to meet the unique requirements for the student, including the academic, social, emotional, and behavioral needs of the student. Certain students may be placed on an individualized conditional enrollment status at the discretion of the Head of School or Director of Program.

Freedom of Speech:

Students shall have the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, the wearing of buttons, badges, and other insignia, and the right of expression in official publications, whether or not the publications or other means of expression are supported financially by the school or by use of school facilities; except that expression shall be prohibited which is obscene, libelous, or slanderous. Also prohibited shall be material that so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school.

Student editors of official school publications shall be responsible for assigning and editing the news, editorial, and feature content of their publications subject to the limitations of this section. However, it shall be the responsibility of the adviser or advisers of student publications to supervise the production of the student staff, to maintain professional standards of English and journalism, and to maintain the provisions of this section.

This section does not prohibit or prevent the Board of Directors of The Prentice School from adopting otherwise valid rules and regulations relating to oral communication by students upon the premises of each school.

IEP Requests:

If you would like a Prentice faculty or staff member to participate in your child's IEP, you must make a written request to Shelly Stewart, NPS and IEP Coordinator, at least five days prior to the IEP meeting date. Ability to participate is based on the availability of faculty and staff members, and is not guaranteed.

School District Observation Guidelines:

The Prentice School understands that throughout the school year, district representatives and service providers may need to observe a student during school hours to assist in developing or updating a student's IEP. It is a priority of Prentice to collaborate with school districts to the greatest extent possible while ensuring that observations do not disrupt the learning environment for any student at Prentice. The following observation guidelines have been put in place to assist in scheduling and coordinating all requested student observations. ***Visitors must adhere to The Prentice School's Covid-19 policies, including but not limited to health attestation, face coverings, and physical distancing.***

- If a student is placed at Prentice through a Master Contract with a public school district, Prentice will adhere to the observation requirements as stated in the contract.
- Prentice is not obligated to adhere to the observation requirements set forth in a private settlement agreement between a school district and a family/student in which Prentice had no involvement in the terms of the settlement agreement.
- All observations must be scheduled at least 24 hours in advance by Prentice.
 - If the student is an NPS student and placed at Prentice through a Master Contract, the school district should contact Shelly Stewart to schedule the observation.

- For all other students, the school district should contact Sheri Bolton to schedule the observation.
- There must be a current signed Release of Information on file with Prentice prior to any observation being scheduled.
- No more than two people are allowed at a time to observe the same student.
- Observations are 60 minutes in length. If additional time is needed, it must be requested and approved by Prentice in advance.
- Prentice requires a minimum of 5 work days to complete all district-related questionnaires and/or rating scales.
 - If the student is an NPS student and placed at Prentice through a Master Contract, the school district should email all questionnaires and/or rating scales to Shelly Stewart.
 - For all other students, the school district should email all questionnaires and/or rating scales to Sheri Bolton.
 - Questionnaires or rating scales given directly to teachers or service providers will not be completed.
- If a district representative or service provider wishes to speak directly with a Prentice faculty or staff member regarding the student, it must be coordinated in advance with Sheri Bolton or Shelly Stewart.

School District Placement:

The Prentice School values collaboration with school districts when funding students to attend Prentice. Prentice will accept district-funded students either through an IEP placement (NPS) or parent reimbursement model. The Prentice School does not accept students who are funded directly by their school district but through a private settlement agreement.

Classroom Activities & Parties:

Special classroom activities and parties are at the discretion of the classroom teacher. Teacher approval must be obtained prior to a parent bringing in any party related items including snacks. Prentice encourages parents to bring healthy treats that are low in sugar, easy to serve, and easy to clean up. Classroom treats should be provided for all students in the class. All food brought to serve students should be commercially prepared.

It is inappropriate for parents and students to invite teachers and/or staff assistants to attend family social gatherings/events such as birthday or bowling parties. Please refrain from this practice. Teachers and/or staff may be invited to ceremonies honoring your student, such as an Eagle Scout award ceremonies or graduations.

Social Events are a Privilege:

Prentice takes student behavior very seriously. If a student requires disciplinary action, it may result in a student not being allowed to attend a school sponsored social event. All Prentice rules and policies apply at these events.

Acceptance of Gifts:

The Prentice School requires that any gifts accepted by an employee must be nominal in cost with a fair market value of no more than \$100. Gifts must also be nominal in quantity and frequency. Employees are not permitted to solicit gifts from parents, grandparents, students or other parties defined as customers/clients of the School. If parents or other appreciative parties would like to show their appreciation above the \$100 value, they are welcome to make a donation to the school on behalf of the employee.

Lunches:

We encourage parents to pack or purchase healthy snack and lunch options for their students to ensure they have energy for the remainder of the school day. Students are not permitted to have energy drinks or soda on

campus. There are two options for lunch at Prentice: ChoiceLunch or a packed lunch from home. **Students are not allowed to receive lunch items from food delivery services, such as DoorDash or GrubHub.**

The school's hot lunch provider is ChoiceLunch. All lunch orders must be purchased through the provider. To register and place orders, go to www.ChoiceLunch.com and enter Prentice as the password. There is no charge to create an account, and parents are required to create one in case an emergency lunch is ever needed.

Throughout the year we hold Lunch on a Blanket, which is a fun opportunity to have lunch with your student. Otherwise parents are not allowed to be on campus during lunch time. **This event may be postponed/suspended due to COVID-19.*

Movie/Videos:

The Prentice School approves the viewing of appropriate films during school or at school sponsored activities. A movie or video clip during class time where the curriculum is being taught must have educational value, showing a direct link to the instructional learning objectives of the approved curriculum. Videos are to be used appropriately and sparingly.

Elementary: G rated movies (PG rated movies with parent permission)
Junior High: G and PG rated movies (PG-13 with parent permission)

PRENTICE POSITIVE BEHAVIORAL EXPECTATIONS

Student Reinforcement & Award Programs:

The Prentice School sets high expectations for citizenship, attendance, and academic achievement. Award programs are designed to reinforce consistent performance and student growth as part of our Schoolwide Student Learner Outcomes. Awards may be given individually, to a group, class, or during school wide assemblies. The following are possible types of awards and recognition:

- Citizenship or kindness awards
- Eagle bucks or points are given to students to recognize appropriate behavior. Eagle bucks may be used to shop in Fly-n-Buy (student store).
- Student of the Month
- Entry to the Eagles Nest

Prentice Behavior Supports and Expectations:

Students, faculty and staff have the right to learn and work in a productive and safe environment. The Prentice School maintains high behavioral expectations for all students. We directly teach and reinforce expected behaviors in order for students to be good citizens and self-directed learners.

Student Expected Schoolwide Behavior:

Students are expected to consistently demonstrate good citizenship, effective communication, collaboration, and problem-solving skills. These expected behaviors include but are not limited to the following:

General Campus:

- Students should keep hands, feet and objects to themselves.
- Students will always treat self, others, and Prentice property with respect.
- Students will use kind and respectful language towards others (no profanity, insults, language that is sexual in nature, or obscene gestures).
- While active play is encouraged, running in the hallways and during transition between classes is not permitted.

Playground:

- Students must follow directions of playground supervisors and must adhere to the rules of each activity/game.
- When students hear a whistle, they must stop playing immediately and wait for directions.
- Students are not to climb trees, fences, or any equipment not designed for climbing.
- When climbing on equipment students must follow safety guidelines.
- Swings may only be used for swinging backwards and forward.
- Running or throwing things between swings is not permitted.
- Objects other than balls or frisbees should not be thrown (no projectiles).
- Skateboards, scooters, or roller blades are not to be ridden on school property.
- Students are required to stay within assigned and supervised areas of the school.
- Students may request use of the large field located on the elementary playground but must have faculty supervision.
- Students are expected and encouraged to use the recess periods and lunch periods to visit the restroom or health office for non-emergency needs. This would avoid missing valuable class time or being disruptive during class time.

Lunch:

- Students must remain at tables during the first 10 minutes of lunch period.
- Students must clean up after themselves and put all trash in trash cans.

Pick-Up/Carpool:

- After the dismissal bell rings go immediately to pick-up and follow your class to the pick-up area.
- Walk, don't run.
- Once at pick-up you must stay at the pick-up location.
- Sit quietly with your class while you wait for your car to pull up.
- Listen for the pick-up attendant to call out your name.
- Walk to your car only when your name has been called.
- Use the blue crosswalk and follow the pick-up attendant's lead.

Positive Behavior Supports and Services:

The term "positive" means that we are reinforcing and recognizing positive behavior of students, rather than a punishment/reward only system. Our behavior policy employs a progressive intervention and discipline model which is used when students do not respond to positive reinforcement. Progressive interventions and supports are as follows:

- Students are pre-taught expected schoolwide behavior.
- Students receive reinforcement for displaying expected behavior through classroom-based and schoolwide reinforcement systems, such as the Prentice Eagle Bucks or points.
- Different levels of reinforcement will be used to support the acquisition and consistent use of new skills.
- Coaching and mentoring will be used to correct minor behavioral issues.

Discipline Referrals:

Discipline referrals are used as a written record of the violation of school policies and expected behavior. It serves as written communication between the teacher, student, and parent. Discipline referrals may become part of the student's official cumulative record. If a student receives five or more disciplinary referrals within a semester, a parent/teacher conference may be held and a behavior contract may be developed.

Restitution & Detentions:

Restitution will be used as a logical consequence and form of correction. This may include picking up trash for littering or completing work after school for off task behavior during class time.

Detention serves as mild punishment when reinforcement, progressive intervention, discipline referrals, and restitution have failed to correct inappropriate behavior. Detentions will be given out cautiously at the discretion of Prentice faculty and Administration. Detentions will only be served during school hours if deemed appropriate by Prentice Administration. All other detentions will be served after school (30 minutes).

If a student receives 5 or more detentions within a semester, a parent/teacher conference will be held and a behavior contract will be developed.

Individual Behavior Plans or Behavior Contract:

If a student is found to need a more targeted plan to decrease low-level behaviors, the Prentice team may opt to develop an individual behavior plan to reinforce appropriate or desired behavior. If the individualized plan does not succeed in improving behavior, it may be necessary to place the students on a behavior contract. A behavior contract may be developed when a student's behavior continues to impede the learning of himself/herself or others. While The Prentice School provides low level behavioral supports and services to students, a behavior contract may be implemented if a student is unable to improve his/her behaviors in accordance with The Prentice School's academic and behavioral expected behaviors (as outlined in this handbook).

Behavioral goals and expected behaviors will be developed and outlined within the behavioral contract. These goals and expected behaviors will be monitored daily by the student's teacher(s). A 30 day official review by the Administrative Staff will be conducted to determine next steps. If the behavior contract created by The Prentice School is still not enough to support the student's needs, or if the student cannot maintain appropriate behavior, the student may be exited from Prentice.

Suspension & Expulsion:

Suspension from school is not an ordinary punishment. Suspension may only be given by the Head of School, Director of Program, or their designee with consultation. It will be used when other corrective measures have failed or when a serious offense has been committed. When a student is suspended, the parents/guardians will be notified of the suspension and the reasons for this disciplinary measure. In some cases, the parents/guardians will also be notified of conditions that must be met prior to the student's return to school. A student may be placed on suspension for serious misconduct on campus or off campus, during school-related activities, or for continued misconduct after having been placed on probation.

Acts constituting good cause for suspension (or expulsion) include but are not limited to:

- Actions gravely detrimental to the moral welfare of the other students
- Incurable or disruptive behavior which impedes the progress of the rest of the class
- Habitual or persistent violation of school regulations
- Assault, battery, or any other threat of force or violence directed toward any school personnel, students, or other persons on school property or during school related activities
- Leaving the school grounds at any time during the school day without permission.
- Use, sale, distribution or possession of narcotics, or alcoholic beverages, or other illegal substances.
- Damage or destruction of personal property or school property
- Theft, extortion, or arson
- Habitual truancy
- Hazing
- Harassment
- Possession of a firearm, knife, or any other items which could be used as a weapon or replicas of such items
- Actions that result in the physical or mental injury of another student
- Threatening language or language that is violent, aggressive, or sexual in nature
- Actions or language that is motivated by bias or discrimination against an individual or group of individuals
- Failure to satisfy the improvement conditions established in a behavioral and/or academic probation contract

Consequences:

Official suspension from school may assume various forms depending upon the circumstances:

- The student may attend class but lose the right to participate in any school activity on or off campus.
- The student may be suspended from a particular class and be required to report to an office or alternate classroom on campus during that time as designated by the Administration.
- The student may receive an in-school suspension. This form of suspension requires a student to attend school but refrain from attending his or her regular classes. The student will receive all classwork and homework, as well as additional assignments as required and will complete these assignments in an office or an alternate classroom as assigned by the Administration. Lunch and break times will also be spent in the office or alternate classroom designated by the Administration. It will be the responsibility of the student to ensure that all completed work is turned into the appropriate teacher(s) upon their return to the classroom. Tests and quizzes missed on the day(s) designated for an in-house suspension will be made up during the regular test make-up period after school or at the discretion of the teacher.
- The student may receive an at-home suspension whereby they are sent home for the entire period of suspension. The student will receive all class work and homework, as well as additional assignments as required and will complete these assignments at home. It will be the responsibility of the student to ensure that all completed work is turned into the appropriate teacher(s) upon their return to the classroom. Tests and quizzes missed on the day(s) designated for an in-house suspension will be made up during the regular test make-up period after school or at the discretion of the teacher.

