

School Safety Plan Report



2015-2016

Send final copy to Learning Community Superintendent, Kevin Earp, and Keshawn Stevens

Draft Due: September 11, 2015	Final Copy Due:
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2015-2016 McClintock Middle School Safety Plan Report

McClintock Contact Information			
School:	McClintock Middle School	Courier Number:	450
Address:	1925 Rama Road	Phone Number:	980-343-6425
	Charlotte, NC 28212	Fax Number:	980-343-6509
Learning Community	Central Learning Community	School Website:	http://schools.cms.k12.nc.us/mcclintockMS/Pages/Default.aspx

Principal:	Paul Williams
Learning Community Superintendent:	Tara Lynn Sullivan

McClintock Crisis Team Membership			
Committee Position	Name	Email Address	Phone Number
Principal	Paul Williams	Paul.williams@cms.k12.nc.us	(980) 343 - 6425
Assistant Principal Representative	Kurt Freundt	kurt.fruendt@cms.k12.nc.us	(980) 343 - 6425
First Responder	Dawn Salters	dawns.salters@cms.k12.nc.us	(980) 343 - 6425
First Responder	Katherine Warner	katherine.thomas@cms.k12.nc.us	(980) 343 - 6425
Teacher Representative	Dionsio Tolentino	Dionsio.tolentino@cms.k12.nc.us	(980) 343 - 6425
Teacher Representative	Orlando Turner	Orlando.turner@cms.k12.nc.us	(980) 343 - 6425
Dean of Students	Rebecca Felder	Rebecca.felder@cms.k12.nc.us	(980) 343 - 6425
Instructional Support Representative	Shannon Gibson	Shannon.gibson@cms.k12.nc.us	(980) 343 - 6425

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Student Services Specialist	Kristie Williams	<i>Kristie.williams@cms.k12.nc.us</i>	(980) 343 - 6425
School Secretary	Lottie Norman	<i>t.norman@cms.k12.nc.us</i>	(980) 343 - 6425
School Secretary	Joanne Sphar	<i>Joanne.Sphar@cms.k12.nc.us</i>	(980) 343 - 6425
Other	Andrew Strong	<i>Andrewb.strong@cms.k12.nc.us</i>	(980) 343 - 6425
Other(School Nurse)	Latania Jones	<i>Latania.jones@cms.k12.nc.us</i>	(980) 343 - 6425

McClintock First Responders

First Responders	Room Location	Cell Phone	CPR Certification Date	CPR Renewal Date	First –Aid Certification Date	First –Aid Renewal Date
1. Officer Bell	728A	704-724-6759	July 2012	July 2014	July 2012	July 2015
2. Fruendt	620A	705-614-2500	March 2014	March 2016	March 2014	March 2016
3. Salters	C-15	803-524 -5116	8-27-15	8-26-2017	9-5-2013	9-4-2016

McClintock Automated External Defibrillator

AED Model / Type	Room Location	Person Responsible for Monthly Checks	Pads Expiration Date	Battery Replacement Date (if applicable)	Serial Number on AED	Has Device ever been activated for use? If so, date.
Philips HeartStart Defibrillator HS1	Health Room on Book shelf	Latania Jones	12/2015	4/2019	A13G-00910	No

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Insert a plan and related school/property maps to address school safety and discipline concerns.

Please refer to <http://my.cms.k12.nc.us/departments/safety/Pages/Default.aspx> for additional information that can be used to support the development of your plan.

Contents of School Safety Plan

1. Communication Tree
2. Pre-Designated Crisis Meeting Location
3. Crisis Evacuation
 - a. Level I
 - b. Level II
 - c. Level III – *site to be determined by district staff*
4. Nuclear Emergency Planning - *if applicable for your school*
5. Lockdown Procedures
 - a. Intruder on Campus
 - b. Active Shooter
6. Fire Drill Plan
7. Tornado Drill Plan
 - a. Tornado Watch
 - b. Tornado Warning
8. Gas Leak
9. Bomb Threats
10. Student or Staff Death
11. Medical Emergency / Physical Injury / Assault
12. Suicide Threats/Attempts or Psychological Emergency
13. OSHA Training of Staff
14. School Discipline Plan

