



PASADENA UNIFIED SCHOOL DISTRICT  
STUDENT WELLNESS AND SUPPORT SERVICES

**Octavia E. Butler Magnet**

Address: 1505 North Marengo Avenue

Phone: (626) 396-5830

<http://washingtonms.pasadenausd.org>

Website:

**COMPREHENSIVE SCHOOL SAFETY PLAN**

Prepared by Octavia E. Butler Magnet's Site Council

School Site Council Members:  
Noemi Orduna, Principal  
Andrew Driffill, Teacher  
Lissett Barron, Teacher  
Frances Milnes, Teacher  
Stella Francoallen, Staff Member  
Michaela Block, Parent  
Sandra Denver, Parent  
Maria-Lisa Flemigton, Parent  
Araceli Guillen-Tuerpe, Parent  
Raquel Perez-Pedroza, Parent



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### Table of Contents

- BOARD OF EDUCATION**
- MISSION STATEMENT**
- VISION STATEMENT**
- INTRODUCTION - SCHOOL PROFILE**
- PHYSICAL ENVIRONMENT**
- SCHOOL CLIMATE**
- ACTION PLAN**
- ACTION PLAN**
- SAFETY STRATEGIES**
- SCHOOL SAFETY COMPLIANCE**
- SUSPECTED CHILD ABUSE REPORTING PROCEDURES**
- SUSPENSION AND EXPULSION POLICIES**
- SUSPENSION AND EXPULSION/DUE PROCESS**
- PROCEDURES FOR NOTIFYING TEACHERS ABOUT DANGEROUS PUPILS**
- SEXUAL HARASSMENT POLICY**
- SCHOOL DRESS CODE**
- BLOOD BORNE PATHOGEN INCIDENT REPORTING FORM AND EXPOSURE CONTROL PLAN**
- BLOOD BORNE PATHOGENS – SAFETY PRACTICES**
- PROCEDURES TO ENSURE A SAFE AND ORDERLY ENVIRONMENT**
- SCHOOL SITE POLICIES**
- REFERENCE GUIDE - EMERGENCY SUPPLIES**
- SCHOOL SITE COUNCIL EVALUATION AND PUBLIC HEARING CERTIFICATION**
- SAFE SCHOOL PLANS**
- SCHOOL SITE EMERGENCY PLANNING MATRIX**
- MENTAL HEALTH PROGRAMS**
- ADDRESSING DISCRIMINATION, HARASSMENT, INTIMIDATION, OR BULLYING**
- THREAT ASSESSMENT ADDENDUM**
- CHILD ABUSE REPORTING**
- BULLYING ASSESSMENT**
- COLUMBIA-SUICIDE SEVERITY**
- OPIOID PREVENTION AND LIFE-SAVING RESPONSE PROCEDURES**
- ADAPTATIONS FOR STUDENTS WITH DISABILITIES**



PASADENA UNIFIED SCHOOL DISTRICT  
STUDENT WELLNESS AND SUPPORT SERVICES

**Board of Education**

Date – February 2024

**Board of Education**

<b>President</b>	Kimberly Kenne
<b>Vice President</b>	Jennifer Hall Lee
<b>Clerk</b>	Tina Fredericks
<b>Member</b>	Michelle Richardson Bailey
<b>Member</b>	Patrick Cahalan
<b>Member</b>	Yarma Velasquez
<b>Member</b>	Patrice Marshall McKenzie

**Administration**

Dr. Elizabeth Blanco, Interim
<b>Superintendent</b>
Dr. Helen Hill, Interim
<b>Deputy Superintendent</b>
<b>Chief Of Technology</b>
Kingsley Udo
<b>Chief Of Finance</b>
Dr. Sergio Canal
<b>Chief Of Human Resources</b>
<b>Associate Superintendent, Specialized Student Support/SELPA</b>



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### **Mission Statement**

#### **School Site Mission Statement**

We will equip Octavia E. Butler Magnet students with the critical 21st Century skills required for successful citizenship. OEB Magnet will engage students by maintaining rigorous, integrated, problem based learning environment. OEB Magnet will provide an interdisciplinary curriculum that infuses science, Technology, Engineering, Art and Mathematics to understand complex problems, develop potential solutions and prepare the next generation of innovators.

### **Vision Statement**

#### **Octavia E. Butler Magnet's Safe School Vision**

1. Octavia E. Butler Magnet will provide a safe, orderly, and secure environment conducive to learning.
2. Octavia E. Butler Magnet will create a school in which pupils will attend regularly and be safe from both physical and social-psychological harm.
3. Octavia E. Butler Magnet will work collaboratively with the district office and school board to identify, establish and use strategies and programs to comply with school safety laws.
4. Octavia E. Butler Magnet will develop a plan to work cooperatively and collaboratively with parents, pupils, teachers, administrators, counselors and community agencies, including law enforcement, to provide a safe and orderly school and neighborhood.
5. Octavia E. Butler Magnet will develop an academic program that will focus on high expectations of pupil performance and behavior in all aspects of the school experience.
6. Octavia E. Butler Magnet will work collaboratively with other elementary, middle schools and high schools to assist in a smooth transition from one school level to another.
7. Octavia E. Butler Magnet will solicit the participation, views, and advice of teachers, parents, school administrators, and community members and use this information to promote the safety of our pupils, staff and community.



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### Introduction - School Profile

Octavia E. Butler Magnet is one of twenty-three schools in the Pasadena Unified School District. Octavia E. Butler Magnet has an energetic and vibrant pupil body and is served by a dedicated staff. Both staff and parents comment on the positive changes that are ongoing in our school.

Octavia E. Butler Magnet has a priority in maintaining a safe school environment. This section of the Comprehensive School Safety Plan will describe programs in place at our school as well as strategies and programs of our school site council for continued improvement in providing a safe, orderly, school environment conducive to learning.

### School Crime Status and Reporting

#### Personal Characteristics of Pupil & Staff

OEB Magnet has pupils and staff from a diverse range of backgrounds.

#### Additional Data

Octavia E. Butler Magnet has an enrollment of 517 pupils in 6th, 7th & 8th grade. Approximately 82.2 % of the pupils are in families receiving Aid to Families with Dependent Children that are eligible for free/reduce lunches. The ethnic makeup of the pupil population is 77.6, % Hispanic, 9.5, % Black, 9.1 % Caucasian and 1.5% Asian. Our pupils have a variety of life experiences. Some pupils have recently arrived from foreign countries while others have never left their neighborhood.

#### Curriculum and Educational Activities

The course of study includes the basic core curriculum, physical education and enrichment classes such as STEAM-Centered Project-Based Deeper Learning; Dual-Language Immersion classes; Performing Arts and Visual Arts electives..

Pupils have the opportunity to participate in noon and after-school activities. These include during lunch: open play on our field, basketball and handball courts; a game-room with ping-pong, foosball and video games. Our LEARNS after-school program features: homework time; a mentoring program; enrichment activities such as crafts, dance, music, and competitive team sports..

Staff provides opportunities and additional activities open to pupils in the areas of

Our staff plans regular Spirit Rallies, Student Recognition Assemblies; Cultural Heritage Assemblies and themed seasonal dances after-school. We have an active Associated Student Body Leadership class that plans and implements a recycling program as well as helping with a variety of school events ..



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### Physical Environment

#### The Schools' Location and Physical Environment

Octavia E. Butler Magnet is located in the Pasadena, California 91103 area of Los Angeles County that has a low crime rate and 32.5% poverty level.

The immediate area round the school includes

Washington Elementary STEM Magnet School, Marengo House Residential Rehabilitation Center, Alkebulan Cultural Center, La Pintoresca Library, Park & Teen Center, Pasadena Residential Care Center, Boys and Girls' Club of Pasadena, and Jackie Robinson Park and Community Center.

Present safety hazards include

N/A

#### Description of School Ground

The following is a sample - please describe in your own words. The school site encompasses {rCA\_SSP\_SiteEncomp}. The buildings have numerous corridors and face the playground. The playground is grass, concrete and asphalt and includes basketball and volleyball courts, baseball diamonds and a lined track. {rCA\_SchoolName} is completely enclosed by a fence with gates which are kept locked during school hours.

There are several wings an/or clusters of classrooms including 35 classrooms and no re-locatable classrooms.

Other ancillary structures include

our gymnasium facility including locker rooms, a dance studio, and weight room.

During the school day, staff members and administrators shall provide campus supervision. Identified problem areas receive increased supervision to reduce discipline, crime, or other school safety concerns.

It shall be the practice of Octavia E. Butler Magnet to remove all graffiti from school property before pupils arrive to begin their school day. Other acts of vandalism are promptly addressed.

#### Maintenance of School Buildings/Classrooms

The school's physical facility is well maintained and generally looks neat and clean. The school was most recently painted in the year 2000, and renovated during the 1994 school year. District personnel periodically examine the school's physical facility and help eliminate obstacles to school safety. Additionally, health and fire department inspectors contribute to school safety.

The classrooms are monitored for safety and appearance by the administration and individual classroom teachers. The pupils take pride in the appearance of the school.

#### Internal Security Procedures

Octavia E. Butler Magnet has established procedures in the following areas: California Safe School Assessment (CSSA) reporting procedures, suspension and expulsion procedures, inventory system, and protocols for supervising all areas of campus.

Octavia E. Butler Magnet crime statistics reflect a total of no crimes reported during the 201X-1X school year.

Keeping reportable crimes at a minimum requires constant vigilance. The following strategies will be utilized in achieving this goal

Supervision and visual contact of all students at all times; classroom procedures ensuring integrity of computer equipment;



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

Octavia E. Butler Magnet maintains a copy of the district's sexual harassment policy in the main office/principal's office and the policy is available on request Sexual harassment policy. The District's Sexual Harassment Policy contains dissemination plans, applicable definitions, reporting requirements, investigation procedures, enforcement regulations, and information related to suspension and/or expulsion for sexual harassment of or by pupils. Additionally, a notice summarizing this sexual harassment policy appears in the *Parent & Student Handbook*, The parent student handbook is distributed at the beginning of each school year to all parents and pupils.

Included in this Safe School Plan is a school map established by the School Site Council indicating safe entrance and exit areas for pupils, parents and school employees.

Yes.

To ensure the safety of pupils and staff, all visitors to the campus, except pupils of the school and staff members, shall register immediately upon entering any school building or grounds when school is in session. District employees, not assigned to Octavia E. Butler Magnet shall wear appropriate identification badges while on campus conducting business.

Discipline procedures shall focus on finding the cause of problems and working with all concerned to reach the proper, lawful solutions. The school's discipline plan begins at the classroom level. Teachers shall use a visible classroom management plan to communicate classroom rules, promote positive pupil conduct, and reduce unacceptable conduct. Appropriate consequences are administered based on the seriousness of the pupil's misbehavior.

Pupil conduct standards and consequences for Octavia E. Butler Magnet are specifically described in this Comprehensive Schools Safety Plan including: (a) the adopted school discipline rules and procedures, (b) District Disciplinary Guidelines, and (c) the adopted school-wide dress code.

Pupils may be suspended, transferred to another school, or recommended for expulsion or for certain acts. For specific student violations, a mandatory expulsion recommendation shall be submitted by the administration of Octavia E. Butler Magnet.

Site administrators contribute to a positive school climate, promote positive pupil behavior, and help reduce inappropriate conduct. The principal/designee uses available district and other appropriate records to inform teachers of each pupil identified under E.C. 49079.

Law enforcement is contacted and consulted to help maintain and to promote a safe and orderly school environment. Octavia E. Butler Magnet employees comply with all legal mandates, regulations, and reporting requirements for all instances of suspected child abuse.

If appropriate, additional internal security procedures affecting the integrity of the school facility include:  
a video surveillance system

Community involvement is encouraged to help increase school safety.

#### **Inventory System – Engraved ID, Security Storage**

Most school-site equipment has a metal ID tag or a bar cod sticker adhered to its surface. These items are inventoried annually and there is an established accountability system. Office and classroom supplies are secured.



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### School Climate

#### **The School's Social Environment**

Leadership at Octavia E. Butler Magnet is a shared process. A proactive role is assumed in all phases of the school operation. The current management team is committed to developing Octavia E. Butler Magnet toward excellence in the areas of academic and social behavior.

The principal sets a positive tone for the school, guides the staff and works closely with them on curriculum and school safety issues. The school site's organizational structure is open and flexible contributing to sensitivity concerning school safety issues and promoting a safe, orderly school environment conducive to learning.

#### **Disaster Procedures, Routine and Emergency : ONLINE**

A contingency plan for emergencies is contained in a handbook available to each staff member. The District's Emergency Response Plan - **ERP Plan**. is listed at the last section of this plan. The plan is reviewed at the beginning of each school year. This plan also contains available district and outside agency resources, emergency disaster procedures and information on Standardized Emergency Management System (SEMS).

#### **Classroom Organization and Structure**

Octavia E. Butler Magnet teachers provide a varied learning environment in their classrooms. Teachers use a variety of teaching strategies including:

Rigorous Student-centered Classroom Environments; Interdisciplinary Project-Based Learning; Reciprocal Learning Protocols; Socio-Emotional Learning curriculum; Positive-Behavior Interventions & Supports.

The teachers at Octavia E. Butler Magnet are highly qualified, with many teachers holding advanced degrees. The staff is united in their desire to provide quality education for all pupils. Classrooms and teachers provide safe, orderly learning environment, enhance the experience of learning, and promote positive interactions amongst pupil and staff. Instructional time is maximized and disruptions are minimized.

#### **The School's Cultural Environment**

There is a high level of cohesiveness among the staff members at Octavia E. Butler Magnet. Cooperation and support between teachers and the administration is evident. Efforts are made by the administration and staff to show concern for all pupils.

All pupils are expected to behave in a manner that promotes safety and order. Pupils are encouraged to bring problems to the principal, assistant principal, counselor, teacher, or other staff members. The everyday goal is for the staff to be proactive rather than reactive in all situations of concern.

The academic and behavior efforts of pupils are recognized and rewarded.

Cultural diversity is celebrated throughout the year by Project-Based Learning units highlighting cultural diversity in our community; regular participation in community celebrations including cultural festivals and parades..





# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### Action Plan

#### Physical Environment

**Goal:** To continue enhance the atmosphere of our physical environment.

#### I. Areas of Pride and Desired Improvements

- a. Pride
  - 1. Decorative and school-spirit-building murals in the main building hallways, B-Building, lower "0"-level; development of new OEB Magnet Bears Logo.
  - 2. Updating permanent signage and rebranding artwork of the renaming: Octavia E. Butler Magnet
- b. Areas of Desired Improvement
  - 1. Acquisition and installation updated surveillance system.
  - 2. Updating permanent signage and rebranding artwork of the renaming: Octavia E. Butler Magnet

#### II. Desired Change #1: Acquisition and installation updated surveillance system to keep up with meeting the safety needs of our school community.

- a. Related Strategies and Activities
  - 1. Identifying areas of needed monitoring and evaluate needs: electrical, internet connectivity, etc.
  - 2. Purchasing & installation of equipment in collaboration with ITS department recommendations
- b. Resources Required
  - 1. PUSD Maintenance & Operation planning & clerical support.
  - 2. Updated surveillance system.
- c. Personnel Assignments
  - 1. PUSD M&O and ITS supervisory support.
  - 2. Site Custodial and Clerical support to coordinate efforts.
- d. Timeframe for completion
  - 1. Planning March-August for purchase and installation during the 24-25 SY
  - 2. Regular updates throughout
- e. Budget
  - 1. Material costs provided by district services.
  - 2. Personnel costs covered by district.
- f. Evaluation criteria
  - 1. School community experiences less incidents affected by outdated system (uninterrupted monitoring of site during and after school hours).
  - 2. Ongoing maintenance by site & district personnel.

#### III. Desired Change #2: Updating permanent signage and rebranding artwork of the renaming: Octavia E. Butler Magnet

- a. Related Strategies and Activities
  - 1. Purchase and creation of signage.
  - 2. Update all site documents with new logo and name: Tier I posters supporting Schoolwide Norms and Expectations in hallways & common areas to boost pride, inward and outward facing documents, etc.
- b. Resources Required
  - 1. Time for staff to create, print, and post items
  - 2. Site certificated and classified personnel to coordinate and execute plan



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

- c. Personnel Assignments
  - 1. Magnet Coordinators, Teacher Leader Cooperative members, Administrators to create and provide feedback and support
  - 2. Site Custodial, classified, and certificated staff and admin to create, install, and place materials with support from Maintenance and Operations Department.
  
- d. Timeframe for completion
  - 1. Planning & installation August 2024.
  - 2. Ongoing review, revision & maintenance, mostly before each semester.
  
- e. Budget
  - 1. Equipment & supplies from site funds for initial creation and installation, ongoing maintenance/ updates.
  - 2. Personnel costs covered by salaries of district personnel.
  
- f. Evaluation criteria
  - 1. Visible updated and permanent items.
  - 2. Review efficacy of placement and update as needed.



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### Action Plan School Climate

**Goal:** Increase student, staff and community pride in reaching school-wide SEL and academic goals.

#### I. Areas of Pride and Desired Improvements

- a) Pride
  - 3. Community Schools program linking school to community resources, presence of new student clubs
  - 4. Continuing improvement to relevance of content and production quality in weekly "Noticias de los Osos" and Advisory curriculum.
- b) Areas of Desired Improvement
  - 5. Creation of a student/ peer program to welcome new students and promote our school pillars
  - 6. Increased availability of positive activities and games during lunch period.

#### II. Desired Change #1: Creation of a student/ peer program to welcome new students and promote our school pillars

- c) Related Strategies and Activities
  - 7. Collaborate of the impact we want the program to have and create a plan for the creation of a pilot program.
  - 8. Outreach to and input from staff, student, parent, and OEB Magnet family groups.
- d) Resources Required
  - 9. Time for staff and students to create the pilot program.
  - 10. Funds for planning time.
- e) Personnel Assignments
  - 11. Planning by a lead team representing staff, students, and OEB Magnet families.
  - 12. Outreach Event(s) hosts: Principal, Parent, Community Representation
- f) Timeframe for completion
  - 13. Planning completed; outreach campaign
  - 14. Rollout
  - 15. August 2023
  - 16.
- g) Budget
  - 17. Personnel costs covered by district salaries.
  - 18. Funds to create a welcoming environment, including snacks.
- h) Evaluation criteria
  - 19. Increased positive student, family, community & staff responses to culture surveys.
  - 20. Increased positive student responsiveness to being part of the OEB Magnet community

#### III. Desired Change #2: Increased availability of positive activities and games during lunch period.

- i) Related Strategies and Activities
  - 21. Align Project-Based Learning (PBL) & Advisory Socio-Emotional Learning (SEL) units to schedule opportunities to utilize lunch time as Tier I celebrations.
  - 22. Expand nutrition, lunch & club activities to link to public component for more students to enjoy.
- j) Resources Required
  - 23. Planning time for staff; portable display resources, such as chart paper and tripod(s) for analog whiteboard.



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

24. Public game supplies (bean bag toss, soft lawn darts, frisbees, dance props, musical instruments, etc) for nutrition and lunch activities.
- k) Personnel Assignments
25. Teachers, Staff; Instructional Aides; AVID Tutors, ASB to plan and implement.
  26. As health guidelines permit: parent volunteers, community partners.
- l) Timeframe for completion
27. Planning; purchase orders & vendor orders placed by mid-march.
  28. Staff & students should have at least one outdoor lunch activity daily starting after Spring Break 2023 and ongoing into the 23-24 school year.
- m) Budget
29. Personnel needs provided by existing allocations
  30. \$1,000 for games & recreational equipment.
- n) Evaluation criteria
31. Improved responses to culture surveys (MSAP, AVID, Leadership) by students and staff.
  32. Reduction in number of behavioral referrals from classroom teachers & supervisory staff.



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### Safety Strategies Samples

#### Introduction

Safe Schools are orderly and purposeful places where students and staff are free to learn and teach without the threat of physical and psychological harm. Octavia E. Butler Magnet promotes educationally and psychologically healthy environments for all children and youth. Octavia E. Butler Magnet recognizes there are comprehensive, broad factors directly related to a safe school environment such as the school facility, school programs, staff, parents and the community. Octavia E. Butler Magnet further recognizes that safe school practices make major contributions to academic and school improvement efforts.

Although keeping children safe requires a community-wide effort, schools are an important piece of the undertaking to keep children safe. Octavia E. Butler Magnet's efforts are illustrated below which broaden the safety planning and incorporate an expansive range of strategies and programs in the school safety plan.

**School Safety Strategy #1:** Positive pupil interpersonal relations are fostered by teaching social-personal skills, encouraging pupils to feel comfortable assisting others to get help when needed and teaching pupils alternative, socially appropriate replacement responses to violence, including, but not limited to problem solving and anger control skills. When appropriate, staff members shall make referrals to recognized community agencies and/or counseling and mental health resources in the community to assist parents/student with issues prevention and intervention. The school uses a variety of methods to communicate to pupils, parents, and the greater community that all children are valued and respected.

#### Preventing and Intervening: Pupil Aggressive Behavior

Creating a safe school requires having in place many preventive measures for children's mental and emotional problems. Schools can reduce the risk of violence by teaching children appropriate strategies for dealing with feelings, expressing anger in appropriate ways and resolving conflicts.

Staff members at Octavia E. Butler Magnet have received training in conflict resolution and confrontation skills. Octavia E. Butler Magnet uses a comprehensive approach to school violence prevention. Pupils are identified in their school career using measures shown to be highly effective in identifying student with antisocial and aggressive tendencies. These measures include: (a) number of disciplinary referrals to office, (b) observed aggressive behavior, and (c) teacher observation.

**Mental Health Programs** PUSD's Student Wellness and Support Services houses two internal mental health departments dedicated to providing mental health services to our student community. PUSD Mental Health Services and THRIVE: School Mental Health aim to provide a spectrum of comprehensive, integrated, culturally sensitive services that support the academic achievements of PUSD students by addressing mental, social, and emotional barriers.

The PUSD Mental Health Consortium is a partnership of all school-based mental health programs servicing the district. The consortium meets monthly to ensure that the highest quality of mental health services are provided to PUSD students and their families.

Any staff observing warnings signs or symptoms of mental health issues with students must communicate their concerns with a site administrator/designee and shall refer the students to appropriate mental health services available within the district. In extreme crisis situations, schools shall implement the district Procedures for Responding to Students at Risk for Suicide from the School Site Mental Health Crisis Management Manual for cases where a student presents with suicidal ideation or plan. In incidences of possible suicide, staff identified to respond in these circumstances will be contacted. Law enforcement may also need to be contacted under specific circumstances. Staff shall refer to the section titled, "Intervening with Suicidal Youth" in this Comprehensive School Safety Plan as well as the district's School Site Mental Health Crisis Management Manual for further guidance on effectively intervening with students at risk for suicide.

The following is a list of PUSD Mental Health Consortium members and the respective school sites they provide services



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

to. Please visit the PUSD website for a list of school sites serviced by THRIVE: School Mental Health and PUSD Mental Health Services

**Professional Development** The Pasadena Unified School District provides professional development for teachers, parents, and community members. Amongst the goals of such programs are to help others establish and nurture a healthy sense of self confidence and self control, to develop personal and social responsibility and to enhance academic success.

**Student Recognition Programs.** Octavia E. Butler Magnet offers several recognition and award programs such as Student(s) of The Month assemblies; seasonal Spirit Rallies; Game Room Rewards and Bear Bucks positive behavior recognition programs.

**School Safety Strategy #2:** Procedures, programs and strategies used to help eliminate problems of bias or unfair treatment of pupils by staff and by peers because of ethnic group, gender, race, national origin, social class, religion, disability, sexual orientation, physical appearance, color, ancestry, parental status, or other relevant characteristics. The school provides a way for each pupil to safely report and, be protected after reporting, troubling behaviors that the pupil thinks may lead to dangerous situations, such as potential school violence.

**Nondiscrimination and Fair Treatment of Pupils** A major source of conflict in many schools is the perceived or real problem of bias and unfair treatment of students because of ethnicity, gender, race, social class, religion, disability, nationality, sexual orientation, physical appearance, or some other factor. Effective schools convey the attitude that all children can achieve academically and behave appropriately, while at the same time appreciating individual differences. Effective schools communicate to students and the greater community that all children are valued and respected.

In order to maximize the successful education of all students and help them become productive citizens and lifelong learners in a diverse society, all individuals including student, parents, staff and community members:

- Shall be treated with dignity, respect and fairness;
- Shall encourage and maintain high expectations;
- Shall model an appreciation for socio-economic, cultural, ethnic, gender and religious diversity and
- Shall contribute to an environment of mutual respect, caring and cooperation.

Students, parents, staff and community members shall join together to share a sense of belonging and take pride in our schools, facilities and programs through participation and cooperation in support of the education of all students.

A copy of the "Parent Student Handbook" is provided to each parent/student annually or upon enrollment. This handbook includes information pertaining to student rights to physical safety, to the protection of personal property, to respect from adults, and to be free of discrimination on the basis of gender, race, color, religion, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The District's policies on nondiscrimination and sexual harassment support these protections and serve to promote the fair treatment of all children.

**Discipline Policy and Code** Effective and safe schools, develop, and consistently enforce, school-wide rules that are clear, broad-based, and fair. School safety can be enhanced by the development of a school-wide disciplinary policy that includes a code of conduct, specific rules and consequences that can accommodate student differences on a case-by-case basis when necessary. Discipline consequences should be commensurate with the offense, should be written, applied in a nondiscriminatory manner, and accommodate cultural diversity. Direct teaching and social problem solving and social decision-making is now a standard feature of effective drug and violence prevention programs.

Octavia E. Butler Magnet uses both classroom and school-wide discipline codes that clearly communicate the behavioral expectancies and consequences for pupils. Octavia E. Butler Magnet has developed plans to promote positive behaviors in the playground, lunchroom, hallways, and assembly areas. Furthermore, Octavia E. Butler Magnet participates in the following district programs:

Trauma Informed Care; Behavior Response to Intervention; and Western Justice Center Peer Mediation.



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

Anonymous Tip **Hotline** : At Octavia E. Butler Magnet, signs and other information pertaining to the "District's Anti-Bullying Hotline" shall be placed in visible location in buildings/classrooms at all school sites.

**School Safety Strategy #3:** Octavia E. Butler Magnet's administrators, teachers, families, pupils, support staff, and community members recognize and make appropriate use of the early warning signs related to violence, substance abuse, and other at-risk concerns.

**Crisis Intervention and Disaster Planning** The staff of Octavia E. Butler Magnet shall increase school safety by evaluating and addressing serious behavioral and academic concerns. Weapons (on campus and in the community), bomb threats, explosives, fights, natural disasters, accidents, and suicides call for immediate, planned action, and long-term, post-crisis intervention. Planning for such contingencies reduces chaos and trauma.

Octavia E. Butler Magnet benefits from the District's Earthquake Disaster Crisis Response Plan (EDCR). The EDCR Plan includes information on how to respond to a crisis. Risk factors, response and contingency plans, quick response designs, parent contacts, debriefing, suicide/threat response, violence/aggression response and training/drills to become aware of warning signs are among the areas addressed.

#### **California Safe Schools Assessment**

Octavia E. Butler Magnet actively participates in the California Safe Schools Assessment. Data is collected, reported, and reviewed on all crimes committed on the school campus. Octavia E. Butler Magnet recognizes that a safe school continually assesses its progress by identifying problems, collecting information regarding progress toward solutions, and by sharing this information with students, families, and the community at large.

#### **Teacher Notice of Disciplinary History**

Office of Child Welfare and Attendance shall provide to the administration of Octavia E. Butler Magnet information on each pupil who has: (1) during the previous three school years, engaged in any suspendable or expellable act (except E.C. 48900 (h)) or (b) committed a crime reported to the District by a family member, local law enforcement, Probation Department or social services. This information is used to develop awareness, assigning appropriate discipline consequences, help in allocating resources, and is a factor in determining which services are provided to the pupil or recommended to the parent/guardian.

#### **Gang Affiliation**

**Gang affiliation and gang activity will not be tolerated at Octavia E. Butler Magnet.** The staff at Octavia E. Butler Magnet shall work closely with the local law enforcement/Gang Unit regarding all issues and matters that are gang related. Information from the school and the community shall be communicated to the student's parents, if the pupil begins to make gang affiliations. Appropriate prevention and intervention strategies and programs shall be offered to the families.

#### **Gangs and Graffiti**

Local city efforts have formed a graffiti removal service, a law enforcement gang task force, and a school resource officer program. Octavia E. Butler Magnet uses its links with the City of Pasadena to enhance its effort to curb gang influence. When appropriate, the city's graffiti removal service is used and community service hours are assigned.

**Alternative Programs.** Research has shown that effective alternative programs can have long-term positive results by reducing expulsions and court referrals. **(If appropriate, Octavia E. Butler Magnet has access to the district's continuation high school,)** an Independent Study Program, a "Home-Hospital Study Program" and may make a referral to the Office of Child Welfare and Attendance for placement in one of the programs offered through the Sample County Department of Education. These alternative programs, when matched to a pupil's needs, can produce positive outcomes.

#### **Drug and Violence Prevention Programs**

The goals of the district's Drug Alcohol and Tobacco Education Program and other related community program include providing all K-12 pupils with a comprehensive drug and violence prevention program and providing all pupils in grades four through eight with a comprehensive tobacco use prevention education.