Suspension Procedures:

- The student shall be given oral and written notice of the reason(s) for the suspension (suspension acknowledgement) and a fair opportunity to present his or her side of the story.
- Notice will be given to the parents/guardians by telephone, email, or in-person communication within a reasonable time. A written suspension notice will be provided.
- A conference with the parents/guardians, student, and appropriate school staff may be arranged.
- In the case of an at-home suspension, a letter of suspension/Parent Acknowledgment form will be prepared and will be signed by the parents/guardians, the student and the Head of School. On this form, the exact length of the suspension period shall be specified and the reason for the suspension clearly noted. **This acknowledgement will remain in the student's cumulative file.**
- The Head of School, Director of Program, or their designee is required to maintain dated documentation of the facts and of the parent/guardian conference in each case where a student earns a suspension.

"Emergency" Situations for Immediate Suspension:

With behavior constituting a clear and present danger to the lives, safety, or health of students or school personnel, suspension may be imposed without a prior conference. In this case, notice to parents/guardians must follow within twenty-four hours. A suspension must be approved by the Head of School, Director of Program, or their designee with consultation. Since the grounds for suspension ordinarily differ only in degree from the grounds for expulsion, the possibility of expulsion or a recommended transfer for continued or repeated misconduct must be clearly stated to the student and parents/guardians. The length of the suspension is left to the discretion of the Head of School or Director of Program in accordance with the nature of the conduct and all circumstances. To the extent that such opportunity can be reasonably provided, a suspended student has the right to make up all assignments and tests missed during the period of suspension, and upon satisfactory completion, will be given full credit. In some situations, a student may be sent home from school for the remainder of the school day due to a minor behavioral incident. This may not be considered a form of suspension.

Involuntary Withdrawal or Expulsion:

Involuntary withdrawal or expulsion from school is not an ordinary punishment and may only be given by the Head of School or Director of Program. It will be used when other corrective measures have failed or a serious offense has been committed. There may be an occasion, where after consultation and review of the individual student's needs, it is determined that the school does not have an appropriate program available for that student. In such cases, the parents/guardians will be asked to involuntarily withdraw their student from the school. The Head of School, Director of Program, or their designee may determine that a student's speech, gesture, writing, and/or behavior (extreme and/or chronic violation of school regulations and/or procedures), has indicated sufficiently, an inability or lack of desire to remain a student at The Prentice School. In such a case, the Head of School, Director of Program, or their designee will recommend the student's withdrawal/expulsion.

Expulsion Guidelines:

The final decision to expel a student rests with the Head of School and Director of Program. Full credit shall be given for all work accomplished by the student prior to the time of expulsion.

Acts constituting good cause for expulsion include but are not limited to:

- Actions gravely detrimental to the moral welfare of the other students
- Incorrigible or disruptive behavior which impedes the progress of the rest of the class
- Habitual or persistent violation of school regulations
- Assault, battery, or any other threat of force or violence directed toward any school personnel, students, or other persons on school property or during school related activities
- Leaving the school grounds at any time during the school day without permission.
- Use, sale, distribution or possession of narcotics, or alcoholic beverages, or other illegal substances.
- Damage or destruction of personal property or school property
- Theft, extortion, or arson
- Habitual truancy

- Hazing
- Harassment
- Possession of a firearm, knife, or any other items which could be used as a weapon or replicas of such items
- Actions that result in the physical or mental injury of another student
- Threatening language or language that is violent, aggressive, or sexual in nature
- Actions or language that is motivated by bias or discrimination against an individual or group of individuals
- Failure to satisfy the improvement conditions established in a behavioral and/or academic probation contract

The Prentice School reserves the right to disenroll a student at any time based on concerns related to a student's academic, behavioral, or social-emotional appropriateness. For NonPublic School students, The Prentice School will follow California Education Code for suspensions and expulsions and collaborate with the student's school district.

Good Reputation of the School:

Students are expected to always be kind, courteous and respectful to all persons and property. Students share the responsibility of the good name and reputation of The Prentice School. Actions on or off campus, either during school hours or outside of school hours, that can detrimentally impact the school's reputation can result in disciplinary consequences, including withdrawal/ expulsion from The Prentice School. Any student who participates in unlawful or unethical activity in or outside school either during school hours or outside of school hours, may be subject to immediate expulsion.

Unlawful/unethical activity specifically includes, but is not limited to:

- Membership, involvement, or association with a group or gang that engages in violence or threats of violence;
- Harassment or intimidation of others;
- Use or sale of illegal substances;
- Theft;
- Possession of a weapon; or
- Use of print, visual, or electronic media for purposes of harassment or threat.

Anti-Bullying Policy:

The Prentice School believes that all students have a right to a safe and healthy school environment. The faculty, staff, parents, and students have an obligation to promote mutual respect, tolerance, and acceptance. If the Prentice Administration finds that a student has engaged in behavior that can be classified as bullying, the student is in violation of this policy and is subject to disciplinary action up to and including expulsion.

The Prentice School will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. The Prentice School expects students and/or staff to immediately report incidents of bullying to the Director of Program, Head of School, or MFT staff who witness such acts should take immediate steps to intervene when safe to do so. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, and during a school-sponsored activity.

To ensure bullying does not occur on campus, The Prentice School will cultivate acceptance and understanding in all students and staff to build our capacity to maintain a safe and healthy learning environment. At Prentice, we understand that our students may struggle with perspective taking, perception, communication, and impulsivity. These characteristics will be factored into any investigation having to do with reported instances of bullying.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying.

HEALTH SERVICES & EMERGENCY PLANS

Health Records – HIPPA:

All trips to the Health Office will be recorded within the student information system as part of the student's cumulative record. Each student receiving medication at school will have a medication log in the school Health Office for the clerk, or other designated school personnel to use to document all medication administered to the individual student. Health information falls within the laws pertaining to confidentiality of medical information (Civil Code [CC] Section 56.10), as well as the laws regarding student information in the California Education Code. It is important that all written and verbal information regarding a student remain confidential. In an emergency, where there is suspected child abuse, suicidal threats, a threat to others, or any emergency involving law enforcement, appropriate information will be released to appropriate agencies.



Immunization:

The Prentice School complies with the mandated immunization laws which are outlined in FACTS and on the school's website in The Prentice Handbook Appendix One: Immunization Policy.

Parents must submit a copy of their student's immunization record and shots must be up-to-date for his/her grade level before the student will be allowed to attend the first day of school or they must submit a Medical Exception Waiver.

As per law SB 277 effective January 1, 2016:

- Students who have an individualized education program (IEP) should continue to receive all necessary services identified in their IEP regardless of their vaccination status.
- Medical and personal beliefs exemptions will be allowed from any new immunization requirement initiated by CDPH for attendance at school or childcare.

Lice Policy:

Students who have been exposed to lice should notify the Health Clerk immediately so they can be checked. If one or more lice or nits (lice eggs) are discovered in a student's hair, the parent/guardian will be notified and they will be required to pick up the child immediately. If a parent/guardian discovers lice or nits in their child's hair at home, they must notify the Health Clerk immediately. The student must be clear of all lice and nits before they may return to class. Once the student has undergone appropriate lice treatment, they must be examined in the Health Room prior to going to class. Even if a doctor or lice control company says that the affected student may return to class, it is at the discretion of The Prentice School to determine whether or not the student is free of lice or nits.

Accident Reports:

An accident is an unplanned occurrence which results in injury to person/persons. When a student is injured, an accident report will be documented and kept in the students medical records.

When an emergency arises, the appropriate emergency personnel will be contacted and parents will be notified as quickly as possible. Out of an abundance of caution in protecting our students, the Prentice faculty and staff may determine that emergency medical response is necessary to address a medical condition. Parents, by agreeing to the terms of admission, understand and consent for Prentice faculty and staff to determine the need to call 911 and the parents are held responsible for all financial costs associated with this level of medical intervention.

Medication Administration:

The Prentice School complies with California Education Code section 49423, 49480, and California Administrative Code Title 5, 18170 which states: Notwithstanding the previous of section 49422, any pupil

who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by designated school personnel if the school receives;

1. A written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken.
2. A written statement from the parent or guardian indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement.

The agency shall follow these provisions pertaining to medication:

1. An assigned staff member shall administer medications prescribed by a physician for a child provided written parental consent has been given.
2. Record of medication dosages to the child and date and time medication is
3. administered shall be maintained by the facility.
4. Centrally stored medicines shall be kept in a safe and locked place that is not accessible to persons other than employees responsible for health supervision. Each container shall carry the name of the medication, the name of the person for whom it is prescribed, the name of the prescribing physician, and the physician's instructions. All centrally stored medication shall be labeled and maintained in compliance with State and Federal laws. Each person's medication shall be stored in its originally received container. No medication shall be transferred between containers. The agency shall be responsible for assuring that a record of centrally stored prescription medication for each person in care includes: the name of the person for whom it is prescribed, the drug name, strength and quantity, the day filled, the prescription number and name of the issuing pharmacy.
5. All medication shall be centrally stored in an area which is totally inaccessible to the students.
6. Students should never be sent to school with their own medications. All medicines need to be brought in by the parents and checked into the health office. Disciplinary action will occur if students are found possessing medication on their person.

Parents are to comply with the information on the required form(s), obtain the appropriate signature, and return to The Prentice School prior to the first day of school. Parents may review these forms in FACTS.

1. A completed Medical Treatment Consent form is required for all students.
2. Parent/Guardian & Physician Request for Prescribed Medication – required for any student who takes prescription medication that needs to be administered by school staff for any reason including: during school hours; overnight camps; and/or on an "as-needed" or emergency basis (including inhalers and EpiPens).
3. Parent/Guardian permission to give any other "as-needed" over-the-counter (OTC) medication not on hand. The OTC medication being brought in by the parent/guardian must be unopened with dosage, route, time, and maximum amount of dosage per day.

Safe School Plan:

The preservation of life, property, and environment is an inherent responsibility of local, state, and federal government. The Prentice School has prepared a Safe School Plan to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the students, faculty, and staff in time of emergencies.

Parents are encouraged to review Prentice's Safe School Plan in your FACTS Family Portal and on the school's website. This plan will continue to evolve, responding to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and local and state guidance. It will be reviewed and tested periodically and revised as necessary to meet changing conditions.

Please contact The Prentice School's main line (714-538-4511) to report any potentially hazardous conditions such as a gas leak, electrical problems, etc.

Emergency Drills:

In compliance with Education Code Section 32001, we provide a dependable and operative fire alarm system and conduct emergency drills, based on the following schedule, to ensure students and staff members are practiced in the best protocols:

- Fire Drills Monthly
- Earthquake Drills Semi-Annually
- Lock Down Drills Semi-Annually

Evacuation of School Campus:

If an evacuation of the campus becomes necessary, Prentice staff will escort the students to an alternate location that is safely away from the disaster site.

Immediately prior to the start of the evacuation, the Public Information Officer will attempt to communicate this evacuation to parents and families by whatever means necessary.



Upon arrival at the alternate location, Prentice staff will follow the same procedures as if on-campus for first aid, student supervision, and release of students, while cooperating with other groups at the new site.

Initial Evacuation Site:

Hewes Middle School
13232 Hewes Avenue
Santa Ana, CA 92705
714-730-7348

Alternative Evacuation Site:

Foothill High School
19251 Dodge Avenue
Santa Ana, CA 92705
714-730-7464

STUDENT INFORMATION & RECORDS

Change of Address/Phone Numbers:

Parents must notify Prentice immediately if the family is adding a household, like in the insurance of a family split or divorce. If there is a change of address, phone numbers, or email addresses, the parents must log into FACTS and edit their demographics information.

Child Abuse Reporting Mandate:

In accordance with California law, all school staff members are mandated reporters and are obligated, under penalty of fine and jail term, to report the reasonable suspicion of physical, emotional, sexual abuse and/or neglect. Reporting mandates dictate when parents are informed about the report and which agency will be informing the parent. This means that in most situations Prentice is prohibited from directly informing a family when a report is made. Information related to the identification of the individual making the report is strictly confidential and will not be disclosed. The clear intent of the law is to mandate that a report of reasonable suspicion of abuse be made to the proper agency for investigation and is designed to protect children from abuse.

Cumulative Records:

Information about students is collected and maintained by the school office within the student's cumulative file and the school's Digital Student Information System. For more details, reference The Prentice Handbook.

Rights of Access to Student Records:

Parents/legal guardians have the right to access, copy and challenge educational records related to their child (California Education Code 49070). No persons other than the parents and specified agencies shall have access to school records without parental permission unless it is directory information.

Assessments from Outside Agencies:

Outside agencies requesting that Prentice staff fill out questionnaires or assessments need to provide the staff with five (5) full days to complete documents. Agency representatives requesting student observations or testing of students must contact the Prentice main office to schedule an appointment and a current Release and Exchange of Information form must be signed by the student's parent(s) and kept on file in the school office.