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Communication Tree

ADMINISTRATIVE TEAM	RESPONSIBILITY
P. Williams	Command center
Fruendt	<ul style="list-style-type: none">• 2nd in command• Command center in absence of P. Williams• Sweep and give all clear signal for A Hall• Communicate directions from P. Williams to 6th grade team
Felder	<ul style="list-style-type: none">• Sweep and give all clear signal for 7th grade• Communicate directions from P. Williams to Math team
Abney	<ul style="list-style-type: none">• Communicate directions from P. Williams to 8th grade• Sweep and give all clear signal for B Hall
Gibson	<ul style="list-style-type: none">• Communicate directions from P. Williams to Electives teachers• Sweep and give all clear signal for C Hall



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Pre-Designated Crisis Meeting Location

Meeting Locations:

Principal's Conference Room in Main Office

In the event of an evacuation:

Phase I Evacuation – Bus parking Lot

Phase II – Rama Road Elementary School or East Mecklenburg High School

Phase III – Bojangles Coliseum or other designated location per CMS administration.

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Crisis Evacuation - Level I

McClintock Crisis Evacuation Location Level I				
Location / Facility	Facility Address	Facility Contacts	Facility / Contact Phone Number	Notes
See below(bus lot)				

Crisis Evacuation - Level I Specific Directions

A Phase I Evacuation is determined by the Principal. In the event of a Phase I Evacuation, everyone will leave the building in the same manner as a fire drill (the fire alarm will sound). Teachers should take roll books, teacher packets, keys, and personal belongings and walk students in a single line out of the building. Students will move to the following areas on campus as directed by campus security and elective teachers.

A hall will exit to the upper area of the bus lot.

B hall will exit to the lower area of the bus lot.

C hall will exit to the middle lower portion of the bus lot.

D hall will exit to the middle portion of the bus lot.



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Crisis Evacuation - Level II

McClintock Crisis Evacuation Location Level II				
Location / Facility	Facility Address	Facility Contacts	Facility / Contact Phone Number	Notes
Rama Rd Elementary	1035 Rama Road Charlotte, NC 28211	Patricia Denny	980-343-6730	
East Mecklenburg High School	6800 Monroe Road Charlotte, NC 28212	Rick Parker	980-343-6430	

Crisis Evacuation - Level II Specific Directions

A Phase II Evacuation is determined by the Principal. In the event of a Phase II evacuation, CMPD will close down Rama Road. Faculty, staff, and students will walk quickly in an orderly fashion to the open field at the corner of Rama Road and Monroe Road.

If the danger dictates that we will need to move south on Rama Road, or in the event of inclement weather, CMPD will block off the street. Faculty, staff, and students will walk in an orderly fashion to East Mecklenburg High School Gym or Rama Road Elementary Gym, where each grade level will reassemble and account for each student.

Mrs. Spfar or designee will be responsible for bringing along the evacuation box (located in the main office). The box includes rosters of our students: sign out sheets, phone numbers, and orange security vests which will be

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worn by the administration and campus security associate at the site so they can be easily identified by the Police, and first responders.

Once at the site, the teachers will keep their classes in an area and await further instructions. The Principal, upon receiving information from the Police and / or School Law Enforcement, will determine when it is safe to return to the building. If it is not safe to return to the building, the East Transportation Office will begin to transport students home. The Principal will contact CMS Public Information, who will contact the local media to inform parents/guardians to come to Central Church of God and pick up their child if they wish.

If the decision is made to take students home, a sign out sheet will be used so that we know which students went home and which students were picked up by parents.

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Crisis Evacuation - Level III

McClintock Crisis Evacuation Location Level III				
Location / Facility	Facility Address	Facility Contacts	Facility / Contact Phone Number	Notes
<i>TBD by Executive Staff</i>	Various	Safety Dept. has Level III contacts.		
Calvary Church	5801 Pineville-Matthews Road	Safety Dept		
Bojangles Arena	2700 E. Independence	Safety Dept		

Crisis Evacuation - Level III Specific Directions

A Phase III Evacuation is determined by the Superintendent of Charlotte-Mecklenburg Schools. Upon instruction from the Superintendent or Deputy Superintendent's office, East Transportation will send busses to McClintock Middle School and begin transporting students and staff to one of two staging areas to be decided by the District (Bojangles Coliseum, Ovens Auditorium). From this staging area, parents will be notified to pick up their students and/or that students will be transported home by bus.