#### **Truancy Learning Center/District Attorney Referral**

Octavia E. Butler Magnet recognizes the importance of punctuality and regular attendance. The staff of Octavia E. Butler



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

Magnet shall accurately record the attendance record for all students. Parents of students with poor attendance will be contacted. Students with poor attendance due to medical issues will be referred to the school nurse. Should attendance problems continue, official action is to be taken, which could result in a referral to the School Attendance Review Board or a referral to the Imperial County District Attorney's Office with a request for prosecution of the parent and/or the student. Truant students shall be referred to the Truancy Learning Center.

**Megan's Law Notification** The staff of Octavia E. Butler Magnet shall receive Megan's Law Sex Offender Information from local law enforcement and that information shall be communicated with the public so that the information can be used to protect students and families. Megan's Law provides the public with photographs and descriptive information on serious or high risk sex offenders residing in California who have been convicted of committing sex crimes and are required to register.

**School Safety Strategy #4:** Plan(s) and method(s) are available to identify isolated and troubled pupils, help foster positive relationships between school staff and pupils, and promote meaningful parental and community involvement.

#### **Parent/Guardian Involvement**

Staff members in effective and safe schools make persistent efforts to involve parents/guardian by: Informing them about discipline policies, procedures, and rules, and about their children's behavior, both desirable and undesirable; involving them in making decisions concerning school-wide disciplinary policies and procedures; and encouraging them to participate in prevention programs, intervention programs and crisis planning.

Octavia E. Butler Magnet:

- Effectively uses the School Site Council
- Notifies parents about, and encourages participation in parenting programs.
- Has established a school visitation procedure.
- Provides a newsletter to parents.
- Uses the School Accountability Report Card as a procedure to communicate to parents.
- Provides several opportunities for Teacher-Parent Conferences.
- Maintains an effective Homework Policy

Each classroom is arranged to help prevent aggressive behavior. High traffic areas are free of congestion. Pupils are in full view of the teacher so the teacher can easily monitor students' behavior. Teaching materials and student supplies are readily accessible to minimize student-waiting time. Seats are arranged so students can easily see instructional presentations and to reduce the opportunity for off-task behavior.

#### **Parent Training: Promoting the Use of Community Resources**

Octavia E. Butler Magnet advocates for the provision of community resources to help maximize the development of positive behavior and the suppression of antisocial behavior. Such training promises to maximize the parent's contribution to academic excellence and noteworthy social-development.

#### **Problem Solving Teams**

School communities can enhance their effectiveness by identifying factors that result in violence and other problem behaviors. In-building, collaborative problem-solving teams are viewed as essential to successful prevention and intervention with aggressive behavior. Octavia E. Butler Magnet utilizes a student study team to help address issues of problem behavior. These problem-solving efforts bring together school staff, parents, and when appropriate, involved community-based agencies and the pupil. The goal is to help identify, clarify, analyze and resolve issues concerning pupil, educational and familial concerns. The student study team is flexible enough to address individual problems and school-wide matters.

#### **Community Linkages**

When working with parents and students with specific issues, the staff at Octavia E. Butler Magnet will provide information to the families regarding available community resources. In addition, information pertaining to the Youth Services of City of Pasadena website [www.cityofpasadena.net](http://www.cityofpasadena.net), The staff of Octavia E. Butler Magnet shall work closely with recognized local city, county and state agencies.

**School Safety Strategy #5:** Specific employees (e.g., the campus supervisor) use unique strategies to promote school safety.





# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### **Campus Supervisor and Administrative Positions**

Schools can enhance physical safety by monitoring the surrounding school grounds-including landscaping, parking lots, and bus stops. Pupils can also be a good source of information. Peers often are the most likely group to know in advance about potential school violence.

Octavia E. Butler Magnet employs a principal (vice-principal), and (campus supervisor) whose job is designed to help increase school safety, prevent prohibited offenses, and promote positive student relationships. The principal (vice-principal), and (campus supervisor) has/have developed procedures to monitor the school campus, the surrounding areas, and has designated the safe entrance and exit routes to school. Furthermore, recognizing that pupils are often the first to know of dangerous plans or actions, the principal (vice-principal), and (campus supervisor) at Octavia E. Butler Magnet makes himself/herself available for a pupil to safely report troubling behaviors that may lead to dangerous situations.

When it comes to school safety, pupils are taught not to keep secrets. Effective relationships between the principal (vice-principal), and (campus supervisor) and pupils help initiate appropriate investigations, help staff learn of suspects in school offenses, and help collect important knowledge about community conflicts that may have an impact on school safety.

### **Campus Disturbances and Crimes**

Octavia E. Butler Magnet recognizes that campus disturbances and crimes may be committed by visitors and outsiders to the campus. Several steps have been taken to protect the school, staff, and pupils from safety threats by individuals visiting the campus area. In addition, disputes often occur because of parental custody disputes. The staff of Octavia E. Butler Magnet will maintain in the student's record custody documentation provided by families and will request assistance from local law enforcement and the Office of Child Welfare and Attendance as needed.

### **Visitors and Disruptions to Educational Process**

Octavia E. Butler Magnet is aware of the laws, policies and procedures, which govern the conduct of visitors to the school campus. Octavia E. Butler Magnet uses continuing efforts to minimize the number of campus entrance and exit points used daily. Access to school grounds is limited and supervised on a regular basis by individuals, such as the campus supervisor; staff familiar with the student body. Campus traffic, both pedestrian and vehicular, flows through areas that can be easily and naturally supervised. Delivery entrances used by vendors are also checked regularly. The campus has perimeter fencing.

To ensure the safety of pupils and staff and avoid potential disruptions, all visitors to the campus, except pupils of the school and staff members, must register immediately upon entering any school building or grounds when school is in session.

Octavia E. Butler Magnet has established a visible means of identification for visitors while on school premises (i.e. tag). Furthermore, the principal, designee or campus supervisor may direct an individual to leave school grounds if he/she has a reasonable basis for concluding that the person is committing an act that is likely to interfere with the peaceful conduct of school activities or that the person has entered the campus with the purpose of committing such an act.

Octavia E. Butler Magnet has developed a notice for disruptive individuals and, when appropriate, exercises the authority to remove a visitor or outsider from the campus. Law enforcement is immediately contacted for individuals engaging in threatening conduct, including disturbing the peace.

Octavia E. Butler Magnet's notice and removal system establishes sufficient documentation for civil law remedies as needed. For continuing disruptive behavior by a visitor or outsider, Octavia E. Butler Magnet shall contact the district office to determine whether to file for a temporary restraining order and injunction.

**School Safety Strategy #6:** At Octavia E. Butler Magnet, effective procedures will followed to maintain a safe physical plant and school site.

### **Enhancing Physical Safety Practices**

Schools can enhance physical safety by adjusting traffic flow patterns to limit potential for conflicts or altercations. Schools can enhance physical safety by having adults visibly present throughout the school building. This includes encouraging parents to visit the school. Octavia E. Butler Magnet has



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

courteous school staff including Campus Aides and Administrators greeting students and family members at our entrance gates and campus doors before school and sending them off after school; a campus aide greeting visitors at our front door desk during the school day; and courteous clerical staff greeting phone callers and visitors in our offices.

Schools can enhance physical safety by conducting a building safety audit in consultation with the Office of Child Welfare and Attendance and/or law enforcement. Recent safety audits of Octavia E. Butler Magnet, has identified the following issues:

a heavily segmented campus with numerous architectural features limiting sight-lines of students, requiring staff to limit student access to some areas and closely monitor access routes to and from approved areas.

**Please select only those areas that apply to your school**

#### **Octavia E. Butler Magnet:**

has established two-way communication between the front office and each classroom.

has set a priority to keep buildings clean and maintained.

keeps a complete list of staff members who have keys to building(s).

does not allow graffiti to remain on walls. The procedure involves following the three "R's" after discovery of graffiti—read, record (i.e. photograph or videotape) and remove. Inflammatory bathroom graffiti is removed daily upon discovery.

ensures vehicle access around the building(s) for night surveillance and emergency vehicles.

**School Safety Strategy #7:** Each school site is being asked to write a strategy component focusing on either/both: (1) Search Institutes - "40 Developmental Assets". Search institute has identified building blocks of healthy development that help young people grow up healthy, caring, and responsible. This is a research-based program that promotes school safety through the promotion of student engagement in the 40 identified assets. Contact the DATE office for specific information. (2) Character Education Program.

#### **Closing Statement #8:**

(To be written by the school site council. Please include the signature sheet and specify a date for the consolidated safe school plan to be reviewed for the following school year by Octavia E. Butler Magnet's Site Council).

#### **Supporting statement:**

We the SSC of Octavia E. Butler Magnet will continue to work collaboratively and diligently to ensure that we fulfill all of the duties required in the School Safety Plan.



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### School Safety Compliance

### Child Abuse Reporting And Procedures

Pasadena Unified School District

#### Board Policy

[Enter appropriate Board Policy]

#### Students

##### Child Abuse Reporting Procedures

The Governing Board recognizes that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

(cf. 5141.41 - Child Abuse Prevention)

(cf. 5142 - Safety)

Employees who are mandated reporters, as defined by law and district administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect.

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters.

(cf. 4131 - Staff Development)

In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

Parents/guardians may contact the Superintendent or designee to obtain procedures for filing a complaint against a district employee or other person whom they suspect has engaged in abuse of a child at a school site.

(cf. 1312.1 - Complaints Concerning District Employees)

#### Legal Reference:

##### Education Code

*33308.1 Guidelines on procedure for filing child abuse complaints*

*44690-44691 Staff development in the detection of child abuse and neglect*

*48906 Notification when student released to peace officer*

*48987 Dissemination of reporting guidelines to parents*

##### Penal Code

*152.3 Duty to report murder, rape or lewd or lascivious act*

*273a Willful cruelty or unjustifiable punishment of child; endangering life or health*

*288 Definition of lewd or lascivious act requiring reporting*

*11164-11174.3 Child Abuse and Neglect Reporting Act*

##### Welfare And Institutions Code

*15630-15637 Dependent adult abuse reporting*



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### *CODE OF REGULATIONS, TITLE 5*

*4650 Filing complaints with CDE, special education students*

*Management Resources:*

### **Cde Legal Advisories**

*0514.93 Guidelines for parents to report suspected child abuse by school district employees or other persons against a pupil at school site*

### **Web Sites**

*CDE: <http://www.cde.ca.gov>*

*School/Law Enforcement Partnership: <http://www.cde.ca.gov/spbranch/safety/partnership.html>*

*California Attorney General: <http://caag.state.ca.us>*

*California Department of Social Services: <http://www.dss.cahwnet.gov>*

*Governor's Office of Criminal Justice Planning: <http://www.ocjp.ca.gov>*

*Policy Pasadena Unified School District*

*Policy Adopted: November 14, 1995 City: Pasadena, California*

*Revised: August 28, 2014; May 16, 2016; September 22, 2016*



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### Suspected Child Abuse Reporting Procedures

#### I. Initiating the Report

- A. The report is initiated by a telephone report to the appropriate agency.
- B. If the suspected child abuse has taken place within the family, call the Enter appropriate Agency Hotline at [Enter Phone Number]
- C. If the suspected child abuse has taken place outside the family, call the local police department at:  
  
Police Department: Pasadena Police Department  
Phone: (626) 744-4241
- D. Content of call.
  - 1) Name, address and age of child involved.
  - 2) Clear description of suspected abuse.

#### II. Written Report

- A. The telephone call is to be followed by completion of the Suspected Child Abuse Report (form 11166.P.C.). These forms are available in the Principal's office at the high school or you may call the [Enter School Contact or Local Agency] at [Enter Phone Number] for a form.
- B. The written report is to be addressed to the person to whom the telephone report was made.
- C. The written report must follow the phone call within 36 hours.
  - 1. Suspected child abuse within the family, {Enter Appropriate Agency} {Enter Address}, California [Enter Zip Code]
  - 2. Suspected child abuse outside the family should be mailed to the agency to which the report was called -

#### Adopted:

Police Department: Pasadena Police Department  
Address: 207 Garfield Avenue, Pasadena, CA 91101

The reporting party should keep the yellow copy of the Suspected Child Abuse Report form (SS8572) or verification of completion of the reporting obligation.

#### Caution:

- 1. The reporting responsibility has not been discharged until both the telephone call and written reports are complete.
- 2. School personnel are not to engage in any investigation of suspected cases. The investigation will be done by the child protective services office.
- 3. The reporting responsibility is an individual one which is NOT discharged by report to supervisors or administrators.



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### Suspension And Expulsion Policies

Pasadena Unified School District

#### Board Policy

[BP 5144]

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion. (cf. 5131 - Conduct) (cf. 5131.1 - Bus Conduct) (cf. 5131.2 - Bullying)

In order to uphold our mission, PUSD will address challenging behavior and discipline matters as a way to promote learning instead of punishment. Our goal is to keep students at school, learning, and to further assist staff in connecting students with the support they may need to succeed. Furthermore, building a positive school culture through meaningful relationships will improve students' well-being and academic outcome overall. Ultimately allowing for a space where a person's whole identity is appreciated, celebrated, and supported; and all experiences and contributions are valued and in alignment with the board-approved Diversity, Equity and Inclusion lens.

Pasadena USD expects the usage of restorative interventions, Socioemotional resources, Multi-Tiered Systems of Support efforts, and Positive Behavior Intervention and Support (PBIS) to support our students every day.

The Board supports alternatives to suspension for all noninjury offenses for grades TK-5. See AR 5144.1 for specifics. Alternatives to suspensions will be PUSD's priority. The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation. Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus (cf. 5112.5 - Open/Closed Campus)
4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies. (cf. 0410 - Nondiscrimination in District Programs and Activities) Appropriate Use of Suspension Authority Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

(cf. 5138 - Conflict Resolution/Peer Mediation)  
(cf. 5144 - Discipline)  
(cf. 6142.4 - Service Learning/Community Service Classes)  
(cf. 6164.2 - Guidance/Counseling Services)  
(cf. 6164.5 - Student Success Teams)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension. No student may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900) Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities. (cf. 5113 - Absences and Excuses) (cf. 5113.1 - Chronic



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

Absence and Truancy)

#### **On-Campus Suspension**

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

#### **Authority to Expel**

A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (cf. 5131.7 - Weapons and Dangerous Instruments)
2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 6-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in an open session of a Board meeting.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

No child enrolled in a preschool program shall be expelled except under limited circumstances as specified in AR 5148.3 - Preschool/Early Childhood Education. (cf. 5148.3 - Preschool/Early Childhood Education)

#### **Due Process**

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law.

The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918) (cf. 5119 - Students Expelled from Other Districts) (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

#### Maintenance and Monitoring of Outcome Data

The Superintendent or designee shall maintain outcome data related to student suspensions and expulsions in accordance with Education Code 48900.8 and 48916.1, including, but not limited to, the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period. For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the Board annually and to the California Department of Education when so required.

In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan. (cf. 0460 - Local Control and Accountability Plan) Legal Reference:

EDUCATION CODE 212.5 - Sexual harassment 233 - Hate violence 1981-1981.5 - Enrollment of students in community school 8239.1 - Prohibition against expulsion of preschool student 17292.5 - Program for expelled students 32261 - Interagency School Safety Demonstration Act of 1985 35145 - Open board meetings 35146 - Closed sessions (regarding suspensions) 35291 - Rules (for government and discipline of schools) 35291.5 - Rules and procedures on school discipline 48645.5 - Readmission; contact with juvenile justice system 48660-48666 - Community day schools 48853.5 - Foster youth 48900-48927 - Suspension and expulsion 48950 - Speech and other communication 48980 - Parental notifications 49073-49079 - Privacy of student records 52052 - Numerically significant student subgroups Students BP 5144.1 SUSPENSION AND EXPULSION/DUE PROCESS Highlighted language is PUSD Exclusive Page 6 of 7 52060-52077 - Local control and accountability plan 64000-64001 - Consolidated application CIVIL CODE 47 - Privileged communication 48.8 - Defamation liability CODE OF CIVIL PROCEDURE 1985-1997 - Subpoenas; means of production GOVERNMENT CODE 11455.20 - Contempt 54950-54963 - Ralph M. Brown Act HEALTH AND SAFETY CODE 11014.5 - Drug paraphernalia 11053-11058 - Standards and schedules LABOR CODE 230.7 - Employee time off to appear in school on behalf of a child PENAL CODE 31 - Principal of a crime, defined 240 - Assault defined 241.2 - Assault fines 242 - Battery defined 243.2 - Battery on school property 243.4 - Sexual battery 245 - Assault with deadly weapon 245.6 - Hazing 261 - Rape defined 266c - Unlawful sexual intercourse 286 - Sodomy defined 288 - Lewd or lascivious acts with child under age 14 288a - Oral copulation 289 - Penetration of genital or anal openings 417.27 - Laser pointers 422.55 - Hate crime defined 422.6 - Interference with exercise of civil rights 422.7 - Aggravating factors for punishment 422.75 - Enhanced penalties for hate crimes 626.2 - Entry upon campus after written notice of suspension or dismissal without permission 626.9 - Gun-Free School Zone Act of 1995 626.10 - Dirks, daggers, knives, razors, or stun guns 868.5 - Supporting person; attendance during testimony of witness WELFARE AND INSTITUTIONS CODE 729.6 - Counseling UNITED STATES CODE, TITLE 18 921 - Definitions, firearm





# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### Suspension And Expulsion/Due Process

**Pasadena** Unified School District

#### **Administrative Regulation**

Number: BP 5144.1

Adopted: 11/20/21

#### **Students**

##### **Definitions**

Suspension means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910

Expulsion means removal of a student from the immediate supervision and control or the general supervision of school personnel. (Education Code 48925)

##### **Notice Of Regulations**

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion. (Education Code 35291, 48900.1, 48980)

(cf. 5144 - Discipline)

(cf. 5145.6 - Parental Notifications)

##### **Grounds For Suspension And Expulsion**

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows:

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in selfdefense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b) (cf. 5131 - Conduct) (cf. 5131.7 - Weapons and Dangerous Instruments)
3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c)) (cf. 3513.4 - Drug and Alcohol Free Schools)



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

(cf. 5131.6 - Alcohol and Other Drugs)

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))
5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))
6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))
7. Stole or attempted to steal school property or private property (Education Code 48900(g))
8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products (Education Code 48900(h))  
(cf. 5131.62 - Tobacco)
9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))
11. Knowingly received stolen school property or private property (Education Code 48900(l))
12. Possessed an imitation firearm (Education Code 48900(m)) Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))
13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))
14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))
15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))
16. Engaged in, or attempted to engage in, hazing (Education Code 48900(q)) Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events. (Education Code 48900(q))
17. Engaged in an act of bullying (Education Code 48900(r)) Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance.

Bullying means any severe, habitual, or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Bullying includes any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in items #1-3 of "Additional Grounds for Suspension and Expulsion: Grades 6-12," that has any of the effects described above on a reasonable student.

Bullying also includes an act of cyber sexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

Electronic act means the creation or transmission originated on or off the school site by means of an electronic device,



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication including, but not limited to: (Education Code 48900(r))

- a. A message, text, sound, video, or image
- b. A post on a social network Internet web site, including, but not limited to, posting to or creating a burn page or creating a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability.

(Education Code 48900(r)) (cf. 1114 - District-Sponsored Social Media) (cf. 5131.2 - Bullying) (cf. 6163.4 - Student Use of Technology) (cf. 6164.4 - Identification and Evaluation of Individuals for Special Education) (cf. 6164.6 - Identification and Education under Section 504)

18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))
19. Made terrorist threats against school officials and/or school property (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

Specialized Grounds for Suspensions TK-5th Grade:

- In grades TK-5th grade, out-of-school suspensions only be allowed:
  - In incidents where violence results in injury to students or staff, see CA Ed Code 48900(a)(2): Willfully used force or violence upon the person of another, except in self-defense and Ed Code 48915(a)(1)(E): Assault or battery upon any school employee
  - In incidents that lead to mandatory expulsion, see CA Ed Code 48915(c)
- Suspensions for violence with injury:
  - Not to exceed 2 days out of school
  - Followed up with a restorative intervention as part of the re-entry process

#### **Additional Grounds for Suspension and Expulsion: Grades 6-12**

A student in grades 6-12 shall be subject to suspension or recommendation for expulsion when it is determined that he/she:

1. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)  
Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

(cf. 5145.7 - Sexual Harassment)

2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

Code 422.55)

(cf. 5145.9 - Hate-Motivated Behavior)

3. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

(cf. 5145.3 - Nondiscrimination/Harassment)

#### **Suspension from Class by a Teacher**

A teacher may suspend a student, including a grade K-3 student, from class for the remainder of the day and the following day for disruption, willful defiance, or any of the other acts specified in Education Code 48900 and listed as items #1-18 under "Grounds for Suspension and Expulsion: Grades K-12" above. (Education Code 48910)

When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, he/she shall be appropriately supervised during the class periods from which he/she has been suspended. (Education Code 48910)

As soon as possible after the teacher decides to suspend the student, he/she shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student suspended from class shall not be returned to class during the period of the suspension without the approval of the teacher of the class and the principal or designee. (Education Code 48910)

A student suspended from class shall not be placed in another regular class during the period of suspension. However, a student assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which he/she was suspended. (Education Code 48910)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

#### **Suspension by Superintendent, Principal or Principal's Designee**

To implement disciplinary procedures at a school site, the principal may, in writing, designate as the principal's designee another administrator or, if the principal is the only administrator at the school site, a certificated employee. As necessary, the principal may, in writing, also designate another administrator or certificated employee as the secondary designee to assist with disciplinary procedures when the principal and the principal's primary designee are absent from the school site.

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to have committed any of the acts listed in the Board policy under "Authority to Expel" and for which he/she is required to recommend expulsion. (Education Code 48915(c)) T

he Superintendent, principal, or designee may impose a suspension for a first offense if he/she determines that the student violated any of items #1-5 listed under "Grounds for Suspension and Expulsion: Grades K-12" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

For a list of appropriate alternatives, see AR 5144 (Discipline) and the PUSD Alternatives to Suspension Resource Guide. When other means of correction are implemented prior to imposing suspension or supervised suspension upon a student,



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

the Superintendent, principal, or designee shall document the other means of correction used and retain the documentation in the student's record. (Education Code 48900.5) (cf. 5125 - Student Records)

#### **Length of Suspension**

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days and may be in the process of a pre-expulsion consideration. (Education Code 48911) Please reference page 6 for students in grades TK-5th grade A student may be suspended from school for not more than 20 school days in any school year. However, if a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class for the purpose of adjustment, he/she may be suspended for not more than 30 school days in a school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903, 48911, 48912)

The office of CWA will monitor the number of days of student suspensions. With a student approaching 10 days of suspension, CWA will intervene with the respective school site administrator(s) with additional guidance. (cf. 6184 - Continuation Education) These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code 48911)

Due Process Procedures for Suspension Suspensions shall be imposed in accordance with the following procedures:

1. **Informal Conference:** Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, including the other means of correction that were attempted before the suspension as required pursuant to Education Code 48900.5, and the evidence against him/her, and shall be given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911) This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference and the conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)
2. **Administrative Actions:** All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)
3. **Notice to Parents/Guardians:** At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall also be notified in writing of the suspension. (Education Code 48911) This notice shall state the specific offense committed by the student. (Education Code 48900.8) In addition, the notice may state the date and time when the student may return to school.
4. **Parent/Guardian Conference:** Whenever a student is suspended, school officials may request a meeting with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code 48914) If school officials request to meet with the parent/guardian, the notice may state that the law requires the parent/guardian to respond to such requests without delay. However, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied reinstatement solely because the parent/guardian failed to attend the conference. (Education Code 48911)
5. When students are placed on suspension of any kind, they will be given access to classwork via the Learning Management System (Canvas), packet or teacher designed work. This will allow students to maintain access to their academics during this time away from class. A Short-Term Independent Study may be of best use during this



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

time.

6. Extension of Suspension: If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision, provided the following requirements are followed: (Education Code 48911)
  - a. The extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.
  - b. The Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)
  - c. If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1) (cf. 6173.1 - Education for Foster Youth)
  - d. If the student involved is a homeless child or youth, the Superintendent or designee shall notify the district liaison for homeless students.

(cf. 6173 - Education for Homeless Children) In lieu of or in addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct his/her behavior and keep him/her in school.

Readmission After Suspension Upon student's readmission, but not longer than one week:

1. The Principal or administrative designee shall hold a conference, in person, virtual or by telephone, with the parent/guardian, identified staff (teacher or others), and the student. At the conference, the student's rehabilitation/success plan shall be reviewed and the Principal or administrative designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
2. The Principal or administrative designee must monitor the progress of the students' reentry to ensure all agreements/plan is being fulfilled by all parties.
3. If it finds that the student has not satisfied the conditions of the rehabilitation/success plan or that the student continues to pose a danger to campus safety or to other district students or employees, a conference must be held immediately, in person, virtual or by telephone, address any concerns. (Education Code 48916)

Suspension by the Board The Board may suspend a student for any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 6-12" above and within the limits specified under "Suspension by Superintendent, Principal, or Designee" above.

**(Education Code 48912) The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester.**

The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information that would violate a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

(cf. 9321 - Closed Session Purposes and Agendas)

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

35146, 48912)

#### **On-Campus Suspension**

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to on campus suspension in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The on-campus suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The on-campus suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. The student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to an on-campus suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification may be made in writing. (Education Code 48911.1)

Superintendent or Principal's Authority to Recommend Expulsion Unless the Superintendent or principal determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, he/she shall recommend a student's expulsion for any of the following acts: (Education Code 48915)

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

#### **Student's Right to Expulsion Hearing**

Any student recommended for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion recommendation. (Education Code 48918(a)) The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

#### **Stipulated Expulsion**

After a determination that a student has committed an expellable offense, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after the student or his/her parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code 48918.

The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of his/her right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel. A stipulated expulsion agreed to by the student and his/her parent/guardian shall be effective upon approval by the Board.

#### **Rights of Complaining Witness**

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental, or emotional needs of a student who is the complaining witness. (Education Code 48918.5) Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)

1. Receive five days' notice of his/her scheduled testimony at the hearing
2. Have up to two adult support persons of his/her choosing present at the hearing at the time he/she testifies
3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

#### **Written Notice of the Expulsion Hearing**

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based
3. A copy of district disciplinary rules which relate to the alleged violation
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment. This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c). (cf. 5119 - Students Expelled from Other Districts)
5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney adviser

Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

Nonattorney adviser means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

6. The right to inspect and obtain copies of all documents to be used at the hearing
7. The opportunity to confront and question all witnesses who testify at the hearing
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses

#### **Additional Notice of Expulsion Hearing for Foster Youth and Homeless Students**

If the student facing expulsion is a foster student, the Superintendent or designee shall also send notice of the hearing to the student's attorney and a representative of an appropriate child welfare agency at least 10 days prior to the hearing. (Education Code 48918.1)





## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

If the student facing expulsion is a homeless student, the Superintendent or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 days prior to the hearing. (Education Code 48918.1)

Any notice for these purposes may be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

#### **Conduct of Expulsion Hearing**

1. **Closed Session:** Notwithstanding Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public to the extent that privacy rights of other students are not violated. (Education Code 48918)

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, a videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. **Record of Hearing:** A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))
3. **Subpoenas:** Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. **Presentation of Evidence:** Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 6-12" above. (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f)) In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

5. Testimony by Complaining Witnesses: The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)
  - a. Any complaining witness shall be given five days' notice before being called to testify.
  - b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during his/her testimony.
  - c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
  - d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
  - e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.
  - f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
  - g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.
    - (1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
    - (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.
    - (3) The person conducting the hearing may: (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness (b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours (c) Permit one of the support persons to accompany the complaining witness to the witness stand
6. Decision: The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

#### **Alternative Expulsion Hearing: Hearing Officer or Administrative Panel**

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. The Board may also appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918)

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue a decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d)) The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated and permitted to return to the classroom instructional program from which the referral was made, unless another placement is requested in writing by the student's parent/guardian. Before the student's placement decision is made by his/her parent/guardian, the Superintendent or designee shall consult with the parent/guardian and district staff, including the student's teachers, regarding other placement options for the student in addition to the option to return to the classroom instructional program from which the student's expulsion referral was made. The decision to not recommend expulsion shall be final. (Education Code 48918(e))



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion. If the hearing officer or administrative panel recommends that the Board expel a student but suspend the enforcement of the expulsion, the student shall not be reinstated and permitted to return to the classroom instructional program from which the referral was made until the Board has ruled on the recommendation. (Education Code 48917, 48918)

#### **Final Action by the Board**

Whether the expulsion hearing is conducted in closed or open session by the Board, a hearing officer, or an administrative panel or is waived through the signing of a stipulated expulsion agreement, the final action to expel shall be taken by the Board in public. (Education Code 48918(j)) (cf. 9321.1 - Closed Session Actions and Reports)

The Board's decision is final. If the decision is to not expel, the student shall be reinstated immediately. If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspended expulsion.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any "mandatory recommendation and mandatory expulsion" act listed in the section "Authority to Expel" in the accompanying Board policy, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review, as well as assessment at the time of review, for readmission
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

#### **Written Notice to Expel**

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 6-12" (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

#### **Decision to Suspend Expulsion Order**

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion order, the Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)
4. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
5. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 6-12" above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)
6. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)
7. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)
8. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of his/her status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))
9. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

#### **Appeal**

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code 48919) If the student submits a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board, the district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

#### **Notification to Law Enforcement Authorities**

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902) The principal or designee shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance, or of any student acts involving the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate county or district law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

#### **Placement During Expulsion**

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at any of these
3. Not housed at the school site attended by the student at the time of suspension (cf. 6158 - Independent Study)

(cf. 6185 - Community Day School) When the placement described above is not available and when the County Superintendent so certifies, students expelled for only acts described in items #6-12 under "Grounds for Suspension and Expulsion: Grades K-12" and items #1-3 under "Additional Grounds for Suspension and Expulsion: Grades 6-12" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code 48915) The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

#### **Readmission After Expulsion Prior to the date set by the Board for the student's readmission:**

1. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
2. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session. If a written request for open session is received from the parent/guardian or adult student, it shall be honored to the extent that privacy rights of other students are not violated.
3. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
4. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)
5. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school.
6. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code 48645.5)

#### **Maintenance of Records**

The district shall maintain a record of each suspension and expulsion, including its specific cause(s). (Education Code 48900.8)

Expulsion records of any student shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code 48918(k))

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1) (cf. 5119 - Students Expelled from Other Districts) (cf. 5125 - Student Records)



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### **Procedures For Notifying Teachers About Dangerous Pupils**

A school district must inform any teacher, counselor or administrator in a supervisory or disciplinary position when, based on records maintained by the district or received from law enforcement, it has information that, during the three previous school years, a pupil has engaged in, or is reasonably suspected to have engaged in, the following criminal or disruptive conduct at school, while going to or from school, or during a school sponsored activity:

- a) Causing, attempting, or threatening physical injury to another;
- b) Possessing, selling, or otherwise furnishing, a firearm, knife, or other dangerous object;
- c) Possessing, using or selling illegal drugs, alcohol, or drug paraphernalia;
- d) Committing or attempting to commit robbery or extortion;
- e) Damaging or attempting to damage school property;
- f) Stealing or attempting to steal school or private property;
- g) Committing an obscene act or engaging in habitual profanity or vulgarity;
- h) Possessing, offering, arranging or negotiating to sell, any drug paraphernalia;
- i) Knowingly receiving stolen school or private property.