Employee Responsibilities & Privacy:

Prentice staff members are held to the highest standards regarding professionalism and teaching ethics. All Prentice employees comply with regulations related to non-discriminatory practices pertaining to race, color, gender, gender identification, sexual orientation, creed, ethnic or national identity, disability, and age.

All Prentice employees sign a conflict of interest notice and maintain student record confidentiality.

Prentice employees will properly value and protect any information entrusted to us concerning Prentice parents and students. This policy describes how we will safeguard personal and company information, to ensure peace of mind when dealing with The Prentice School.

TRANSPORTATION

Traffic Control, Student Drop Off & Pick up:

The Prentice School uses a program of traffic control. This policy is very important because:

- It safeguards the students.
- It provides an orderly traffic pattern that reduces the impact on the neighbors.
- The County Conditional Use Permit requires Prentice to implement and monitor a traffic control policy.

The County Conditional Use Permit requires Prentice to implement and monitor a traffic-control policy, which includes a sequential numbering system of cars entering the school parking lot at dismissal. The permit specifically limits the total number of cars in the parking lot at one time to 33. The county and the California Highway Patrol periodically spot check the school to make sure we follow these guidelines. Please adhere to the time schedule at all times. Please note that the city prohibits parking on the south side of Lassen Drive, directly in front of residential homes.

Drivers should use the main arterial streets. After exiting the freeway system, the school should be approached from either Fairhaven or 17th Street. The direct approach to the school is via Esplanade and Lassen – Please do not use neighborhood streets.

Cars should enter the drop-off/pick up area from the easternmost drive and exit from the westernmost drive, turning left toward Esplanade. There are to be no right turns out of the Prentice parking lot. Instead, cars must turn left and exit via Lassen to Esplanade. Parents and staff must not drive or park on neighborhood streets.

During special events that increase the parking needs, the north gates of the school will be opened on Fairhaven to allow parking on the field.

Student Drop Off & Pick up:

Parents are required to comply with the drop off and pick up rules to ensure the safety of students and implement the school's required traffic control policy.

Drop Off:

- Students may be dropped off at Prentice no earlier than 7:45am.
- Students in Grades 1-5 should be dropped off curbside in front of the Blue Gate.
- Students in Grades 6-8 and RISE should be dropped off curbside in front of the Green Gate.
- Parents are not allowed on campus at morning drop off.

Pick Up:

- All students will be released at their assigned pickup gate and time.
- Students may not be released through the front office (see early check out procedures in the Attendance section of this handbook).
- All vehicles approaching Prentice for the purpose of transporting students must have a pickup placard clearly displayed on the vehicle's dashboard/windshield to enable the pickup monitor to see it.
- If you are picking up multiple students (siblings or a carpool), you must arrive at the latest pickup time of the students you're picking up.
- The maximum speed limit in all lanes of the Prentice parking lot is 5 mph.
- Cars may not be left unattended in the red or blue curb areas in front of the school at any time.
- A quantity of three (3) placards will be given to each family prior to the first day of school. It is the parent's responsibility to care for those placards.
- Any individual with your personal placard displayed in the front window of their vehicle will be able to pick up your student(s); it will be assumed that you have given that individual authorization to pick up your student(s) since they have one of your three placards.
- Line up at the specific time assigned to your pick up. Please do not arrive or proceed to the pickup area earlier than your assigned time.
- **Please do not double-park in the middle lane or line up in this lane to wait for your child. The middle lane is a passing lane.** You will be asked to exit and re-enter the pick-up area.

- California law makes it illegal to hold a cell phone while driving. For the safety of students, Prentice does not allow the use of cell phones at any time while in the pickup line.
- Remain in your car while waiting in pickup.
- Pick up your child in the pickup lanes ONLY– not on foot.
- No child will be allowed to leave by walking across the parking lot and across the street.
- Written permission must be sent to the front office via email for your child to go home with a friend. Be certain to include the date, name(s) of the child and parent with whom they are going home, and your signature and phone number.
- The Prentice School is responsible for every student's safety and, therefore, reserves the right to refuse releasing a student to any person who is visibly intoxicated or showing similar symptoms due to medicinal side effects. If this situation should arise, a staff member will call another authorized person to pick up the student.
- Any student not picked up by 3:30, or 30 minutes after dismissal on any other day, will go directly to After School Care. No students will be allowed to wait in the office.
- It is the parents' responsibility to share these policies with all those with whom you have authorized to pick up your child.
- If you are utilizing a car service like Hope Skip Drive, Uber or Lyft to transport your child, please contact Sheri Bolton in the main office for the proper documentation needed to release your child to the driver.

If you are interested in creating or joining a "group" carpool, please login to your FACTS Family Portal. Click Directory and then click POSTAL CODE header to sort by ZIP code to locate other Prentice families in your area. Once a "group" carpool is established, you must alert the Front Office, who will provide you with an extra carpool placard if needed. Organization of a carpool is the responsibility of the parents and/or legal guardians. The school does not verify driving records and cannot be held responsible for how your child gets to and from school.

Cars can line up only at the specified time assigned to their student pickup time.

After School Care (ASC):

Prentice offers after school care to students until 5:30p.m., Monday - Thursday and until 4:30pm on Friday. No student is allowed on campus without supervision.

Families need to sign up for After School Care at the beginning of each semester in order to reserve their child's spot in Prentice's ASC program. Spots are limited.

Parents will be invoiced monthly in FACTS Financial for payment through their FACTS Family Portal.

Time: Dismissal until 5:30 p.m.

Days: Monday to Friday

Fees: \$8.00/half hour or any fraction thereof

After School Care will be held in room 701. Parents are required to sign their child out at the time of pick up. The gate nearest room 701 should be used by all students and parents using After School Care.

Any student in After School Care BEYOND 5:30pm (4:30pm on Fridays) WILL BE CHARGED a flat fee of \$50 for each hour, or fraction of an hour the student is on campus after 5:30pm (4:30pm on Friday).

PARENT PARTICIPATION

Parent Volunteering at Prentice:

Through a committee model, parents help organize special events and fundraising projects with the assistance of a lead faculty or staff member. Parent's skills, talents, time and resources make a positive difference toward providing our families and students with fun, engaging and educational activities. By joining or leading an activity or event committee, a parent can complete volunteer hours and enjoy the rewards of being an active member of The Prentice School Community.

Live Scan Fingerprint Clearance & TB Clearance:

For the protection of our students, Prentice requires all volunteers and others who have a reasonable expectation of frequent or prolonged student contact (i.e. lunch server) to go through a Live Scan Fingerprint Clearance by the Department of Justice and the FBI, and to obtain a Tuberculosis (TB) Clearance. The School's Human Resources Manager will assist volunteers with this process. Volunteers are responsible for covering the cost of the Live Scan Fingerprint and the TB Clearance and may request to be reimbursed for these costs by the School after completing a minimum of 50 hours of service.

Parent & Visitor Sign In:

**Due to COVID-19, on-campus visitors will be limited..*

For the safety of our students, all visitors on campus, including parents, are required to check into the office. Please sign in and out at the front desk and wear a Visitor Sticker whenever you are a guest on the school grounds.

Parent & Volunteer Access:

**Due to COVID-19, parents and volunteers may have limited access to campus.*

Prentice encourages volunteer participation throughout the year. For the safety of our students and privacy of our faculty and staff, parents and volunteers are permitted to stay on campus only for the duration of the volunteer activity or appointment. Access to the staff lounge, other areas in the Administration Building and the school campus is restricted to school employees only.

Visiting Classrooms:

Parents and other interested individuals are encouraged to visit the school on any school day during the year that is convenient for you as well as your child's teacher. Arrangements must be made in advance with the Director of Program. Since classroom visitations distract students, however, visits will be limited to 20 minutes, once a month. Parents are required to sign in at the front office before going to the classroom.

Teachers and classroom assistants will be unable to speak with visitors during instructional time. However, you are welcome to make an appointment to conference with the teacher at a mutually convenient time.

For the safety of our students and facility, animals are not allowed on campus unless affiliated with a Prentice approved program.

Field Trip Permission:

Field trips are off-campus activities that are part of the instructional program. Permission slips are required for students to participate in these activities. Prentice requires a signed permission slip for each field trip in order for a student to participate. Permission slips will be sent to parents prior to each field trip. If the form is not submitted by the due date, the student will not be allowed to participate in the trip(s). It is the responsibility of the student and parent, not the teacher or faculty, to return permission slips to the classroom teacher in a timely manner. Prentice does its best to cover the cost of field trips and outdoor science camps. In certain situations, however, field trips may be associated with an additional cost paid by the parent.

Parent Volunteers on Field Trips:

Many parents are interested in volunteering to drive and help supervise during field trips. Teachers will make every effort to give all interested parents an opportunity to participate. Teachers will limit the size of the group attending an event. Field trip and classroom volunteers are expected to supervise and/or work with all assigned students during the trip, not just their own child. Parents are trip guidelines established by the teacher.

Parent drivers will be required to complete the Field Trip Driver's License and Vehicle Insurance Information form and turn it into the teacher. The completed form will be brought on the trip by the classroom teacher.

- Parent drivers must provide a copy of their current Driver's License and their current Vehicle Insurance form to The Prentice School business office one week prior to the field trip. A list of students assigned to each parent driver will be located in the front office before leaving on the trip.
- No adult should ever be alone with a child who is not their own child. Parent drivers should be sure that they are always responsible for at least 2 children.
- Parent drivers are expected to drive students to the field trip and actively supervise students in the teacher planned activities.
- Teachers are responsible for ensuring that booster seats and car seats are used for students with the required weight/age. Parents with children attending a field trip should inform teachers of their child's requirements and supply needed seats to insure the safety of their child.
- Siblings and family friends or relatives are not allowed on field trips.
- Parent sign-ups for field trips are on a first come, first served basis. If the venue has per person fees, any parent attending, in addition to the original number requested, may be required to pay their own admission fees.
- Teachers are responsible to provide information to parents to be certain that they understand their responsibilities. When parents are supervising students, they need to refrain from socializing with other parents and focus attention on students.
- Teachers are responsible for providing parents with driving directions and parents are requested to follow the teacher's driving directions so that everyone arrives approximately at the same time. Teachers should also provide any special instructions regarding parking or where to meet once they arrive at the venue.
- Parents who volunteer for an overnight camp will be granted 8 hours a day for their Prentice volunteer service requirement.

A volunteer must have the following before they may drive on a field trip:

- A valid California driver's license with no health restrictions on the license.
- No moving traffic violations within the past two years.
- No accidents for which you have been liable within the past two years.
- Enough seat belts or required child seating restraints for every passenger.
- Proper auto liability insurance coverage (minimum of \$300,000- \$500,000).
- Be sure to include your service time in the log book.

Copies of documents showing this information must be provided to Prentice before driving students on a field trip.

Communication:

Regular communication between parents and staff is important. Prentice has established various methods for communicating to all parents. It is the parents' responsibility to actively and regularly utilize these communication tools to stay informed and active in their child's education:

- Email Update: The school sends frequent email updates to all parents, providing information about school activities, non-student days, early release days, parent meetings, volunteer opportunities, fundraising activities, and other school events.
- Prentice Notify: The school may also send messages by phone and/or text message regarding special events and emergency announcements.

Privacy Policy:

The Prentice School has a duty to protect the privacy of its students and staff. During FACTS enrollment or reenrollment, parents authorize School to use Student's name, voice, signature, photograph, or likeness, in any manner including, but not limited to, School materials, publications and promotions, published and distributed in any form, including on the School website or social media, and without any compensation, unless the School's Business Office receives written notification from Parents to the contrary. Any photograph or video may be used in perpetuity and, therefore, consent is not revocable. Any parents who do not give consent are noted, and this list is then referenced by the staff before the publication of any photographic materials. Parents are instructed not to identify any student or staff by name when posting or displaying pictures where the public can access them, including their personal social media.

The parent and student information contained in The Prentice School FACTS Family Portal Directory ("Directory") is intended to be used solely for The Prentice School students and their parents to share information related to activities sanctioned by The Prentice School. The information contained in the Directory may not be shared with any other individuals and/or for any other purpose. Violation of this policy may result in termination of the Student Enrollment Contract by The Prentice School at its sole and absolute discretion. Only authorized information by the Prentice School individual parents will be included in the Directory.

Parent Expected Schoolwide Behavior:

Parents/guardians are expected to treat faculty and staff with trust, civility and respect. When on school grounds and/or a school sanctioned activity, parents will be respectful of the fact that they will be in close proximity to impressionable children with regards to attire, speech and behavior. Prentice reserves the right to ban or restrict the participation of a parent and/or not to re-enroll, or to dismiss a student if the Head of School concludes that the actions of the parent/guardian are inconsistent with this policy, impair a positive and constructive relationship, and violates the terms of the enrollment contract. When parents have a concern they would like to discuss with faculty and/or staff, it is expected that they will do so in a respectful and professional manner. If a parent/guardian has a concern about their own child, they are to go to the teacher, Director of Program, Marriage and Family Therapist, or Head of School to discuss the matter – not other parents or other students. Students are most successful when parents and faculty work closely together as a team in the best interest of the student.