2015-2016 McClintock Middle School Safety Plan Report

Nuclear Emergency Planning

Nuclear Emergency Response Plan	Schools within a 10-mile Radius of the McGuire Nuclear Station are to have a plan:	Schools within a 10-mile Radius of the Catawba Nuclear Station are to have a plan:
River Gate ES	JM Alexander MS	Berewick ES
Torrence Creek ES	Bailey Road MS	Kennedy MS
JV Washam ES	Barnette ES	Lake Wylie ES
Whitewater ES	Blythe ES	Olympic HS
Whitewater MS	Bradley MS	Pineville ES
	Cornelius ES	Rivergate ES
	Coulwood MS	Southwest MS
	Croft Community	Steele Creek ES
	Davidson ES	Winget Park ES
	Grand Oak ES	
	Highland Creek ES	
	Hornets Nest ES	
	Huntersville ES	
	Hopewell HS	
	Hough HS	
	Long Creek ES	
	Mt. Island ES	
	North Meck. HS	
	Oakdale ES	
	Paw Creek ES	
	River Oaks ES	

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Lockdown Procedures

☐ Intruder on Campus

☐ Active Shooter

1. Teachers will immediately stop teaching, move to the door, and scan the hallway / restroom. Any student in the hallway / restroom should be swept into your room for the duration of the lockdown.
2. Classroom door should be locked and window covered with the paper taped to the back of your door. Turn the lights off and close the blinds.
3. The teacher should immediately get students quiet, check the roll to account for all students. Record students missing from your classroom as well as students swept into your classroom.
4. Classes that are held outside should move to the closest interior setting.
5. UNDER NO CIRCUMSTANCES SHOULD YOU OPEN THE DOOR TO ANYONE! Do not respond to knocking on your door. Not the Principal, not someone shouting POLICE. NO ONE!
6. Classes in the cafeteria will move to the gym and classes already in the gym will go to the locker room area with doors locked. Students in the media center will remain there, seated quietly and out of direct sight as much as possible, and with doors locked by teachers and custodians.
7. Students and staff must keep quiet so that any intercom announcements can be clearly heard. All communication is limited to what is essential.
8. No one can leave the classroom or designated area for any reason during a lockdown.
9. Students and staff remain in lockdown until given directions by the Principal or designee.
10. An announcement from the principal or designee will signal the termination of the lockdown status. This announcement will be along the lines of : "The lockdown status has been terminated. You may proceed with normal operations." If it was a real lockdown, we generally let you know-after the lockdown-what situation occurred. If time permits, we will send letters home with students and send a ConnectEd message.
11. After the lockdown, provide the attendance secretary with names of extra and missing students you recorded.



2015-2016 McClintock Middle School Safety Plan Report

Fire Drill Plan

For full CMS Fire Evacuation Plan and roles and responsibilities go to: <http://my.cms.k12.nc.us/departments/safety/Pages/Default.aspx>

Fire Safety Organization	Name	School Title	Room Location	Assembly Point During Evacuation (Minimum of 100 ft. from bldg. if possible.)	Additional Contact Information - Cell (optional)	Notes:
Fire Safety Director	Paul Williams	Principal	Main Office	Bus Parking Lot	704-576-5626	
Fire Warden (Assign to each Campus Bldg.)	Kurt Fruendt	Assistant Principal	A Hall	Bus Parking Lot	704-614-2500	
	Cherita Abney	Assistant Principal	B Hall	Bus Parking Lot	980-230-4887	
	Shannon Gibson	Literacy Facilitator	D Hall	Bus Parking Lot	704-964-8963	
	Rebecca Felder	Dean of Students	C Hall	Bus Parking Lot	704-517-2666	
Deputy Fire Warden (each classroom teacher)		Classroom Teachers	Each Classroom	Bus Parking Lot		
				Bus Parking Lot		
				Bus Parking Lot		

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	Paul Williams					
	Officer Belle					

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Tornado Drill Plan

For Tornado Preparedness tips for Principals go to: <http://my.cms.k12.nc.us/departments/safety/Pages/Default.aspx>

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- ☐ **Tornado Watch:** conditions are favorable for a tornado or severe weather. Make staff aware.
- ☐ **Tornado Warning:** tornado sighted; take shelter immediately.