Such information is confidential and shall not be further disseminated. Ed Code 49079.

District Policy  
Adopted  
Pasadena Unified School District



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### Sexual Harassment Policy

Pasadena Unified School District

Board Policy

Policy Numbers: BP 5145.7

Personnel

#### Sexual Harassment

The district prohibits sexual harassment in the work place and shall act promptly, visibly and vigorously in demonstrating strong disapproval of sexual harassment in the work place. The Superintendent or designee shall develop appropriate procedures to ensure that employees have a work place free of sexual harassment and to provide a mechanism for resolution of complaints of sexual harassment.

Legal Reference:

#### Education Code

200 et al. Prohibition of discrimination on the basis of sex  
212.5 Sexual harassment, defined  
230 Particular practices prohibited, including sexual harassment

TITLE VII, CIVIL RIGHTS ACT as amended by Title IX, Equal Employment Opportunity Act  
Meritor Savings Bank, FSB v. Vinson et al.  
86 Daily Journal D.A.R. 2130  
Regulation Pasadena Unified School District  
Approved: November 14, 1995; Revised: September 2007; February 2013; May 2015 City: Pasadena, California

In accordance with Board policy prohibiting sexual harassment in the work place, the purpose of this regulation is to provide a procedure to handle complaints of sexual harassment.

#### Sexual Harassment Defined

Pursuant to Education Code 212.5, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is made either an explicit or implicit condition of employment, status, or promotion.
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee.
3. The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.
4. Submission to, or rejection of, the conduct is the basis for any decision affecting benefits, services, honors, programs, or other available activities.

Unlawful sexual harassment under the Fair Employment and Housing Act (FEHA) also includes unwelcome sexual advances of an employer toward an employee of the same sex and harassment on the basis of pregnancy disability. [Gov. Code 12940 (h) (3) (c)]

#### Examples Of Sexual Harassment

By way of example, sexual harassment includes, but is not limited to:

1. Making unsolicited written, verbal or physical contact with sexual overtones.
2. Visual conduct: leering or suggestive eye contact, making sexual gestures, posting or circulating sexually suggestive objects or pictures, cartoons, or posters.



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

3. Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes bragging about sexual exploits, using terms with double meanings (one of which is sexual).
4. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.
5. Physical conduct: touching, assault, impeding or blocking movements, touching oneself or another.
6. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
7. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. For example, either implying or actually withholding support for an appointment, promotion or change of assignment; suggesting a poor performance report will be prepared; or suggesting probation will be failed.
8. Engaging in implicit or explicit coercive sexual behavior which is used to control, influence or affect the career, salary and/or work environment or another employee.
9. Offering favors or employment benefits, such as promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations or re-classifications, in exchange for sexual favors.

#### Complaint Process

1. Employees may report incidents of sexual harassment to any supervisor, manager, or administrator at the school site or in the department where they are working. If there is no supervisor, manager, or administrator to whom the employee is comfortable reporting the incident, the report may be made to the next higher level in the chain of command.
2. Any supervisor, manager, or administrator who has received a report, verbally or in writing, from any employee regarding sexual harassment of that employee or another employee by a student or adult in the work place must forward that report to the Cabinet level administrator within twenty-four (24) hours, or within a reasonable extension of time thereafter for good cause.
3. All complaints of sexual harassment will be investigated and promptly resolved.
4. Upon receipt of an allegation of sexual harassment, the supervisor, manager, or administrator will designate an investigator who will initiate an investigation into the complaint within 48 hours.
5. The school district will designate management employees at each work site who are trained to investigate sexual harassment complaints.
6. After completion of the investigation, the manager will render his/her findings and a recommended disposition of the complaint. In determining whether the alleged conduct constitutes sexual harassment, the manager will look at the record as a whole and the totality of the circumstances, including the nature of the alleged sexual harassment and the context in which the alleged incidents occurred.
7. If the complainant is not satisfied by the report of the manager and the recommended disposition, he/she may submit the matter to the appropriate Cabinet officer. The complainant shall make an appeal in writing stating the reasons why the complainant is dissatisfied with the report and recommended disposition. This written appeal shall be on a form prescribed by the district and shall be signed by the complainant.
8. The Cabinet officer shall review the basis for complainant's appeal and the report and recommended disposition compiled by the manager. The Cabinet officer may make a decision based on the record presented or, if he/she determines it is necessary, collect any additional information deemed necessary. The decision of the Cabinet officer may be appealed to the Superintendent or designee and then to the Board using the same appeal process and form.

#### Enforcement

Each work site supervisor, manager, and administrator has full responsibility for maintaining a work environment free of sexual harassment. Work site managers shall take appropriate actions to reinforce the district's sexual harassment policy. These actions will include:

1. Maintaining an available supply of the policy and the district's brochures and materials regarding this policy.
2. Prompt removal of vulgar or sexually offensive graffiti or other displays.
3. Providing annual staff in-services within the first four weeks of each work year.
4. Taking appropriate disciplinary action as needed.
5. All supervisors, managers, and administrators shall instruct employees on the procedure for reporting sexual harassment on an as needed basis.
6. Employees determined to have violated district prohibition against sexual harassment shall be subject to disciplinary action up to and including termination from employment. Disciplinary actions may include, but are not limited to:





## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

- a. Verbal and written warnings.
  - b. Written reprimands.
  - c. Suspension with or without pay.
  - d. Transfer to another work location.
  - e. Demotion and termination.
7. A violation of policy or regulations shall constitute just and reasonable cause for discipline and shall be deemed to be a violation of and refusal to obey the school laws of California and reasonable regulations prescribed for the government of the district by the Board under Education Code 44932.

#### **Confidentiality**

District employees involved in processing sexual harassment complaints shall endeavor in good faith to protect the privacy of all parties involved in a complaint of sexual harassment. Files pertaining to sexual harassment complaints shall not be made available to the general public.

#### **Records**

Copies of all reports of sexual harassment shall be forwarded to the chief personnel officer who is responsible for maintaining overall district records of incidents. Such records and reports shall not be made available to the general public.

#### **Educational Outreach**

As a means of preventing sexual harassment, the Superintendent shall ensure that all employees are notified of the adoption of policies and procedures to prevent sexual harassment. Each manager of a work site shall have a plan on file for providing staff in-service and procedures relative to sexual harassment education and the policies, regulations, and procedures.

#### **Reporting To Outside Agencies**

##### **Federal Equal Employment Opportunity Commission**

Employees who have been sexually harassed may have the right to file complaints with Federal regulatory agencies. Time limits for filing complaints with Federal regulatory agencies vary. The employee should check directly with this agency for specific instructions for filing a complaint:

##### **Equal Employment Opportunity Commission**

Address: Los Angeles District Office Location: Roybal Federal Building 255 East Temple St., 4th Floor  
Los Angeles, CA 90012  
Phone: 1-800-669-4000

##### **State of California Department of Fair Employment and Housing**

Employees or job applicants who believe that they have been sexually harassed may, within one year of the harassment, file a complaint of discrimination with the California Department of Fair Employment and Housing. The Department serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. If the Department finds evidence of sexual harassment and settlement efforts fail, the Department may file a formal accusation against the employer and the harasser. The accusation will lead to either a public hearing before the Fair Employment and Housing Commission or a lawsuit filed on the complainant's behalf by the Department. If the Commission finds that harassment occurred, it can order remedies, including up to \$50,000 in fines or damages for emotional distress from each employer or harasser charged. In addition, the Commission may order hiring or reinstatement, back pay, promotion, and changes in the policies or practices of the involved employer. A court may order unlimited damages. For more information, employees should contact the [Enter Appropriate Agency] office as follows:

##### **State of California**

Appropriate Agency: State of California Department of Fair Employment and Housing  
Address: ; 320 West 4th Street  
Los Angeles, CA 90013  
Phone: (213) 439-6799



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### **Retaliation Prohibited**

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. The initiation of a complaint of sexual harassment will not negatively reflect on the employee who initiates the complaint, nor will it affect the employee's job assignment, status, rights, privileges, or benefits.

Regulation Pasadena Unified School District

Approved: November 14, 1995; Revised: September 2007; February 2013; May 2015 City: Pasadena, California



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### School Dress Code

PUSD SPECIFIC (Entire Regulation) The Governing Board values student individuality; however, it also believes that in order to ensure a successful school and learning atmosphere, guidelines for dress and grooming must be in place. In cooperation with teachers, students and parents/guardians, the principal or designee has the right to determine if attire or appearance is appropriate and shall establish school rules governing student dress and grooming which are consistent with law, Governing Board policy and administrative regulations.

These school dress codes shall be regularly reviewed. In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Sandals must have heel straps. Backless shoes or sandals are not acceptable.
2. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions, and likenesses, or which advocate racial, ethnic or religious prejudice or other illegal activity.
3. No unnecessary headwear or items allowed. (ie. Hats, hair picks, stocking caps, hair curlers, and hoods may not be worn in schools). Headwear for religious reasons is excluded. Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)
4. Clothes shall be sufficient to conceal undergarments at all times. No skin should be visible between shirts and pants while sitting or extending hands overhead. See-through fabrics, halter tops, off-the shoulder or low-cut tops, bare midriffs, open backs, tube tops, tank tops, or sleeveless shirts are prohibited.
5. Gym shorts may not be worn in classes other than physical education. Shorts and skirts cannot be shorter than the length of a student's arm when held by the side of the body. Leotards, spandex, Lycra, and form-fitting clothes alone are not suitable; however, they are allowable if worn in conjunction with other garments that adequately cover the shoulders, chest and backside. Shorts, pants, and skirts are to be hemmed or stitched; cut-offs are not allowed. Ripped or torn clothing is not allowed.
6. Hair shall be clean and groomed. Hair may not be sprayed by any coloring that would drip when wet.
7. Pants, shorts or skirts must be worn appropriately and fit at the waist. Sagging pants or shorts are not allowed. Belts, buttons, and fasteners must be fastened at all times. Belts are required for pants and shorts with belt loops if the clothing is too large for the student's size. The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstances deemed necessary by the principal or designee.

In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and co-curricular activities.

(cf. 3260 - Fees and Charges) No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 3260 - Fees and Charges) (cf. 6142.7 - Physical Education and Activity)

(cf. 6145 - Extracurricular and Cocurricular Activities) (cf. 6145.2 - Athletic Competition)

The principal, staff, students, and parents/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

**Gang-Related Apparel** At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff, and parents/guardians participating in the development of the school safety plan should define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282) Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received. As necessary, the school shall collaborate with law enforcement agencies to update definitions of gang-related apparel.

### Uniforms

The Board may approve a school-initiated dress code requiring students at the school to wear a school uniform whenever



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

the Board determines that such a dress code will promote student achievement, a positive school climate, and/or student safety. The Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against, or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms. (Education Code 35183) In schools where a schoolwide uniform is required, the principal, staff and parents/guardians of the individual school shall jointly select the specific uniform to be worn. (Education Code 35183)

At least six months before a school uniform policy is implemented, the principal or designee shall notify parents/guardians of this policy. (Education Code 35183) Parents/guardians shall also be informed of their right to have their child exempted. The principal or designee shall also repeat this notification at the end of the school year so that parents/guardians are reminded before school clothes are likely to be purchased.

The Superintendent or designee shall establish criteria for determining student eligibility for financial assistance when purchasing uniforms.

The Superintendent or designee shall establish a method for recycling or exchanging uniforms as students grow out of them. Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting. (Education Code 35183)

#### Disciplinary Measures

When a student is attired in a manner likely to cause disruption or interference with the operation of the classroom, the principal may administer appropriate consequences which may include calling parents to bring appropriate clothing, detention, time-out, in-school suspensions, and/or other disciplinary action as deemed appropriate. Students sent home to change will be counted as an unexcused absence. Administrators have the right to determine if attire or appearance is inappropriate for school.



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### Blood Borne Pathogen Incident Reporting Form And Exposure Control Plan

#### Pasadena Unified School District Board Policy

#### Students

#### INFECTIOUS DISEASES BP 4219.42

The Governing Board recognizes its dual responsibility to protect the health of students from risks posed by infectious diseases and to uphold the right of students to a free and appropriate education.

For purposes of this policy, infectious diseases shall include all those listed by the State Department of Health Services and the County Health Department.

- (cf. 4119.43 - Universal Precautions)
- (cf. 4119.42 - Exposure Control Plan for Bloodborne Pathogens)
- (cf. 5141.23 - Infectious Disease Prevention)

The admission of a student with an infectious disease other than the serious illnesses addressed below shall be determined by the Superintendent or designee according to law. The Superintendent or designee shall consult with the student's parent/guardian and, as required, with the student's physician and/or the County Health Department, in accordance with law and consistent with confidentiality provisions.

- (cf. 5112.2 - Exclusions from Attendance)
- (cf. 5141.26 - Tuberculosis Testing)
- (cf. 5141.3 - Health Examinations)
- (cf. 6158 - Independent Study)
- (cf. 6159 - Individualized Education Program)
- (cf. 6183 - Home/Hospital Instruction)

#### Students With Bloodborne Pathogen Infections

The Board recognizes that hepatitis B virus, hepatitis C virus, and (human immunodeficiency virus (HIV) and/or AIDS (Acquired Immune Deficiency Syndrome) infection is not casually transmitted, the sole presence of bloodborne pathogens is not sufficient reason to exclude students from attending school. Students with bloodborne pathogen infections are entitled to the rights and services accorded to other students. They may attend their regular school and classroom barring special circumstances.

The Board encourages parents/guardians to inform the Superintendent or designee if their child has an infectious disease so that any such child will have access to appropriate district programs and services, and so that school staff may work cooperatively with the student's parents/guardians to minimize the child's exposure to other diseases in the school setting. The Superintendent or designee shall ensure that student confidentiality rights are strictly observed in accordance with law. No district employee shall release medical information, including knowledge of a bloodborne pathogen infection, without written consent from the parent/guardian or adult student. Such information shall be shared only with those persons specifically named in the written permission.

- (cf. 5125 - Student Records)
- (cf. 5022 - Student and Family Privacy Rights)

The district requires all staff to routinely observe universal precautions to prevent exposure to bloodborne pathogens and prevent the spread of all infectious disease.

- (cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
- (cf. 4119.43, 4219.43, 4319.43 - Universal Precautions)
- (cf. 5141.23 - Infectious Disease Prevention)



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

The Board desires to be supportive of students infected with bloodborne pathogens and to help their families cope with difficulties they may face. The Board believes that schools can play an important role in educating the school community about the nature of bloodborne pathogens and alleviating fears about their transmission.

*(cf. 5141.6 - Student Health and Social Services)*

*(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)*

*(cf. 6142.8 - Comprehensive Health Education)*

### **Legal Reference:**

#### **Education Code**

48210-48216 *Persons excluded*

49073-75 *Privacy of pupil records*

49076 *Access to records by persons without written consent or under judicial order*

49403 *Cooperation in control of communicable disease and immunization of students*

49405 *Smallpox control*

49406 *Examination for tuberculosis*

49408 *Information of use in emergencies*

49450 *Rules to ensure proper care and secrecy*

49451 *Parent's refusal to consent to medical exam*

49602 *Confidentiality of information disclosed by a parent or pupil 12 years or older to a school counselor*

#### **California Constitution**

Article 1, section 1 - *Right to Privacy*

#### **Civil Code**

56-56.37 *Confidentiality of medical information*

1798-1798.76 *Information Practices Act*

#### **Health And Safety Code**

120230 *Exclusion for communicable diseases*

120325-120380 *Immunization against communicable diseases*

120875-120895 *AIDS information*

129075-121020 *Mandated blood testing and confidentiality to protect public health*

120980 *Unauthorized disclosures*

121010 *Disclosure to certain persons without written consent*

121475-121520 *Tuberculosis tests for pupils*

#### **California Code Of Regulations, Title 8**

5193 *Bloodborne pathogen standards*

#### **United States Code, Title 20**

1232g *Family Educational and Privacy Rights Act*

1400-1427 *Education for All Handicapped Children*

#### **United States Code, Title 29**

794 *Section 504 of the Rehabilitation Act of 1973*

#### **Court Decisions**

*Phipps v. Saddleback Valley Unified School District (1988), 204 Cal. App. 3d 1110*

*Doe v. Belleville Public School District, 672 F. Supp. 342*

*Thomas v. Atascadero Unified School District, 662 F. Supp. 376*

### **Management Resources:**



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### **Web Sites**

CDE: <http://www.cde.ca.gov>

California Department of Health Services: <http://www.dhs.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

NSBA, School Health Programs: <http://www.nsba.org/schoolhealth/>

Policy Adopted: BP 6020; AR 4119.42, 4219.42, 4319.42; September 26, 1995; Revised: June 26, 2014



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### Blood Borne Pathogens – Safety Practices

#### Procedures And Regulations

##### 1. General

1.1. While recognizing that both students and employees diagnosed with an infectious blood borne disease are entitled to a confidential relationship between themselves, the medical community and/or other agencies, the Board of School Trustees encourages these individuals to meet with the School Principal and/or Superintendent of Schools to discuss their disease and immediate and future needs.

1.2. Assessment

##### 2. Students:

2.1. The Superintendent (or designate) will be informed, by the school principal as soon as is known, of any student infected with an infectious blood borne disease.

2.2. A Risk Assessment will be conducted using a team approach including the personal physician, public health personnel, the parent or guardian, and school district personnel as appropriate and will make recommendations about the type of educational and care setting based on the following:

- a. Behavior, neurological development and physical condition of the child;
- b. Type of interaction expected with others.
- c. What the potential is for exposure
- d. Areas for potential for exposure
- e. How exposure may happen
- f. Who needs to know?
- g. What will happen if there is a risk of exposure?

2.3. The team will consider the risk to others in the workplace, whether or not the individual is healthy enough to continue to attend school, and what precautions should be taken to ensure the safety and health of others.

- a. The identity of infected students will remain confidential and restricted to those who need to know or are required to be informed.

2.4. Decisions on attendance at school are dependent on the circumstances of each individual case. Regular evaluation of the appropriateness of attendance will be conducted.

2.5. The Board will be notified immediately when the team considers the health condition of a student to be a danger to the immediate health and welfare of a school, its students or employees of the Board.

- a. Upon being notified of the team's concern, the Board will refer the matter to the Medical Health Officer in accordance with the procedures outlined in the School Act.

##### Employees

2.6. The Superintendent will be informed, by district staff as soon as is known, of any employee infected with an infectious blood borne disease.

2.7. Employees with an infectious blood borne disease, who are able to carry out the essential duties of their jobs in a satisfactory manner without posing a health or safety risk to themselves or others, will be entitled to continue their work.

2.8. Decisions regarding potential health or safety hazards will be made on a case-by-case basis in consultation with the employee, the personal physician and district personnel as appropriate.

2.9. The identity of infected employees will remain confidential and restricted to those who need to know or are required to be informed.





## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

- 2.10. The Board will be notified immediately if the Superintendent considers the health condition of an employee to be a danger to the immediate health and welfare of a school, its students or other employees of the Board.
- Upon being notified of the Superintendent's concern, the Board will refer the matter to the Medical Health Officer in accordance with the procedures outlined in the School Act.

#### 3. Hygienic Safety Practices

- All employees will follow "Universal Infection Control Precautions" by assuming that blood and other body fluids from all individuals are potentially infectious. These precautions include:
  - Routinely using gloves when anticipating contact with blood
  - Immediately washing hands and other skin surfaces after removal of gloves and/or contact with blood
- Schools will be provided with appropriate protective equipment including disposable waterproof gloves (natural rubber latex, neoprene, nitrile, or vinyl), tongs or pliers and proper sharps containers.
- Schools' medical room mattresses will be either vinyl-coated beds or cloth mattress with a protective vinyl (plastic) covering so that they can be cleaned as needed with a bleach solution.
- Blankets can be cleaned as needed by forwarding them, in a clearly labeled plastic bag, to the Assistant Supervisor Operations at the Facilities Office.

#### 4. Universal Precautions

- Universal Precautions to prevent transmission of blood-borne disease will be followed. *Universal Precautions* is the term for infection control measures endorsed by the Canadian Centre for Occupational Health and Safety for workers who might come into contact with blood and other body fluids. In summary they include:
  - Wash hands for 30 seconds after contact with blood and other body fluids contaminated with blood.
  - Wear disposable latex gloves when you encounter blood, body fluids, or when cleaning cuts, scrapes or wounds. Wash your hands as soon as you remove your gloves. Dispose gloves in a plastic bag.
  - Use disposable absorbent material like paper towels to stop bleeding.
  - Discard bloodstained material in a sealed plastic bag and deposit in the garbage. Label as containing blood-tainted material.
  - Cover cuts or scratches with a bandage until healed.
  - Immediately protect staff and students from coming in contact with blood-soiled surfaces. The area must be disinfected with a fresh solution of one part bleach and nine-parts water (10% bleach solution).

Mops or brushes used for cleaning should be soaked in a bleach solution for 20 minutes.

(Note: The custodial department will provide each school with the product for dissolving in water to provide the bleach solution.)

#### 5. Identification of Risks of Occupational Exposure

- In accordance with the Occupational Health and Safety Regulations (section 6.35), the district's Health & Safety Coordinator will develop and maintain a list of positions and/or tasks and procedures where there is a potential for occupational exposure to a blood borne pathogen.
- Employees who have, or may have, occupational exposure to the hepatitis B virus, will upon request, receive a hepatitis B vaccination (section 6.39, OH&S Regs).
- Employees who may have been exposed to a blood borne pathogen in an exposure incident will be advised to immediately seek medical attention



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### Procedures To Ensure A Safe And Orderly Environment

#### Rules And Procedures On School Discipline

##### Philosophy Of Discipline

- Behavior expectations and the consequences for not meeting expectations must be clearly communicated to all students and their parents (in writing as well as verbally).
- The severity of consequences for violating behavior expectations increases with each incident of inappropriate behavior.
- The consequences for violating behavior expectations should be severe enough to discourage students from making poor behavior decisions.
- Expectations and consequences should permit students an opportunity to eliminate inappropriate behavior.
- Additionally, the school staff recognizes that the middle school years are a transition time from adolescence to young adulthood. As a part of this transition, the student is given greater opportunities to be responsible and demonstrate independence and good judgment. The structure of our behavior expectations (in the classroom as well as school wide) is meant to encourage students to be responsible. The first step in many instances of inappropriate behavior (those considered to be "minor") is a simple warning ("Your behavior is unacceptable. Please stop such behavior"). It is only when a student ignores such warnings and continues to choose to act irresponsibly (like a child rather than an emerging adult) that we involve parents and implement consequences.

##### Elements Of A Good Discipline Program

1. The program is focused upon making the entire campus, especially the classroom, a safe, supportive and orderly environment for learning for students and staff.
2. Classroom authority is retained by the classroom teacher. (Administration's role is to support, not to replace.)
3. Rules and procedures are clearly understood by staff and students.
4. All staff members will acknowledge and take appropriate action on any minor or major infraction of the school rules.
5. Rules and procedures comply with State Law and District policies.
6. The program recognizes the responsibilities and the rights of students and staff.
7. Program is structured to keep students in class and engaged in the educational process.
8. Rules are enforced:
  - A. by all staff members at all times.
  - B. strictly, but not rigidly (beware of "automatics").
  - C. in substantial part by adult modeling.
  - D. using techniques that promote the growth of positive self-esteem.
  - E. as close to the source as is possible.
  - F. by keeping parents informed.
9. The discipline program is understood, endorsed, and supported by staff, parents, and students.

#### Principal's Statement To Edms Staff Expectations In Developing & Maintaining Discipline

As Principal of our school, I will expect;

Each teacher to have a defined system of classroom management. A written description of this system, including representative examples of the progressive interventions you intend to employ, will be approved and filed by me.

Whenever possible and appropriate, teachers are encouraged to use standards and systems that are consistent with other village/department members.

##### You can expect

Each administrator to assist and support you in every reasonable way in developing, implementing, and refining that system as needed.



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

#### **I will expect**

That when you refer a student for discipline:

1. The student has been made fully aware of classroom and school rules and knows what rules he/she has violated.
2. Teachers within a village will discuss any continuing behavior problems and schedule a team conference with the student and parents when appropriate.
3. That information will be provided on the referral regarding previous actions you have taken regarding this specific issue.
4. You have exhausted the interventions at your disposal (i.e., you have done everything you can do) and you have followed the guidelines established by the administration and staff on what constitutes an appropriate behavior referral.
5. The behavior was so serious or so blatant as to make immediate removal from the classroom necessary.
6. The written referral will be explicit in stating the offense(s).
7. You will send the student out of class with a referral only if his/her continued presence in the class would disrupt or prevent teaching and/or learning.
8. If necessary, the referral will be delivered to the office at a time convenient to the staff member so that the issue may be handled most efficiently, causing a minimum of lost class time.

#### **You can expect**

1. Each administrator to support your position in every reasonable way.
2. A response time on your referral of one, or at most, two days.
3. The availability of an administrator to discuss unresolved referrals after school on any given day.
4. That the administrator will exercise independent judgment regarding disposition of referrals.

#### **I will expect**

1. That each teacher will go to the doorway of his/her classroom after each class period as often as possible and assume control of student behavior in the corridor.
2. That each staff member will hold students accountable for their behavior on the school grounds at all times.

#### **You can expect**

1. Administrator support, investigation, and follow-through as indicated.
2. A response to referrals from incidents outside the classroom to be the same as to those within.

