



**SYCAMORE MIDDLE SCHOOL**  
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Clint Johnson, Principal  
Cynthia A. Soares, Assistant Principal

February 20, 2017

Sycamore School Community,

Gridley Unified School District administrators have been meeting and communicating throughout the week regarding the safety of our students. We have developed a plan to excuse students from our campus if we need to cancel school during the day. Our Superintendent, Jordan Reeves, remains in contact with the Butte County Sheriff, Gridley Police Department, and Butte County Office of Education. We will only take direction from our Superintendent, not what the news stations or social media shares.

Currently, due to the rain we are concerned with localized flooding in the surrounding areas. We are not concerned with the Oroville Dam spillway causing flooding at this time. Therefore, this plan is focused on getting students back to their families if we have localized flooding.

Once staff and students receive an all-call from me over the speaker system, we will get all students in the hallway and the two science classrooms. Each teacher needs to have their rosters in their possession at all times for each period. Depending on the time of day depends on classroom placement.

Families will receive a call from Mr. Reeves with information on how to pick up their children at each site. Students will only be released to someone who is on their "contact list." Office staff will highlight who has picked up the student on their "contact list." We will set up an office staging area in the foyer in front of the office. Families will enter the foyer, student will be located, student and family-member/contact will exit the back doors of the foyer. It is imperative that no one releases any child to anyone who is not on their contact list. I will have staff members locate students in their respective classrooms either by phone or physically. Only staff members may answer phones. Every student must exit the site from the back doors of the foyer.

All doors will be locked in the hallway except the main doors entering the foyer. Doors in the science classrooms need to remain locked.

It is imperative that no staff members leave the campus until all our students have been picked up. Do not leave the campus unless you have checked out with me or Cynthia Soares.

I'm confident that if we communicate what needs to be communicated and keep our students safety in the forefront, we will serve our school community appropriately.

Thank you for all your support and leadership.

Clint Johnson  
Principal, Sycamore Middle School