Tornado Safety Plan	Tornado Shelter Areas	Tornado Shelter Areas	Mobile Units will Evacuate to:
Our Weather Radio is located ____Main Office__	Avoid Large open Span areas - Auditoriums, Gyms, cafeterias Avoid areas with lots of exterior glass windows		

Tornado Drill Plan Specific Directions

In the event of a tornado, real, or simulated, teachers will escort students to the interior hallway outside their classroom. Students will sit quietly on the floor with their hands or books covering their head until further directions from the principal or designee on the intercom.

Gas Leak

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In the event of a gas leak, the fire alarm will sound and teachers will grab their role books and escort their students out of the building to their designated areas, just like a fire drill. The fire department will be notified and they will assess the situation further. The fire department along with the gas company will advise when it is safe to return to the building.

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Bomb Threats

In the event of a bomb threat, the office staff answering the phone will use the designated checklist to record the call. The office staff will immediately notify Mr. Williams or designee who will notify the SRO, CMSPD, and make a threat assessment. If an evacuation is deemed necessary, the fire alarm will be pulled and teachers will escort students outside of the building to their designated areas and wait for further directions from administration.

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Student or Staff Death

Student or Staff Death	
Who	Responsibility
Staff member/Parent	Notify guidance counselor/social worker of situation
Guidance counselor/social worker	Notify school administration
Principal or school administrator	call CMSPD 343-6030
Principal or school administrator	notify Community Office
Principal or school administrator	Call CMS student services department to request additional grief support
Principal and Counselor/Social Worker	complete necessary reports



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Medical Emergency / Physical Injury / Assault

Medical Emergency / Physical Injury / Assault	
Who	Responsibility
Staff member	call first responders to assess victim
Staff member	inform school administration to investigate
Principal or school administrator	notify School Resource Officer
Principal or first responder	call parents/emergency contact
Principal or school administrator	call CMSPD 343-6030
Principal or school administrator	notify Community Office
Principal or school administrator	complete necessary reports

Suicide Threats/Attempts or Psychological Emergency

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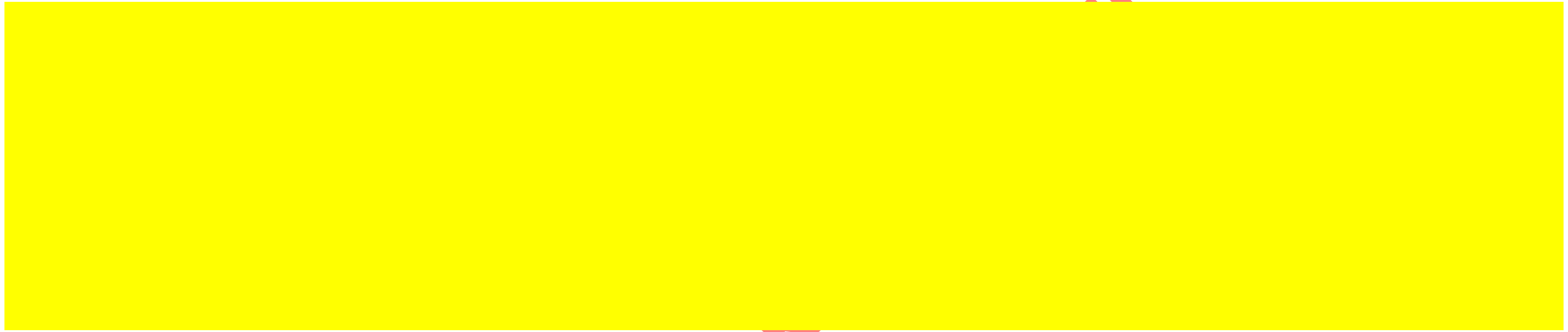
Suicide Threats/Attempts or Psychological Emergency	
Who	Responsibility
Staff member	call Guidance Counselor or Social Worker to assess student
Counselor or Social Worker	Follow proper protocol to assess seriousness of threat and necessary interventions
Staff member	inform school administration to investigate
Counselor or Social worker	call parents/emergency contact
Principal or school administrator	call CMSPD 343-6030
Principal or school administrator	notify Community Office
Principal and Counselor/Social Worker	complete necessary reports

OSHA Training of Staff

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School Discipline Plan

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(PBIS) POSITIVE BEHAVIOR INTERVENTION SUPPORT

PREVENTATIVE DISCIPLINE MEASURES FOR TEACHERS

There are a number of simple things that teachers can do to impact appropriate and orderly behavior in their classrooms.