[Enter Principals Name] Principal

#### **What To Do When Problems Appear**

Both behavioral and academic problems are present in some of our students. Teachers often ask for guidelines for dealing with these problems. Here they are:

1. Talk to the administrator assigned to your grade level.
2. Call parents at first sign of concern. Inform the parents of your observations, ask for their ideas, assistance, and support in serving the student. Keep a log of your calls.
3. If possible, talk privately to the student about your concerns.
4. Behavior concerns—look through students' CUM file. Any official suspensions will be in file, also look for teacher comments on report cards. Look for patterns of behavior. We use In-House Suspension whenever possible, as it is preferable to having students at home unattended—and it saves the district money. Serious infractions (fighting, threats, etc.) do result in official suspension. Unresponsive students can be moved to other schools or expelled.
5. Referrals—please remember if you write a student referral, you are required to call the parents. You are writing the referral and can answer the parents' questions firsthand. Administrators will also call parents, but we can only give secondhand information on the incident.
6. Academic Concerns—Again, look through student CUM. This will contain test scores, report cards, and a student history. You may want to ask the grade level administrator to schedule a Student Study Team (SST). This will involve a meeting with the student, parents, administrators, students' teachers, and perhaps the psychologist



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### School Site Policies

1. Anabolic Steroids ([AR/BP](#))
2. Announcements
3. Assemblies ([BP](#))
4. Attendance
  - Exemptions from Attendance ([AR/BP](#))
  - Exclusions from Attendance ([AR/BP](#))
  - Student Leave of Absence ([AR/BP](#))
  - Absences and Excuses ([AR/BP](#))
  - Chronic Absences and Truancy ([AR/BP](#))
  - Attendance Supervision ([AR](#))
  - District School Attendance Review Board ([AR/BP](#))
  - School Attendance Boundaries ([BP](#))
  - Required Parental Attendance ([AR/BP](#))
5. Apprehension ([AR/BP](#))
6. Behavior
  - Hate-Motivated Behavior ([BP](#))
  - Behavioral Interventions for Special Education Students ([AR](#))
7. Bullying([AR/BP](#))
8. Bullying Prevention ([AR/BP](#))
9. Bus/Transportation regulations
  - Transportation ([AR/BP](#))
  - Transportation Routes and Services ([AR](#))
  - Transportation for School-Related Trips ([AR](#))
  - Transportation for Students with Disabilities ([BP](#))
  - School Bus Drivers ([AR](#))
  - Transportation Safety and Emergencies ([AR](#))
  - Bus Conduct ([AR/BP](#))
10. Cafeteria ([AR/BP](#))
  - FOOD SERVICE OPERATIONS/CAFETERIA FUND ([AR/BP](#))
  - Food Service/Child Nutrition Program ([AR/BP](#))
11. Campus Visitors ([AR/BP](#))
12. [Change of Address](#)
13. Classroom Disruption/Insubordination ([AR](#))
14. Communications ([BP](#))
15. Conduct ([BP](#))
16. Conflict Resolution ([BP](#))
17. [Construction](#)
18. Discipline ([AR/BP](#))
  - Disciplinary Action- Certificated Personnel ([AR/BP](#))
  - Disciplinary Action- Classified Personnel ([AR/BP](#))
  - [Parent/Student Handbook](#)
19. Drill Schedule ([AR](#))
20. Extracurricular Eligibility Policy ([AR/BP](#))
21. Eye Protection Devices ([AR/BP](#))
22. [First Aid](#)
23. Fire/Emergency Drills
  - Fire Drills and Fires ([AR](#))
24. Gangs ([AR/BP](#))
25. Graduation Requirements
  - High School Graduation Requirements ([AR/BP](#))
  - Alternative Credits Toward Graduation ([AR/BP](#))
  - Differential Graduation and Competency Standards for Students with Disabilities ([BP](#))



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

- Elementary/Middle School Promotion Requirements ([BP](#))
- 26. Guidance ([BP](#))
- 27. Gum Chewing ([AR/BP](#))
- 28. Harassment ([AR/BP](#))
  - Sexual Harassment ([AR/BP](#))
  - TITLE IX SEXUAL HARASSMENT COMPLAINT PROCEDURES ([AR](#))
- 29. Homework ([BP](#))
- 30. Intervention
  - Behavioral Interventions for Special Education Students ([AR](#))
- 31. Insurance, School ([AR/BP](#))
- 32. Language
  - WORLD/FOREIGN LANGUAGE INSTRUCTION ([AR/](#))
- 33. Library ([BP](#))
- 34. Medication
  - Administering Medication and Monitoring Health Conditions ([AR/BP](#))
- 35. Open/Closed Campus ([BP](#))
- 36. Release of student to Peace Officer ([AR](#) Pg.7)
- 37. Reporting Suspected Child Abuse or Neglect ([AR/BP](#))
- 38. Rewards for Good Behavior, Exceptional Effort, and Acad. Excel. ([AR/BP](#))
- 39. Rights and Responsibilities ([AR/BP](#))
- 40. Search and Seizure ([AR/BP](#))
- 41. Suspension and Expulsion/Due Process ([AR/BP](#))
- 42. Telephones ([Student/Parent Handbook](#))
- 43. Instructional Materials ([AR/BP](#))
- 44. Truancy ([AR/BP](#))
- 45. Uniforms/Dress ([AR/BP](#))
- 46. Upper Grades Discipline Referral Procedures ([AR/BP](#))
- 47. Vandalism/Theft/Graffiti ([BP](#))
- 48. Weapons ([AR/BP](#))
- 49. CURRICULUM DEVELOPMENT AND EVALUATION ([AR/BP](#))



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### Pasadena Unified School District

Reference Guide - Emergency Supplies  
2022-23 School Year



**Title:** School Site Emergency Supplies & Emergency Bin

**Date:** January 3, 2022

**Issuer:** Risk Management

**Purpose:** The purpose of the following information is to provide a guide to ensure emergency supplies are adequate at each site within PUSD.

#### INSTRUCTIONS:

##### I. Background

The goal of this document is to provide a road map that can guide site administrators in their effort to create a comprehensive emergency and disaster plan for the school. It is the responsibility of the school and the faculty and staff to protect and care for the students during a disaster. Section 3100 of the Civil Code stipulates that all public employees are "Disaster Service Works." As part of this responsibility, PUSD employees will care for students during a disaster.

##### II. Site Administrator Responsibilities

It is the responsibility of the site administrator to confirm there is a minimum of 72-hours of emergency food, water and other emergency supplies, including medications needed for the respected student body.

The following section reviews emergency preparedness activities including the storage and maintenance of emergency supplies for all employees and staff at each location.

1. One-half gallon of potable water per person, per day. A three-day supply should be stored for employees and students.
2. Emergency food supplies in case food is not available from the cafeteria.
3. First aid supplies sufficient for the school population.
4. Search and Rescue (SAR) team supplies and equipment for each team, including protective gear for each member of the SAR team.
5. Identify a designated area for bathrooms/washrooms (separated by gender) and confirm adequate supplies are included in the site's emergency supplies.
6. General emergency supplies for bin
7. Classroom emergency supplies
8. School emergency documents
9. District contacts and additional information

##### III. Site Certification



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

Emergency supplies and bins should be audited annually. The custodians will be responsible for leading the audits of each bin. First aid supplies within the bins is the responsibility of the school nurse. Additional assistance can be provided by the safety and security team at the district office.

It is recommended the audits take place 30-days before the Great California ShakeOut. This will provide ample time to replenish expired or missing supplies. Once the audits have been completed, please submit a drill report to Children's Welfare Attendance, and Safety (CWAS).

Anytime there are students on school property, emergency supplies must be accessible to that group (LEARNS, Parks & Rec, etc.). Training is also required for each group to meet response demands in the event of a disaster.

#### **IV. Water**

PUSD minimum standard of one-half gallon of water per person per day is in addition to any cafeteria beverage inventory that is kept daily.

Example:  $500 \times 0.5$  gallons per day  $\times$  3 days = 750 gallons, or (14) 55-gallon drums of treated water.

If you find your current water supply to be expired or inadequate based on the number of employees and students at the school, please contact the safety and security team at the district office. We will contact the vendor responsible for providing treated barrels of water, and ensure it is delivered to your site.

As a reminder, untreated tap water must be changed every six months. Please do not use the following water supplies during a disaster: swimming pools, boilers, water drained from water heaters, stale-smelling or cloudy water.

The following items should be included in your emergency supplies/bin:

1. 4 oz. cups (three or more cups per person)
2. Water carriers/Plastic water pitchers
3. Water pump(s) for water barrels
4. Lid wrench (opens and closes 55-gallon barrel lids)
5. One-half gallon of potable water per person, per day for three days. This will be commonly stored in blue 55-gallon barrels located in the emergency supply bin.

#### **V. Food**

A best practices approach to food supplies should include a three-day food supply at each school. The availability at each site will vary depending on the cafeteria size. Site administration should work with the Food Services Manager to determine what foods are available on a daily basis. Remember to detail this information for each day of the week as the rations could be different from one day to the next. Plan accordingly to purchase and store additional emergency food, if needed.

If additional food is stored in the emergency supply bin, please remember the following conditions during the annual audit:

1. Package date/Expiration date (document accordingly)
2. Foods that will attract insects and rodents should not be included in the bin.
3. Food should be kept in a sealed container, such as a trash can. Confirm the lid is secure and sealed properly.
4. If needed, a manual can opener should be included on the supply checklist.

#### **VI. First Aid Supplies**



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

Sites should have a minimum of one kit for every 400 individuals on campus. Each kit assumes a 10% injury rate and contains sufficient supplies to treat 40 injured people.

The following items should be included in the kit:

1. (144) packets, Antibiotic ointment containing bacitracin, polymyxin, and neomycin, 1/32 oz. foil packet (boxed)
2. (200) packets, Antacid/nausea/diarrhea tablets (Pepto- Bismol), chewable individually sealed or 2/packet (boxed)
3. (2) boxes, Alcohol wipes, individual foil packets (50/box)
4. (1) box, Aspirin tablets, 325 mg – 50 pk./box
5. (1) box non-Aspirin tablets, 325 mg – 125 pk./box
6. (1) Bottle, eye wash, isotonic, ophthalmic irrigating solution, sterile, plastic bottle (4 oz.)
7. (3) packets, Petroleum jelly, white (1 oz. tube)
8. Hard candy glucose tablets, 20 ea. /pkg.
9. 24"x 24" Bio-hazard waste bag, red, 10 gallon
10. (1) box, butterfly closure, large, 100 per box
11. Hydrogen Peroxide
12. (1) Bottle, Saline solution, 0.9% sodium chloride, 500- ml.
13. Masks
14. Water pitcher w/ lid
15. Arm splint 12" x 6" cardboard, w/ 3/4" holes, 3 ea. /pkg.
16. Cardboard folding led splints, 3 ea. / pkg.
17. Tourniquet, 1"x 18"
18. CPR 1-way valve face shield, non-latex, single use, 1- size
19. All-purpose needles
20. Safety pins
21. 8" security ties, 3 ea. /pkg.
22. Scissors
23. Splints (various sizes)
24. Straight pins
25. Utility EMT scissor/bandage scissor
26. Tissues (one box per classroom)
27. Paper towels
28. Blankets
29. Neosporin
30. Pads, sterile
31. Burn sheets
32. General supplies: Band-Aids, bandages (Ace), bandaging tape, bed pans, betadine, blankets, burn ointment, candles, cold packs, and cotton tipped swabs, tongue depressors, forehead thermometer, tweezer, dental floss, eye pads, clear surgical tape.
33. Crutches
34. Non-latex, disposable exam gloves and personal protective equipment to be used by first aid team
35. Bleach to be used to make a universal disinfectant (1 part bleach: 10 parts water) to disinfect surfaces or spills of blood or other bodily fluids
36. Feminine products (tampons, pads, etc.)
37. Additional specific medical supplies that may be anticipated based on the school's condition and population

All supplies should be kept in a durable plastic container with latches. Include a document with the kit that shows a complete list of products, quantities and brands.

#### **VII. Search and Rescue Team Supplies**

The search and rescue team normally consists of four members. Each team should be aware of their role during a disaster and meet each semester to review their duties. The following should be included in the search and rescue team supplies:





## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

1. Adjustable pliers (10")
2. Lineman pliers (8")
3. Pliers (6")
4. Bolt cutters (18")
5. Hammer (3 lbs.)
6. Plastic bags (6)
7. Folding shovel
8. Flashlight
9. Phillips screwdriver (4")
10. Screwdriver (8")
11. Hatchet
12. Utility knife
13. Duffle bag
14. Stretcher
15. Barricade tape (Do Not Enter)
16. Hard hat (OSHA approved)
17. Vest
18. Gloves, leather palms
19. Dust mask
20. Safety goggles
21. Small first-aid kit
22. Whistle
23. Triage tags (6)
24. Extra batteries
25. Duct tape
26. Rope
27. Two-way portable radio
28. Master key
29. Injury report form

#### **VIII. Bathroom/Washroom Supplies**

Site administrators need to provide portable toilets and sanitary supplies for their school's students and employees. Bathroom and washroom areas separated by gender should be identified and confirmed during the annual audit. Schools are required to have one toilet for every 30 people at the site.

The following supplies should be included in the emergency supply bin or classroom:

1. 5-gallon utility buckets
2. Emergency toilet seat
3. Plastic bags – liners
4. Toilet paper
5. Sanitary napkins
6. Soap
7. Privacy screen
8. Absorbent
9. Waterless hand cleaner
10. Deodorizer
11. Bio-hazard bags

As a reminder, human waste is considered to be hazardous material and should be stored in plastic bags and toilets/buckets, as opposed to digging a hole on site. This material should be kept in a dedicated spot separate from the dumpsters, preferably in bio-hazard bags.



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### IX. General Emergency Bin Supplies

Items not included under the search and rescue team section, but are still required to be part of the emergency bin include:

1. Pick axe
2. Crow bar
3. Pry bar
4. Bolt cutters
5. Sledge hammer
6. Claw hammer
7. Garden hose
8. Garden hoe
9. Utility knife
10. Screwdrivers
11. Shovel
12. Wire cutters
13. Wrenches (for utility shut-off)
14. Batteries (AA, AAA, C, D, 3-volt)
15. Barrier tape
16. Bullhorn
17. Extension cords (50' long)
18. Clipboard
19. ABC class fire extinguisher
20. Flashlights (one per classroom)
21. Generator
22. Spot lights/battery powered lanterns
23. Matches
24. Plastic garbage bags
25. Black plastic sheeting
26. Radio (AM/FM, hand-crank or battery operated)
27. Tent, shade cover, tarp, etc.
28. Blankets (individual emergency blankets and regular full- size blankets per classroom)

If an item is listed in the plural form, assume 2 or more items are required, depending on the size of your school. It is at the site administrator discretion to decide how many items should be included in the bin, but a minimum of one is required and 2 if the item is listed in the plural form.

### X. Classroom Emergency Supplies

Schools can take into consideration their emergency supplies located in the classrooms when doing the annual audit. These types of supplies normally include sanitation supplies or simple food, bottled water and first aid kits.

It is recommended that elementary schools have a back pack in every classroom that includes class rosters, first aid supplies and comfort supplies. Children's comfort supplies or comfort packs can be supplied by the parent or legal guardian and can include pictures of the child's family, hand-written notes, sunscreen, a bottle of water, a toy or stuffed animal, etc.

Tarps are an essential supply that should be included in classrooms. They can serve many purposes during an emergency such as shelter during rainy weather, a ground cover for children to sit on during an emergency, or they can be used at markers to identify with a specific class or grade level (Example: green tarps are for 1st grade, blue tarps for 2nd grade, and so on).

### XI. School Emergency Documents



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

A copy of essential emergency documents is required in your emergency supply bin. The following list should be located in a plastic waterproof container in the site's bin. The documents should be audited annually to confirm the lists are up-to-date. As a reminder, schools should create a station for parents or guardians to check-out their students when they arrive at school to pick-up their child(ren) during or after a disaster:

1. Student roster
2. Faculty roster
3. Staff roster
4. List of emergency district contacts
5. Parent contact information
6. First responder contacts (911 – Police, Fire, Poison Control)
7. Emergency plan
8. Basic school supplies (Pens, pencils, paper that can be used for signs, markers, paper clips, notebooks)

#### **XII. District Contacts & Additional Information**

As a reminder, the following guide was set forth to include the basic needs during a disaster. Each site administrator must take into account the special needs of their employee and student body and plan accordingly. Requirements will vary based on individual allergies, disabilities and general needs.

During the annual audit, confirm the following:

1. Emergency bin can be easily opened and closed.
2. The emergency bin is not in need of any repairs (e.g. – holes in the bin).
3. Keys have been provided to the head custodian, principal(s), and after-school program directors.
4. After-school program directors have a basic understanding of the emergency supply bin and the school site.

For additional questions, comments and assistance with any of the outlined policies, please contact the safety and security team at:

**Address:**

School Support Services  
351 S Hudson Ave. Pasadena, CA 91109

**Contact:**

Eric Sahakian 626-396-3600



PASADENA UNIFIED SCHOOL DISTRICT  
STUDENT WELLNESS AND SUPPORT SERVICES

Pasadena Unified School District

Octavia E. Butler Magnet

Comprehensive Schools Safety Plan:

School Site Council Evaluation and Public Hearing Certification

2024-2025 Update

California law requires the Comprehensive School Safety Plan of each school to be annually evaluated and amended, as needed, to ensure the plan is being properly implemented (Education Code 35294.2[e]). An updated file of all safety-related plans and materials is maintained by Octavia E. Butler Magnet and is readily available for inspection by the public.

California law also requires notice for public input prior to the adoption of the Comprehensive School Safety Plan. Notice for public comment was provided on February 14 at 1:30pm. Notice was provided by flyer, phone call & e-mail.

Octavia E. Butler Magnet’s “school site council” has evaluated our Comprehensive School Safety Plan and has determined the following:

The plan has been properly implemented and accepted

Amendments

n/a

School Site Council

Signatures of Octavia E. Butler Magnet's Site Council Members

_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date
_____	_____	_____	_____



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### Safe School Plans

Executive Summary  
School Year 2022-23

The Comprehensive Safety Plan is due on March 1, 2023. It contains both emergency preparedness and site safety measures developed by the Pasadena Unified School District as well as Safe School Committees and individual school sites. Although this is a uniform document for the school district, it is specifically developed for each individual school site to meet their safety needs. Please ensure that you are acquainted with the data and information needed to complete your school's plan.

#### 1) School Profile

- a) Update all pertinent identifiable information related to school and SSC members.
- b) Update Mission and Vision to reflect 2022-23 school year.
- c) Crime Statistics can be found on the police department websites, school crime statistics and CBEDS data can be found on CDE website ([data1.cde.ca.gov/Dataquest/](http://data1.cde.ca.gov/Dataquest/)) or a duplicate copy can be requested through CWAS.
- d) Discuss educational and curricular activities offered by your school: Music, art, etc

#### 2) Physical Environment

- a) Discussion of the school grounds including renovations and years completed.
- b) Discuss where your plan is located on your school ground. (please discuss with Student Wellness and Support Services prior to posting)
- c) School site identification procedures
- d) Discussion of internal security procedures
- e) Community involvement programs

#### 3) School Climate

- a) Emergency Response Plan (where is it located) how is it reviewed (SEMS/NEMS)
- b) Cultural Events
- c) Classroom Organization and Management

#### 4) Action Plan:

- a) **Physical Environment: review PPT for sample goals:** Areas of improvement, Desired Change #1 and #2, Resources, Personnel Assignments, Timeframe, Budget, Evaluation
- b) **School Climate: review PPT for sample goals**
- c) Areas of improvement, Desired Change #1 and #2, Resources, Personnel Assignments, Timeframe, Budget, Evaluation

#### 5) Safety Strategies

- a) School Safety Strategies 1-7: Discuss any concerns related to safety hazards that need to be addressed.
- b) Declaration of when school site council will review the document for the upcoming year.

**6) School Safety Compliance:** All B.P.'s and A.R.'s have been linked to document. No work is needed on this part from the school. Although, all new policy must be reviewed with staff to ensure compliance and standardization.

#### 7) Procedures to ensure a Safe and Orderly Environment:

- a) Discussion of classroom management and referral system
- b) Response to Intervention
- c) Supplemental Information used to review student concerns

#### 8) School Site Policy

- a) Open Enrollment
- b) Discipline Procedures
- c) ATOD policy
- d) Bully Prevention: Olweus
- e) Dress Code
- f) Code of Conduct

**Emergency Preparedness: ONLINE**



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

Please review documents with stakeholders to ensure that there is compliance of procedures. Lockdown procedures and Incident Command Post procedures provided.

1. **Dr. Julianne Reynoso:** Assistant Superintendent, Student Wellness and Support Services: ext. 88238
  - 1.1. Discipline, Security, Mental Health Programs, Resources, Alternative Ed, 504, Response to Intervention
2. **Ria Apodaca:** Director
  - 2.1. California Healthy Kids Survey, Drug and Alcohol Programs, Character Building
  - 2.2. Child Abuse

What additional information would assist:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.



**PASADENA UNIFIED SCHOOL DISTRICT**  
**STUDENT WELLNESS AND SUPPORT SERVICES**

**School Site Emergency Planning Matrix**

Name of Principal:

Name of School: Octavia E. Butler Magnet

Name of School District: Pasadena

**Comprehensive School Safety Plan**  
**ED 32280**

SECTION	TITLE	CONTENTS	Not Developed	In Progress	Fully Developed
1	School Information	• School District			X
		• Name of school			X
		• Name of principal			X
		• Address			X
		• Phone number			X
		• E-mail address			X
		• Date plan reviewed			X
		• Date plan developed			X
2	School Map	• School layout			X
		• Administration building			X
		• Classroom buildings and numbers			X
		• Classrooms and numbers			X
		• Parking areas			X
		• Main streets			X
		• Campus entrance and exit			X
		• Aerial photos (if available)			X
		• Main Utility valves and switches			X
• Incident Command Post			X		
3	Safety Committee	• Committee names			X
		• Law enforcement			X
4	Crisis Response Team	• Member's names			X
		• Incident Command POST (ICP) responsibilities (see attached org. chart)			X
		• (SEMS/NIMS) alternates			X
		• Contact Information (cell numbers, e-mail, phone numbers)			X
		• Member's names			X



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

SECTION	TITLE	CONTENTS	Not Developed	In Progress	Fully Developed
5	Action Plan for Safe and Orderly Environment	• Two Components: People and Programs and Physical Environment			X
		• Goal for each component			X
		• Objectives			X
		• Related activities			X
		• Timelines			X
6	Staging Areas <b>ON</b> Campus	• School Map with designated staging areas			X
		• Student request and reunion gate and alternate			X
		• Evacuation routes			X
		• Alternate staging areas			X
7	Staging Areas <b>OFF</b> Campus	• Community map			X
		• Location of staging areas			X
		• Alternate sites			X
8	Equipment and Supplies	• Location of supplies			X
		• Teacher emergency kits			X
		• Inventory list			X
9	Communication Systems	• Phones			X
		• Radios			X
		• Computers			X
		• Intercom			X
		• Student runners			X
		• Special signals, etc.			X

SECTION	TITLE	CONTENTS	Not Developed	In Progress	Fully Developed
10	Policies and Procedures	• Fire			X
		• Earthquake			X
		• Lockdown			X
		• Student release			X
		• Child abuse reporting procedures			X
		• Emergency procedures			X
		• Suspension and expulsion policies			X
		• Dangerous student notification procedures			X
		• Discrimination and sexual harassment policy			X
		• Dress code policy			X
		• Safe ingress and egress			X
		• Safe and orderly environment (section 4)			X
		• School rules and referral policy			X
		• Hate crime reporting			X
• Crime Reports			X		





**PASADENA UNIFIED SCHOOL DISTRICT**  
**STUDENT WELLNESS AND SUPPORT SERVICES**

SECTION	TITLE	CONTENTS	Not Developed	In Progress	Fully Developed
		<ul style="list-style-type: none"> <li>• <b>Individual Student Evacuation Plans (NEW)</b></li> </ul>			X
11	Student and Staff Rosters	<ul style="list-style-type: none"> <li>• Student attendance sheets</li> </ul>			X
		<ul style="list-style-type: none"> <li>• Emergency card information</li> </ul>			X
		<ul style="list-style-type: none"> <li>• List of students with special needs</li> </ul>			X
12	Compliance	<ul style="list-style-type: none"> <li>• Law Enforcement Review</li> </ul>			
		<ul style="list-style-type: none"> <li>• Local public meeting/date</li> </ul>			X
		<ul style="list-style-type: none"> <li>• District Office approval/date</li> </ul>			
		<ul style="list-style-type: none"> <li>• Public meeting/date</li> </ul>			X
		<ul style="list-style-type: none"> <li>• Post on School Accountability Report Card/date</li> </ul>			



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### Mental Health Programs

PUSD's Student Wellness and Support Services houses two internal mental health departments dedicated to providing mental health services to our student community. **PUSD Mental Health Services** and **THRIVE: School Mental Health** aim to provide a spectrum of comprehensive, integrated, culturally sensitive services that support the academic achievements of PUSD students by addressing mental, social, and emotional barriers.

The PUSD Mental Health Consortium is a partnership of all school-based mental health programs servicing the district. The consortium meets monthly to ensure that the highest quality of mental health services are provided to PUSD students and their families.

Any staff observing warnings signs or symptoms of mental health issues with students must communicate their concerns with a site administrator/designee and shall refer the students to appropriate mental health services available within the district. In extreme crisis situations, schools shall implement the district Procedures for Responding to Students at Risk for Suicide from the School Site Mental Health Crisis Management Manual for cases where a student presents with suicidal ideation or plan. In incidences of possible suicide, staff identified to respond in these circumstances will be contacted. Law enforcement may also need to be contacted under specific circumstances. Staff shall refer to the section titled, "Intervening with Suicidal Youth" in this Comprehensive School Safety Plan as well as the district's School Site Mental Health Crisis Management Manual for further guidance on effectively intervening with students at risk for suicide.

The following is a list of PUSD Mental Health Consortium members and the respective school sites they provide services to. Please visit the PUSD website for a list of school sites serviced by THRIVE: School Mental Health and PUSD Mental Health Services

### Mental Health Care Providers

#### D'Veal Family and Youth Services

1. Altadena Elementary
2. John Muir High School

#### Five Acres

1. Washington K-5
2. Washington 6-8

#### Foothill Family Services

1. Eliot Middle School
2. Hamilton Elementary
3. Marshall Middle/High
4. Willard Elementary

#### Hillsides

1. Secondary at Altadena ES
2. Tertiary at Blair
3. Tertiary at Washington STEAM and STEM

#### Pacific Clinics

1. Jackson Elementary
2. Rose City High School

#### PUSD Mental Health Services

1. Blair Middle and High School
2. Don Benito Elementary
3. Field Elementary
4. McKinley Elementary/Middle



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

5. Norma Coombs
6. Sierra Madre Elementary
7. Sierra Madre Middle
8. Eliot
9. Washington Accelerated School
10. Octavia E. Butler
11. Focus Point Academy

#### Sycamores

1. Longfellow Elementary
2. Madison Elementary
3. Pasadena High School
4. Webster Elementary



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

#### Addressing Discrimination, Harassment, Intimidation, or Bullying

Every student is entitled to a safe school environment free from: discrimination, harassment, intimidation and bullying. The District's Policy on Bullying can be accessed on the District's website. Copies are available in the school office.

1. The District prohibits bullying. This includes, but is not limited to: discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics set forth in Penal Code section 422.55 and Education Code section 220, and disability, gender, gender identity, gender expression, nationality, race, or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. Bullying is defined in Education Code section 48900 (r)
2. School personnel must immediately intervene (e.g. to commence an investigation within 24 hours of receiving a notification, 48 hours for school personnel to provide an update to parent/guardian of involved student(s) if they witness an act of discrimination, harassment, intimidation or bullying provided it is safe to do so.
3. Acts of discrimination, harassment, intimidation, or bullying should be brought to the attention of the principal.
4. You may make an anonymous complaint by contacting the principal or the Director of Child Welfare, Attendance, and Safety. If there is sufficient corroborating information, the District will commence an investigation.
5. Complaints of discrimination, harassment, intimidation or bullying will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate.
6. Students who violate the District's policies on discrimination, harassment, intimidation or bullying may be subject to discipline, including suspension and expulsion.
7. The District prohibits retaliation against individuals who make complaints of discrimination, harassment, intimidation, bullying or provide information related to such complaints.
8. Students and parents also may contact the District's Office of Child Welfare, Attendance and Safety, at (626)396-3600, extension 88238.





# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### Active Response to Safety

#### Threat Assessment and Responding

Definition of a threat/ Steps to identify  
Transient and Substantive Threat  
Responding to transient threats  
Responding to substantive threats

#### Child Abuse Reporting

Child Abuse and Neglect Reporting Act (CANRA)  
Who must report?  
Failing to Report  
Reasonable Suspicions  
How to Report  
Confidentiality

#### Intervening with Suicidal Youth

Instructions for Crisis Teams  
Assessing Risk in Suicidal Students  
Questions, Indicators, Levels of Risk and Interventions  
Interventions for Crisis Teams  
Signs of Self Injury  
Suggestions for School Personnel to Limit Contagion  
Suicide Severity Rating Scale (see Appendix)

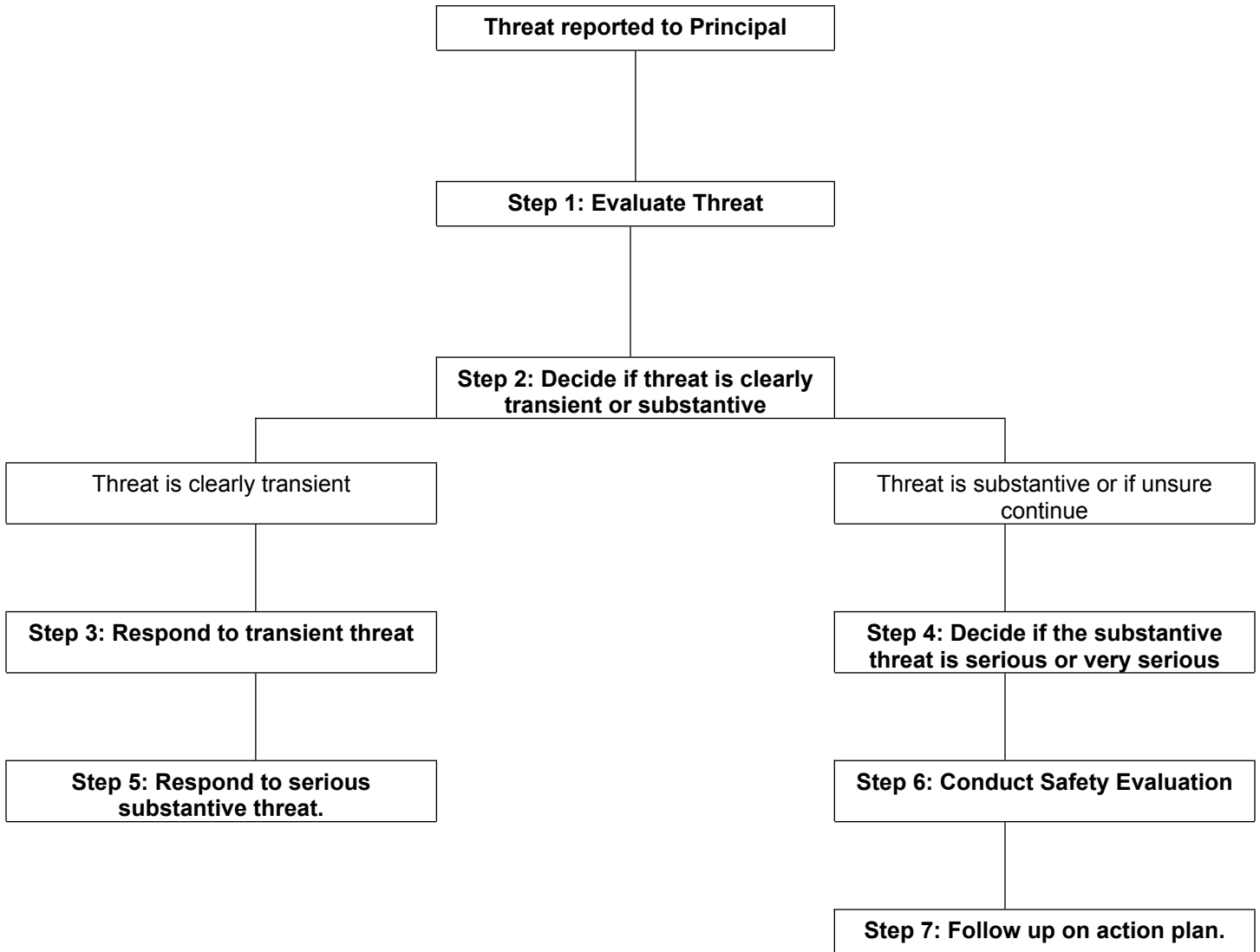
#### Bullying

Bullying Assessment Flow Chart  
Responding to bullying  
Pasadena USD Bullying Policy



PASADENA UNIFIED SCHOOL DISTRICT  
STUDENT WELLNESS AND SUPPORT SERVICES

**Threat Assessment Addendum**





# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### What is a threat?