Student Suspension/Expulsion and Student / Parent Conduct:

The Prentice School may rescind a student's enrollment in the event of serious or ongoing disciplinary, behavioral or academic issues arising prior to the start of the school year. Prentice shall have the right to suspend or expel a student at any time if he/she does not act in accordance with the policies of the school as set forth in the Prentice School Handbook. The parent and student understands that the School reserves the right not to extend the privilege of enrollment or re-enrollment to a student, or to dismiss an enrolled student, if the Head of School or his/her designee concludes, in his or her sole discretion, that the actions of a parent(s)/guardian(s) are inconsistent with the terms of The Prentice School Handbook or School policies; impair a positive and constructive relationship; or violate the terms of this contract. The Head of School shall investigate the circumstances surrounding any incident(s) and shall make a final decision as to whether the offense(s) justify the student's dismissal. The dismissal of a student does not relieve the parent or guardian of the tuition obligation set for in the Enrollment Financial Agreement.

BUSINESS SERVICES

Balances:

All monies owed to The Prentice School including tuition, damaged or lost books, equipment, materials, services or volunteer hour fees must be paid in full by the last day of each school year. Failure to bring a balance of tuition and fees current could result in your child not being allowed to enroll for the following academic year. If necessary, delinquent accounts will be referred to a collection agency.

Parents should be aware that our Tuition payments do not cover the full cost of a Prentice education. In order to close the gap, maintain small class sizes, add extra programs, expand enrichment programs, maintain the facility upkeep, and offer professional development to staff; Prentice relies on every member of the community to contribute to the Annual Giving Campaign with a tax-deductible gift. Prentice asks all families to participate directly or through the support of family, friends or companies.

Tuition Loans:

Prentice may provide information to families who would like to borrow funds from a lender to help fulfil their tuition obligation. If you are interested in applying for a loan with an independent outside agency, please contact the business office for information.

Second Child Discount:

Parents will receive a second-child discount of \$1,000 for each additional student enrolled after the first child in the family. This discount is given in full prior to October 1st or prorated for students starting later in the year.

Parent Referral Program:

We encourage Prentice parents to be ambassadors of the school. As the referring parent, you will receive a \$2,000 tuition credit if the referred student attends Prentice at least three (3) full months while your child is also enrolled. The tuition credit is transferable should you have more than one child enrolled at Prentice. Additionally, you will receive a \$2,000 tuition credit in each subsequent year that both your child and the child you referred are enrolled for at least three full months.

To complete the process please contact the Admissions Office at (714) 244-4608.

Payments:

Credit Card Fee Acknowledgment

If you choose to use a credit/debit card to pay for any charges, a 3.00% convenience fee of the payment amount will be added each time you make a payment.

Miscellaneous

The Prentice School would greatly appreciate payment of miscellaneous student activities by check, credit card, or through the family's FACTS account; no cash please. In addition, school administration discourages students from having cash in the classroom.

- Checks for school-sponsored activities and services (field trips, tutoring, etc.) should be made payable to "The Prentice School."

Student Termination:

Parents understand that at the time they enter into their annual contract with Prentice, the school will be hiring teachers and providing curriculum and supplies for their child for a full school year. In the event that they withdraw their student from Prentice prior to the end of the school year, they will be obligated to pay the amount indicated on your enrollment contract.

APPENDIX

APPENDIX ONE: IMMUNIZATION POLICY

SB277: This bill eliminates the personal belief exemption from the requirement that children receive vaccines for certain infectious diseases prior to being admitted to any public or private elementary or secondary school or day care center.

Effective January 1st 2016, the SB277 bill will require all students to receive the immunizations listed on the following page for school entry:

VACCINE	REQUIRED DOSES
Polio	4 doses at any age, but... 3 doses meet requirement for ages 4-6 years if at least one was given on or after the fourth birthday; 3 doses meet requirement for ages 7-17 years if at least one was given on or after the second birthday
Diphtheria, Tetanus, & Pertussis	Age 6 years and under: DTP, DTap or any combination of DTP or DTap with DT (diphtheria and tetanus) 5 doses at any age, but... 4 doses meet requirement for ages 4-6 if at least one was on or after the fourth birthday Age 7 years and older: Tdap, Td, or DTP, DTap or any combination of these 4 doses at any age, but... 3 doses meet requirement for ages 7-17 years if at least one was on or after the second birthday. If last dose was given before the second birthday, one more Tdap dose is required
Measles, Mumps, Rubella (MMR)	Kindergarten: 2 doses both on or after first birthday 7 th grade: 2 doses both on or after 1 st birthday Grades 1-6 and 8-12: 1 dose on or after first birthday
Hepatitis B	Kindergarten: 3 doses at any age
Varicella (chicken pox)	1 dose for children under 13 years
Tdap Booster (Tetanus, reduced Diphtheria, & pertussis)	7 th grade: 1 dose on or after seventh birthday

The law also requires a 1st-grade health examination to be completed up to 18 months prior to entry into first grade or within 90 days after beginning 1st grade. A standard form (Report of Health Examination for School Entry PM171 A) needs to be filled out by your child's doctor and submitted to the school (fax: 714-538-5004) prior to attendance.

Parents must submit a copy of their student's immunization record, and all shots must be up-to-date for his/her grade level before the student will be allowed to attend school.

APPENDIX TWO: WHEN TO KEEP SICK CHILDREN HOME FROM SCHOOL

In collaboration with the Orange County Department of Education, The Prentice School would like to provide families with clear educational guidelines as to when to keep children home from school. Deciding when to keep a sick child at home from school is not always easy. It's important for children to attend school and for some parents, staying home means missing work. But when a child is truly sick, they need to stay home in the care of an adult to get well and to prevent spreading illness to others. The following information may help you decide when to keep your child at home. "Child" refers to all school-age children including adolescents. This information does not take the place of consulting a medical provider. Call the attendance hotline to notify the school your child will be absent due to illness (714) 244-4604

DIFFERENCES BETWEEN COMMON COLDS and THE FLU	
COMMON COLD The common cold is a contagious upper respiratory infection caused by cold viruses. It is the most frequent childhood illness. Symptoms can last 7 to 14 days. A child with no fever, mild symptoms and otherwise feeling well may be fine at school. A child with heavy cold symptoms such as deep or uncontrollable coughing or significant lack of energy belongs at home even without a fever. See additional information on fever, sore throat and influenza.	FLU (INFLUENZA) The flu is a highly contagious respiratory illness caused by influenza viruses and can cause mild to severe illness. A person with influenza can be contagious up to one week after symptoms appear. Children are one of the biggest sources for spreading the flu. To help decrease the spread of regular seasonal flu and novel H1N1 flu: A child with flu-like illness (fever and cough) must stay home from school for at least 24 hours after they no longer have a fever or signs of a fever, without the use of fever-reducing medicine. A fever is defined as a temperature of 100°F or higher. If symptoms occur while at school, the student must be picked up as soon as possible to go home. Contact a medical provider with severe symptoms, if the ill person is pregnant or has a chronic medical condition that could make them vulnerable to influenza complications.
Symptoms Usually come on gradually	Symptoms Usually come on quickly
Fever Rare in adults and older children, but can be as high as 106°F in infants and small children	Fever Typically as high as 106°F, but can rise to 104°F and usually lasts 3 to 4 days
Cough Mild, hacking cough	Cough Often, can be severe
Headache Rare	Headache Sudden onset, can be severe
Muscle aches Mild	Muscle aches Usual, can be severe
Tiredness/weakness Mild	Tiredness/weakness Can last 2 or more weeks
Extreme exhaustion Never	Extreme exhaustion Sudden onset, can be severe
Vomiting/diarrhea Never	Vomiting/diarrhea Sometimes
Runny Nose Often	Runny Nose Sometimes
Sneezing Often	Sneezing Sometimes
Sore throat Often	Sore throat Sometimes

COUGH:

A mild hacking cough often starts after the first few days of a common cold. A child with mild symptoms, no fever and otherwise feeling well may be fine at school. A child with deep or uncontrollable coughing belongs at home even without a fever. A child with cough and fever must stay home from school for at least 24 hours after they no longer have a fever or signs of a fever, without the use of fever-reducing medicine.

DIARRHEA/VOMITING:

Children who have vomited or had diarrhea should be kept at home and should return to school only after being symptom-free for 24 hours.

EAR ACHE:

Consult a medical provider for earaches. Ear infections may require medical treatment. A child should stay at home until pain free.

FEVER:

Fevers are a common symptom of viral and bacterial infection. Children are likely to be contagious to others when they have a fever. If there is no thermometer, feel their skin with your hand - if it is much warmer than usual they probably have a fever. Please do not give your child fever reducing medicine and then send them to school. The medicine will wear off, the fever will probably return and you'd need to pick them up anyway. Any child with a fever of 100°F or higher should not attend school and should not return until they have been fever free for 24 hours. A child with flu-like illness (fever and a cough) must stay home from school for at least 24 hours after they no longer have a fever or signs of a fever, without the use of fever-reducing medicine.

HEADACHES:

A child whose only complaint is a mild headache usually does not need to stay home from school. Complaints of frequent or more severe headaches should be evaluated by a medical provider, including vision exam if needed. A child with a significant headache belongs at home until feeling better.

COVID-19:

**These policies will be revised as new recommendations and guidelines are released from the CDC and state and local healthcare agencies*

Parents are not permitted to bring their child to campus if the child has experienced any of the following in the past 24 hours:

- A temperature of 100.4 degrees or higher
- A cough or other respiratory symptoms are present
- A sore throat and/or runny nose or congestion
- Chills, muscle aches, loss of taste or smell
- An uncharacteristic throbbing headache
- Nausea, vomiting, or diarrhea
- The student feels ill
- The student has been exposed to someone with or under investigation for COVID-19 in the past 14 days
- The student has tested positive for COVID-19 and is still exhibiting symptoms

Returning to Campus

- The **student** cannot return to school until the student meets CDC, CDPH, or OCHCA (Prentice will follow the agency with the most stringent guidelines) and Prentice criteria to discontinue home isolation and until parents complete the Student Certification to Return to School.
- If the student is positive for COVID-19:
 - Parents must provide a copy of the viral COVID-19 test to the School as soon as the student receives a positive result

- At least 10 days have passed since the student initially tested for COVID-19
- Student must be symptom-free and fever-free for 24 hours without the use of fever-reducing medication.
- If the student is exposed to COVID-19 and is not vaccinated:
 - Student must quarantine for 14 days. If the student develops symptoms during that 14 day timeframe, the student must quarantine for 10 days from the onset of symptoms
 - Student must be symptom-free and fever-free (without the aid of a fever-reducing medication) for 24 hours prior to returning to campus

If a student experiences COVID-19 symptoms and is recommended by their healthcare provider to quarantine for 10-14 days, parents must submit a note from the healthcare provider prior to the student returning to school.

If a student exhibits one Low Risk COVID-19 symptom, the student can return to campus once the student is symptom-free for 24 hours.

If a student exhibits two Low Risk or one High Risk COVID-19 symptoms, the student must have an evaluation by a healthcare provider before returning to campus. The School must receive documentation from the healthcare provider that the student is clear to return to campus. The student must be symptom-free and fever-free for 24 hours in order to return to campus.

HEAD LICE:

Are tiny insects that live only on human scalps and hair. They do not cause illness or carry disease. An itchy scalp is the most common symptom. Adult lice are reddish brown, about the size of a sesame seed and can be hard to see. Lice lay nits (eggs) on strands of hair close to the scalp. Nits are easier to see than lice, look like tiny tan or white dots and are firmly attached to hair. Nits can usually be seen near the scalp behind ears, at the nape of the neck and under bangs. The most important step for getting rid of head lice is daily careful nit removal for at least 14 days using a special lice comb and by "nit picking". In addition, over the counter and prescription treatments are available. Stop by the school office for a packet of information on head lice prevention, identification and treatment or go to:

www.snohd.org/snoLiceArentNice/index.htm-www.headlice.org/-or
www.cdc.gov/ncidod/dpd/parasites/lice.

Keep your child home for a maximum of two school days to provide head lice treatment.



Magnified female and male head lice Magnified nit on hair shaft Size of nits & lice penny

IMPETIGO:

A contagious bacterial skin infection that usually begins with small fluid filled blisters that cause a honey-colored crust on skin after bursting. It is important to have these symptoms evaluated by a medical provider because untreated infection can lead to serious complications. 24 hours after starting prescribed antibiotics, impetigo is no longer contagious. Students may attend school if drainage can be effectively kept covered and is not extensive. Parents must provide a note form a medical provider stating the student is no longer contagious in order to return to school.

PINK EYE:

(Conjunctivitis) is a common infectious disease of one or both eyes caused by several types of bacteria and viruses. The eye typically appears very red and feels irritated. There may be drainage of mucous and pus or clear liquid. Prescription medication may be needed to treat a bacterial infection. Virus-caused pink eye will not need antibiotic treatment.

A child with the above symptoms should be kept at home until evaluated by a medical provider and return to school with or without treatment depending on the diagnosis. Parents must provide a note form a medical provider stating the student is no longer contagious in order to return to school.