1. As you **stand in the hall** during class changes, make it a point to greet students in a positive manner (especially those who tend to be troublesome in your classes.) This says to students, "I'm aware of you." Hallway behavior often spills over into your classroom. Prevent this for yourself and other teachers by stepping out in the hall when students are **entering and leaving your classroom** and being alert to students' actions.
2. Establish a routine in your classroom to get students seated and doing a warm-up activity. **Focusing activities** that include journal writing, warm-up problems, self-directed reviews, and brief current event activities help to get students focused and involved in an instructional mode. A class that gets "out of hand" during the first few minutes of class is a challenge for the best of teachers.
3. **Begin and end class on time every day.** Plan for this to happen.
4. **Refrain from shouting or raising your voice when dealing with students.** This lets students know that you are not willing to compete with them for the floor, thereby leveling the playing field and, in most cases, escalating the situation. Use signals to focus students' attention instead of shouting (i.e., flicking lights, raised hand, counting, etc.)...
5. Students should be actively involved in the learning process as much as possible. Strategies such as **learning teams, inquiry, discovery, class meetings, etc.**, must become part of your teaching repertoire to meet the needs of heterogeneous groups. However, before attempting to engage students in activities that involve interaction, it is important to know those students may not be behaviorally ready for these activities and the rigorous standards that should be applied. You must teach the procedures for these types of student engagement.



2015-2016 McClintock Middle School Safety Plan Report

6. Work with your team and administrators to develop an efficient, non-cumbersome way to document inappropriate behaviors. Nothing speaks louder than consistent documentation when attempting to portray behavioral patterns.
 7. **Don't get so bogged down in dealing with inappropriate behaviors that you forget to reinforce positive behaviors.** By keeping a balance between the two, your classroom climate will be healthier for both teacher and students.
 8. Your classroom rules should be posted in a highly visible place and must include sequential, escalating consequences that are applied consistently.
 9. Plan special activities within your team or grade level that is structured to develop a sense of team and cohesion between student and teacher. **However, "free time" or "free days" in the classroom setting is not acceptable use of instructional time.**
 10. **Try to deal with discipline matters in the classroom yourself. When you turn the problem over to an administrator too quickly you are giving away control in your classroom.** Students must perceive the classroom teacher as being in charge of the classroom.
 11. When middle school students are unengaged, their tendency is to be disruptive. The solution to this is simple: Keep students engaged in appropriate learning activities at all times.
 12. Mutual respect is a right of both students and teachers. **When teachers are disrespectful to students, it is neither fair nor logical to expect students to show respect in return.**
- Staff Overview of PBIS

Moving Beyond Prevention Discipline vs. Punishment

Copyright Beth Bass

Discipline

- ☐ *Proactive*
- ☐ *Imposed through consequences*
- ☐ *Promotes control through inner values*
- ☐ *Fosters responsible behavior even in absence of authority*

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Punishment

- ☐ *Reactive*
- ☐ *Imposed by an authority figure*
- ☐ *Control is external*
- ☐ *Encourages compliant behavior in presence of authority*

Continuum of Support Effective, Efficient Schools

Are we a PBIS School?