A threat is an expression of intent to harm someone

### Types of Threats

#### Transient threats-

- Expression of intent to harm
- Express temporary feelings of anger/frustration
- Usually can be resolved on the scene or in the office
- After resolution, threat no longer exists
- Usually end with clarification

#### Substantive threats

- Express intent to physically injure someone beyond the immediate situation
- There is at least some risk the student will carry out the threat
- Require protective action
- May be legal violations and require police consultation

### Identifying threats as transient or substantive

#### Step 1: Evaluate the threat

- Obtain an account from the student and witnesses
- Document the type of threat
- Obtain student's explanation of the threat's meaning/intention
- Obtain witness perceptions of the threat's meaning/intention
- Document your evaluation in writing

#### Step 2: Transient or Substantive

- Determine whether the threat is transient or substantive

#### Step 3: Responses to a transient threat

- No need to take safety precautions
- Threat is resolved through explanation, apology, etc.
- Provide counseling and education if appropriate
- Administer discipline if appropriate

#### Step 4: Responses to substantive threat

- Take precautions to protect potential victims
- May consult with law enforcement
- Notify and interview the students who made the threat's parents
- Specifically warn victims and parents
- Discipline student for threat
- Determine appropriate intervention for student
- Follow up to verify that threat has been resolved



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### INTERVENING WITH SUICIDAL YOUTH

#### Instructions for Crisis Teams

Staff shall refer to the district's School Site Mental Health Crisis Management Manual for detailed procedures for responding to and assessing students at risk for suicide or non-suicidal self-injury. Below is an outline of the procedures.

1. Report concerns to the Incident Commander (typically the Principal or Administrative Designee) or Mental Health Crisis Team Coordinator, as identified by the Principal. Supervise the student at all times, do not leave the student alone. Trained crisis team members, Principal, and/or Administrative Designee shall conduct a suicide risk assessment. Under no circumstances should the student be allowed to leave school or be alone (even in the restroom) until a risk assessment has been completed and a plan has been generated. It may be appropriate to solicit the aid of collaborators to monitor the child while the crisis team member seeks a phone in private if a call needs to be made to the Psychiatric Mobile Response Team, law enforcement, guardians/parents, or other supports.
2. The administration and crisis team members shall collaborate on assessing the student to identify risk level, and shall intervene accordingly using the Suicide Risk Levels and Action Plan guide in the School Site Mental Health Crisis Management Manual. Many potentially difficult decisions will have to be made and having the support and consultation among crisis team members is both reassuring and prudent.
3. Communicate with and inform guardians/parents, even if low risk. The Department of Children and Family Services may need to be contacted depending on the situation. If the risk is moderate or high, the crisis team members shall contact the county Psychiatric Mobile Response Team to conduct a thorough assessment.
4. Provide resources to parents. Provide parents with additional school-site and local mental health resources as appropriate.
5. Utilize law enforcement when appropriate. If a student resists, becomes combative or attempts to flee, law enforcement can be of invaluable assistance. In some cases they can assume responsibility for securing a "72-hour hold" which will place the youth in protective custody up to three days for psychiatric observation.
6. Develop a safety plan with the student.
7. Monitor and manage





# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### Assessing Risk in Suicidal Students

#### Questions to ask students:

- Has the student thought about suicide (thoughts or threats alone, whether direct or indirect, may indicate LOW risk)?
- Have they tried to hurt themselves before (previous attempts, repetitive self-injury may indicate MODERATE risk)?
- Do they have a plan to harm themselves (the greater the planning, the greater the risk)?
- What method are they planning to use and do they have access to the means (these questions would indicate HIGH risk)?

#### Questions to ask parents, teachers, and staff

- What warning sign(s) initiated the referral?
- Has the student demonstrated abrupt changes in behavior?
- What is the support system that surrounds this child (the more the student feels isolated and alone, the greater the risk)?
- Is there a history of mental illness (depression, alcohol and substance abuse, conduct or anxiety disorder, comorbidity)?
- Is there a history of recent losses, trauma, or victimization?

#### Questions, Indicators, Levels of Risk and Interventions

##### Low Risk (Ideation)

- Sample student question: Have you ever thought about suicide (harming yourself)?
- Other indicators: current or recent thoughts, signs of depression, direct or indirect threats, sudden changes in personality, friends, behaviors, evidence of self-harm in written or artwork; dark internet websites and chats.
- Actions: Reassure and supervise student; warn parent; assist in connecting with school and community resources; suicide-proof environments; mobilize a support system; develop a safety plan that identifies caring adults, appropriate communication and coping skills and resource numbers.
- Document all actions.

##### Moderate Risk (Current ideation and previous behaviors)

- Sample student question: Have you ever tried to kill (hurt yourself) before?
- Other indicators: previous attempt; recent mental health hospitalizations; recent trauma (losses, victimization); recent medications for mood disorders; alcohol and substance addiction; running into traffic or jumping from high places; repetitive self-injury.
- Actions: See high risk.
- Document all actions

##### High Risk (Current plan and access to method)

- Sample student question: Do you have a plan to kill (harm) yourself today?
- Other indicators: current plan with method/access; finalizing arrangements; giving away prized possessions or written/emailed good bye notes; refusal to agree to a safety plan.



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### Actions

- Supervise student at all times (including restrooms).
- Notify and hand off student ONLY to:
  - Parent or guardian who commits to seek an immediate mental health assessment.
  - Law Enforcement
  - Psychiatric mobile responder.
- Document all actions.
- Prepare a re-entry plan. All students returning from mental health hospitalization should have a re-entry meeting where parents, school and community mental health personnel make appropriate follow up plans.

### General Interventions for Crisis Teams

#### Crisis Preparedness

- Educate/train staff in warning signs of self-injury.
- Develop referrals procedures and resources at your school site. You may also work with the Office of Child Welfare, Attendance and Safety to get updated mental health resources.

### Procedures for School Mental Health Personnel

- Assess for suicide risk. While students who self-injure are generally low risk for suicide they often have complex mental health histories.
- Warn and involve parents if active wounds appear or student assesses at any risk level for suicide.
- Utilize school/community resources. Tighten the circle of care by obtaining appropriate signed releases of information.
- Document all actions.
- Encourage appropriate coping and problem-solving skills, do not discourage self-harm.
- Identify caring adults at school and appropriate replacement skills utilizing "No Harm Agreements".
- Teach substitute positive behaviors (i.e. rubber bands, ice), communication skill building journaling, help seeking behavior), reduction of tension (exercise/stress management), limiting isolation, regulation of emotions and distress tolerance.

#### Signs of Self Injury (SI)

- Frequent or unexplained bruises, scars, cuts, or burns.
- Consistent, inappropriate use of clothing designed to conceal wounds (often found on the arms, thighs, abdomen)
- Secretive behaviors, spending unusual amounts of time in the student bathroom or isolated areas on campus.
- Bruises on the neck, headaches, red eyes, ropes/clothing/belts tied in knots (signs of the "Choking Game").
- General signs of depression, social-emotional isolation and disconnectedness.
- Possession of sharp implements (razor blades, shards of glass, thumb tacks, clips).
- Evidence of self-injury in work samples, journals, art projects.
- Risk taking behaviors such as gun play, sexual acting out, jumping from high places or running into traffic.

#### Suggestions for School Personnel: Do

- Connect with compassion, calm and caring.
- Understand that this is his/her way of coping with pain.
- Refer and offer to go with the student to your school counselor, psychologist, social worker or nurse.
- Encourage participation in extracurricular activities and outreach in the community (e.g. volunteering with animals, nursing homes, tutoring or mentoring).
- Discover the student's strengths.



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

#### Suggestions for School Personnel: Don't

- Discourage self-injury; threaten hospitalization, use punishment or negative consequences.
- Act shocked, overreact, say or do anything to cause guilt or shame.
- Publicly humiliate the student or talk about their SI in front of class or peers.
- Agree to hold SI behavior confidential.
- Make deals or promises you can't keep in an effort to stop SI.

#### Suggestions for School Personnel to Limit Contagion

SI behaviors are imitated and can spread across grade levels, schools/campuses, clubs, and peer groups.

- Each student should be assessed and triaged individually. If the activity involves a group "rite of togetherness," the peer group should be identified and each student interviewed separately. When numerous students within a peer group are referred, assessment of every student will often identify an "alpha" student whose behaviors have set the others off. The "alpha" student should be assessed for more serious emotional disturbance. While most students participating in a group event will assess at low risk, identifying moderate and high risk students and targeting them for follow up is critical.
- Respond individually but try to identify friends who engage in SI.
- School mental health professionals should refrain from running specific groups that focus on cutting rather focusing on themes of empowerment, exercise/tension relief and grief resolution.
- Health educators should reconsider the classroom presentation of certain books, popular movies, and music videos that glamorize such behaviors and instead seek appropriate messages in the work of popular artists.
- Monitor the internet chat and websites
- SI should not be discussed in detail in school newspapers or other student venues. This can serve as a "trigger" for individuals who SI.
- Those who SI should be discouraged from revealing their scars because of issues of contagion. This should be discussed and explained and enforced.
- Educators must refrain from school wide communications in the form of general assemblies or intercom announcements that address self-injury.
- In general, designated person should be clear with the student that although the fact of SI can be shared, the details of what is done and how, should not be shared as it can be detrimental to the well-being of the student's friends.
- Prepare a re-entry plan. All students returning from mental health hospitalization should have a re-entry meeting where parents, school and community mental health personnel make appropriate follow up plans.

**PET Team: 800-854-7771**

**Psychiatric Mobile Response Team: 626-258-2004**

Adapted from:

Lieberman R., Toste, J.R., & Heath N.L. (2008). Prevention and Intervention in the schools.

M.K. Nixon M.K. & Heath, N. Self-injury in youth: The essential guide to assessment and intervention. New York, NY: Routle

Thomas A. & Grimes J., Best practices in school psychology V. Bethesda, MD: National Association of School Psychologists.

*Intervening with Suicidal Youth content:  
Permission is granted for free reproduction and distribution for educational  
purposes with appropriate acknowledgment of authorship to the Los Angeles  
Unified School District.*



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### Child Abuse Reporting

The California Child Abuse and Neglect Reporting Act ("CANRA," Penal Code sections 11164-11174.4) requires certain professionals, known as mandated reporters, to report known or suspected instances of child abuse or neglect to law enforcement.

#### Who must report - Mandated reporters

- Teachers
- Instructional aides, teacher's aides, or instructional assistants
- Classified employees of any public school
- Administrators or employees of organizations whose duties require direct contact and supervision of children
- Licensees, administrators, or employees of a licensed community care or child day care facility.

#### Failing to report Child Abuse

- It's a crime
- Failure to report can result in a demotion, dismissal, and revocation of credentials.
- By not reporting and only informing your school site administrator of suspected abuse does not release you of your obligation to file a report as a mandated reporter.
- Criminal liability: You may be guilty of a misdemeanor – punishable by up to six months in jail or by a fine of \$1,000 or both.
- Civil Liability: Cost of defense or related damages the child incurs

#### Reasonable Suspicion

Reasonable suspicion of child abuse means that, after examining all the facts in the situation, most people with comparable professional training and experience in a similar position, would also suspect abuse. In other words, when you have any information that would lead a reasonable person to suspect abuse, you are required by law to make a report. This does not mean that you have to have conclusive proof of child abuse; just that you have a reason to believe it might be happening.

***When in doubt call: 800-540-4000 or local police***

#### How to report

Immediately or as soon as possible by telephone

- Pasadena Police department: 626-744-4241
- Sierra Madre Police department: 626-355-7135
- Altadena Sheriff station: 626-798-1131
- (PUSD) Student Wellness and Support Services: 626-396-3600, extension 88238
- You must make a report even if some information is not known or is uncertain. Cross report, don't always assume the authorities will do it.

Also, in writing

- Within 36 hours of your initial telephone report
- To Child Protective Services
- Keep your copy, maintain redacted copy in Main office, and send redacted copy to CWAS

#### Confidentiality

Mandated reports are confidential and may be disclosed only among agencies receiving, investigating, and prosecuting. If the police or a child protective worker discloses to anyone that you made a report, report to CWAS to follow up with a call to their supervisor.



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### Bullying Assessment

#### BULLYING PREVENTION AND INTERVENTION

Every student is entitled to a safe school environment free from discrimination, harassment, intimidation, and bullying. The District prohibits bullying. This includes, but is not limited to: discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code section 422.55 and Education Code section 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual-orientation, or association with a person or group with one or more of these actual or perceived characteristics.

*\*Bullying is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and may involve a single severe act or repetition or potential repetition of a deliberate act.*

#### Student Instruction

The District will provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication, conflict resolution skills, character development, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior. In addition, the district will:

1. Ensure that each school establishes clear rules for student conduct and implement strategies to promote a positive and collaborative school climate.
2. Provide information to students, through student handbooks, district and school websites and social media, and other age-appropriate means, about district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying
3. Encourage students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and provide means by which students may report threats or incidents confidentially and anonymously.

#### Reporting Bullying

Any student, parent/guardian, or school staff who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, or any other available school employee. Acts of bullying will be addressed in the following manner:

1. School personnel will immediately intervene and bring it to the attention of the school principal or designee.
2. Any individual may make an anonymous complaint by contacting the School Principal or designee. If there is sufficient corroborating information, the Principal or designee will commence an investigation.
3. Students and parents may also contact the District's Office of Child Welfare, Attendance.
4. Students who violate the District's policies on bullying or discrimination may be subject to progressive interventions and/or disciplinary actions.

*For more information on Bullying Policy, visit the District's website*



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### ***Transient Typical Initial Interview Questions***

1. Do you know why I wanted to talk to you?
2. What happened today when you were [place of incident]
3. What exactly did you say and do?
4. What did you mean when you said/did that?
5. How do you think [person threatened] feels about what you said?
6. What was the reason you said that?
7. What are you going to do now?

### ***Typical Witness Questions***

1. What happened today when you were [place of incident]
2. What exactly did [student who made threat] say and do?
3. What do you think he/she meant?
4. How do feel about what he/she said?
5. Why did he/she say that?

### ***Substantive Key Questions***

1. What are the student's motives of goals
2. Any communications of intent to attack?
3. Any inappropriate interest in other attacks, weapons, or mass violence?
4. Any attack-related behaviors? Making a plan, acquiring weapons, casing sites, etc.
5. Does the student have the capacity to attack?
6. Is there hopelessness or despair?
7. Any trusting relationship with an adult?
8. Is violence regarded as a way to solve a problem? Any peer influences?
9. Are student's words consistent with actions?
10. Are others concerned about student?
11. What circumstances might trigger violence?

*When in doubt, treat threats as substantive*

Adapted from:  
Browning, Wright, D. (2013). Threat Assessment Training.



PASADENA UNIFIED SCHOOL DISTRICT  
STUDENT WELLNESS AND SUPPORT SERVICES

**COLUMBIA-SUICIDE SEVERITY  
RATING SCALE  
(C-SSRS)**

Lifetime Recent - Clinical

Version 1/14/09

**Posner, K.; Brent, D.; Lucas, C.; Gould, M.; Stanley, B.; Brown, G.; Fisher, P.; Zelazny, J.;  
Burke, A.; Oquendo, M.; Mann, J.**

*Disclaimer:*

*This scale is intended to be used by individuals who have received training in its administration. The questions contained in the Columbia-Suicide Severity Rating Scale are suggested probes. Ultimately, the determination of the presence of suicidal ideation or behavior depends on the judgment of the individual administering the scale.*

*Definitions of behavioral suicidal events in this scale are based on those used in **The Columbia Suicide History Form**, developed by John Mann, MD and Maria Oquendo, MD, Conte Center for the Neuroscience of Mental Disorders (CCNMD), New York State Psychiatric Institute, 1051 Riverside Drive, New York, NY, 10032. (Oquendo M. A., Halberstam B. & Mann J. J., Risk factors for suicidal behavior: utility and limitations of research instruments. In M.B. First [Ed.] Standardized Evaluation in Clinical Practice, pp. 103 -130, 2003.)*

*For reprints of the C-SSRS contact Kelly Posner, Ph.D., New York State Psychiatric Institute, 1051 Riverside Drive, New York, New York, 10032; inquiries and training requirements contact [posnerk@nyspi.columbia.edu](mailto:posnerk@nyspi.columbia.edu)*

© 2008 The Research Foundation for Mental Hygiene, Inc.

*Reprint authorization granted to the Office of Child, Welfare, Attendance and Safety- Pasadena Unified School District, on 7/30/14, by Dr. Posner.*



PASADENA UNIFIED SCHOOL DISTRICT  
STUDENT WELLNESS AND SUPPORT SERVICES

<b>SUICIDAL IDEATION</b>					
Ask questions 1 and 2. If Both are negative, proceed to "Suicidal Behavior" section. If the answer to question 2 is "yes", ask questions 3, 4, and 5. If the answer to question 1 and/or 2 is "yes", complete "Intensity of Ideation" section below.		<b>Lifetime Time He/She Felt Most Suicidal</b>		<b>Past 1 Month</b>	
<p><b>1. Wish to be Dead.</b> Subject endorses thoughts about a wish to be dead or not alive anymore, or wish to fall asleep and not wake up. <b>Have you wished you were dead or wished you could go to sleep and not wake up?</b></p> <p>If yes, describe:</p>		Yes	No	Yes	No
<p><b>2. Non-Specific Active Suicidal Thoughts</b> General non-specific thoughts of wanting to end one's life/commit suicide(e.g. "I've thought about killing myself") without thoughts of ways to kill oneself/associated methods, intent, or plan during the assessment period. <b>Have you actually had any thought of killing yourself?</b></p> <p>If yes, describe:</p>		Yes	No	Yes	No
<p><b>3. Active Suicidal Ideation with Any Methods (Not Plan) without Intent to Act</b> Subject endorses thoughts of suicide and has thought of at least one method during the assessment period. This is different than a specific plan with time, place or method details worked out (e.g., thought of method to kill self but not a specific plan). Includes person who would say, "I thought about taking an overdose but I never made a specific plan as to when, where or how I would actually do it...and I would never go through with it." <b>Have you been thinking about how you might do this?</b></p> <p>If yes, describe:</p>		Yes	No	Yes	No
<p><b>4. Active Suicidal Ideation with Some Intent to Act, without Specific Plan</b> Active suicidal thoughts of killing oneself and subject reports having <u>some intent to act on such thoughts</u>, as opposed to "I have the thoughts but I definitely will not do anything about them." <b>Have you had these thoughts and had some intention of acting on them?</b></p> <p>If yes, describe:</p>		Yes	No	Yes	No
<p><b>5. Active Suicidal Ideation with Specific Plan and Intent</b> Thoughts of killing oneself with details of plan fully or partially worked out and subject has some intent to carry it out. <b>Have you started to work out or worked out the details of how to kill yourself? Do you intend to carry out this plan?</b></p> <p>If yes, describe:</p>		Yes	No	Yes	No
<b>INTENSITY OF IDEATION</b>					





**PASADENA UNIFIED SCHOOL DISTRICT**  
**STUDENT WELLNESS AND SUPPORT SERVICES**

<p><i>The following features should be rated with respect to the most severe type of ideation (i.e., 1-5 from above, with 1 being the least severe and 5 being the most severe). Ask about time he/she was feeling the most suicidal.</i></p>			
<p><b>Lifetime – Most Severe Ideation -</b></p>		Most Severe	Most Severe
Type # (1-5)	Description of Ideation		
<p><b>Recent- Most Severe Ideation -</b></p>			
Type # (1-5)	Description of Ideation		
<p><b>Frequency</b>  <b>How many times have you had these thoughts?</b>          (1.) Less than once a week          (2.) Once a week          (3.) 2-5 times in week.          (4.) Daily or almost daily          (5.) Many times each day</p>			
<p><b>Duration</b>  <b>When you have the thoughts how long do they last?</b>          (1.) Fleeting – few seconds or minutes          (2.) Less than 1 hour/some of the time          (3.) 1-4 hours/a lot of time          (4.) 4-8 hours/most of day          (5.) More than 8 hours/persistent or continuous</p>			
<p><b>Controllability</b>  <b>Could/can you stop thinking about killing yourself or wanting to die if you want to?</b>          (1.) Easily able to control thoughts          (2.) Can control thoughts with little difficulty          (3.) Can control thoughts with some difficulty          (4.) Can control thoughts with a lot of difficulty          (5.) Unable to control thoughts          (6.) Does not attempt to control thoughts</p>			
<p><b>Deterrents</b>  <b>Are there things – anyone or anything (e.g. family, religion, pain of death) – that stopped you from wanting to die or acting on thoughts of committing suicide?</b>          (1.) Deterrents definitely stopped you from attempting suicide.          (2.) Deterrents probably stopped you          (3.) Uncertain that deterrents stopped you          (4.) Deterrents most likely did not stop you          (5.) Deterrents definitely did not stop you          (6.) Does not Apply</p>			



PASADENA UNIFIED SCHOOL DISTRICT  
STUDENT WELLNESS AND SUPPORT SERVICES

**Reasons for Ideation**

***What sort of reasons did you have for thinking about wanting to die or killing yourself? Was it to end the pain or stop the way you were feeling (in other words you couldn't go on living with this pain or how you were feeling) or was it to get attention, revenge, or a reaction from others? Or both?***

- (1.) Completely to get attention, revenge or a reaction from others
- (2.) Mostly to get attention, revenge, or a reaction from others
- (3.) Equally to get attention, revenge, or a reaction from others and to end/stop the pain
- (4.) Mostly to end or stop the pain (you couldn't go on living with the pain or how you were feeling)
- (5.) Completely to end or stop the pain (you couldn't go on living with the pain or how you were feeling)
- (6.) Does not Apply

--	--



**PASADENA UNIFIED SCHOOL DISTRICT**  
**STUDENT WELLNESS AND SUPPORT SERVICES**

<b>Suicidal Behavior</b> <i>(Check all that apply, so long as these are separate events; must ask about all types)</i>	<b>Lifetime</b>		<b>Past 3 Months</b>	
<p><b>Actual Attempt:</b></p> <p>A potentially self-injurious act committed with at least some wish to die, <i>as a result of act</i>. Behavior was in part thought of as method to kill oneself. Intent does not have to be 100%. If there is <b>any</b> intent/desire to die associated with the act, then it can be considered an actual suicide attempt. <b>There does not have to be any injury or harm</b>, just the potential for injury or harm. If person pulls trigger while gun is in mouth but gun is broken so no injury results, this is considered an attempt.</p> <p>Inferring Intent: Even if an individual denies intent/wish to die, it may be inferred clinically from the behavior or circumstances. For example, a highly lethal act that is clearly not an accident so no other intent but suicide can be inferred (e.g., gunshot to head, jumping from window of a high floor/story). Also, if someone denies intent to die, but they thought that what they did could be lethal, intent may be inferred.</p> <p><b>Have you made a suicide attempt?</b>  <b>Have you done anything to harm yourself?</b>  <b>Have you done anything dangerous where you could have died?</b>  <i>What did you do?</i>  <i>Did you _____ as a way to end your life?</i>  <i>Did you want to die (even a little) when you _____?</i>  <i>Were you trying to end your life when you _____?</i>  <i>Or Did you think it was possible you could have died from _____?</i></p> <p><b>Or did you do it purely for other reasons / without ANY intention of killing yourself (like to relieve stress, feel better, get sympathy, or get something else to happen)?</b>            (Self-Injurious Behavior without suicidal intent)</p> <p>If yes, describe:</p>	Yes	No	Yes	No
	Total # of Attempts		Total # of Attempts	
<p><b>Has subject engaged in Non-Suicidal Self-Injurious Behavior?</b></p>	Yes	No	Yes	No
<p><b>Interrupted Attempt:</b></p> <p>When the person is interrupted (by an outside circumstance) from starting the potentially self-injurious act (<i>if not for that, actual attempt would have occurred</i>).</p> <p>Overdose: Person has pills in hand but is stopped from ingesting. Once they ingest any pills, this becomes an attempt rather than an interrupted attempt. Shooting: Person has gun pointed toward self, gun is taken away by someone else, or is somehow prevented from pulling trigger. Once they pull the trigger, even if the gun fails to fire, it is an attempt. Jumping: Person is poised to jump, is grabbed and taken down from ledge. Hanging: Person has noose around neck but has not yet started to hang - is stopped from doing so.</p> <p><b>Has there been a time when you started to do something to end your life but someone or something stopped you before you actually did anything?</b></p> <p>If yes, describe:</p>	Yes	No	Yes	No
	Total # of Interrupted		Total # of Interrupted	
<p><b>Aborted or Self-Interrupted Attempt:</b></p> <p>When person begins to take steps toward making a suicide attempt, but stops themselves before they actually have engaged in any self-destructive behavior. Examples are similar to interrupted attempts, except that the individual stops him/herself, instead of being stopped by something else.</p>	Yes	No	Yes	No
	Total # of Aborted or		Total # of Aborted or	



PASADENA UNIFIED SCHOOL DISTRICT  
STUDENT WELLNESS AND SUPPORT SERVICES

<p><b><i>Has there been a time when you started to do something to try to end your life but you stopped yourself before you actually did anything?</i></b></p> <p>If yes, describe:</p>	Self Interrupted	Self Interrupted
<p><b>Preparatory Acts or Behavior:</b> Acts or preparation towards imminently making a suicide attempt. This can include anything beyond a verbalization or thought, such as assembling a specific method (e.g., buying pills, purchasing a gun) or preparing for one's death by suicide (e.g., giving things away, writing a suicide note).</p> <p><b><i>Have you taken any steps towards making a suicide attempt or preparing to kill yourself (such as collecting pills, getting a gun, giving valuables away or writing a suicide note)?</i></b></p> <p>If yes, describe:</p>	Yes    No	Yes    No
	Total # of Preparatory Acts	Total # of Preparatory Acts



**PASADENA UNIFIED SCHOOL DISTRICT**  
**STUDENT WELLNESS AND SUPPORT SERVICES**

	<b>Most Recent Attempt Date:</b>	<b>Most Lethal Attempt Date:</b>	<b>Initial/First Attempt Date:</b>
<p><b>Actual Lethality/Medical Damage:</b></p> <p>0. No physical damage or very minor physical damage (e.g., surface scratches).</p> <p>1. Minor physical damage (e.g., lethargic speech; first-degree burns; mild bleeding; sprains).</p> <p>2. Moderate physical damage; medical attention needed (e.g., conscious but sleepy, somewhat responsive; second-degree burns; bleeding of major vessel).</p> <p>3. Moderately severe physical damage; <i>medical</i> hospitalization and likely intensive care required (e.g., comatose with reflexes intact; third-degree burns less than 20% of body; extensive blood loss but can recover; major fractures).</p> <p>4. Severe physical damage; <i>medical</i> hospitalization with intensive care required (e.g., comatose without reflexes; third-degree burns over 20% of body; extensive blood loss with unstable vital signs; major damage to a vital area).</p> <p>5. Death</p>	<i>Enter Code</i>	<i>Enter Code</i>	<i>Enter Code</i>
<p><b>Potential Lethality: Only Answer if Actual Lethality=0</b></p> <p>Likely lethality of actual attempt if no medical damage (the following examples, while having no actual medical damage, had potential for very serious lethality: put gun in mouth and pulled the trigger but gun fails to fire so no medical damage; laying on train tracks with oncoming train but pulled away before run over).</p> <p>0 = Behavior not likely to result in injury            1 = Behavior likely to result in injury but not likely to cause death            2 = Behavior likely to result in death despite available medical care</p>	<i>Enter Code</i>	<i>Enter Code</i>	<i>Enter Code</i>



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### Opium Prevention and Life-Saving Response Procedures

#### Additional for SB 10:

SB10 expands existing law to require a comprehensive school safety plan for a school serving pupils in any grades 7 to 12, inclusive, to include the development of a protocol in the event of a pupil is suffering or is reasonably believed to be suffering from an opioid overdose. The protocol is required to include prevention, response, training, education, and awareness related to opioid overdose prevention and treatment.