RASHES:

A rash may be one of the first signs of a contagious childhood illness such as chickenpox. Rashes may cover the entire body or be in only one area and are most contagious in the early stages. Do not send a child with a rash to school until a medical provider has said it is safe to do so – especially with additional symptoms like itching, fever or appearing ill. Parents must provide a note form a medical provider stating the student is no longer contagious in order to return to school.

SORE THROAT:

A child with a mild sore throat, no fever and otherwise feeling well may be fine to attend school. Keep a child at home and contact a medical provider for a severe sore throat and if white spots are seen in the back of the throat, with or without a fever.

STREP THROAT:

A significantly sore throat could be strep throat, a contagious illness. Other symptoms may include fever, white spots in the back of the throat, headache and upset stomach. Untreated strep throat can lead to serious complications. Keep your child home from school with the above symptoms and contact a medical provider. A child diagnosed with strep throat is no longer infectious and can return to school 24 hours after antibiotic treatment has been started. Parents must provide a note form a medical provider stating the student is no longer contagious in order to return to school.

STOMACH PAIN:

Consult a medical provider and do not send a child to school with a stomach ache that is persistent or severe enough to limit activity. If vomiting or diarrhea occurs, keep the child home until symptom free for 24 hours.

TOOTHACHE:

For tooth pain, contact a dentist to have a child evaluated as soon as possible. A child with a significant toothache should not attend school until feeling better.

APPENDIX THREE: CUMULATIVE RECORDS POLICY

Mandatory Permanent Records are records which the school has been directed to compile by California statute authorization. We will maintain indefinitely all mandatory permanent pupil records or an exact copy of such for every student who has enrolled. Content- Mandatory by State Law:

- Legal name of student (Birth Certificate)
- Date of birth (Birth Certificate)
- Method of verification of birth date (Birth Certificate)
- Sex of student
- Place of birth
- Name and address of parent of minor
- Address of minor if different than the parent
- An annual verification of the name and address of the parent and residence of the student
- Entering and leaving date of each school year; summer sessions included (Transcript)
- Subjects taken during each term (transcript)
- Credits earned towards graduation (transcript)
- Verification of required immunizations or exemption
- Date of high school graduation
- Identification number (if applicable)
- Standardized test results
- Signature of Principal upon graduation

These records will be updated as changes occur and kept in a locked file. Only authorized personnel will have access to these files and they shall not be taken from the office they are stored. According to Section 16023 (C)(2)(a) of Title 5, California Administrative Code, the "permanent record shall be retained indefinitely." When a student transfers to another school, a copy of the pupil's permanent records will be forwarded upon request from the other school or district. The original permanent record will be forwarded to said school upon request. The sending school will keep a copy of the permanent records.

Mandatory Interim Records are records which schools are required to compile and maintain for stipulated periods of time. Content- Mandatory by State Law:

- A log or record identifying persons requesting or receiving information from the record
- The log need not include parents or students whom access is granted, parties to whom directory information is released, parties for whom written consent has been executed by the parent, or school officials having a legitimate educational interest
- Health information
- Special education information including required tests, case studies, authorizations, and actions necessary to establish eligibility or discharge
- Language training records
- Progress Reports
- Parental restrictions regarding access to directory information or related stipulations
- Parental authorizations or prohibitions of pupil participation in specific programs
- Results of standardized tests administered within the preceding three years

These records will be updated as changes occur and kept in a secure central file. Unless forwarded to another school, these records shall be maintained at a different location until the student is 25 years of age. They are only to be destroyed by shredding or burning.

Permitted Records are records which schools may maintain for appropriate educational purposes content:

- Objective counselor or teacher ratings
- Standardized test results older than three years
- Routine discipline data
- Verified reports of relevant behavioral patterns

- All disciplinary notices
- Attendance records

The permitted record should be objective, factual, and void of value judgments. School personnel should be aware that what they write for the record cannot be considered confidential and should be shared with the parent and student. These records will be kept in a secure central location. These records may be destroyed six months after the student's completion of or withdrawal from the school. Permitted records may be transferred only if it will be in the best educational interests of the student.

SAFE SCHOOL PLAN 2021-2022

INTRODUCTION

The safety and welfare of our students and staff is The Prentice School's highest priority. This **Safe School Plan** outlines our procedures for safety and emergency preparations with the goal to improve our ability to protect students and staff, save lives and reduce injuries. Prentice staff retains the flexibility to modify procedures outlined in this handbook as necessary to ensure the best response possible in the context of a true hazard scenario.

Our commitment to parents and families includes the following:

1. A copy of this Safe School Plan will be available on the Prentice website.
2. An annual Wellness Week will be hosted to promote positive health and safety habits in the home and at school.
3. The Prentice School will participate in the Great California ShakeOut.
4. The Prentice School will hold active insurance coverage that addresses school disaster risks.
5. Emergency contact information will be collected during the school registration process to ensure data is current.
6. Emergency contact and release records will be stored in several locations, physically and electronically, to ensure access in case of an emergency.

SAFETY PHILOSOPHY

"Prepare, Survey, Act"

Each time a tragedy impacts a school somewhere in the U.S., there is a reaction felt across every other school community. These events also serve as a reminder that we have to remain vigilant on our own campus. The Prentice School has protocols in place for many different emergency situations ranging from natural disasters to active shooters. The most vital of these is our "Prepare, Survey, Act" (PSA) protocol. It applies to every emergency scenario we may face.

Prepare:

A proper response to any emergency scenario begins by being knowledgeable, trained in possible responses, and equipped with the supplies to handle the situation. This handbook outlines all areas of training and preparation at The Prentice School.

Survey:

The "Prepare, Survey, Act" protocol allows professionals the freedom to make appropriate decisions based on situational awareness. Therefore, teachers and staff are asked to survey the situation and to maintain situational awareness throughout an ordeal. While it may be appropriate to "lock down" or "shelter in place" as a general first step in a given situation, a teacher feeling their students are in imminent danger by doing so may make the decision to evacuate students to an area they find safer. This permission to make the right decision based on first-hand information is vital to saving lives in active shooter situations.

Act:

Another essential element of the PSA protocol is the ability for staff and students to act swiftly based on their training and first-hand situational awareness. The default action may be to lock down when the campus becomes unsafe due to an intruder or police activity in an area, but knowing you have permission to run/fight/barricade your class within the room/evacuate out a window or off campus gives a professional many more options that could be more appropriate in a given circumstance.

HEALTH OFFICE

The Health Office is located in the Administration Building and is run by the School Health Clerk. The School Health Clerk is present every day school is in session from 8:00 AM to 3:00 PM. During hours that the School Health Clerk is not present, the Health Office is available to students with the assistance of back-up staff trained in basic First Aid, CPR, and Health Office protocols.

It is protocol to notify the parents of any student that receives a head injury, so they may observe their child when at home and be observant of any odd behavior that may result in the need for future medical care.

Each classroom and other key locations (Keck Auditorium, Administration Building, etc.) are equipped with basic First Aid Kits. In addition, there are 12 pink backpacks located throughout campus with additional first aid supplies in case of emergencies.

Pink Backpack First Aid Kit Contents:

- Alcohol wipes (6)
- Scissors
- Antibiotic wipes
- Splint, wire
- Antiseptic bio-hand cleaner (4)
- Sting wipes (10/box)
- Antiseptic wipes (20/box)
- Survival wrap
- Bandages - assorted
- Tape, adhesive, 3-in-1 size
- Blood stopper compress (2)
- Wound closures (10/box)
- Burn dressing, water gel
- Burn relief gel (5)
- Cold packs (small/large)
- CPR breathing barrier
- First aid book
- Gauze:
 - 3" gauze roll (2)
 - 4"x4" sterile gauze pads (10/box)
 - Gloves (4 pairs)
- Pads:
 - 2"x3" non-stick (10/box)
 - Combine ABD 5"x9" pad (2)

SCIENCE CLASSROOM SAFETY RULES

Science Teachers employed by The Prentice School are committed to safety in their classrooms and teaching students proper experiment protocols. These guidelines include, but are not limited to wearing protective eyewear, non-latex gloves, plastic aprons, and practicing remaining a safe distance away from teacher demonstrations. Any caustic chemicals are stored in a locked cabinet, only to be accessible by teachers and staff. Students are always supervised during hands-on experiments.

STUDENT IN DISTRESS

All Prentice employees are trained annually in nonviolent crisis intervention methods through the Crisis Prevention Institute (CPI). These strategies are intended to safely defuse anxious, hostile, or violent behavior at the earliest possible stage and reduce the risk of injury. If a student is in distress and needs support, teachers and staff will communicate with each other via the Walkie-Talkie system on Channel 2 and use the crisis intervention tactics at their disposal.

EXTREME WEATHER

Extreme Heat:

In extreme heat and high humidity, the body must work extra hard to maintain a normal temperature and keep the body comfortable. Prentice staff monitors weather conditions to prepare for extreme heat and when necessary, take the following precautions:

Air conditioning is turned on at the start of the school day to maintain the lowest temperatures throughout the day.

Staff and students are encouraged to drink plenty of water. Refrigerated filtered water is available to all in the Staff Lounge and outside the Health Office.

Nutrition and lunch breaks and physical education classes are held indoors.

Teachers and staff are trained to observe students for the following symptoms, in order to take action to prevent heat related illnesses such as Hyperthermia or Heat Stroke:

- Dizziness
- Headache
- Weakness
- Trouble concentrating
- Nausea
- Skin rash (pimple-like bumps)
- Thirst
- Rapid pulse

Thunderstorms and Lightning:

Prentice staff monitor weather conditions to prepare for heavy rain or thunder and lightning storms and when necessary, nutrition and lunch breaks and physical education classes are held indoors.

Teachers and staff are trained to observe their surroundings for potential hazards, such as loose or dangling power lines. In such situations, staff must notify the Facilities Director, custodian or another office staff member immediately, and they will contact the appropriate utility company to come and assess the situation and advise on best safety precautions.

DISASTER & EMERGENCY PROCEDURES

Training:

The Prentice School ensures that all employees are trained in the following areas:

First Aid and CPR	Every 2 years in October
Blood Borne Pathogens	Annually in August
Mandated Reporter	Annually in August
Safe School Plan Protocols	Annually in August
Safe School Plan Tabletop Drill	Annually in October

The following staff members are trained in how to shut off electricity, water, and gas during an emergency:

- Facilities Director
- Custodian
- Office Manager
- All members of the Security Disaster Team

Employees and families are encouraged to download the free “American Red Cross Emergency” and “American Red Cross First Aid” apps on their cell phones for reference.

Facilities:

The Prentice School takes the following actions to ensure that the school facilities are safe and maintained:

- The Fire Department completes annual inspections, which include service for fire extinguishers, smoke alarms, and fire alarm electrical as needed.
- All exit routes are clearly marked.
- Custodial staff walks the entire school grounds each day the school is open to ensure doors are locked securely at the close of the day.
- Fences and locked pedestrian gates are maintained to ensure security.

Employees are responsible for notifying the Maintenance and Custodial Supervisor or another office staff member of any observed dangers or potential safety hazards. These observations will be evaluated and appropriate steps will be taken to remedy any confirmed hazards.

Emergency Drills:

The Prentice School participates in emergency drills, based on the following schedule, to ensure students and staff members are practiced in the best protocols:

- Fire Drills Monthly
- Earthquake Drills Semi-Annually
- Lock Down Drills Semi-Annually

Teachers and staff are expected to lead by example for students during drills, by keeping a calm demeanor and giving clear, direct instructions on appropriate behavior. All emergency drills are to be led and conducted in an atmosphere of seriousness in order to maximize safety in the event of a real hazard. Teachers are encouraged to establish a buddy system amongst students for all drills.

Each classroom and office is equipped with the following to be used during drills:

- Copy of Safe School Plan in red folder
- Laminated green and red cards
- Emergency Exit/Disaster Map showing evacuation routes (posted on wall near exit door)
- Classroom number sign (not in offices)
- Student emergency and health information forms (not in offices)
- Employee emergency forms (HR office and Front Desk only)
- Megaphone (Director of Program office only)

Following every emergency drill, teachers are advised to address the question of what happens in an emergency if they are hurt or unable to evacuate with or instruct the students. In this case teachers should encourage their students to use their observation skills to assess if they feel safe and are able to seek out another adult, in which case they should do so.

All drills are documented and assessed to establish any changes to be incorporated to improve future drills.