- ☐ *Set target behavioral and academic goals.*
- ☐ *Link behavioral data to achieve academic targets.*
- ☐ *Establish primary, secondary and tertiary behavioral support systems.*
- ☐ *Build staff capacity to support student needs.*
- ☐ *Sustain implementation fidelity over time.*

Effective, Efficient Classrooms

- ☐ *Require student input.*
- ☐ *Set whole group & individualized goals during the first 2 weeks.*
- ☐ *Use data to monitor, give feedback and report progress*

Tardy Policy

- ☐ *Each student will be allowed 2 tardies for whatever reason to each class per quarter.*
- ☐ *On the 3rd tardy, the student will receive teacher assigned after/before school detention.*
- ☐ *To monitor tardies, each teacher will have a tardy log by their front door and a basket for passes.*
- ☐ *On the 3rd tardy, the teacher will give the student detention by sending home the Detention letter. When the detention will be served is determined by the teacher.*

What happens if they don't bring the Detention letter back? Choose to send another letter home or call home.



2015-2016 McClintock Middle School Safety Plan Report

What if I don't have a number that works? Try PowerSchool, other teachers on your team, counselors, or social worker.

- ❑ You may NOT write a referral if the child does not serve your detention until you have made a successful parent contact.
- ❑ The tardy policy starts over each quarter for each student and every teacher.

No Profanity Zone

- ❑ Our school (halls, cafeteria, athletic fields, bus lot, etc.) is a No Profanity Zone.
- ❑ Profanity will not be tolerated. Successful parent contact must be made on first violation. The next violation will result in 1 Day or Parent Shadowing or 1 day OSS.

What is considered profanity?

- ❑ Major curse words. not aggressive language such as suck, "biatch".
- ❑ Cursing in passing or conversation is also automatic parent contact and the next time will be 1 Day OSS.

Teaching Period

- ❑ We will teach the students in advisory and individual class through Friday, August 31st.
- ❑ Remember to enforce good behavior!

MINOR INCIDENTS

After 3 (Write a Referral)

Tardies

Dress Code

*Inappropriate Language

Horseplay

Disrespect

-Rolling Eyes/Neck (Sometimes Cultural)

-Sucking Teeth

-Avoiding Eye Contact (Sometimes Cultural)

MAJOR INCIDENTS

Abusive Language

Weapons

Controlled Substance/Paraphernalia

Physical Aggression

(with intent to cause bodily harm)

Overt Sexual Behavior

Theft

Vandalism

Bullying

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Defiance

- Not Following Directions the First Time Given

Disruption

- Unprepared for class (books, paper, pencil etc.)
- Throwing Objects
- Talking, singing, rapping, humming, or beating at inappropriate times

Inappropriate Display of Affection

- Kissing (Cultural)
- Hugging
- Skipping

In Class Strategies

Verbal/Non-Verbal Redirection

Written Redirection (sticky note, re-focus sheet)

Seat Change

Loan Materials-collect pencils left behind by students to loan, paper etc., classroom book sets that a student may use rather than be sent out for materials. (Use at your discretion).

Parent Notification-phone call

Student/Teacher Conference (hallway)

Out of Class Strategies

Parent Notification

ASD/BSD

Bounce (time out)

Lunch Detention

Team/Student Conference (Team of teachers meet with student)



2015-2016 McClintock Middle School Safety Plan Report

School Safety Audits

The following categories will be assessed during Safe School audits:

- ☐ Safe schools plan completed and shared with staff members
- ☐ Crisis plan updated, reviewed with staff members, and forwarded to Learning Community Superintendent and the Alternative Education and Safe Schools Department.
- ☐ Safe school audit procedures shared with and understood by all staff members.
- ☐ Lockdown procedures planned, updates, and shared with staff members.
- ☐ Administrative crisis box completed and accessible to appropriate staff members.
- ☐ Evacuation sites (Level I and Level II) identified and procedures for evacuation shared with and understood by all staff.
- ☐ A copy of 2013-14 bell schedule and a diagram of your school building have been submitted to your Learning Community Superintendent and the Alternative Education and Safe Schools Department.



2015-2016 McClintock Middle School Safety Plan Report

School Leadership Team Approval of School Safety Plan			
Committee Position	Name	Signature	Date
Principal	Paul Williams		
Assistant Principal Representative	Kurt Fruendt		
Teacher Representative	Dawn Salters		
Inst. Support Representative	Shannon Gibson		
Teacher Assistant Representative	Justin Crump		
Parent Representative	Helen Wallace		
Parent Representative	Debbie Moore		
Parent Representative	Stacey Hartberger		
Parent Representative	Lucinda Peacock		
Parent Representative			

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31



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