Staff from the Student Wellness and Support Services and Health Programs, including certificated and classified employees, have begun developing clear guidelines for roles and responsibilities during the event of one or more opioid overdoses occurring at a PUSD school site or administrative facility. This work will be further developed and incorporated into the Comprehensive Safety Plan to ensure the prioritization of interventions and support for students to maintain school safety and a positive school climate.

SB10 requires schools to provide alternatives to a referral of a pupil to a law enforcement agency in response to an incident involving the pupil's misuse of an opioid, to the extent not in conflict with any other law requiring that referral. PUSD commitment to a multi-tiered systems of support (MTSS) approach to our students in need of intervention has prompted the Health Programs team to develop an MTSS framework including prevention practices for all students in grades 6 – 12 and intervention and cessation practices for students in need of more intensive support. While this MTSS framework is being finalized, it is important to highlight current practices in place.

1. Current PUSD practices designed to prevent substance use include:
  - a. Stanford toolkit: Program designed to reduce youth tobacco use by helping young people grades 6-12 make healthful tobacco-related decisions through tobacco-specific educational instruction and activities that build knowledge as well as social skills and youth development assets.
2. Information posters
  - a. Educating PUSD staff, parents/guardians, and students on the dangers and prevalence of Fentanyl in our community, county, and country; how to recognize an opioid overdose; how to respond using Narcan nasal spray which will save a life –partnerships with Day One, Huntington Health, and PPHD.
  - b. Youth advocacy opportunities that focus on the dangers of substance use, marketing tactics that target youth, and healthful decisions.
3. Current PUSD practices designed to intervene and cease substance abuse include:
  - a. alternative to the suspension program
  - b. mental health counseling
  - c. Impact Program
  - d. Peer Counseling
  - e. Drug testing approved and supervised by parent/guardian
  - f. Referrals to outside agencies

SB10 also addresses access to Naloxone or Narcan in the event of an opioid overdose. Current PUSD board policy addresses emergency medication for Opioid Overdose:

#### **AR 5141.21 ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS** Emergency Medication for Opioid Overdose

When available at the school site, the school nurse shall provide emergency naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person exhibiting potentially life-threatening symptoms of an opioid overdose at school or a school activity. Other designated personnel who have volunteered and have received training may administer such medication when a school nurse or physician is unavailable and shall only administer the medication by nasal spray or auto-injector. (Education Code 49414.3)



## PASADENA UNIFIED SCHOOL DISTRICT

### STUDENT WELLNESS AND SUPPORT SERVICES

Current PUSD practice ensures that we are ready to respond to an emergency through our participation in the Naloxone Distribution Project which has provided us with enough Narcan kits to be able to supply at least one at each TK - 12 school site. Each health office is staffed with individuals trained in how to administer Narcan nasal spray. Multiple staff members at each school site have been trained to administer Narcan, including our PUSD mental health team and District Security Officers.



# PASADENA UNIFIED SCHOOL DISTRICT

## STUDENT WELLNESS AND SUPPORT SERVICES

### **Adaptations for Students with Disabilities**

**SB 323** specifically requires that comprehensive school safety plans address accommodations related to relevant federal disability laws and requires that the annual evaluation of those plans ensures appropriate adaptations to school safety practices are in place for students with disabilities. The bill further authorizes parents and others to bring a concern about a student's safety to the principal.

#### **Emergency Planning for Students with Special Needs**

The Director of Special Education or Designee is responsible for developing an emergency plan that ensures all staff are aware of students with special conditions and the care and treatment to be provided to those students in an emergency. The Director of Special Education/Designee must ensure that an emergency plan is developed for each student with special needs if the school's standardized emergency management plan needs to be modified to meet the student's needs. The IEP and/or Student Health Record documents the needs of special education students for emergency purposes.

Site administrators shall ensure that unassigned staff report to self-contained special education programs to assist staff with the emergency evacuation process. One staff member may be responsible for more than one Special needs student as necessary.

#### **Categories of Students with Special Needs**

*Health Conditions* - Students who have seizures, diabetes, asthma or other breathing difficulties, severe allergic reactions, or technology-dependent or medically fragile conditions have special emergency concerns that may include the need to maintain a current supply of medication at the school for emergency purposes.

*Physical Abilities* - Students with physical impairments may require special assistance during an emergency. This includes but is not limited to students in wheelchairs, students who are temporarily on crutches or who temporarily have walking casts, and students who may otherwise have problems walking or getting up and down stairs. The teachers of these students should ensure that a buddy is pre-assigned to these students and that this information is provided to the principal (or other individual designated as Incident Commander) and school nurse.

*Communication Challenges* - Students with sensory challenges have special needs in an emergency. This includes students with vision impairment, hearing impairment, processing disorders, limited English language abilities, behavior or development disorders, or emotional or mental health issues. The Director of Pupil Services in coordination with the Director of Educational Services is responsible for developing an emergency communication plan.

Items containing confidential student information such as IEPs and Student Health Plans are for internal use only and shall be removed from any public document.





## **DISCLAIMER**

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.

# PASADENA UNIFIED SCHOOL DISTRICT

NALOXONE VOLUNTEER NOTIFICATION LETTER
--

## NALOXONE VOLUNTEER NOTIFICATION

Pursuant to Education Code Section 49414.3, as a volunteer of the Pasadena Unified School District trained to use naloxone to provide emergency medical aid, you are hereby advised that the District will defend you and indemnify you for any and all civil liability that arises from any of your actions in the course of your service as a volunteer in this capacity.

The obligation to provide defense and indemnification for you is set forth in Government Code section 995, which provides in part:

*“...upon request of an employee or former employee, a public entity shall provide for the defense of any civil action or proceeding brought against him, in his official or individual capacity or both, on account of an act or omission in the scope of his employment as an employee of the public entity.”*

The obligation to indemnify you against a civil judgment or award is set forth in Government Code section 825 (a), which provides in part:

*“if an employee or former employee of a public entity requests the public entity to defend him or her against any claim or action against him or her for an injury arising out of an act or omission occurring within the scope of his or her employment as an employee of the public entity and the request is made in writing not less than 10 days before the day of trial, and the employee or former employee reasonably cooperates in good faith in the defense of the claim or action, the public entity shall pay any judgment based thereon or any compromise or settlement of the claim or action to which the public entity has agreed.”*

By signing below, I acknowledge receipt of this notification.

---

PRINTED NAME

---

SIGNATURE

Cc: Employee's Personnel File



# PASADENA UNIFIED SCHOOL DISTRICT

## EDUCATION CENTER • HEALTH PROGRAMS

**School Year:** 2023-2024

**To:** All Staff

**From:** Ria Apodaca, Director of Health Programs

**Re:** Solicitation of Volunteer Nonmedical School Personnel

Education Code section 49414.3 authorizes unlicensed school employees to administer emergency naloxone hydrochloride or another opioid antagonist medication to students who suffer an opioid overdose at school.

**The purpose of this notice is to solicit volunteers to administer emergency naloxone hydrochloride or another opioid antagonist medication to pupils suffering, or reasonably believed to be suffering, from an opioid overdose, in the absence of a school nurse. Volunteers may administer naloxone hydrochloride or another opioid antagonist only by nasal spray or by auto-injector; a volunteer may administer naloxone hydrochloride or another opioid antagonist in a form that the volunteer is most comfortable with. Volunteers will receive training from a licensed healthcare professional.**

**Any agreement by an employee to administer** emergency naloxone hydrochloride or another opioid antagonist medication is strictly voluntary and no benefit shall be granted to or withheld from any individual based on his/her offer to volunteer. Employees who volunteer may rescind his/her offer to administer emergency naloxone hydrochloride or another opioid antagonist medication at any time, including after receipt of training.

Employees who volunteer to administer emergency naloxone hydrochloride or another opioid antagonist medication will be provided a defense and indemnification by the school district, county office of education, or charter school for any and all civil liability, in accordance with, but not limited to Government Code section 810 *et seq.*

This notification is provided annually to all staff. If you are willing to be identified as a volunteer and be trained in the administration of an opioid antagonist, please complete the section below and submit it to your site administrator.

Name: \_\_\_\_\_ (Print Name)

School: \_\_\_\_\_ Position: \_\_\_\_\_

\_\_\_\_\_ I wish to volunteer to administer an emergency opioid antagonist emergency medication to students who are suffering or reasonably believed to be suffering from an opioid overdose.

\_\_\_\_\_ I understand that I will be trained by a licensed healthcare professional.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**351 South Hudson Avenue • Pasadena, CA 91109  
(626) 396-3600 ext. 88240 • Fax (626) 584-1540**

*www.pusd.us*

# Pasadena Unified School District- Health Services

## Naloxone Administration Incident Reporting

### Student Demographics and Health History

Local Education Agency (School system): \_\_\_\_\_

Name of School: \_\_\_\_\_

Person's Age: \_\_\_\_\_ Grade \_\_\_\_\_ Type of Person:  Student  Staff  Visitor  Volunteer  Other \_\_\_\_\_

Gender (Check all that apply):  M  F  Transgender  Other

Ethnicity: Spanish/Hispanic/Latino:  Yes  No

Race:  American Indian/Alaskan Native  African American/Black  Asian  
 Native Hawaiian/other Pacific Islander  White  Other Races(s)

### Signs of Overdose Present

Grey/pale skin  Lips/finger tips blue  Breathing slowly  Shallow breathing  Weak or absent pulse  Slow pulse  
 Unconscious  Unresponsive  Pinpoint pupils  Limp body  Loud snoring/gurgling  Other (specify) \_\_\_\_\_

### Suspected Overdose on What Drug(s)?

Suspected Opioid		Substance suspected in combination With opioid	
<input type="checkbox"/> Prescription Opioid (for pain): Specify if known: _____  <input type="checkbox"/> Heroin  <input type="checkbox"/> Methadone  <input type="checkbox"/> Buprenorphine	<input type="checkbox"/> Codeine  <input type="checkbox"/> Buprenorphine/Naloxone  <input type="checkbox"/> Don't Know  <input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Alcohol  <input type="checkbox"/> Benzodiazepines  <input type="checkbox"/> Barbiturates  <input type="checkbox"/> Methamphetamines/speed	<input type="checkbox"/> Cocaine/crack  <input type="checkbox"/> Don't Know  <input type="checkbox"/> Other (specify) _____

### Naloxone Administration Incident Reporting

Date of occurrence: \_\_\_\_\_ Time of occurrence: \_\_\_\_\_

Vital signs (if trained to take): BP \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Temp \_\_\_\_\_ Pulse \_\_\_\_\_ Respiration \_\_\_\_\_

Location where person was found:

Classroom  Cafeteria  Health Office  Playground  Bus  Lavatory  Gym  
 Other (specify): \_\_\_\_\_

How was the naloxone given:  Injected into muscle  Sprayed into nose

Naloxone administered by: (Name) \_\_\_\_\_ Position Title \_\_\_\_\_

Was this person trained?  Yes by:  school nurse  Local Health Department  Other (specify): \_\_\_\_\_  
 No  Don't know

### Dose Administration

Time dose #1 was administered \_\_\_\_\_

Naloxone lot #: \_\_\_\_\_ Expiration date: \_\_\_\_\_

If a second dose was administered, enter time of dose #2 \_\_\_\_\_

Naloxone lot #: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Was second dose administered at the school prior to arrival of EMS?  Yes  No  Unknown

**Pasadena Unified School District- Health Services  
Naloxone Administration Incident Reporting**

**Person's Response to Naloxone**

- Responsive but sedated     Responsive and alert     No response

**Post-Naloxone Observations (Check all that apply)**

- None     Seizure     Vomiting     Difficulty breathing     Agitation/irritability     Feeling of withdrawal  
 Upset     Angry     Combative     Confused     Other (specify): \_\_\_\_\_

**What Actions Were Taken**

**Prior to administration**

**Prior, during, or after administration of naloxone**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Asked loudly "Are you OK?"                   | <input type="checkbox"/> Recovery position                    | <input type="checkbox"/> Rescue breathing   |
| <input type="checkbox"/> Firmly tapped or shook shoulders             | <input type="checkbox"/> Oxygen                               | <input type="checkbox"/> Chest compressions |
| <input type="checkbox"/> Sternal rub                                  | <input type="checkbox"/> CPR/Automated External Defibrillator |   |
| <input type="checkbox"/> Called EMS/911 or instructed someone to call | <input type="checkbox"/> Other (specify): _____               |   |
| <input type="checkbox"/> Other (specify): _____                       |   |   |

**Disposition**

EMS/911 notified at: (time) \_\_\_\_\_

Transported to Emergency Department:     Yes     No     Unknown    If no, provide reason(s): \_\_\_\_\_

If yes, transported via:     Ambulance     Parent/Guardian     Other (specify): \_\_\_\_\_

If person was a student, when was the parent/guardian notified of naloxone administration: (time and date): \_\_\_\_\_

Student/Staff/Visitor outcome: \_\_\_\_\_

**School Follow-up**

- Yes     No    Parents/guardians advised to follow up with student's primary care provider or other health care provider  
 Yes     No    Arrangements made to replace naloxone stock.

Comments: \_\_\_\_\_  
\_\_\_\_\_

Form completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Phone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Ext.: \_\_\_\_\_

Local Education Agency/School District: \_\_\_\_\_

School Name \_\_\_\_\_ School Address \_\_\_\_\_

**Submit completed form to:  
Health Programs  
healthprograms@pusd.us  
Fax: 626-584-1540**

PASADENA UNIFIED SCHOOL DISTRICT

NALOXONE EMERGENCY RESPONSE SITE PLAN

School Nurse: \_\_\_\_\_ Date: \_\_\_\_\_

Local District: \_\_\_\_\_ Loc Code: \_\_\_\_\_ School: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Extension \_\_\_\_\_

Exact Location of the Naloxone \_\_\_\_\_

Naloxone Emergency Response Team Members

Employee No.

Naloxone Training Date

Naloxone Emergency Response Team Members	Employee No.	Naloxone Training Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- How will the first responder activate the Emergency Medical Service (EMS)?  
\_\_\_\_\_
- How will the first responder notify the Naloxone Emergency Response Team Members?  
Indicate by phone, radio, bell, intercom.  
\_\_\_\_\_
- Which Emergency Response Team members have access to the Naloxone and will bring the Naloxone to the emergency location?  
\_\_\_\_\_  
\_\_\_\_\_

**The first responder will be responsible for the documentation of the emergency.**

- ✓ Please note Attachment B – Naloxone Emergency Response Site Plan **must be** reviewed and updated annually.
- ✓ Naloxone ordering health care provider is Dr. Smitta Malhotra, Office of the Medical Director at (213) 241-6326.
- ✓ Maintain the original copy of the Naloxone Emergency Response Site Plan at your school site for seven years.
- ✓ Monthly inspection for Naloxone expiration and replacement (Attachment D)
- ✓ Proper replacement of expired or used Naloxone. Contact DNS Medical Supply Clerk at (213) 202-7540 or (213) 202-7580.

DAILY/MONTHLY Epi/ AED/NARCAN INSPECTION

LOG

MONTHLY CHECK - Epi		(✓)
Date	08/14/2023	
Epi kit stored in a manner consistent with manufacturer guidelines.		✓
Epi kit protected from direct sunlight and stored in an area between 59 – 86 degrees Fahrenheit.		✓
Epi kits kept in a secure area that is accessible to trained staff.		✓
Epi within the manufactures expiration date		✓
Initials	CP	

Olivia E. Butler Noyes  
2023-2024

MONTHLY CHECK - AED		(✓)
Date	08/14/2023	
AED Secured in Case		✓
Battery Status and within the manufactures expiration date		✓
Electrodes in place and within the manufactures expiration date		✓
AED Operation Verified *(see below for list)		✓
Initials	CP	
*Operation Checklist:		
<ol style="list-style-type: none"> <li>1. Verify battery is not expired (expires 4 years from date).</li> <li>2. Open the AED lid.</li> <li>3. Wait for the AED to indicate status: Observe the change of the STATUS INDICATOR to RED. After approximately five seconds, verify that the STATUS INDICATOR returns to GREEN.</li> <li>4. Check the expiration date on the electrodes. (Replace if expired)</li> <li>5. Listen for the voice prompts.</li> <li>6. Close the lid and observe the change of the STATUS INDICATOR to RED. After approximately five seconds, verify that the STATUS INDICATOR returns to GREEN. If the STATUS INDICATOR does not return to GREEN, Contact CHSA or designee.</li> </ol>		

MONTHLY CHECK - NARCAN		(✓)
Date	08/14/2024	
Naloxone kits stored in a manner consistent with manufacturer guidelines.		✓
Naloxone kits protected from direct sunlight and stored in an area between 59 – 86 degrees Fahrenheit.		✓
Naloxone kits kept in a secure area that is accessible to trained staff.		✓
Naloxone within the manufactures expiration date		✓
Initials	CP	
*Operation Checklist:		
<ol style="list-style-type: none"> <li>1. Naloxone kits stored in a manner consistent with manufacturer guidelines.</li> <li>2. Naloxone kits will be protected from direct sunlight and be stored in an area between 59 – 86 degrees Fahrenheit.</li> <li>3. Naloxone kits will be kept in a secure area that is accessible to trained staff.</li> <li>4. Damaged or expired kits reported to the Correctional Health Services Administrator (CHSA) or designee.</li> </ol>		

Staff Name	Initial
Normi Orduna	CP
Sept.	CP
Oct.	CP
Nov.	CP

Staff Name	Initial
Dec.	CP
Jan.	CP
Feb.	CP

Staff Name	Initial

Staff Name	Initial





**PASADENA UNIFIED SCHOOL DISTRICT  
STUDENT WELLNESS AND SUPPORT SERVICES**

**Pasadena Unified School District**

**Octavia E. Butler Magnet**

**Comprehensive Schools Safety Plan:**

**School Site Council Evaluation and Public Hearing Certification**

**2024-2025 Update**

California law requires the Comprehensive School Safety Plan of each school to be annually evaluated and amended, as needed, to ensure the plan is being properly implemented (Education Code 35294.2[e]). An updated file of all safety-related plans and materials is maintained by Octavia E. Butler Magnet and is readily available for inspection by the public.

California law also requires notice for public input prior to the adoption of the Comprehensive School Safety Plan. Notice for public comment was provided on February 14 at 1:30pm. Notice was provided by flyer, phone call & e-mail.

Octavia E. Butler Magnet's "school site council" has evaluated our Comprehensive School Safety Plan and has determined the following:

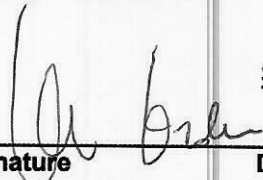
The plan has been properly implemented and accepted

Amendments

n/a

School Site Council

Signatures of Octavia E. Butler Magnet's Site Council Members

	_____	<u>Virtual Meetings</u>	_____
Signature	Date	Signature	Date

<u>Team Signatures when they are on campus</u>	_____	_____	_____
Signature	Date	Signature	Date

<u>Attendance Attached</u>	_____	_____	_____
Signature	Date	Signature	Date

_____	_____	_____	_____
Signature	Date	Signature	Date

_____	_____	_____	_____
Signature	Date	Signature	Date

First name	Last name	Email	Duration	Time joined	Time exited
Lissett	Barron	barron.lissett@p	50 min	4:32 PM	5:22 PM
Gladys	Bowen	gmb*****@***.co	33 min	4:40 PM	5:13 PM
Andrew	Driffill	driffill.andrew@p	55 min	4:27 PM	5:23 PM
Stella	Francoallen	francoallen.stella	37 min	4:36 PM	5:13 PM
Araceli	Guillen-Tuerpe	rsle*****@***.c	45 min	4:28 PM	5:13 PM
Frances	Milnes	milnes.frances@	44 min	4:29 PM	5:13 PM
Noemi (Noemi)	Orduna	orduna.noemi@f	54 min	4:28 PM	5:22 PM
Team	Sims	thes*****@***.	43 min	4:30 PM	5:13 PM

INSTRUCTIONS FOR ADMINISTRATION OF NALOXONE NASAL SPRAY

**INSTRUCTIONS FOR ADMINISTRATION OF NALOXONE NASAL SPRAY**

Use naloxone nasal spray for known or suspected opioid overdose in adults and children. Each naloxone nasal spray has 1 dose and cannot be reused.

**STEP 1: EVALUATE FOR SIGNS OF OPIOID OVERDOSE**

Signs of OVERDOSE\*, which often results in death if not treated, include:

- Unconsciousness or inability to awaken
- Slow or shallow breathing or breathing difficulty such as choking sounds or a gurgling/snoring noise from a person who cannot be awakened
- Fingernails or lips turning blue/purple

**OPIOID HIGH vs. OPIOID OVERDOSE**

OPIOID HIGH	OPIOID OVERDOSE
Relaxed muscles	Pale, clammy skin
Speech slowed, slurred	Cannot speak, very shallow breathing or not breathing
Breathing slow or shallow	Slowed heartbeat or stopped
Appears sleepy, nodding off	Deep snorting or gurgling, vomiting
Responds to stimuli but difficulty being awakened from sleep	Unresponsive to stimuli (calling name, shaking, sternal rub)
Normal heart beat/pulse	Cyanotic skin color (blue lips, fingertips)
Normal skin color	Pinpoint pupils

Suspicion of opioid overdose can be based on:

- Presenting symptoms
- History
- Report from bystanders
- School Nurse or staff prior knowledge of person
- Nearby medications, illicit drugs or drug paraphernalia

\*If the person does not respond to stimuli (as above), go to STEP 2.

**STEP 2: ADMINISTER NALOXONE (SEE NARCAN™ Nasal Spray QUICK START GUIDE below)**

- **Action 1.**
  - Lay the person on their back to receive a dose of naloxone nasal spray
- **Action 2.**
  - Remove naloxone nasal spray from the box
  - Peel back the tab with the circle to open the naloxone nasal spray
- **Action 3.**
  - Hold the naloxone nasal spray with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle
- **Action 4.**
  - Tilt the person's head back and provide support under the neck with your hand
  - Gently insert the tip of the nozzle into one nostril until your fingers on either side of the nozzle are against the bottom of the person's nose
- **Action 5.**
  - Press the plunger firmly to give the dose of naloxone nasal spray
- **Action 6.**
  - Remove the naloxone nasal spray from the nostril after giving the dose

**STEP 3: CALL 911 FOR HELP**

- Call for help- Dial 911 after naloxone nasal spray is used
  - State: "Someone is unresponsive and not breathing."
  - Give a specific address and/or description of your location
  - Follow dispatcher's instructions

**STEP 4: RESUSCITATE/SUPPORT THE PERSON'S BREATHING**

- Assess breathing: Perform rescue breathing if needed.
  - Place the person on their back.
  - Check to see if there is anything in their mouth blocking the airway, such as gum, toothpick, undissolved pills, syringe cap, cheeked Fentanyl patch. If present, remove it while wearing gloves.

- Place one hand on the person's chin, tilt the head back, and pinch the nose closed.
  - If using a mask, place and hold mask over mouth and nose
  - If not using a mask, pinch their nose with one hand and place your mouth over the person's mouth to make a seal and give two (2) slow breaths.
  - Watch for the person's chest (but not the stomach) to rise.
  - Follow up with one breath every 5 seconds.
- Assess pulse: Perform CPR if needed. (CPR certification is recommended, not required)

**STEP 5: MONITOR THE PERSON'S RESPONSE**

- If the person responds by returning to spontaneous breathing, move the person on their side (recovery position) after giving naloxone nasal spray
- Watch the person closely until help arrives
- If the person does not respond by waking up, to voice or touch, or breathing normally after 2 to 3 minutes of naloxone nasal spray administration, another dose may be given
- Resume rescue breathing if spontaneous breathing does not recur
- Stay with the person until help arrives
- Follow school administrator's guidance regarding the seizing of all illegal and/or non-prescribed opioid narcotics found on victim; process in accordance with LA Unified School District protocols

**NOTE SIGNS OF OPIOID WITHDRAWAL:** Using naloxone in patients who are opioid dependent may result in severe opioid withdrawal symptoms such as restlessness or irritability, body aches, diarrhea, tachycardia, fever, runny nose, sneezing, piloerection (goosebumps), sweating, yawning, nausea or vomiting, nervousness, shivering or trembling, abdominal cramps, weakness, tearing, insomnia, opioid craving, dilated pupils, and increased blood pressure.

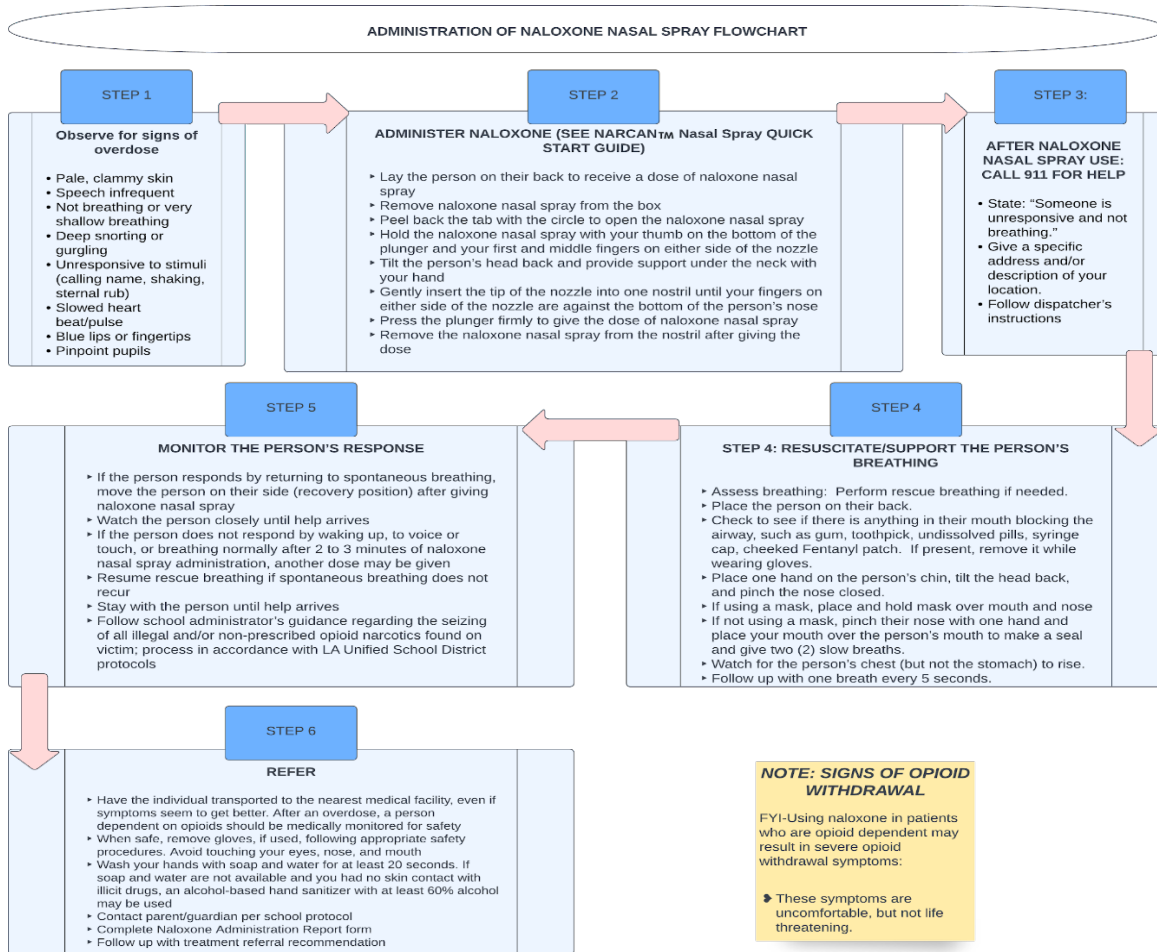
These symptoms are uncomfortable, but not life threatening.