Evacuation Procedures:

In case of evacuation, during a drill or an actual emergency where an area has been assessed to be unsafe, employees are expected to close the door behind them and place a colored card between the door and door frame. They indicate the following:

- Green Card – All clear, no one inside or in danger
- Red Card – Someone inside that may be in danger

To evacuate, take the following actions:

- 1) Follow the appropriate evacuation route to the east-side field area, in a calm, quiet and orderly fashion. Employees with students shall be the last person out of the room to ensure that all students have vacated. Watch for potential hazards and adjust evacuation routes as needed.
- 2) When exiting the classroom or office, follow the green/red card protocol previously stated and take the Safe School Plan in the red folder, classroom number sign, and student/staff emergency and health information forms with you. (The Director of Program also brings a megaphone.) Do not lock any doors. (During a drill only the front door to the Administration Building will be locked for safety purposes.) Only if it is safe, collect other valuables or personal items.
- 3) Line up by homeroom class, in order of grade (younger students closer to Room 701), on the east-side field area. Roll will be taken to account for everyone on the school campus. Roll sheets are given to the drill director (usually the Director of Program, Head of School).
 - a. Teachers account for homeroom students
 - b. Office Manager accounts for all employees
 - c. Office Manager accounts for all visitors
- 4) All employees with a Walkie-Talkie switch to emergency Channel 2 and state your name to check in.
- 5) Students are to remain quiet and wait for instructions from teachers.
- 6) Once everyone is accounted for the drill director or emergency professionals will dismiss everyone to return to their activities and work or leave the premises.

Fire Drill Procedures:

The signal for a fire drill is a loud intermittent bell for 10 seconds, followed by a 5 second silence and then the repeated bell. This prompts the following actions:

- 1) All students, staff and visitors are to stop their activities immediately. Students find their buddy.
- 2) Follow evacuation procedures.

Fire Emergency:

If you discover a fire, take the following actions:

- 1) DIAL 911 and give the emergency operator the following information:
 - a. Building Name: The Prentice School
 - b. Building Address: 18341 Lassen Drive, Santa Ana, CA 92705
 - c. Nearest Cross Street: Fairhaven Ave and Esplanade Ave
 - d. Nature of the Emergency: Fire
 - e. Callback Number: (714) 538-4511
- 2) Wait to hang up the phone until the emergency operator tells you to do so, or the environment has become unsafe.
- 3) Activate the closest manual pull station to sound the fire alarm.
- 4) The alarm will trigger the fire drill and evacuation procedures. Communicate if possible via Walkie Talkie or phone with other teachers and staff members. If possible office staff members should make an intercom announcement stating that the alarm is not a drill and give any other pertinent information that is known.
- 5) If you are trained and only if it is safe, use a fire extinguisher on a small fire. Do not attempt to extinguish a large fire alone. Closing the door to any room with a fire will help to confine the fire.
- 6) If there is smoke in the room:
 - a. Stay low to the ground, where air is cooler and cleaner.
 - b. Hold a wet cloth over your mouth and nose, if possible.
 - c. Only break a window to exit as a last resort.

7) In the case that a fire occurs on the east-side field, evacuate to the parking lot (younger students closer to Room 701).

Fire extinguishers and fire alarm pulls are located in the following areas:

- Classrooms, Modular Units and the Library have a pull and extinguisher near the primary entrance/exit.
- The Keck Auditorium has a pull and extinguisher near the back door (to the left near parking area) and each of the two stage doors (toward the sidewalk and toward carpool).
- The Administration Building has extinguishers between the copy and conference rooms and in the back corridor between the restrooms and the side coordinator. Pulls are located on the wall by the front door to the right of the light switches, between the side door and the Director of Support Services' office, and between the mailroom and back door.

To use a fire extinguisher effectively, pull the safety pin, aim the nozzle at the base of the fire, and squeeze the handle. When doing this, spray the contents back and forth until the fire has gone out. Again, it is important to only attempt to extinguish small fires and call for help for large fires.

As Prentice employees do for extreme heat and thunderstorms, weather conditions are monitored for air quality and ash if a fire is known to nearby. When necessary, nutrition and lunch breaks and physical education classes are held indoors.

Earthquake Drill Procedures:

The signal for an earthquake drill is a voice announcement from the drill director (usually the Director of Program, Head of School). The announcement will include clear, direct instructions. A basic earthquake drill will prompt the following actions:

- 1) All students, staff and visitors are to stop their activities immediately. Students find their buddy.
- 2) If inside, as quickly and quietly as possible, drop to the ground, take cover under a sturdy table or heavy furniture (if there is no appropriate furniture, crouch near an inside wall and cover your face and head with your arms), and hold on until the drill director announces that the drill is complete. Stay away from windows, glass, lighting fixtures, or furniture that could fall.
- 3) If outside, as quickly and quietly as possible, move away from buildings, streetlights, tall trees, and wires and sit on the ground covering your face and head with your arms. Remain out in the open until the drill director announces that the drill is complete.
- 4) A basic drill might include instructions to follow evacuation procedures. Listen carefully to the announcement to see if evacuation will take place.

Earthquake Emergency:

If you feel an earthquake, take the following actions:

- 1) Follow the earthquake drill procedures and evacuate once the shaking has stopped, allowing time for potential aftershocks. Use situational awareness to determine when it is time to evacuate.
- 2) For a larger earthquake with structural damage, injury, or death, DIAL 911 and give the emergency operator the following information:

- a. Building Name: The Prentice School
- b. Building Address: 18341 Lassen Drive, Santa Ana, CA 92705
- c. Nearest Cross Street: Fairhaven Ave and Esplanade Ave
- d. Nature of the Emergency: Earthquake
- e. Callback Number: (714) 538-4511

- 3) Wait to hang up the phone until the emergency operator tells you to do so, or the environment has become unsafe.
- 4) Communicate if possible via Walkie Talkie or phone with other teachers and staff members. If possible office staff members should make an intercom announcement giving any pertinent information that is known.
- 5) If you are trapped under debris:
 - a. Cover your mouth with your shift.

- b. Do not scream – you could breathe in dust.
- c. Tap on a pipe or wall so rescuers can find you.
- d. If you have a cell phone, attempt to text for help. Texts may work even if cell service is down during the emergency.

6) Expect aftershocks and use situational awareness to determine if reentering buildings are safe or follow emergency professional instructions.

7) In the case the east-side field area is no longer a safe environment, evacuate to the parking lot.

The Prentice School does not practice the “Triangle of Life” earthquake protocols, per advice from the Governor’s Office of Emergency Services and the American Red Cross. For more detailed information, refer to the resources link at the end of this manual titled “Response to the ‘Triangle of Life’ Earthquake Theory.”

Lockdown Drill Procedures:

The signal for a lockdown drill is a voice announcement from the drill director (usually the Director of Program or Head of School) indicating

that we are beginning a lockdown drill. This prompts the following actions:

- 1) All students, staff and visitors are to stop their activities immediately. Students find their buddy.
- 2) If inside, as quickly and quietly as possible, teachers and staff lock all doors and turn off the lights. Usher any students or adults outside to enter the classroom immediately. Instruct students to drop to the ground and take cover out of sight of windows. Students and adults should not hide in groups, but spread out along walls.
- 3) If outside, as quickly and quietly as possible, move into the nearest secure building.
- 4) Silence all electronic devices and make sure they will not vibrate.
- 5) Remain silent during the entire drill.
- 6) Listen carefully for the announcement that the drill has ended. During a drill office staff will walk the campus to ensure doors are properly locked to report needed repairs to the Facilities Director or custodian.

Active Shooter/Lockdown Emergency:

A lockdown drill may be announced due to a number of potential hazards. If Prentice staff is notified that a suspicious, unarmed person is being searched for in the nearby community, or there is a potential threat made to the school, the school may choose to go into lockdown as a precaution. The announcement to initiate the lockdown might indicate to lock doors and remain inside, but specify that it is safe to continue regular activity inside the classroom.

In the extreme situation that there is an active shooter on school premises, act on the following mantra:

“Run, Hide, Fight”

1) **Run:** The absolute best, most ideal response to an active shooter situation will be to evacuate the premises and get out of harm’s way or get to a safe location. While evacuation sounds like a simple or straightforward approach to ensuring personal safety, doing so under the duress and chaos of an active shooter situation can be difficult. It is important to plan ahead to increase the likelihood that people will be able to use their best judgment, assess an accessible escape path and attempt to evacuate the premises. Everyone should understand when evacuating during an active shooter scenario, individuals need to:

- a. Evacuate regardless of whether others agree to follow.
- b. Leave all non-lifesaving belongings behind.
- c. Help others escape, if possible use the buddy system.
- d. Prevent individuals from entering an area where the active shooter may be.
- e. Keep your hands visible.

- f. Follow the instructions of any law enforcement or first responders.
- g. Do not attempt to move wounded people.

2) **Hide:** When evacuating the premises is not possible, individuals in an active shooter situation should hide for safety. Because active shooter situations typically last no longer than 10 to 15 minutes, hiding from the attacker(s) is a highly effective method for promoting individual security. Understanding that, depending on where people may be during an attack, there may or may not be many places to hide. Everyone should consider the following when thinking about potential areas for concealment:

- a. Hiding places should be out of the active shooter's view.
- b. An ideal hiding place will not trap the individual or restrict individual's options for movement. The area should provide protection if shots are fired in that direction.
- c. To minimize the chance of an individual's hiding place being found, silence cell phones (turn off vibrate). Turn off any source of noise (e.g., computers, radios, televisions, assistive devices).
- d. Pull down shades or window coverings.
- e. Hide behind large or hard items (e.g. cabinets, desk).
- f. Remain quiet.
- g. To prevent an active shooter from entering an individual's hiding place lock the door, turn off lights, and blockade the door with heavy furniture.
- h. Identify potential weapons in your area and think creatively.

3) **Fight:** When evacuating the premises is not possible, hiding is not an option and an individual's life is in imminent danger, the absolute last resort should be to disrupt and/or incapacitate the active shooter(s). Individuals choosing to take action and fight need to commit and act as aggressively as possible against the active shooter(s). This action should be decisive, without hesitation and encompass the following:

- a. Improvising weapons from nearby items (e.g. fire extinguisher, chairs).
- b. Yelling and throwing items.
- c. Fighting as best you can within your ability to attempt to cause severe or lethal injury to the shooter(s).

4) When/if there is a safe opportunity, communicate with law enforcement. DIAL 911 and give the emergency operator the information listed below. If making a phone call is dangerous, attempt to post on social media or use other creative means to contact authorities.

- a. Building Name: The Prentice School
- b. Building Address: 18341 Lassen Drive, Santa Ana, CA 92705
- c. Nearest Cross Street: Fairhaven Ave and Esplanade Ave
- d. Nature of the Emergency: Active shooter
 - i. If known, offer a description of the active shooter(s), potential location, number and type of weapons and other pertinent information.
- e. Callback Number: (714) 538-4511 and/or personal cell phone

5) Wait to hang up the phone until the emergency operator tells you to do so, or the environment has become unsafe.

6) When/if there is a safe opportunity, make an intercom announcement to notify the rest of the campus of the situation. Dial 501 on any phone to activate the intercom feature. No code word/phrase will be used – be clear and brief.

7) Follow any instructions provided by emergency professionals. Understand that law enforcement's first task is to end the incident, and they may have to pass injured along the way. Keep hands visible and avoid making quick movements toward officers. If indicated to evacuate, evacuate in the direction that the officer came from, as he/she may not be able to answer questions or instruct.

Threat Procedures:

If any Prentice employee is made aware of a potential threat that might cause physical harm to those at the school (e.g. bomb threat, shooting threat), it is the responsibility of that individual to bring the threat to the attention of the proper authorities and the school Administrative Team immediately. If you receive a threat, take note of the following:

- Time of call/communication
- Date of impending threat
- Male or female caller
- Background noises (for phone calls)
- Any of details you can recall

If the nature of the threat calls for immediate action, DIAL 911 and give the emergency operator the following information:

- a. Building Name: The Prentice School
- b. Building Address: 18341 Lassen Drive, Santa Ana, CA 92705
- c. Nearest Cross Street: Fairhaven Ave and Esplanade Ave
- d. Nature of the Emergency: Threat information
- e. Callback Number: (714) 538-4511

Use your judgement when calling the authorities. Remember that you are not in a position to evaluate the validity of a threat, even if later the threat is deemed to be not credible.

Power Outage Emergency:

If a power outage occurs, remain where you are and stay calm. If an outage lasts so long it prompts the closure of school, office staff will communicate with you by visiting each classroom. Oftentimes, power outages are short and do not result in school closure.

Loss of Water Emergency:

If the school loses water for any length of time longer than one day, the Administrative Team will declare a school closure till the water can be turned back on.

DISASTER TEAMS & EMERGENCY LOCATIONS

In the case of an actual emergency that results in significant injuries, death, and/or structural damage, the Prentice staff will automatically respond by forming predetermined teams to manage the situation until first emergency responders arrive. School employees are aware that they are expected to stay on the job as disaster service workers in these situations till every child is released. Key points to remember if this occurs are:

- The triage process must begin immediately.
- Staff must think of the good of the group, not the good of an individual.
- If staying with another individual, adult or child, endangers your life, that person must be left behind till additional resources are available.

Disaster Teams:

(*) = Chairperson

Command Post	Devon Green* Sabrina Clark^	Eric Lindmeier
First Aid - Immediate	Ellen Garcia* Kat Benne	Heather Hemmelgarn Jenny Nguyen
First Aid - Triage	Janis Huennekens* Juliana Clark	Sheri Bolton Ariana Aragon
Food/Nutrition	Kim Zippwald* Annette Owens	Patricia Carlton Stephanie Aros
Search and Rescue	Paul Godfrey* 1 Cindy Shaw 2 Dennis Wilson 2	Juan Meza 1 Brian Nguyen 1

^Back-up to the Head of School in the case of absence or incapacitating injury.

