

Hamilton Unified School District

620 Canal Street
P.O. Box 488
Hamilton City, CA 95951

Charles Tracy, Superintendent

(530) 826-3261
(530) 826-0440 (Fax)
www.husdschools.org

September 14, 2015

Mrs. Barbara Bass
PO Box 352
Hamilton City CA 95951

Dear Mrs. Bass,

Hamilton Unified School District is in receipt of your CPRA request for procedures for Hamilton Elementary School and Hamilton High School when pepper spray is emitted in the classroom while students are present.

My search of the records, board policy and administrative regulations has not garnered any such written procedures specific to pepper spray. However with any substance that could be harmful to students or staff the district staff follows these steps:

1. The room or immediate area is cleared of students and staff.
2. The room is allowed to air out by opening windows and doors when it is safe to do so.
3. Custodial staff uses the proper cleaning materials and procedures for the substance emitted before students are allowed back into the room.
4. If the substance is considered toxic and requires hazardous materials intervention, the Hamilton City Fire Department would be called to intervene and guide the cleanup. Please note that Pepper spray is not considered a hazardous material under most circumstances.

I hope this letter answers your inquiry of your CPRA request for information.

Sincerely,



Charles Tracy
District Superintendent



September 4, 2015

HUSD

PO Box 352

Hamilton City, CA 95951

Attention Superintendent Tracy,

I have a request under the California Open Records Act. I request the procedures for the elementary and high school when pepper spray is emitted in the classroom when students are present.

Thank You,

Barbara R. Bass, OUR SCHOOL Secretary

PO Box 352

Hamilton City, CA 95951