



## **GREENSPUN JUNIOR HIGH SCHOOL** **HOME OF THE DOLPHINS**

140 N. Valle Verde Drive, Henderson, NV 89074  
Phone: 702.799.0920 - Fax: 702.799.0925  
[www.GreenspunJHS.com](http://www.GreenspunJHS.com)

Principal  
Jacqueline Carducci

Assistant Principals  
Vincent Bognot  
Katja Hermes  
Casandra Iglitz

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**August 7, 2025**

Dear Parent or Guardian:

We in the Clark County School District (CCSD) place a high priority on protecting the safety of our students and employees. In emergency situations, if everyone knows what to do, all involved can Stay Calm and Stay Safe. This letter will inform you of how you and your child can stay safe in an emergency.

**The CCSD Crisis Response Plan includes the following elements:**

- A detailed plan, coordinated with national, state and county emergency action plans, with detailed procedures for protecting the welfare of students during an emergency event
- School based and District-wide Crisis Teams, integrated with community emergency and mental health resources
- Site-Based Crisis Plans, including drills for Evacuation, Lockdown, Secure, Hold Lockdown, Shelter in-Place, Reverse Evacuation, and plans for other potential emergency situations
- School-based and District-wide Health Services, integrated with community health and medical resources
- A reunification site to reunite parents and students if off-school site evacuation is necessary. All community media outlets will communicate site of reunification immediately after confirmation of need for reunification off-site

As the parent or guardian of a Clark County School District student, you are a vital part of our plans to protect your child. You can assist the various school police and fire personnel, or others engaged in the protection of your child and others by remaining calm and following the steps outlined below.

**BEFORE A CRISIS**

- Practice family crisis response at home: have a plan and supplies organized, and discuss remaining calm and asking for help when needed
- Make sure the school has updated information regarding your child, including contact names and numbers and your child's medical history
- Discuss with your child the school's rules during drills for fire and other emergencies. Be sure your child understands correct procedures and that they take the drills seriously
- Teach your child to stay with school staff and follow their directions
- Tell your child NOT to try to contact you by cellular phone or landline, thus allowing communication channels to remain open for emergency responders
- Tell your child that you will remain at work or home and watch for information from CCSD Media and Parent Link as to where and when you and your child can reunite
- Assure your child that the school staff will follow procedures to keep them safe

*Greenspun Junior High School is committed to providing a safe, positive, and rigorous learning environment where students can become responsible citizens and life-long learners.*



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### **DURING A CRISIS**

- Stay calm and do not come to the school so emergency responders can complete their mission
- Keep phone lines free so school personnel and community responders can communicate with each other
- Listen for information from CCSD over TV, radio, Parent Link, or the internet as this information will help you reunite your child in an orderly and safe manner

**Make sure you bring legal identification (driver's license or passport) to the designated reunification site (may be at a location other than the school).**

**For the safety of your child, students will not be released to anyone who is:**

- Not listed on the enrollment form as a parent or guardian
- Who is on the enrollment form but has no identification

### **WHEN YOU REUNITE WITH YOUR CHILD**

- Be a model of Calm, Control, and Comfort: let your child know you will protect them
- Listen to your child and watch for temporary changes in behavior like being clingy or angry, having trouble sleeping, acting younger, or acting scared
- Seek assistance for negative behavior changes that persist after two weeks: you may need to contact your child's school, your family doctor, or community counselors or psychologists
- Keep in contact with your child's school and follow recommendations from CCSD and community experts

We in CCSD take pride in responding to the needs of our students and employees. Training and awareness activities continue in all areas of crisis response and school safety in an effort to stay current with national, state and county response plans. We appreciate your efforts in doing all you can to help us protect your child in an emergency.

Sincerely,

Jacqueline Carducci  
Principal

Greenspun Junior High School

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Nevada Revised Statute 388.229 – 388.266 requires each site to annually review and update their School Based Emergency Operations Plan. Greenspun Junior High School has completed this review and has updated the Greenspun Junior High School School Based Emergency Operations Plan.






All required elements have been included and are in compliance with NRS 388.229 – 388.266. A copy of NRS 388.229-388.266 is available upon request.