1) As soon as the search/rescue/damage report is completed, do a utility check and then move to first aid.

2) As soon as the search/rescue/damage report is completed, go to student release.

Security	Hilario Beltran* Josh Tittelfitz	John Bynon
Student Release	Monika Matusak* Sally Cross Nicole Bernstein	Norine Petersen
Student Supervision/Sanitation	Paula Miers Amanda Luccitti Lisa Barnard	Maricela Salas Kristine Marquez Stephanie Ware

Teaching staff and volunteers who are not assigned to a disaster team shall report to the Command Post area once they have escorted their students to the Student Supervision area. These individuals will be available to perform any duties as assigned.

Team Objectives:

In an emergency situation, it is essential that certain tasks be completed and documented. Each disaster team has the following responsibilities:

1) **Command Post:** The Incident Commander and administrative group coordinate information and actions of the other teams and communicate with the public. Exercise overall management of the emergency response and recovery efforts. This team includes the Head of School as the Incident Commander.

2) **First Aid – Immediate & Triage:** These groups will be responsible for the administration of first aid, rescue of victims, and supervision of first aid treatment area. Coordinate resources and communications with medical/health facilities and transportation companies for the evacuation and continued care of victims.

- 3) **Food/Nutrition:** This team readies food supplies for distribution after moving food and water to student supervision area. This team determines when food should be distributed to students and then does so.
- 4) **Search and Rescue:** One or more groups of staff designated to “sweep” through buildings quickly and rescue trapped or injured students and staff, only if it is safe to do so. Members of this team assess damage to the buildings to ascertain if the buildings can be reoccupied and inform the Command Post as to the extent of damage. They will complete damage reports and submit them to the Command Post.
- 5) **Security:** Members of this team shut off utilities and secure the campus to prevent unauthorized entrance or exit. They also open the gate on Fairhaven for emergency and rescue vehicles as necessary. Team members put up signs to designate the student release area.
- 6) **Student Release:** This team operates the student release area. This activity is crucial and usually requires the most practice and discussion relative to procedures, documentation, etc. If possible, one team member should stay in the office to answer the phone, etc.
- 7) **Student Supervision/Sanitation:** The assigned staff supervises the student supervision area so other staff can assume their disaster responsibilities. All teachers will be responsible for coordinating activities designed to calm students.

Teachers should fulfill student evacuation and accountability functions prior to assuming additionally assigned duties within the disaster plan. Anyone with emergency supplies in their office or classroom should attempt, only if it is safe, to bring those supplies with them during an evacuation.

Command Post Team Responsibilities:

Duties of the Command Post are as follows:

- Coordinate all personnel and operations, assuring there are enough personnel available for each team.
- Assign all emergency personnel or reassign as injuries/absences dictate.
- Liaison with all off-campus organizations who are on scene, including but not limited to the press, Red Cross personnel, and police and fire personnel.
- Communicate with first aid area.
- Maintain a “crisis response box” that contains a master key, a key to the electrical closet, a map of the campus, indications where gas and water shut-off valves are located, and anything else that might be helpful to off-campus personnel such as fire fighters, police, EMS personnel, etc.
 - a. The crisis response box is stored in the front office.
- Document important information, such as time records, track receipts and account expenditures.

Equipment needed:

- Bullhorn for communication
- Current list of staff assignments to emergency responsibilities
- Current list of teacher classroom assignments
- Daily schedules (rotations) for elementary and junior high schools Safe School Plan
- Student health forms (copies)
- Walkie talkies

Procedures to follow:

- 1) Assess type and scope of emergency
- 2) Determine threat to personnel and structures
- 3) Determine need for evacuation and take appropriate action
- 4) Verify locations of Command Post and first aid area
- 5) Determine which emergency teams need to be activated (e.g. close campus, dispatch search teams, etc.)
- 6) Monitor all teams to assure sufficient personnel are available and re-assign team members as necessary

The Command Post should assign a Public Information Officer in the group.

Their duties are as follows:

- 1) Serve as the official disseminator of all media releases.
- 2) Maintain a positive relationship with media representatives and hold periodic press conferences as required.
- 3) Review and coordinate all information releases with the Incident Commander.

Equipment needed:

- Notepad Computer/laptop

Procedures to follow:

- 1) Check in with Incident Commander and obtain briefing on emergency situation.
- 2) Establish a media staging area for dissemination of information away from the Command Post and other staging areas.
- 3) Determine frequency of media updates.
- 4) Establish communication-operating procedures with Logistics Chief.
- 5) Review situational reports as received and verify information.
- 6) Ensure announcements and information materials are translated and prepared for distribution.
- 7) Oversee establishment of a hotline for public inquiries or posting information on website.
- 8) Ensure rumor controls protocols are in place by verifying information and identifying false or erroneous information.

While controlling the media is not a top priority during an emergency, failing to prepare for the media response can easily become a public relations disaster. An emergency at a school is a major news story and will solicit the response of countless news organizations. The school's Public Information Officer must be prepared for a media response and understand that ignoring the media is not a viable option during an emergency. In some cases, the media representatives often arrive simultaneously with law enforcement and fire department personnel deployed to the scene.

A media staging location should be close enough to the school for information access, but far enough away so as not to impede the efforts of law enforcement, fire and Prentice personnel assigned to roles. The area should be large enough to contain numerous vehicles without infringing or impeding traffic flow, especially emergency vehicles. The area also needs to be located away from other areas to prevent any interference. Everyone should know the location of the media staging area. This will allow for quick direction of incoming media vehicles and control over media representatives. This area will be dependent on the location of the Command Post.

All school employees should be trained not to discuss any details of the incident with any media representative, as this is the responsibility of the Public Information Officer. Any accidental release of information could be detrimental to stabilizing or ending the situation.

The Command Post should assign a Safety Officer in the group.

Their duties are as follows:

- 1) Ensure all facilities in use have safe operating conditions.
- 2) Provide security for Command Post area and other facilities.
- 3) Control personnel and visitor access to facilities established on campus.
- 4) make sure all staff have their Walkie Talkies on channel #2.

Equipment needed:

- Flashlights with extra batteries Pen/Paper
- Walkie Talkie

Procedures to follow:

- 1) Maintain records of those treated.
- 2) Notify the Command Post of extent of injuries.

First Aid Team Responsibilities:

Duties of the First Aid, both immediate and triage groups are as follows:

- Set up and activate the first aid treatment area.
- Transfer injured to first aid treatment center.
- Administer first aid as necessary.
- Triage team then to assist Search and Rescue team once First aid treatment area is set up and assisted.

Equipment needed:

- Blankets
- Canned juice for diabetics
- First aid supplies
- Automatic external defibrillator
- Flashlights with extra batteries
- Stretchers
- Water, 1 gallon
- Release-to-hospital forms

Procedures to follow:

- 1) Administer first aid.
- 2) Maintain records of those treated with medications or serve injuries. Record not necessary for basic first aid.
- 3) Notify the Command Post (Safety Officer) of extend of injuries.
- 4) Triage team to assist Search and Rescue to assist triage students, visitors and staff.

When a student is seriously injured, team members will determine if a student has injuries of sufficient severity that medical assistance is necessary. They will inform the Command Post. This team is responsible for coordinating the release of the injured student to the Emergency Medical Response team (ambulance) and completing the Release to Hospital Form. The Incident Commander shall be responsible for informing parents of student injury and transportation to a hospital or death.

Each school year the First Aid Team leaders are assigned a first responder labeled gym bag with additional first aid supplies to use in addition to the pink backpack kits.

These bags contain:

- Alcohol wipes (50/box)
- Ammonia inhalant (10/box)
- Antibiotic wipes
- Antiseptic bio-hand cleaner (10)
- Antiseptic wipes (20/box)
- Bandages:
 - 1" self-adherent bandage
 - 2" self-adherent bandage
 - 3" self-adherent bandage
 - 1"x3" plastic strip (10/box)
 - 7/8" elastic strip (10/box)
 - Fingertip bandages (8/box)
 - Knuckle bandages (8/box)
 - Triangular bandages (2)
- Blood stopper compress (2)
- Burn dressing, water gel
- Burn relief gel (5)
- Cold Packs (2 small/2 large)

- CPR breathing barriers (2)
- Eye & skin flushing solution
- Eye dressing packet (4)
- Eye Relief
- First aid book Gauze:
 - 2" gauze roll (3)
 - 3" gauze roll (3)
 - 4"x4" sterile gauze pads (10/box)
- Gloves (4 pairs)
- Pads:
 - 2"x3" non-stick (10/box)
 - Combine ABD pad (5"x9")
- Scissors
- Sting wipes (10/box)
- Survival wrap
- Tape, 1"adhesive
- Tourniquet
- Trauma dressing (10"x30")
- Tweezers
- Wound closures (10/box)

At the end of the school year, the team leader and alternate turn in their gym bags to the Health Clerk. He/she, in turn, inspects them for content and expiration dates and refreshes them for use in the next school year. The Health Clerk distributes the gym bags in August of each school year.

Food/Nutrition Team Responsibilities:

- Distribute food and water to students as necessary after checking for any food allergies.
- Monitor consumption of food and water.
- Help assure health and safety of students.

Equipment needed:

- Water pouches
- Student disaster packs
- Student allergy list

Procedures to follow:

- 1) Take possession of classroom disaster bins as they arrive at student supervision area and store in a centralized location.
- 2) Assign one group member to get staff's disaster bin from the faculty lounge and take it to the student supervision area.
- 3) Work closely with Student Supervision Team to determine when distribution of food, water, blankets, etc. is necessary for the health and safety of students.
- 4) Distribute student disaster packs and repack in bins after students' needs have been met.
- 5) Monitor consumption of food and water to assure sufficient supply for three days (one food pack can provide sufficient nutrition for three days).
- 6) Assure the students are not allergic to any of the ingredients of the nutrition bar, per the label.

Search and Rescue Team Responsibilities:

- Search all facilities for injured or trapped students and personnel to ensure evacuation.
- Extinguish small fires and administer light first aid when needed.

Equipment needed:

- Axe or crowbar
- Blankets (two per team)
- Damage Assessment Report forms (see attached)
- Emergency Medical Record forms (see attached)
- Fire extinguishers (two per team)
- First aid bag/backpack
- Flashlight
- Hard hat
- Knee pads
- Note pad/clipboard and pencil
- School master key
- School map
- Stretchers (one per team)
- Sturdy shoes
- Walkie talkies (1 for each team of two)
- List of assigned routes

Procedures to follow:

- 1) Inspect all classrooms per assigned route.
- 2) Perform light rescue and/or fire suppression as needed.
- 3) Note general damage to structures.
- 4) Upon completion of search, complete Damage Assessment Report and report to Command Post.
- 5) Report any missing personnel's last known location to Command Post
- 6) Go to areas most susceptible to damage.
- 7) Complete Triage or Body Identification Forms and Emergency Medical Record during an initial sweep of the buildings and deposit medical record with Command Post.
- 8) Record all damage to buildings, including ability to re-occupy, utility status, damaged contents, etc.
- 9) Call the triage team as necessary for someone who may be needing first-aid or immediate medical help.

Each school year the Search and Rescue leaders are assigned a search and rescue labeled gym bag with additional supplies to use in addition to the pink backpack kits.

These bags contain:

- Batteries (D), 2
- Caution tape
- Duct tape
- Face mask, paper
- Flashlight
- Gloves, heavy duty
- Goggles
- Pry bar
- Screwdriver, flat head
- Spade/shovel
- Triage tags
- Utility cord, nylon
- Vest, reflective
- Whistle
- Hard Hat

At the end of the school year, the team leader and alternate turn in their gym bags to the Health Clerk. He/she, in turn, inspects them for content and expiration dates and refreshes them for use in the next school year. The Health Clerk distributes the gym bags in August of each school year.

Security Team Responsibilities:

- Shut off appropriate utilities to prevent fires, explosion, injury, or damage.
- Secure campus to prevent unauthorized entry into or exit from school.
- Unlock gate on Fairhaven for emergency/rescue vehicles.
- Set up table in fence gate for Student Release Team.
- Post team signs as appropriate.
- Set up porta-potties for Student Supervision/Sanitation Team. Equipment needed:
- Complete set of campus keys
- Signs indicating locations of emergency gate and student release area.
- Supplies to mount signs.
- Tools required to shut-off utilities.
- Damage assessment report

Procedures to follow:

- 1) Always:
 - a. Shut off gas main.
 - b. Shut off electricity where electrical danger is identified.
 - c. Shut off water if pipe damage exists or if water is declared unsanitary.
- 2) Lock all outside doors. If campus cannot be secured, signs should be exhibited directing parents to student release area.
- 3) After items (1) and (2) are completed, report to Search and Rescue Team.
- 4) After assisting Search and Rescue team, complete Damage Assessment Report.

Student Release Team Responsibilities:

- Account for all students.
- Document and control the release of students to responsible guardians or designated adults.

