

Plant Facilities and Support Services Safety/Crisis Management

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From: Victor G. Mora, CSHO, Safety/Crisis Management Officer

Thru: Angel Velazquez, Executive Director for Plant Facilities and Support Services

Re: Parent/Teacher Conference Procedures

Date: 8/15/14

Please ensure that all teacher/parent conference be held in a location close to the front office for the safety and security of the teacher. This is to ensure that if the teacher needs any assistance due to belligerent parent, campus staff is near and assist immediately.

These efforts are to ensure the safety and security of both students and staff of each campus.

If any other information is needed, please advise.