**STEP 6: REFER**

- Have the individual transported to the nearest medical facility, even if symptoms seem to get better. After an overdose, a person dependent on opioids should be medically monitored for safety
- When safe, remove gloves, if used, following appropriate safety procedures. Avoid touching your eyes, nose, and mouth
- Wash your hands with soap and water for at least 20 seconds. If soap and water are not available and you had no skin contact with illicit drugs, an alcohol-based hand sanitizer with at least 60% alcohol may be used
- Contact parent/guardian per school protocol
- Complete Naloxone Administration Report form
- Follow up with treatment referral recommendations

# PASADENA UNIFIED SCHOOL DISTRICT

## ADMINISTRATION OF NALOXONE NASAL SPRAY FLOWCHART



Opioid High	Opioid Overdose	Opioid Withdrawal	
<ul style="list-style-type: none"> <li>• Relaxed muscles</li> <li>• Speech slowed, slurred</li> <li>• Breathing slow or shallow</li> <li>• Appears sleepy, nodding off</li> <li>• Responds to stimuli but difficulty being awakened from sleep</li> <li>• Normal heart beat/pulse</li> <li>• Normal skin color</li> </ul>	<ul style="list-style-type: none"> <li>• Pale, clammy skin</li> <li>• Cannot speak, very shallow breathing or not breathing</li> <li>• Slowed heartbeat or stopped</li> <li>• Deep snorting or gurgling, vomiting</li> <li>• Unresponsive to stimuli (calling name, shaking, sternal rub)</li> <li>• Cyanotic skin color (blue lips, fingertips)</li> <li>• Pinpoint pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Restlessness or irritability</li> <li>• Body aches</li> <li>• Diarrhea</li> <li>• Tachycardia</li> <li>• Fever</li> <li>• Runny nose</li> <li>• Sneezing</li> <li>• Piloerection (goosebumps)</li> <li>• Sweating</li> <li>• Yawning</li> </ul>	<ul style="list-style-type: none"> <li>• Nausea or vomiting</li> <li>• Nervousness</li> <li>• Shivering or trembling</li> <li>• Abdominal cramps</li> <li>• Weakness</li> <li>• Tearing</li> <li>• Insomnia</li> <li>• Opioid craving</li> <li>• Dilated pupils</li> <li>• Increased blood pressure</li> </ul>



**Octavia E. Butler Magnet**  
**School Site Council Meeting**  
**Agenda/ Minutes**  
**February 13, 2024 4:30pm**  
**SSC Meeting VIRTUAL**

Agenda Item	Person Responsible	Minutes
Call to Order	Chairperson	SSC Members Present Principal: Noemi Orduna Teachers: Milnes, Barrón Parents: Raquel Pedroza, Sandra Ramussen, Araceli Guillen-Tuerpe Staff: Stella Francoallen Guests: Monique Sims, Christina Rebers, Lesly Santos, Ana Michel
Reading and Approval of Minutes for January 2023 <a href="#">20240109 SSC Agenda/ ...</a>	Chairperson	<ul style="list-style-type: none"> <li>● Minutes for January 2024 SSC Meeting reviewed and filed</li> </ul>
New Business <ul style="list-style-type: none"> <li>● Safety Plan</li> </ul>		<ul style="list-style-type: none"> <li>● <a href="#">2023_School_Safety_Plan_Octa...</a> <ul style="list-style-type: none"> <li>○ Review and questions/ Approval               <ul style="list-style-type: none"> <li>■ Question regarding moving the bike racks to a safer location on campus</li> <li>■ Motion to Approve Milnes, Second Pedroza. Motion passed to approve the Safety Plan–All in favor, no absentions</li> </ul> </li> <li>○ Necessary Updates:               <ul style="list-style-type: none"> <li>■ School year</li> </ul> </li> </ul> </li> </ul>



**Octavia E. Butler Magnet  
School Site Council Meeting  
Agenda/ Minutes  
February 13, 2024 4:30pm  
SSC Meeting VIRTUAL**

		<ul style="list-style-type: none"><li>■ Correct misspelled names<ul style="list-style-type: none"><li>● Stella Franco-Allen</li></ul></li></ul>
Open Forum	Attendees	<ul style="list-style-type: none"><li>● Centennial Celebration Wednesday 2/22</li></ul>
Adjournment	Orduna	



**Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures**

## **2. Emergency Drill Preparation for Faculty and Staff**

The following document is intended to give guidance and information to all members of the Octavia E. Butler Magnet School community, in the event of a natural disaster/shelter in place or lockdown situation.

Upon the sounding of the designated alarm, each teacher is responsible for assembling his or her class and escorting them to the designated evacuation area. Not all the drills require evacuation from the classroom. In the event an evacuation is made and all students and faculty members arrive at the designated locations, if needed, the **Search & Rescue Teams** are to assemble at the disaster bin for instructions and team preparations; i.e. Earthquake or Fire.

Each type of Disaster is outlined in this document; including preparations and executions of the drills. The goal is to make the Octavia E. Butler Magnet School community successful in all drills and preparations.

### **Search & Rescue Teams: (Instructions)**

Report to **Mr. Mundy** at the Command Center located in front of the Gym by the field and link up with your appointed Team.

Team assignments are as follows:

#### **Main Building (1st & 2nd Floor)**

**Team Leader:** Mr. Mathenge

**Search and Rescue:** Ms. Violet

#### **Cafeteria & Band Room**

**Team Leader:** Mr. Venegas

**Search and Rescue:** Mr. Felix

#### **B Building**

**Team Leader:** Ms. Fontenot

**Search and Rescue:** Mr. Trapp

#### **Gym & Locker Rooms**

**Team Leader:** Ms. Johnson

**Search and Rescue:** Mr. Manual and Ms. Rodriguez

#### **Rover Team B (Only in case of Emergency)**

**Team Leader:** Ms. Tucker/ Mr. Durfee

**Alternates:** Ms. Nuno, Mr. Barrios

### **Search and Rescue Commander Responsibilities:**

**Mr. Mundy**, Immediately reports to the Command Center (**Gym**) for Search & Rescue Mission orders to teams.

Team Leaders:

#### **Main Building Team Leader (Mr. Mathenge):**

Auditorium, Offices (including back nurse office), 1st Floor, 2nd Floor

#### **Cafeteria & Band Room Team Leader (Mr. Venegas):**

Cafeteria (including custodial offices and cafeteria back rooms) and Band Room

#### **B Building Team Leader (Mrs. Fontenot):**

B building, including bathrooms

**Search & Rescue Team Responsibilities:** Assemble at the Command Center. **Mr. Mundy** and **Ms. Fontenot** will distribute emergency equipment as needed for the disaster. Each team will then report to their designated evacuation area and clear the area and assist anyone injured to the Triage/ First Aid Station.

Command Center: All available staff

First Aid Station: Ms. Lopez-Munoz, Ms. Lauderdale

**Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures**

**Search & Rescue Team LEADER Responsibilities:** Each leader is responsible for ensuring accountability of his/her team members once assembled at Command Center, as well as at the assigned evacuation area.

**Alternate Search & Rescue Team Leader Responsibilities:** You are to assume responsibility for the team's mission if the leader fails to arrive on time. You will follow the above-mentioned guidance for the Team Leader.

**Search & Rescue Team Members:** Upon arrival at your initial evacuation area, if you are a classroom teacher, designate a fellow teacher to take control of your class and move to the designated Command Center. Once there, acquire assigned equipment and stand at the ready for dispersal to recovery points.

**OEB Magnet Rover Team:** Members of this team are responsible to relieve a rescue team that has to move an injured person to Triage. The OEB Magnet Triage Station will be set up by the Field basketball court.

**Injuries within the Classroom:**

When the call is given to evacuate: If a student is injured in the classroom under a teacher's control, this teacher will stay behind with the student and send their class with their buddy teacher (buddy teacher is their closest classroom neighbor). The buddy teacher will take the emergency folder from that classroom and complete the accountability form for that classroom. Upon exiting the classroom, teachers will mark the classroom door with the following color code sign, located in the emergency folder. Injury situations dictate the procedure of leaving students behind.

- **Red:** Critical ambulance/stretchers
- **Yellow:** Moderate, fracture, needs help
- **Black:** Deceased

If the individual is in the OEB Magnet Triage Station, they can be classified by three categories based on injuries:

- **Red:** Critical ambulance/stretchers
- **Yellow:** Moderate, fracture, needs help
- **Black:** Deceased

If a teacher is required to drop off a student at the Triage/ First Aid Station, a designated form stating the individual's condition will be sent to Parent/Student Reunification Station, and the Command Center. From this point the student will be tracked until either picked up, or placed back under the control of his/her teacher.

**Teachers/Faculty/Students Staging Areas**

Each teacher will assemble their students at the assigned areas, and will take responsibility for their students, as well as the students from fellow teachers who must assume duties on one of the Search & Rescue Teams.

**Search and Rescue Teams.** Upon arrival at the field, all teachers will notify the Command Center of any casualties, and any students left within the building areas. It is the teacher's responsibility to ensure no students leave the assigned areas unless the runner from the parental/check-in site has clearance to obtain that student. At that time you will initial the sign out form and make necessary changes to your roster to ensure 100% accountability.

**Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures**

**Parent/Student Reunification Procedures**

**Mr. Barrios** and **Ms. Nuno**, will handle reunification procedures between parents and students. Their duties are to have a complete list of student names, with parental contacts listed by each, in their possession upon arrival to the student request gate and reunification gate. This list is maintained in the registrar's office.

Parents will not be allowed on the field. Parents arriving at the **Student Request Gate**, located at Penn/ Marengo Gate, must provide adequate proof that they are the legitimate parent or guardian, and sign the student out; using the form identified in **Appendix VI**. Once a runner has been given a student to locate, they will go to the Command Center for location of student, then to designated teacher on the field. Teachers will then assist the runner in locating the student for dismissal. No student will be allowed to leave the field without a runner. Students will be taken by the runner to the **Parent/Student Reunification Gate**. **(Runners will be identified by Special Tags/Vests).**

**Runners:** Reunion Gate (small gate on Marengo closest to the Gym):  
All available staff will serve as runners in a true emergency.

Runners should report directly to the command center to locate students. There are four possible locations for the students' whereabouts.

1. Triage/ First Aid Station, field basketball court.
2. Field with teachers
3. Within the Disaster Area
4. School established Morgue (west side of Gym by field)

**Additional instructions to Parents:**

Parents, please **do not** instruct students to leave the controlled area. It is the parent's responsibility to keep medical and phone rosters current with school. The parent's cooperation will help to ensure the safety of all students and personnel.

**Red Cross/First Aid/Triage Station:** Located next to the Command Center (Basketball court) The School Nurse/ Health Clerk will have priorities of Triage/ First Aid Station set up. Two designated assistants will be assigned at the Howard/ Marengo Gate to coordinate ambulance vehicles in and out of the site. Using the following Color Coded signs, medical personnel can identify the extremely wounded, and those with minor injuries.

- **Red:** Critical ambulance/stretchers (**Severely injured triage patients will be taken to Triage**)
- **Yellow:** Moderate, fracture, needs help
- **Black:** Deceased, move to morgue collection point by Auditorium (east side)

**Command Center:**

Responsible for the overall accountability and control of the disaster drills. Priorities include the following Teams and coordination:

- Search & Rescue Team Leaders
- Custodian Team (Gas & Power shutoffs)
- First Aid/Casualty Collection Point
- Parent/Student Reunification Gate (PSRG)

**Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures**

**OEB Magnet Evacuation Position Assignment Sheet**

<b>PHASE I: EVALUATION OF EMERGENCY SITUATION</b>		
<b>Location</b>	<b>Person</b>	<b>Responsibilities</b>
Command Center	<b>Noemi Orduña</b> (Principal)	Central Command
	<b>Jonathan Mundy</b> (Assistant Principal)	Command Center Lead
	<b>Nathalia Cuellar</b> (Secretary)	Communications Lead
	<b>Maria Nuno</b> (Attendance/ Data Clerk) <b>Rildo Barrios</b> (Registrar)	Emergency Contact Information
	<b>Raul Venegas</b> (Head Custodian)	Facilities
Search and Rescue	<b>Violet Santacruz, Monica Braggs, Raymond Jackson, Juan Luna, Thaily Rodriguez, Ms. Tucker, Ms. Fontenot, Mr. Trapp</b>	Under the direction of Mr. Mundy
		-Search and Rescue, if needed, under the direction of Mr. Mundy -(Teachers remaining will assume responsibility for neighboring classes.)
Triage Station	<b>Kemberly Lopez-Munoz</b> (Health Clerk), <b>Mary Lauderdale</b> , (School Nurse)	Evaluate injured persons
<b>PHASE II: PARENT/ STUDENT REUNIFICATION</b>		
Command Center	<b>Noemi Orduña</b> , Principal	Central Command
	<b>Jonathan Mundy</b> , Assistant Principal	Command Center Lead
	<b>Raul Venegas</b> , Head Custodian	Facilities
Student Request Gate (small gate on Buckeye St. closest to field)	<b>Rildo Barrios</b> , Registrar	Student Request Lead
	<b>Stella Francoallen</b> , Community Advocate	Assist with Student Request
	Support Staff: <b>Violet Santacruz, Manuel Galloway, Raymond Jackson, Ericka Gutierrez-Cruz, Thaily Rodriguez</b>	Runners
Parent/ Student Reunification Gate (small gate on Buckeye St. closest to field)	<b>Maricela Borough</b> , Community Assistant	Assist with Parent/ Student Reunification
	---	Assist with Parent/ Student Reunification
Triage/ First Aid Station	<b>Kemberly Lopez-Munoz</b> , Health Clerk School Nurse	Monitor Injured Persons
Morgue (north side of Auditorium by playground shed)	Available Staff under the direction of <b>Jonathan Mundy</b>	Record/ monitor Morgue

**Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures**

**OEB Magnet Evacuation Roles: Duties/ Responsibilities**

1. **Principal: Noemi Orduna** Responsible for ensuring all staff are aware of assigned duties, and maintains Command Control over operations. Location during Drill (**Central Command-Command Center**)
2. **Assistant Principal: Jonathan Mundy** (Command Center Lead) Responsible for organizing and overseeing the drill. Location during Drill (**Command Center**)
3. **Instructional Coach: Jason Trapp** (**Command Center**) Coordinate with Command Center Lead for Search & Rescue, if needed.
4. **Secretary: Nathalia Cuellar** Maintain and review of faculty emergency data cards, visitor information, also responsible for direction and controlling incoming faculty reports to and from Evacuation Area, Triage Station, Parent Reunification Station, and Command Center.
5. **Registrar: Rildo Barrios** Maintain and review student information, also responsible for direction and communicating with families at the Request Gate and Command Center.
6. **Attendance Clerk: Maria Nuno** Maintain and control incoming student attendance to and from Evacuation Area, Triage Station, Parent Reunification Station, and Command Center.
7. **Head Custodian: Raul Venegas** Establish custodian control and responsibilities. Ensure all gas line valves and water mains are shut off, and secured. Maintain the emergency water supply and control of equipment, in the disaster bin as outlined in SOP. Assist in setting up PA systems, tables, and chairs, at the Command Post. Assist with Search and Rescue. (**Custodians are on call to support Search & Rescue Teams**).
8. **Teachers:** Responsible for the safe evacuation and accountability of students. Report to assigned Search & Rescue Teams, if assigned. Remaining teachers will assume responsibility for students of teachers part of Search and Rescue. **NOTE: All teachers on prep/ conference period must report to the Command Center to support.**
9. **Support Staff:** Report to the Command Center, **Mr. Mundy**, to support as needed.
10. **School Nurse and Health Clerk:** Maintain the Triage Station. Treat and ensure casualties that are marked clearly of the severity of injury, and coordinate needed evacuation with Pasadena Police. Conduct quarterly inspections of medical equipment and supplies in the disaster bins in collaboration with the Custodial Team.
11. **Search & Rescue Teams:** Report to the Command Center, **Mr. Mundy**, and link up with appointed Team Leaders for recovery and evacuation assignments of students left behind during the evacuation process.

**(Emergency Staffing Requirements)**

The following key personnel positions are listed to designate alternates when primary designates are missing or absent from any Madison emergency drill.

**Jonathan Mundy** will assume duties in the absence of **Noemi Orduña**  
**Patricia Fontenot** will assume duties in the absence of **Jonathan Mundy and Noemi Orduña**  
**Jason Trapp** will assume duties in the absence of **Patricia Fontenot, Jonathan Mundy, and Noemi Orduña**.

**Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures**

**3. Earthquake and Evacuation Drill Instructions**

**A copy of this should be in each classroom and in a file.**

**Fire Evacuation Procedures**

In case of Fire, there must be a full evacuation.

**School Fire:** This is a procedure that can be orchestrated by either the school administrators, or the district. This drill can be conducted based on several issues:

1. Fire in any part of the school campus.

**Actions to be taken after initial alarm:**

1. Teachers will collect their Emergency bag and Emergency Folder.
2. Teacher evacuates with all students to the designated evacuation area.
3. Drop off any student with injuries to the First Aid Station.
4. If a student is seriously injured in the classroom under the teacher's control, the teacher will stay behind with the student and send their class with their buddy teacher. The buddy teacher will take the emergency folder from that classroom and complete the accountability form for that classroom. Upon exiting the classroom, teachers will mark the classroom door with the following color code sign, located in the emergency folder. Injury situations dictate the procedure of leaving students behind.

**Actions by Administrators after initial alarm of a Lock Down:**

1. Upon receiving notification from the District, or initiating the lockdown, follow lockdown procedures.
2. Upon arrival of police, the Administrator will have rosters available to account for all students and faculty.
3. The office manager will have an appointed assistant available to answer parent calls.

At the completion of any drill or actual situation, teachers, staff, and administrators will complete the drill feedback form and return it to Ms. Orduña.

**Additional Instructions to Parents:**

No parent will be allowed to enter the evacuation area looking for his or her child. It is the parent's responsibility to keep medical and phone rosters current with school. Safety is the number one concern of the school. Your cooperation is greatly appreciated.

**Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures**

**Shelter in Place Procedures**

**Shelter in place** is a short-term safety procedure that will help protect staff and students by taking **shelter** inside the **school**, if hazardous materials are released into the atmosphere.

**Procedures once Drill is called:**

- Activate the school’s emergency plan. Follow reverse evacuation procedures to bring students, faculty, and staff indoors.
- Account for any students who are present but not in the class period. Notify the command center via “security chat” or fast communication method available to you.
- After 3-5 minutes if you have not reported your attendance, the command center will call classrooms to check in.
- If there are visitors in the building they will stay inside until the drill is over.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- Close window shades, blinds, or curtains and attempt to seal any openings to the best of your ability.
- Have custodians familiar with your building’s mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
- Once all teachers with students have checked in, listen for an official announcement from school officials via the public address system, and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

**Additional Instructions to Parents:**

No parent will be allowed to enter the Shelter in Place area looking for his or her child. That would cause additional danger or serious confusion, and a controlled environment has to be maintained at all times. Parents, please **do not** instruct students to leave the controlled area. It is the parent’s responsibility to keep medical and phone rosters current with school. Patience must be practiced. Safety is the number one concern of the school. Your cooperation is greatly appreciated.

**Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures**

**Full Lockdown Procedures**

**CODE 1000**

A full lockdown or “hard” lockdown means that people must stay where they are and may not exit or enter a classroom. If people are in a hallway, they must go into the nearest classroom or office space.

**School level lockdown:** This is a procedure that can be orchestrated by either the school administrators, or the district. This drill can be conducted based on several issues:

1. Threat of violence to staff and students
2. Gunfire
3. Intruder on campus
4. Advised by local authorities to lockdown
5. Advised by District to lockdown

**Actions to be taken after initial alarm:**

1. ZERO Noise
2. Teachers and faculty gather students into classrooms and offices.
3. Lock all doors and close windows
4. Shades are drawn if equipped
5. Students are kept away from all windows and doorways.
6. Teachers are responsible for managing students in classrooms and ensuring students remain calm.
7. Students and teachers will stay in place until the rooms are given all clear or evacuated to a designated area.

**Actions by Administrators after initial alarm of a Lock Down:**

1. Upon receiving notification from the District, or initiating the lockdown, follow lockdown procedures.
2. Upon arrival of police, the Administrator will have rosters available to account for all students and faculty.
3. The office manager will have an appointed assistant available to answer parent calls.

At the completion of any drill or actual situation, teachers, staff, and administrators will complete the drill feedback form and return it to Ms. Orduña.

**Additional Instructions to Parents:**

No parent will be allowed to enter the lockdown area looking for his or her child. It is a parent’s responsibility to keep medical and phone rosters current with school. Safety is the number one concern of the school. Your cooperation is greatly appreciated.



**Octavia E. Butler Magnet**  
**Safety Plan Standard Operating Procedures**

**Lockdown Team Response**

A soft or partial or lockdown means that the cafeteria, all classrooms, bathrooms, offices, and exterior doors will remain locked. Students must remain in the classroom. If a restroom break is needed, students must be accompanied by an adult at all times outside of the classroom. Adults should limit their movement and stay where they are, if possible.

**School level soft lockdown:** This is a procedure that can be orchestrated by school administrators. This drill can be conducted based on several issues:

1. Potential for injury to staff and/ or students
2. Investigation of Unidentified Adult on Campus, but no known danger
3. Locating a student on campus

**Actions to be taken after initial alarm:**

1. Teachers and faculty escort all students to their respective classrooms.
2. Lock all doors and close windows
3. Shades are drawn if equipped
4. Teachers are responsible for managing students in classrooms and ensuring students remain calm.
5. Students and teachers will stay in place until the rooms are given all clear.

**Actions by Administrators after initial alarm of a Lock Down:**

1. Follow soft lockdown procedures.
2. Resolve the issue as soon as possible.
3. The office manager will have an appointed assistant available to answer all calls.

At the completion of any drill or actual situation, teachers, staff, and administrators will complete the drill feedback form and return it to Ms. Orduña.

**Additional Instructions to Parents:**

No parent will be allowed to enter the lockdown area looking for his or her child. It is a parent's responsibility to keep medical and phone rosters current with school. Safety is the number one concern of the school. Your cooperation is greatly appreciated.

**Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures**

**Earthquake Evacuation Procedures**

In case of an earthquake, there must be a full evacuation.

**Earthquake:** This is a procedure that can be orchestrated by the district. This drill can be conducted based on several issues:

1. Area earthquake

**Actions to be taken after initial alarm:**

1. Drop, Cover, and Hold during an earthquake
2. Once the earthquake has stopped, the Teacher will collect their Red Emergency bag and Emergency Folder.
3. Teacher evacuates with all students to the designated evacuation area.
4. Drop off any student with injuries to the First Aid Station.
5. If a student is seriously injured in the classroom under the teacher's control, the teacher will stay behind with the student and send their class with their buddy teacher. The buddy teacher will take the emergency folder from that classroom and complete the accountability form for that classroom. Upon exiting the classroom, teachers will mark the classroom door with the following color code sign, located in the emergency folder. Injury situations dictate the procedure of leaving students behind.

**Actions by Administrators after initial alarm of a Lock Down:**

1. Upon receiving notification from the District, or initiating the lockdown, follow lockdown procedures.
2. Upon arrival of police, the Administrator will have rosters available to account for all students and faculty.
3. The office manager will have an appointed assistant available to answer parent calls.

At the completion of any drill or actual situation, teachers, staff, and administrators will complete the drill feedback form and return it to Ms. Orduña.

**Additional Instructions to Parents:**

No parent will be allowed to enter the evacuation area looking for his or her child. It is the parent's responsibility to keep medical and phone rosters current with school. Safety is the number one concern of the school. Your cooperation is greatly appreciated.

**Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures**

**OEB Magnet School Maps**

These maps depict the evacuation routes, functions and layouts, to the designated assembly areas.

**Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures**

#### **4. Other Emergency Situations**

##### **IMPORTANT GUIDELINES TO FOLLOW DURING ANY EMERGENCY**

- Keep your red folder updated and easily accessible at all times. It should include this emergency guide, current class rosters, emergency/color-coded cards, ink pens and paper, and an emergency list of phone numbers for your class or classes.
- Take roll often and as directed, write down any students missing or additional students in order to assist in accounting for students.
- Do not release students to anyone without administration direction. A check-out procedure must be used to ensure the safety of students.
- Maintain a calm and poised demeanor at all times to reassure your students and to assist you in making good decisions during an emergency.
- Review your Emergency Procedures often and keep updated.
- Be aware that emergency situations change rapidly and be prepared to utilize alternative routes, assembly areas, or transportation during an emergency.
- Notify the administration about any problems/concerns.
- Remember that you are in charge of the supervision of your students at all times and their safety and well-being are foremost.
- Do not respond to requests for information, refer ALL requests for information to the Superintendent's office. Do NOT give out any information the Superintendent's office will release all official statements.

#### **ABDUCTION/RUNAWAY STUDENT**

**DEFINITION:** The determination that a child is missing, has runaway, or has forcibly left campus with someone not allowed to pick the student up from school.

**WITNESS:**

1. Get a description of the alleged abductor (height, weight, race, gender, clothing)
2. Get description of vehicle (make, model, color, tag #).
3. Get the direction the suspect left the scene.
4. Report info to the office immediately.

**OFFICE:**

1. Notify principal
2. Notify Police (have descriptions available) (626) 744-4501.
3. Notify Superintendent (626)396-3619.
4. Principal will notify parents or designate appropriate staff members to do so.
5. Secretary will gather information for Police (student picture, description of clothing, description of abductor and vehicle).
6. Counselors are available for parents and students.

**Personnel Roles:**

**Principal -** Coordinate appropriate services/search/notification

**Office Staff -** Call Superintendent's office, parents/guardians, other buildings, as appropriate

**Teachers/Staff –** Call the Principal's office. Follow students as appropriate. Remain calm and supervision of students to another certified staff members

**Octavia E. Butler Magnet**  
**Safety Plan Standard Operating Procedures**

**LOCK-DOWN**

**LOCK-DOWN/IMMEDIATE THREAT/INTRUDER**

**DEFINITION:** An immediate danger to staff or students due to an identified threat, requiring drastic measures to maintain the safety of those in the building.

1. Main office announces "Teachers, we are under a lockdown" and notify all outlying buildings.
2. Principal/Main office calls the Superintendent(626)396-3619 and Police 911.
3. Principal or designee post "Lockdown" notice on main entrances.
4. TEACHERS will follow lock-down procedures
  - a. Pull students in nearby hallways and restrooms into their room. Shut and lock door, cover all windows, and account for all students. Write down missing or extra students and put the list in the red Emergency Procedures Folder, which the teachers should keep with them at all times.
  - b. Students in outer buildings or fields will take shelter in the closest building that can be secured.
  - c. Turn off lights, close blinds, and move students away from windows.
  - d. Remain calm and explain to students that everyone must remain very quiet and calm. Reassure students.
  - e. Search the classroom for anything suspicious or out of the ordinary.
  - f. Once any threat is contained, teachers the police, SRO, or Principal will come to your classroom to release your classroom from Lockdown. You are not to open the door for anyone. The Police will provide id before entering your room after a crisis situation.
  - g. Keep all students in the room until given the all clear or notified of an evacuation by an administrator or law enforcement. This may be an extended period of time.
  - h. If there is a person with a firearm – Assess the situation and flee the school if there is a safe exit from the room such as through a window.
5. Special Assignment - Check outside doors, restrooms, and halls for students (assigned by principal). Under some circumstances, some staff will be assigned near exterior doors to admit identified students arriving from off-campus, example from ICTC.

**Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures**

**SUICIDE/DEATH AT SCHOOL**

**SUICIDE ATTEMPT AT SCHOOL**

1. Call 911 for police and ambulance if necessary.
2. Notify Principal and Superintendent (626) 396-3619.
3. The Principal will notify parents/guardian or designate appropriate staff member to do so.
4. Hold Crisis Response Team meeting.
5. Counselor provide immediate attention for suicidal student and parents.
6. Keep witnesses from the area, have them do written statements, and have counseling available.

**INTERVENTION**

If it is believed that an individual is in danger of harming him/herself, report the situation immediately.

1. DO NOT leave the individual alone.
2. Notify the principal.
3. Notify counselors.
4. Do not allow a student to be unsupervised at school or home.
5. Principal or counselor notify parent/guardian to come take direct responsibility for the student.
6. Release the student only to the parent or guardian. If unable to reach parent/guardian or concerns continue, student is to be released to the Police Dept. (626) 744-4501.

**DEATH AT SCHOOL**

1. Follow procedure above for suicide attempt.
  2. Alert counselors of others related to the situation at all school sites.
  3. Inform staff and students of accurate information related to the incident.
  4. Have factual information for the Superintendent for media release. Media should be referred to the Superintendent's office.
  5. Have a fact sheet for secretaries to use for telephone inquiries.
  6. The Crisis Response Team should provide additional counseling for friends and persons with a history of suicide threats or attempts.
  7. Provide additional information to students and staff as it becomes available.
- POLICE, AMBULANCE, FIRE 911 SUICIDE HOTLINE (800) 784-2433**

**Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures**

**5. Emergency Go-Bag & Emergency folder Checklist**

This folder should contain these items:

- school map with evacuation locations
- Fire & Evacuation Drill Procedures
- Class rosters for each period
- Emergency Staff/Student Accounting Report (Appendix V)
- Staff Directory
- OEB Magnet - Emergency Response Procedures & Assignments - Evacuations
- First Aid kit

**Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures**

*Appendix IV*

**Drill Comment Sheet**

Name \_\_\_\_\_

Date \_\_\_\_\_

Upon the completion of each drill; each member involved with the drill will be requested to provide feedback. This feedback will be used to improve the structure and readiness of the Teams and School Emergency Operations.

**ISSUES NOTED FROM DRILL**

State problems encountered and recommended solutions. Make your comments legible and list positive aspects, as well as what needs improvement. Ensure your comments are specific.

<b>TYPE OF DRILL:</b> (circle one) Earthquake    Fire    Lock-Down    Gas Leak    Other-_____	
What worked well? (Please be as specific as possible)	
What needs improvement? (Please be as specific as possible)	How can it be improved? (Please be as specific as possible)



Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures

**Appendix V**

**EMERGENCY STAFF/STUDENT ACCOUNTING REPORT**

Teachers: Once your class is in place on the athletic field, take roll, complete the form below, and send it immediately to the command center.

TEACHER NAME: \_\_\_\_\_ ROOM # \_\_\_\_\_ DATE \_\_\_\_\_

TOTAL NUMBER OF STUDENTS  
PRESENT AT BEGINNING OF PERIOD: \_\_\_\_\_

**TOTAL NUMBER OF STUDENTS  
PRESENT WITH YOU ON FIELD:** \_\_\_\_\_

\* LIST NAMES AND ID NUMBERS OF MISSING STUDENTS BELOW (USE BACK IF NECESSARY):

STUDENTS PRESENT BUT NOT WITH CLASS	STUDENTS ABSENT
1	
2	
3	
4	

**EMERGENCY STAFF/STUDENT ACCOUNTING REPORT**

Teachers: Once your class is in place on the athletic field, take roll, complete the form below, and send it immediately to the command center.