Sincerely,

Jacqueline Carducci  
Principal  
Greenspun Junior High School

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## PARENT/GUARDIAN GUIDE TO PLAIN LANGUAGE PROTOCOLS

| PROTOCOL   | FACULTY RESPONSE   | STUDENT RESPONSE   | PARENT RESPONSE   |
|--|--|--|---|
| <b>HOLD</b> <br>"In your room or area, clear the hallway"                             | <b>Staff are trained to:</b> <ul style="list-style-type: none"> <li>• Close and lock all doors</li> <li>• Conduct Staff/student accounting</li> <li>• Continue business as usual</li> </ul>  | <b>Students are trained to:</b> <ul style="list-style-type: none"> <li>• Clear the hallways</li> <li>• Remain in classroom or area</li> <li>• Continue school as usual</li> <li>• Come out when all clear given</li> </ul>   | <b>Parents should know:</b> <ul style="list-style-type: none"> <li>• This is an internal protocol used for a medical emergency or wild animal on campus</li> <li>• <b>Do not report to the school</b></li> </ul>  |
| <b>SECURE</b> <br><b>(formerly soft lockdown)</b><br>"Get inside, lock outside doors" | <b>Staff are trained to:</b> <ul style="list-style-type: none"> <li>• Bring everyone indoors</li> <li>• Conduct staff/student accounting</li> <li>• Continue business as usual</li> <li>• Increase situational awareness</li> </ul>  | <b>Students are trained to:</b> <ul style="list-style-type: none"> <li>• Return inside the building if outside or at PE</li> <li>• Remain in classroom, lock doors</li> <li>• Continue school as usual</li> </ul>  | <b>Parent should know:</b> <ul style="list-style-type: none"> <li>• Police activity in the community, <u>not on campus</u></li> <li>• No student pick up at this time</li> <li>• Wait for <b>Parentlink</b> message with additional information</li> <li>• <b>Do not report to the school</b></li> </ul>  |
| <b>LOCKDOWN</b> <br><b>(formerly hard lockdown)</b><br>"Locks, lights out of sight"   | <b>Staff are trained to:</b> <ul style="list-style-type: none"> <li>• Gather students from hallway (if possible)</li> <li>• Lock classroom doors</li> <li>• Turn off the lights</li> <li>• Move out of sight of the assailant</li> <li>• Silence all cellphones and devices</li> <li>• Do not open doors for anyone</li> <li>• Prepare to evade and/or defend</li> </ul> | <b>Students are trained to:</b> <ul style="list-style-type: none"> <li>• Clear the hallways</li> <li>• Remain in classroom or area</li> <li>• Remain out of sight</li> <li>• Lay on the floor on stomach with hands covering head</li> <li>• Come out when all clear given</li> <li>• Silence all cellphone and devices</li> </ul> | <b>Parents should know:</b> <ul style="list-style-type: none"> <li>• There is an imminent threat on campus</li> <li>• There is <b>NO ACCESS</b> to the school</li> <li>• Calling or texting your child could be dangerous</li> <li>• <b>NO STUDENT PICK UP</b> at this time</li> <li>• Wait for <b>Parentlink</b> message to advise if and where reunification will take place</li> <li>• <b>Report to the reunification site when advised</b></li> </ul> |
| <b>EVACUATE</b> <br>"Specify the location"  | <b>Staff are trained to:</b> <ul style="list-style-type: none"> <li>• Bring student attendance roster</li> <li>• Bring emergency Go Kit</li> <li>• Report any injuries or issues</li> <li>• Use red card, green card</li> <li>• Conduct staff/student accounting</li> </ul>  | <b>Students are trained to:</b> <ul style="list-style-type: none"> <li>• Leave book bags behind</li> <li>• Bring cellphones (if possible)</li> <li>• Follow instructions of teacher</li> <li>• Come out when all clear given</li> </ul>  | <b>Parents should know:</b> <ul style="list-style-type: none"> <li>• Evacuations happen for various reasons</li> <li>• Wait for <b>Parentlink</b> message with additional information</li> <li>• Be assured that all precautions are being taken</li> <li>• <b>Do not report to the school</b></li> </ul>   |
| <b>SHELTER</b> <br>"State the hazard and strategy"                                  | <b>Staff are trained to:</b> <ul style="list-style-type: none"> <li>• Use proper hazard safety strategy</li> <li>• Conduct staff/student accounting</li> <li>• Report any injuries or issues</li> </ul>  | <b>Students are trained to:</b> <ul style="list-style-type: none"> <li>• Use proper hazard safety strategy</li> <li>• Seal the windows and doors</li> <li>• Continue school as usual</li> <li>• Increase situational awareness</li> </ul>  | <b>Parents should know:</b> <ul style="list-style-type: none"> <li>• There is a hazmat situation occurring</li> <li>• Be assured that all precautions are being taken</li> <li>• Hazards may include gas leak/severe weather</li> <li>• <b>Do not report to the school</b></li> </ul>   |