Equipment needed:

- Current class lists on clipboard
- Index cards (2-sided, 4x6)
- Student emergency sheets
- Student sign-out sheet
- Table, pens, pencils, Sharpies, paper, clipboard
- Walkie talkies for all team members

Procedures to follow:

- 1) Establish student release center and notify Command Post.
- 2) Assign team member to direct traffic outside gate.
- 3) Person at student release center interviews people requesting release of student(s) and verifies their identity with personal identification.
- 4) The parent/guardian writes the student's name, grade, etc. on a 4x6 card and gives it to a student/adult runner.
- 5) If the student is at the student supervision area, the runner then goes to the Student Supervision Team to locate and bring student(s) requested to the student release area and returns card to be signed by parent/guardian and filed by Student Release Team.
- 6) If requested student(s) is not at student supervision area, runner goes to Command Post to check location of student(s) requested (e.g., missing, injured, etc.).
- 7) If the student requested is uninjured and is willing to go with the adult, staff at the release area must note disposition of release on emergency student checkout record form. If the person requesting is not a parent, the student must be interviewed away from the adult. They should be asked:
 - a. Do you know and trust this person?
 - b. Do your parents know and trust this person?
 - c. Do you and your parents know where this person lives?
 - d. Do you feel comfortable going with this person?
 - e. Do you think your parents would want you to go with this person?

- 8) Students should not be released if they are unwilling to go.
- 9) Check names off class lists as students are released. Notify Supervision team to update roll call log.
- 10) Put name tag on all students in the supervision area.
- 11) The Head of School shall be responsible for informing parents of student injury or death.

Student Supervision/Sanitation Team Responsibilities:

- Must remain calm and keep students calm, quiet, and together during the emergency.
- Account for all students and locate students for student release responsibility.

Equipment needed:

- Bullhorn
- Class schedules
- Roll sheet(s), noting absences
- Sign-in logs for visitors and vendors on campus
- List of games and/or activities to do with students.
- List of items to discuss with students during the disaster.

Procedures to follow:

- 1) Take roll of students in your class located in evacuation areas and note last known whereabouts of absent or missing students and staff. Report results to Command Post on Accountability Report (sample attached) as well as the Search and Rescue Team.
- 2) Take over supervision of students in classes whose teachers have other emergency assignments.
- 3) Take requests for students from representative of Student Release Team.
- 4) Locate and send requested students to the release area.
- 5) Update roll as students leave evacuation area via student release area.
- 6) Keep students in class groups in evacuation area.
- 7) Make sure porta-potties are set up, if security has not yet done so and check in frequently to make sure they are supplied.
- 8) For long-term care, Food/Nutrition Team should distribute food/water in an orderly fashion with remainder of Supervision Team and supervise the consumption of food/water.

EMERGENCY EXIT & DISASTER MAP**Emergency Locations:**

There are six areas that must be designated in advance to assure efficient operations during a disaster, with the expectation that they might change due to hazards:

- 1) Emergency Gate: The gate for emergency vehicle access (police, fire, etc.) shall be well marked (Fairhaven gate).
- 2) First Aid Treatment Area: Grassy area – corner of Fairhaven & Esplanade. This is a safe location that is not directly visible to the student supervision area or student release area, but close to the Command Post to provide casualty information.
- 3) Command Post: Grassy area – center field. This is the area from which the Incident Commander and team works. The area should be in the vicinity of the student release and student supervision areas in order to coordinate activities, maintain visual contact, and communicate effectively.
- 4) Morgue Area: Blacktop basketball area. This area should be away from the general holding area in a discreet location.
- 5) Student Release Center: Behind Rm. 701, near corner gate. This is the area in which students are released to parent or another designated adult. Access should be carefully controlled. The Student Release Team works here. This area should be easily accessible to the public and the student supervision area.
- 6) Student Supervision/Sanitation Area: Grassy area – by sandbox & playground. This is the playground area where students congregate after evacuation. It should be a location that facilitates effective communication and supervision and is far enough away from the fences to prevent adults outside from

talking directly to students. The Student Supervision Team is in charge of this area. Alternate toilet arrangements (if buildings are unsafe to enter) can be set up with paper/cloth enclosures around small backstops.

Evacuation of School Campus:

If an evacuation of the campus becomes necessary, Prentice staff will escort the students to an alternate location that is safely away from the disaster site. Immediately prior to the start of the evacuation, the Public Information Officer will attempt to communicate this evacuation to parents and families by whatever means necessary.

Upon arrival at the alternate location, Prentice staff will follow the same procedures as if on-campus for first aid, student supervision, and release of students, while cooperating with other groups at the new site.

Initial Evacuation Site:

Hewes Middle School

13232 Hewes Avenue

Santa Ana, CA 92705

(714-730-7348)

Alternative Evacuation Site:

Foothill High School

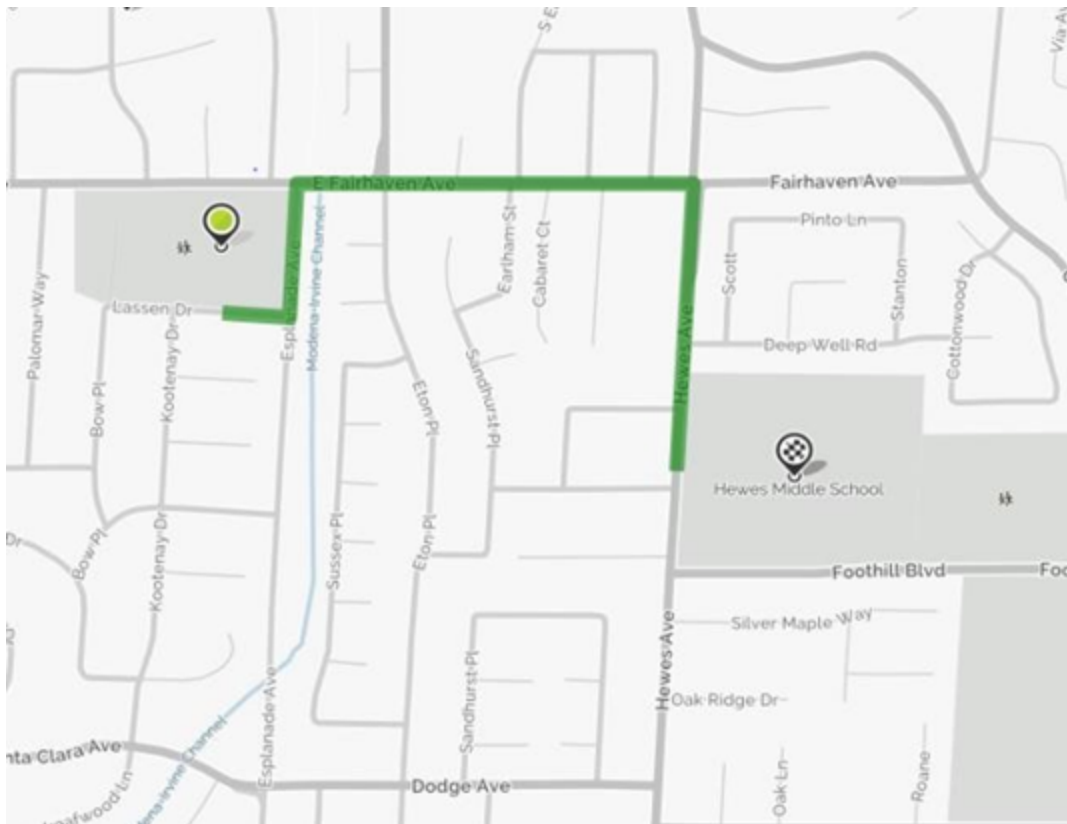
19251 Dodge Avenue

Santa Ana, CA 92705

(714-730-7464)

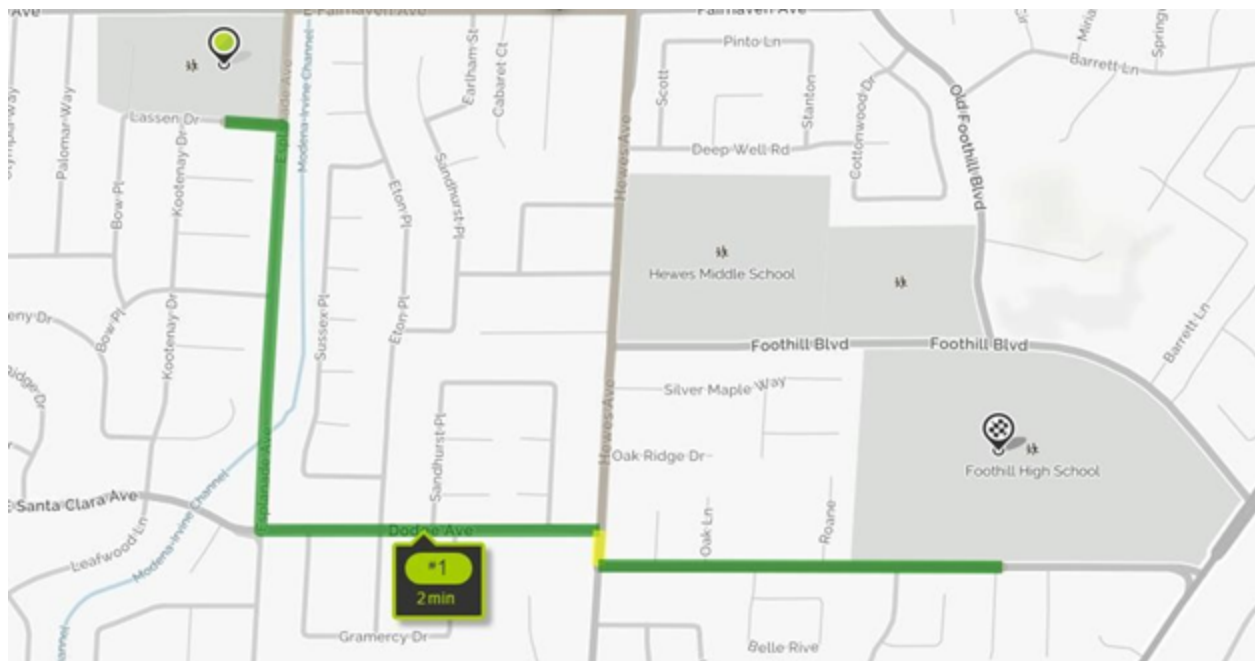
Route to evacuate to Hewes Middle School:

- 1) Head East on Lassen Drive toward Esplanade Avenue.
- 2) Turn left onto Esplanade Avenue (0.1 mile).
- 3) Turn right onto Fairhaven Avenue (0.3 miles).
- 4) Turn right onto Hewes Avenue (0.2 miles).



Route to evacuate to Foothill High School:

- 1) Head East on Lassen Drive toward Esplanade Avenue.
- 2) Turn right onto Esplanade Avenue (0.1 mile).
- 3) Turn left onto Dodge Avenue (0.3 miles).
- 4) Turn right onto Hewes Avenue (200 ft.).
- 5) Turn left onto Dodge Avenue (0.5 miles).



COMMUNITY DISASTER & SCHOOL CLOSURE

In the case that there is a local disaster in the community that adversely affects the Prentice School and/or its students and staff, the Head of School and the Administrative Team may decide to close the school for preventative measures. If this is the case the employee call tree will be enacted to communicate amongst the staff. An employee will be designated by the Head of School to send communication to parents and families.

SAFE SCHOOL PLAN REVIEW PROCESS

The comprehensive school safety plan may be evaluated and amended, as needed, by the Prentice Safety Committee, but shall be evaluated at least once a year, to ensure that the comprehensive school safety plan is properly implemented. An updated file of all safety-related plans and materials shall be readily available for inspection by the public.

EMERGENCY CONTACTS

In the case of Emergency	Dial 911
OC Fire Authority	714-544-5292
Orange County Sheriff's Department Headquarters, Dispatch 550 N. Flower St. Santa Ana, CA 92703	714-647-7000
School Resource Officer Deputy M. Sakamoto	714-647-7000 714-483-0755
American Red Cross OC Chapter 601 N. Golden Circle Dr. Santa Ana, CA 92705	714-481-5300
Southern California Edison	800-655-4555
Southern California Gas	800-427-2200
City of Tustin Water Services 2345 Barranca Tustin, CA 92782	714-573-3375

Please contact (714) 538-4511 to report any potentially hazardous conditions such as a gas leak, electrical problems, etc.

RESOURCES

The following list refers to resources used and individuals involved in drafting this Safe School Plan:

- [Education Code \(32280-32289\): School Safety Plans](#) (AKA the Katz Act)
- [Safe Schools Task Force Report](#)
- [Safe Schools: A Planning Guide for Action Workbook](#)
- [California Governor's Office of Emergency Services: School Emergency Planning & Safety California](#) • •
- [Governor's Office of Emergency Services: Active Shooter Awareness Guidance](#)
- [Incident Command System \(ICS\)](#)
- [National Incident Management System \(NIMS\)](#)
- [Risk RED: Risk Reduction Education for Disasters The Great California ShakeOut](#)
- [Response to the "Triangle of Life" Earthquake Theory](#)
- [California Government Code Section 3100](#)
- [California Government Code Section 8607](#)
- [Crisis Prevention Institute](#)
- [Ready.go](#)