TEACHER NAME: \_\_\_\_\_ ROOM # \_\_\_\_\_ DATE \_\_\_\_\_

TOTAL NUMBER OF STUDENTS  
PRESENT AT BEGINNING OF PERIOD: \_\_\_\_\_

**TOTAL NUMBER OF STUDENTS  
PRESENT WITH YOU ON FIELD:** \_\_\_\_\_

\* LIST NAMES AND ID NUMBERS OF MISSING STUDENTS BELOW (USE BACK IF NECESSARY):

STUDENTS PRESENT BUT NOT WITH CLASS	STUDENTS ABSENT
1	
2	
3	
4	

**Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures**

**Appendix VI**

<b>OEB Magnet Parent Request Form</b>					<b>Verification</b>	
<b>Student's Name</b>						
<b>Requesting Parent/ Guardian Name</b>						
<b>Parent REQUEST GATE STATION (Initials)</b>						
<b>Parent/ Student REUNIFICATION GATE (Initials)</b>						
<b>COMMAND CENTER</b>		<b>Location of Student</b>				
		<b>Triage</b>	<b>Field</b>	<b>Missing</b>	<b>Morgue</b>	
<b>Receiving Parent/ Guardian Signature</b>						

<b>OEB Magnet Parent Request Form</b>					<b>Verification</b>	
<b>Student's Name</b>						
<b>Requesting Parent/ Guardian Name</b>						
<b>Parent REQUEST GATE STATION (Initials)</b>						
<b>Parent/ Student REUNIFICATION GATE (Initials)</b>						
<b>COMMAND CENTER</b>		<b>Location of Student</b>				
		<b>Triage</b>	<b>Field</b>	<b>Missing</b>	<b>Morgue</b>	

**Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures**

<b>Receiving Parent/ Guardian Signature</b>	
---	--

**Forma para Recoger Estudiantes**

APELLIDO del estudiante	Nombre del Estudiante	Fecha de Nacimiento
<b>Nombre del Padre RECOGIENDO al estudiante</b>		<b>verificacion</b>
<b>Iniciales de la Estación/ Porton de Padres</b>		
<b>Iniciales de la Estación/ Porton de Reunificación</b>		
<b>Completado por el Centro de Mando: (marque el lugar)</b>		
<b>Estudiante en:</b>		
Triage	Field	First Aid
<b>FIRMA del Padre Recogiendo al estudiante</b>		

**Forma para Recojer Estudiantes**

APELLIDO del estudiante	Nombre del Estudiante	Fecha de Nacimiento
<b>Nombre del Padre RECOGIENDO al estudiante</b>		<b>verificacion</b>
<b>Iniciales de la Estación/ Porton de Padres</b>		
<b>Iniciales de la Estación/ Porton de Reunificación</b>		
<b>Completado por el Centro de Mando: (marque el lugar)</b>		
<b>Estudiante en:</b>		
Triage	Field	First Aid
<b>FIRMA del Padre Recogiendo al estudiante</b>		

**Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures**

**6. Injured/Missing Status Report and Permit for Release of Child Sample Forms**

**PERMIT FOR RELEASE OF CHILD**

Directions: Parent/guardian/emergency contact to fill in both portions. Separate at dotted line. BOTH HALVES SHOULD BEAR SCHOOL STAMP AND SIGNATURE OF PERSON AUTHORIZING RELEASE Bottom half to be taken by school representative to Emergency Assembly Area. Top portion to remain with parent(s) and presented at the reunification gate.

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

I \_\_\_\_\_ request the release of  
(please print your name)

the student \_\_\_\_\_ from  
(please print name of student)

**Octavia E. Butler Magnet School**

**Signature:** \_\_\_\_\_

**Relation to student:** \_\_\_\_\_

(Parent/Guardian/Emergency Contact to take this portion to Reunification Gate)

✂ \_\_\_\_\_

**COPY OF PERMIT FOR RELEASE OF CHILD**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

I \_\_\_\_\_ request the release of  
(please print your name)

the student \_\_\_\_\_ from  
(please print name of student)

**Octavia E. Butler Magnet School**

**Signature:** \_\_\_\_\_

**Relation to student:** \_\_\_\_\_

**Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures**

**(This portion to be sent to Emergency Assembly Area)**

**7. Incident Command Response Procedures & Duties**

**INCIDENT COMMAND RESPONSE PROCEDURES & DUTIES**

**ALL PERSONNEL WITHOUT A SPECIFIC DUTY OR CLASS ARE TO IMMEDIATELY REPORT TO THE ICC FOR INSTRUCTIONS.**

**LOCATION:** Jonathan Mundy

*The Incident Commander (IC) is responsible for directing emergency operations and shall remain at the Command Post ICC to observe and direct all operations. The IC will normally be the school principal, assistant principal or their designee. In the absence of the normal IC, anyone may assume the duties of the IC until someone more qualified can take over. The Incident Command Center (ICC) – The ICC will normally be located in (insert area):\_\_\_\_\_ . If any conditions make this unsafe, a safe alternate location will be selected.*

**PROCEDURES:**

1. Report to incident Command Center.

**RESPONSIBILITIES:**

1. Begin and end emergency response.
2. Assess type and scope of emergency.
3. Determine threat to human life and structures and need for outside assistance.
4. Set up command post.
5. Set up and coordinate emergency assignments as needed for:
  - a. Accounting for all students and staff.
  - b. Communications Leader to coordinate:
    - Communications with District Office,
    - Internal Communications, and
    - External communications with media.
  - c. Operations Leader to coordinate:
    - Campus security/Utilities Team,
    - First Aid/Crisis Team Leader,
    - Search & Rescue Team Coordinator, and
    - Fire suppression/Hazardous Materials.
  - d. Logistics Leader to coordinate:
    - Reunification Team at Request and Reunion Gates,
    - Support to Operations with Resources and Volunteers, and
    - Sanitation, Nutrition and Shelter.
6. Direct Communications Team and initiate all official messages to district office, staff, students and parents.

**SUPPLIES/EQUIPMENT:**

1. Table, chair, desk supplies.
2. Sets of Master keys.
3. Walkie-talkies.
4. Portable PA system.
5. AM/FM Portable Radio.
6. Notebook containing the following items:
  - a. Faculty/Staff Roster.
  - b. Master Student Roster.
  - c. Copies of every team's duties.
  - d. School Emergency Operations Chart.

**Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures**

- e. School Information Map.
- f. Emergency Response Team Log.

**LOCATION:** Communications Team Nathalia Cuellar and Dominique Tucker

*Communications Team will assist Incident Commander with external and internal communications as needed.*

**PROCEDURES:**

1. Sign-in and out at Incident command Center.
2. Report to the Incident Commander

**RESPONSIBILITIES:**

1. Support Incident Commander by facilitating and delivering communications.
2. Set-up public address system.
3. Use cell phone short messages, walkie talkies, messengers and any other means needed to communicate between school, emergency services and district office as needed. Will also relay official communications from IC to staff and students in the assembly area, and parents and public as needed.

**SUPPLIES/EQUIPMENT:**

1. Table, chair, desk supplies.

**Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures**

**First Aid/Mental Health Team**

**LOCATION:** Mary Lauderdale and Kimberly Lopez

---

**PROCEDURES:**

1. Sign-in and out at Incident command Center.
  2. Report to the command center
- 

**RESPONSIBILITIES:**

1. Set up a first aid area in a safe place.
2. Secure first aid supplies.
3. Triage for life-saving: prioritizing quick check to open airways, stop bleeding and treat shock.
4. Coordinate with Search and Rescue Teams.
5. Determine need for emergency medical assistance.
6. Administer first aid as needed.
7. Keep record of types of injuries and aid provided.
8. Provide psychological first aid and establish a buddy system to support students or staff in need.
9. Keep a log of students dispatched for emergency medical assistance and that need follow-through and referrals.

**SUPPLIES/EQUIPMENT:**

1. Table, chair, desk supplies.
2. First aid supplies.
3. Walkie-talkie.
4. Stretchers.
5. Blankets.
6. Wheelchair.
7. Notebook containing the following items:
  - a. First Aid Roster.
  - b. Patient record forms.
  - c. School Emergency Operations Chart.
  - d. School Information Map.
  - e. Emergency Response Team Log.

**Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures**

**Search and Rescue & Fire Suppression Team**

**LOCATION:** Command Center Jason Trapp and Michael Mathenge

*Individuals with designated LSAR responsibilities are expected to assemble immediately just outside the ICC. The LSAR Coordinator will be given keys to the storage container with emergency equipment located at (insert area: \_\_\_\_\_)*

**PROCEDURES:**

1. Sign-in and out at Incident Command Center (ICC will issue keys and Walkie-talkie to first team member that signs off).
2. Report to Emergency Supplies Bin.

**RESPONSIBILITIES:**

**Search and Rescue Team Coordinator:**

1. Opens Emergency supplies Bin.
2. Mobilizes Search and Rescue Teams.
3. Maintains contact with Incident Command Center.
4. Maintains list of fires discovered and status.
5. Receives list of missing/unaccounted students.
6. Checks with Search & Rescue Teams for missing students.

**Search and Rescue Teams will do the following during the first 15-20 minutes after an earthquake/disaster:**

1. 3-member teams search assigned areas; other team members stay with Search & Rescue Coordinator for support.
  - Check every room in the assigned buildings looking for any person(s) who are hurt or need rescue assistance. Begin on the first floor and work up.
  - Place an "X" with chalk on doors of empty rooms.
  - Ensure everyone is out of the building(s). Escort people out of building in normal manner via stairs, halls, and doorways whenever feasible. Send stragglers to the assembly area.
  - Place rescuer safety first. Use good judgment in each situation.
  - Provide first aid on site, as long as you are not in danger.
  - Transport non-ambulatory injured to first aid treatment area, only if it is dangerous to remain.
2. Locate and quickly move victims to a safe location.
3. Spend no more than one minute with each found victim.
4. Record location of victim on Emergency Response Team Log.
5. Report findings to Search & Rescue Team Coordinator.
6. Other Search & Rescue Team Members are dispatched to areas where needed, only after receiving reports on initial search from all Search & Rescue Teams.
7. Report fires to Team Coordinator and puts out small fires.

**SUPPLIES/EQUIPMENT:**

- |    |                           |    |                                    |
|----|---------------------------|----|------------------------------------|
| 1. | Master keys.              | 8. | Notebook containing:               |
| 2. | Walkie-talkies.           | a. | School Emergency Operations chart. |
| 3. | Search & Rescue backpack. | b. | School Information Map.            |
| 4. | CO2 fire extinguishers    | c. | Emergency Response Team Log        |
| 5. | Hoses                     |    |                                    |
| 6. | Gloves                    |    |                                    |
| 7. | Blankets                  |    |                                    |



## **Reunification Team**

**REQUEST GATE:** Ivan Barrios and Erica Gutierrez Cruz

**REUNION GATE:** Maria Nuno and Thaily Rodriguez

### **PROCEDURES:**

1. Sign-in and out at Incident Command Center.
2. Get necessary supplies from the Emergency Supplies Bin.

### **REQUEST GATE RESPONSIBILITIES:**

1. Greet and direct parents/guardians through Request process.
2. Request identification and verify authorization on "Student Emergency Contact" Cards
3. Locate child using Student Schedule Location Roster and identify location in Emergency Assembly Area.
4. Have parent/guardian fill out "Permit for Release of Child" form.
5. Send runner with copy of Permit for Release of child" form to emergency Assembly Area.
6. Direct parent/adult to "Reunion Gate" with original copy of "Permit for Release of Child" form.

### **REUNION GATE RESPONSIBILITIES:**

1. Reunite student with designated adult collecting matching both copies of "Permit for Release of Child" form, and confirming adult identity with student.
2. Collect and file original "Permit for Release of Child" from parent/guardian.
3. In the case of discrepancies request adult to return to Request Gate.

### **SUPPLIES/EQUIPMENT AT BOTH REQUEST AND REUNION GATES:**

1. Gate keys.
2. Table, chair, desk supplies.
3. Walkie-Talkie.
4. Pens, Paper, Clipboards
5. Master list of Students.
6. Runners (10-12 Student Council Members).
7. Emergency Notebook containing the following items:
  - Faculty/Staff Roster.
  - School Emergency Operations Chart.
  - School Information Map.
  - Student Schedule locator rosters.
  - Field location grid for each class in emergency assembly area.
  - Emergency Response Team log.

### **REQUEST GATE ONLY:**

1. Current set of Student Emergency Information Cards in alphabetical order (From Incident Command Center).
2. Clipboard with Release Procedures.
3. "Permit for Release of Child" forms in duplicate.
4. Visitor passes (colored)
5. REUNION GATE ONLY
6. Box to file original Permit for Release of Child forms in alphabetical order.

**Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures**

**LOCATION: Emergency Assembly Area Team**

In the event that this location is unsafe, our alternate location is: *(insert area)*: on track by bleacher area. This decision will be made by the ICC. *Assembly Area Team is those teachers and staff assisting in the assembly area(s). One additional staff member in each area will act as **Assembly Area Team Recorder**. The Assembly Area Team Leader should normally be located at the front of the Assembly Area.*

**PROCEDURES:**

1. Remain at the Emergency Assembly Area and supervise students.

**RESPONSIBILITIES**

**Team Leader:**

1. Send INJURED / MISSING STATUS REPORT FORMS from teachers, with any injured or missing from teachers to the ICC immediately.
2. Send all remaining INJURED / MISSING STATUS REPORT FORMS to ICC Attendance Accounting Team.
3. Report injuries and missing person to Incident Commander.
4. Communicate with Incident Command Center Attendance Accounting Team.
5. Keeps all doorways, hallways, and stairwells safe and clear.
6. Implements a “buddy” system with neighboring teachers/staff.
7. Help runners locate students being picked up and direct them to the “Reunion Gate”.
8. Keep a copy of Permit for Release of Child brought by runner.

**Other Staff:**

1. Take roll and re-check students from time to time, reporting status to the Incident Command Center.
2. Supervise and reassure students throughout the duration of the emergency.
3. Conduct recreational and educational activities to maintain order and calm.
4. Provide water and snacks to help calm the students.

**SUPPLIES /EQUIPMENT:**

1. Table, chair, desk supplies.
2. Gate keys.
3. Walkie-Talkie.
4. Student Emergency Information Cards (From Incident Command Center).
5. Clipboard with Release Procedures.
6. Student Release Request Forms (Blue Slips).
7. Record-keeping materials.
8. Master list of Students.
9. Runners (10-12 Student Council Members).
10. Notebook containing the following items:
  - a. Evacuation Routes Diagram.
  - b. School Emergency Operations Chart.
  - c. School Information Map.
  - d. Emergency Response Team Log.

**Restrooms:**

- Students will use gym and field restrooms, if they are safe and water is available.
- If not, sanitation kits are available in the emergency shed for use.
- The kits will be positioned in appropriate locations.
- Girls and boys restrooms should be set up with privacy curtains around.

**Shelter:**

- In case of inclement weather, if the gymnasium is safe, students will be brought inside.
- If the building is not safe, alternative IC will seek alternate location. Blankets kept in the emergency shed will be used.

**Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures**

**Site Team (Security, Utilities, Sanitation, & Shelter)**

**LOCATION:** Command Center between gym and track

*Personnel designated as Security Personnel will secure buildings and provide directions to parents to request gate, and emergency vehicles access through Emergency Gate. The Security Team Leader will be responsible for the school site, including shelter and sanitation.*

**PROCEDURES:**

1. Sign in and out at the Incident Command Center.
2. Report to Emergency Supplies Bin.

**RESPONSIBILITIES:**

**Security Team Leader:**

1. IMMEDIATELY lock all external gates and doors – secure campus
2. Monitor gates and open for emergency vehicles, and direct first responders to areas of need.
3. Post signs as needed.
4. Direct parents to the “Request Gate”.
5. Check utilities and take action to minimize damage to the school site.
6. Assess damage to the site and report findings to the Incident Command Center.
7. Establish a morgue area, if needed.
8. Work with the cafeteria and ICC to distribute resources such as water, food, power, radio telephones and sanitation supplies.
9. Seek help to create shelter and sanitation teams as needed.

**Cafeteria staff:**

1. Provide water and food for those people detained beyond meal times.

**SUPPLIES/EQUIPMENT:**

1. Master Keys.
2. Walkie-Talkie.
3. Direction and information signs.
4. Supplies/equipment in the emergency supply bin.
5. Notebook containing the following items:
  - a. School Emergency Operations Chart.
  - b. School Information Map.
  - c. Emergency Response Team Log.

**Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures**

**8. Responsibility Matrix**

<b>POSITION / LOCATION</b>	<b>ACTION REQUIRED</b>	<b>RESPONSIBLE STAFF</b>
<p><b>Incident Commander</b> Command Center</p>	<p>Direct and coordinate all emergency operations. Assign staff role adapting for absentees or injuries.</p> <p>Credential emergency personnel.</p>	<p>Jonathan Mundy</p> <p>Noemi Orduna</p>
<p><b>Communications Team</b> Emergency Supplies Center</p>	<p>Coordinate external communications to other schools, district, media and relay official communications from IC to staff, students, parents and public.</p>	<p>Maricela Burrough</p> <p>Stella Franco Allen</p> <p>Natalie Daily</p> <p>Jill Ramirez</p>
<p><b>First Aid / Mental Health Team</b> First Aid Center</p>	<p>Ensure that all first aid supplies are up-to-date, available, and properly administered.</p>	<p>Mary Lauderdale</p> <p>Kemberly Lopez-Munoz</p> <p>Julia Paniagua</p>
<p><b>Light Search and Rescue Team</b> Command Center</p>	<p>Coordinate light search and rescue operations, inform IC of fires and put out small fires.</p>	<p>Jason Trapp</p> <p>Michael Mathenge</p> <p>Manual Galloway</p> <p>Raymond Jackson</p>
<p><b>Reunification Team:</b> Request Gate Reunion Gate</p>	<p>Meet parents at the Request Gate and escort students to the Reunion Gate.</p> <p>Receive parents and reunite them with their children at the Reunion Gate.</p>	<p>Nathalia Cuellar</p> <p>Dominique Tucker</p> <p>Maria Nuno</p> <p>Ivan Barrios</p>
<p><b>Emergency Assembly Area Team</b> Assembly Area</p>	<p>Account for all students. Supervise. Check periodically. Assist with locating and reunification. Implement a buddy system for use of restrooms and other assistance.</p>	<p>Patricia Fontenot</p> <p>Thaily Rodriquez</p> <p>Erica Gutierrez Cruz</p> <p>Lynn Heber</p>
<p><b>Site Team</b> Security, Utilities, Sanitation &amp; Shelter</p>	<p>Secure campus, direct parents to reunion gate, check and shut off utilities as necessary, provide sanitation and shelter sites.</p>	<p>Raul Venegas</p> <p>Felix Lopez</p> <p>Violet Santa-Cruz</p> <p>Angelica Herrera</p>

**Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures**

**8. Appendix**

***THE FOLLOWING IS A DRAFT ONLY:***

***Appendix I (Search & Rescue Team Equipment Checklist)***

Backpacks for each member will include the following items:

- FlashLight with “D” Size Batteries
- Hard Hat
- Heavy duty Rubber boots for flooded areas
- Headlamp with Batteries for Hard Hats
- Glow Sticks for light source backup, (Cyalume, White)
- Heavy Duty Leather Work Gloves (2 pair)
- Electrical Fire Gloves
- Latex Gloves
- Writing Utensils, all weather & Notepad (China Markers)
- First Aid Kit complete
- Temporary Stretcher
- Safety Vest-color designated by Team
- Bottle of Water
- Waterproof Map of School Site
- Whistle
- Thermal Blanket
- Marking Kits (Chalk & Permanent Markers)
- Casualty Codes/Markers
- Mask: (particulate, Niosh-N95, TB Quality)
- Overall/Coveralls

\* **Eagle Rover Team** will have the following additional items within their Backpacks

- Extra stretcher, and flat board

\*\* **Team Leaders Bag** will have additional equipment as indicated:

- Portable Fire Extinguisher
- Bolt Cutters
- Pry Bar
- Second Bottle of Water
- Fireman’s Axe
- Shovel
- Broom
- Wrench, (12”) Crescent, Pipe, Utility Shut-off

**Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures**

**Appendix II (Required Disaster Drill Bin Equipment Checklist) (Inspected Quarterly by Head Custodian & Commander (**Raul Venegas**); alternatively) Per **Jonathan Mundy****

2 per site	Axes [fireman's]
1 per site	Axes [pick]
3 per 500	Backboards [hard plastic, yellow]
1000 per 500	Bags [ <b>Infectious waste</b> , plastic, red] (Use for bloody items & Toilets These bags will be the first to be picked up by sanitation trucks, due to the hazardous contents.)
100 per 500, plus	Bags [trash, large, plastic, flat] (use for seating, rain ponchos, body warmth, <u>regular trash</u> ) (plus, 1 per class, 1 per station [Command Post, First Aid, etc.]
Depends on Pop #	Barrels [55-gallon, food-grade, for water, blue hard plastic] Figure ½ gal. Per person/50% attrition for 3 consecutive Days (Barrels last for about 15 years; water preserver (Concentrate treated water lasts for 5-years)
2 per site	Basin [plastic, wash] (Medical)
2 sets per	Batteries+ ["D", for <u>flashlights</u> ]
1 set per	Batteries [ <u>headlamp</u> ] (for Search & Rescue hard hats)
14 sets/2 sets per	Batteries [ <u>Lantern</u> ] (Command Post, Medical, Request, Reunion)
½ # population, plus	Blankets [Mylar] (plus, 10% of total pop. for Medical)
50 per 500	Blankets [paper, disposable]
2 gallons per site	Bleach+ [1-gal. bottle, unscented]
1 pr. per member	Boots [med. /large, rubber, heavy] (S&R Teams, rain/flooding)
2 sets	Box [file, cardboard, with A-Z dividers] (1 Request Gate & 1 Reunion Gate)
1 per site	{Box} [explosion-proof] (Store fuel for generator)
1 per site	Broom [push, full-size] (Search & Rescue)
10 per 500	Buckets [5-gal., plastic, white, use as toilets]
1 per <u>each</u> EAA	Bull Horns (Emergency Assembly Areas)
2 per site	Cable (to connect car battery to emergency power)
3 per site	Can Openers [manual]
4 per site	Canopies with side panels (1 Command Post, 1 Medical, 1 Request Gate, 1 Reunion Gate)
50 lbs. per 500	Cat Litter [toilets, odor-control]
12-16 per site	chairs [folding] (if possible)
15-25 per site	Clipboards [for emergency job descriptions]
5 boxes per site	Clips [metal, paper, standard & large]
	Crow Bar [see Pry Bar]
1500 per 500	Cups [4 oz., paper - elementary schools] (3 days = 4500)
1500 per 500	Cups [8 oz., paper - middle/high schools] (3 days = 4500)
2 per site	Cutters [wire and bolt, insulated] Duct Tape
2 per site	Fire Extinguisher [large industrial, ABC]
# varies by Site	Flashlights ["D" battery size; 1 ea. S&R Team member, 1 each Class, 3 Command Post 3 Medical, 3 Request Gate, 3 Reunion Gate, 2 counseling, 2 Logistics (bin), 1 PIO/Media]
5 per site	Flashlights [manual, wind-up]

**Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures**

Forms :( to be kept in water tight conditions)

- Command Post Incident Log
- First Aid Care
- Media Updates
- Mortality Log
- Student Request
- Student Reunion
- Purchases (post-disaster)

{Fuel} (For generator)

6 per site	Gloves [ <u>pairs</u> , heavy-duty, rubber]
# varies per Site	Gloves [heavy, work, medium & large] (2 pairs per S&R member, Plus 12 pairs per site) (sanitation set-up, logistics, Custodians, etc.)
# varies per Site	Goggles [clear plastic, wrap-around]
2 per site	Hammers [20 oz., claw]
# varies per Site	Helmets and vests for school officials and volunteers,
7 per site	Lanterns [2 Command Post, 3 First Aid/Medical, 1 Request Gate, 1 Reunion Gate]
200 per site	Light sticks [12-hour, cyalume, yellow] (tie to tent stakes – path to & toilet illumination; also, 3 per class - 1 per night)
6 per team	Light sticks [30-min., high-intensity, cyalume, white] ( <u>Search &amp; Rescue</u> team)
2 per site	Magnifying Glasses (Medical)
1 per site	Maps [3'x 4,' site, laminated, 6" white space on right margin for incident notes] (Command Post)
1 per member	Maps [site, portable] ( <u>Search &amp; Rescue</u> )
1 each per member	Markers [(China; <u>yellow</u> , <u>red</u> )] (Search & Rescue members)
125 per 500	Masks [dust]
2 per member	Masks [particulate, NIOSH-N95, TB quality] ( <u>Search &amp; Rescue</u> )
3 per site	Matches [250/ <u>box</u> , wooden] (750)
1 per member	Overalls/Jumpsuits (Search & Rescue)
1 per member	Packs [Backpacks, canvas] (Search & Rescue)
OPTIONAL	Packs [Fanny, small]
1 per member	Packs [Fanny, medium] (Medical team)
2 per site	Pails [1-gallon, plastic]
1 ream per class	Paper [blank, printer]
20 per site	Paper [steno notebooks] (5 for Medical)
200 per 500	Pencils Pencils and pens for record keeping
2 per site	Pliers [channel lock]
1 per site	Pliers [long-nose]
2 per site	Pry Bar [3-foot]
2 per site	Pump [siphon, 5 gallons per minute, plastic] (for dispensing water From 55-gallon emergency water barrels)
1 per site	Radios [portable, solar/manual crank]

**Rope/Twine**

**Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures**

1 roll per site	Rope [50'-100', synthetic]
1 large Roll per site	Rope [twine: tie light sticks to tent stakes-pathway & toilet Illumination]
4 rolls per site	Rope [1/4"x 600', nylon cord]

**Saws**

1 per site	Saw [large, rip, cross-cut]
1 per site	Saw [hack]

**Shelters**

10 per 500	Shelters [Privacy, Collapsible Toilet Enclosures]
------------	---

**Signs**

1 set per site	Signs [large, laminated, holes for hanging up] (in necessary Languages by site population – English, Spanish, Korean, Armenian, etc.) (Categories: Command Post, Counseling, First Aid/Medical, Media Area, Request Gate, Reunion Gate, Toilet “BOYS,” Toilet “GIRLS,” Toilet “ADULTS”)
----------------	---

**Shovels**

2 per site	Shovels [round nose]
1 per site	shovels [square nose]
2 per site	Sledge Hammer [15 lb., double face]

**Soap [bars]**

1 per site	Soap+ [2-liter, hand-sanitizer, germicidal, Purell-like] (Medical)
# varies per site	Soap+ [hand-sanitizer, germicidal, Purell-like] (two 16-oz. bottles Per toilet station)
# varies per site	Soap+ [hand-sanitizer, germicidal, Purell-like] (one per Class/teacher)
50 per site	Stakes [tent, metal] (for tying light sticks to - pathway illumination)
5 per site	Stapler
5 per site	Staples [2500 box]

**Stretchers**

3 per site	Stretchers Evacuation-Aid [flexible canvas gurney, red, brand name BRW]
1 per team	Stretchers (Search & Rescue)
3-5	Tables [6', folding]
3 rolls per 500	Tarps [12'x 100', 3 mil thick, plastic]
3 per site	Tents possible not mandatory
2 per site	Tissue [facial, <u>cases</u> ]
100 rolls per 500	Tissue [toilet]
10 per 500	Toilet Seats [for 5-gallon buckets]
Keep Current Ones	Toilets [portable]
50 rolls per 500	Towels [paper]

**Vests**

# varies by site	Vests should be Red and or Orange different colors are fine with job on the back, but for restock use red and or Orange
------------------	---

**Wrenches**

2 Wrenches	[to open 55-gallon water Barrel ports]
2 per site	Wrenches [12," crescent]



**Octavia E. Butler Magnet  
Safety Plan Standard Operating Procedures**

2 per site                      Wrenches [12," pipe]  
1 for each utility            Wrenches [12," utility shut-off] (Label gas, water, etc. per site)

***Appendix III (Classroom Lock-Down Emergency Footlockers)***

The following items should be maintained in a high state of preparedness within the **Classroom Lock-Down Emergency Foot Locker**

**Emergency Survival Footlocker**

- Copy of the Blair Disaster Drill Standard Operating Procedure, (SOP)
- Footlockers have to be securable
- Flashlight with batteries/ stored separately
- Glow sticks for light source backup
- First Aid Kit
- Classroom Marker panels, Red/Yellow/Black
- Portable Toilet/ with screen and bags, toilet tissue, capable of sustaining 8 hrs of use
- Disposable sanitary lid covers
- Disposable sanitary hand wipes
- Emergency rations, Granola Bars, Fruit Bars, (have to have long shelf life)
- Whistle with lanyard
- Marking Kits (Chalk & Permanent Markers)
- Disposable potable water bottles (Arrowhead, Smart Water) Water Pouches
- Portable communications devices
- Bag of cat litter
- Six large trash bags for disposal of waste
- Thermal blanket (6)
- Mini Radio with Batteries
- Pairs of Vinyl Gloves

**Additional items for the Shelter in Place Kit:**

- Roll of Masking Tape
- Plastic sheeting for windows
- Runner/Messenger Vest